



MEMORANDUM

Meeting Date: 1/13/2025

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager

Re: Planner Staff Opening

Town staff have posted the current job opening for two thirty-day periods. Each round has produced one applicant. Neither has all the required qualifications. Under an emergency resolution, the Board authorized the hiring of Ayres Associates to perform planning services.

In addition to regular planning services, the Ayres contract includes pass-through and on-call services for larger projects where more services are needed. Due to the uncertainty of finding a qualified planner in short order, staff requests the Board of Trustees to consider alternatives to the current Planner status.

Currently, the Town employs a full-time Community Development Director and part-time permit tech. In conversations the departing CDD, her recommendations were to hire a Planner I to focus on current and future private and public developments, implement the current comprehensive plan and hire a consultant to perform planning services for all projects larger than a minor subdivision. The permit tech would become a hybrid with code enforcement as the permits and inspections are interconnected.

The Town has also received a planning capacity grant from the Department of Local Affairs to supplement our planning staff to increase and streamline affordable housing options in Grand Lake. These funds may be used for up to 12 hours for full-time staff to develop affordable housing solutions as well as the services of a qualified consultant. The selected consultant must be selected through the town's normal bid selection process.

Because of the lack of response, the need to select an LPC grant consultant and the town's current influx of both private and public developments, it is the staff's recommendation to issue an RFQ for planning services to include:

- Recruitment of a full-time qualified Planner I
- On call services for projects such as large development and annexation.
- Review and update the Town Code as appropriate to fast-track affordable housing development.
- Work includes managing affordable housing development projects, implementing a system to expedite review of affordable housing projects, serving as a liaison to architects, developers, and contractors, pursuing/managing funding opportunities for affordable housing, and tracking/reporting Proposition 123 requirements.
- Provide training and support for Town planning staff as necessary.

The Board should consider alternatives and direct staff further.
Town planner job description and RFQ are available for your review.