



To: Mayor and Town Council  
From: Michelle Metteer, Town Manager  
Date: December 6, 2023  
Agenda Item: Ordinance No. 27 - Series 2023, Approving an update to the special event permit fee

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**REQUEST:**

Approve Ordinance No. 27 - Series 2023, Approving an update to the special event permit fee.

**INTRODUCTION:**

In 2012, Minturn Town Council approved Ordinance No. 09 – Series 2012, establishing requirements for special event permits and fees. The special event permit fees have not been adjusted since 2012.

**ANALYSIS:**

Sec. 6-3-100 (c) of the Minturn Municipal Code stipulates “If the application includes a request to use any Town property or any Town service in connection with the special event, then, before the permit is issued, the applicant shall pay to the Town any necessary charges, fees or deposits required by the Town in connection with the use of the requested Town property or the provision of the requested Town service.”

Town staff are recommending that the permit fee for special events on town property include the rental fee of said property, and be set accordingly.

**COMMUNITY INPUT: N/A**

**BUDGET / STAFF IMPACT: N/A**

**STRATEGIC PLAN ALIGNMENT:**

PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT

The Town will seek to make ethical, informed, **data-based decisions**. With a focus on the public process, the Town Council and staff are committed to serving Minturn with the honesty and integrity in all aspects of local government.

**RECOMMENDED ACTION OR PROPOSED MOTION:**

Approve Ordinance No. 27 - Series 2023, approving an update to the special event permit fee.

**ATTACHMENTS:**

- Ordinance No. 27 – Series 2023