



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / November 12, 2024

SUBJECT: Special Event Permit Request for the 2024 Holiday Tree Lighting Ceremony

Prepared By: Jeanette Moeller, City Clerk

Report Date: 11/7/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-49 approving issuance of Special Event Permit #S2024-09 for the 2024 Long Lake Holiday Tree Lighting ceremony to be held in Holbrook Park on Friday, December 6, 2024; and to approve issuance of a Noise Variance Permit authorizing the use of sound amplification equipment for the event.

Overview / Background

Erika Leachman, on behalf of the Long Lake Park Board, has made an application for a Special Event Permit to host the 2024 Long Lake Holiday Tree Lighting ceremony in Holbrook Park on Friday, December 6, 2024 from 5:30 pm to 7:30 pm, with setup and cleanup to occur before and after the event.

The narrative submitted with the application indicates that the celebration would offer hot chocolate and cookies, holiday themed music, holiday décor/gifts vendor(s), a ceremonial holiday tree lighting, and will also feature fire pits for attendees to gather around.

Staff recommends approval of the Special Event Permit as requested, subject to the conditions included in the permit approval letter dated November 7, 2024.

Supporting Information

- Resolution No. 2024-49
- Special Event Application accompanied by permit approval letter dated November 7, 2024
- Event narrative and site map
- Event flyer
- Noise Variance Permit application