



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

DATE: August 25, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Direction for Elephant Rock Property Proposals – Next Steps

Background

As discussed, the following lays out next steps for the Elephant Rock property. Kindly confirm and set a Board Retreat date to review proposals.

The following schedule will need to be confirmed by the Board:

- Questions to Presenters, due by 8/24
- Response to Questions, due by 8/30 and subsequently distributed to Board
- Evaluations due by noon on 9/2
- Schedule Retreat date (??) for Board discussion/review and next steps

At the Board retreat, review evals and/or determine if additional information is needed for the proposals.

Staff suggestion when a proposal is chosen:

- Begin with a letter of intent to initiate terms for a lease agreement, final approval by the Board
- Chosen development begin the PUD amendment process - staff will provide code reference and application
- PUD process be followed including department staff reviews and respective hearings before Planning Commission and Board of Trustees
- Staff assemble/negotiate a redevelopment agreement for review and final approval by the Board concurrent with the PUD process