



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

<b>DATE:</b> December 9 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Ordinance to Amend Section 5.02 Relating to Business Licenses

**Background**

There has been confusion creating inconsistency around the procedures to renew business licenses in the Town where complaints about a business have taken place.

The enclosed amended code is drafted to specifically address the renewal procedure for business licensing. Staff will recommend fees with the review of the Town Master Fee Schedule for consideration in January 2022.