



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

<b>DATE:</b> August 10, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> SPECIAL EVENT APPLICATION – Lewis Palmer Middle School Cross Country Meet
<b>Presented by:</b> Town Clerk Dawn Collins		

**Background**

The Lewis-Palmer Middle School Cross Country Race is a running event, hosting several middle school athletes. The event is set to take place on September 13, 2023, from noon to 6 PM, with the race beginning approximately 3:45 pm. It is estimated that there will be 500 in attendance throughout the time. Starting times are staggered. The race will assemble at the Santa Fe Trailhead near the volleyball court and runners will head south to a turn point to loop the trail around Palmer Lake (map enclosed).

The event coordinator, Bill Kissell is in communication with El Paso County for a permit to use the Santa Fe Trail. Bill met with town departments and will provide the following –

- Add portable toilets
- Post the area informing about the event one week prior
- Inform spectators and schools to park on the west side of the lake in public parking
- Plan 3-6 hours for PD assistance with traffic control
- Inform any food truck (Kona Ice) to get peddler permit from Town and Fire will conduct inspection day of the event
- Call 911 in the event of an emergency

LPMS is requesting the \$100 application fee be waived with approval.

**Recommended Action**

Approve the event to take place as presented, reviewed and supported by staff.