



# Agenda Item Summary Sheet

Item No: **E-5**  
Meeting Date: **March 1, 2023**

**Item Title:** Consideration of modification to Consolidated Fee Schedule re: events

**Item Summary:**

At the March 1<sup>st</sup> Board of Commissioners meeting, staff is requesting that the below modifications to Consolidated Fee Schedule regarding events be approved.

1. For the Board’s consideration, the Police Department (memo attached) is requesting to modify the Consolidated Fee Schedule to include a fee for staff to move/remove/locate/relocate message board(s) and/or light tower(s) to alert/caution vehicular or pedestrian traffic of an event in the immediate area. In past events, the Police Department had to assist Event Organizers with placement of these items for the public safety of a scheduled event.

The Event Organizers would be required to sign a hold harmless agreement holding the Town and Police Department not liable for damages or injury.

2. Electrical and tent inspections are performed as necessary in accordance with a Crowd Gathering Permit for an event. Staff is requesting to modify the fee amounts for these inspections from \$50 to \$75 to be consistent with the current fee schedule with other electrical inspections performed by the Planning Department. Pages of the fee schedule associated with these requests are attached.

Attachments:  
Police Dept. memo  
Fee Schedule pages

Number of Attachments: 2

---

**Specific Action Requested:**

Approval of fee schedule.

Submitted By: Administration

Date: February 22, 2023

---

**Finance Officer Comment:**

Signature: Amy Miller

Date: February 22, 2023

---

**Town Attorney Comment:**

Signature: John Leidy

Date: February 22, 2023

---

**Town Manager Comment and/or Recommendation:**

I concur with these policy modifications.

Signature: Andy Garman

Date: February 22, 2023