



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

DATE: June 13, 2024	ITEM NO.	SUBJECT: Revised Draft Code for Special Events
Presented by: Town Administrator Dawn Collins		

Recommended Action

Consider code language relating to the Special Event application process.

Background

The enclosed draft language for special events is revised to streamline approval administratively unless referred by a department supervisor to be reviewed by the Board of Trustees. A fee reduction may be considered where criteria is met.

Events are defined as private, minor and major events. The modification to the procedure will be reflected in the special event application packet.