



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

DATE: May 30, 2024	ITEM NO.	SUBJECT: Direction on Draft Code Language for Special Events
Presented by: Town Administrator Dawn Collins		

Recommended Action

Consider feedback to the draft code language relating to the Special Event application process within town boundaries.

Background

With research of the code, it was found that special event language does not currently exist in the town code. Town staff drafted language for review and direction from the Board. Any modification to the procedure will be reflected in the special event application packet.