



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

DATE: September 28, 2023	ITEM NO.	SUBJECT: Resolution to Authorize Professional Service Agreement – Rewrite Critical Issues in Land Use Code
Presented by: Town Administrator /Clerk		

Background

Staff received one submittal of three inquiries to rewrite the critical issues of the land use code. Community Matters Institute has assisted the town with review of new development applications, the sign code, and previously identified the critical issues in the land use code.

There are \$25,000 funds from DOLA to assist with this project. Admin has matching \$25,000 to complete the revision of critical issues previously reviewed with the Board.

Enclosed with the agreement is a scope of service and timeline, with slight revision from staff after review with Planning Commission members and CMI.

Recommended Action

Staff recommends that the Board of Trustees approve the service agreement with CMI to rewrite the critical issues of the land use code.