



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: March 27, 2025	ITEM NO.	SUBJECT: Direction re: Policy for Board Review of Documents
Presented by: Town Administrator/Clerk		

Background

A citizen requested the Board consider the following:

The specific agenda item is the suggestion that the Town have a written policy on how to provide updates/modifications to existing documents when under review using the standard red line approach (includes strike outs of eliminated text, new inserted text in red font, and red lines drawn vertically along any changed/modified diagrams [images, diagrams, etc.]).

Recommended Action

Direction to staff relating to a policy for review of documents.