



TOWN “STAR LIGHTING” PROTOCOL POLICY

ISSUE DATE:	JULY 2020	REVISION DATE:	APRIL 2023 <u>SEPTEMBER 2024</u>
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I. PURPOSE

The purpose of this policy is to establish a written policy for when the Town Star will be lit and to continue long time traditions of the Town.

II. POLICY

The Town of Palmer Lake Star lighting is a symbol of hope. The following shall be recurring annual star lighting events:

- On Memorial weekend – beginning Friday dusk until Tuesday dawn, the star will be lit in honor of those who were lost in all U.S. wars. Residents may provide the Town names of a loved one, ~~which will be~~ collected the week prior to the lighting, and the memorial list will be posted to the Town website in remembrance.
- ~~On July 4th – beginning the dusk of July 4th for one night (may modify lights of red, white and blue).~~
- On September 11 – beginning at dusk for one night in remembrance of the 9/11 events.
- On Veterans Day – beginning the dusk of November 11 for one night.
- On Thanksgiving weekend – beginning Saturday at dusk ~~(following after Thanksgiving Day)~~ through New Year’s Day dawn, the star will be lit as a sign of **hope** for all to look upon.
- On the scheduled evening of the Hockey Outdoor Classic as long as the tournament is taking place on Palmer Lake.
- By request – citizens, who have served the community in some capacity, may request the star lighting for a specific purpose, as proposed to the Town Administrator, Fire Chief or Police Chief, in which Town staff shall contact the Town Mayor, or Mayor Pro Tem in the Mayor’s absence, for permission to light the star. Citizen requests shall be honored on the first Sunday evening of each month. The approved request(s) shall be ~~communicated to the Board of Trustees and~~ posted to the Town website.
- National/International events at the discretion of the Town Mayor, or Mayor Pro Tem in the Mayor’s absence.

Town employees are not authorized to reserve, make promises, or alter this Policy for the star lighting. This authority lies strictly with the Town Mayor, or Mayor Pro Tem in the Mayor’s absence. The Town Fire Chief shall be authorized to operate the star lighting in cooperation with the Firefighter Association. No other party shall be authorized, unless otherwise designated by the Fire Chief or designee.