



PLANNING COMMISSION - SPECIAL MEETING

Wednesday, October 27, 2021 at 4:00 PM

Tri Lakes Chamber House, 300 Hwy 105, Monument

MINUTES

Call to Order

Chair Cooper called the special meeting to order at 4:06 PM.

Roll Call

Present: Dave Cooper, Charles Ihlenfeld, Bill Fisher, Shana Ball, Vic Brown, Mark Bruce. Excused: Amy Hutson.

Business Items

1. **Presentation of Proposal to Update Master/Comp Plan** – Community Matters Institute – Barbara Cole, the Executive Director of Community Matters Institute, introduced her firm, and along with Mike Davenport, introduced themselves. The other members of the team, will be working on the Master/Comp Plan update. Ms. Cole informed the commission of the Colorado Revised Statutes (CRS) that impact a statutory municipality, and how that affects Palmer Lake. She discussed ways of collecting information to assist in mapping the area, and ways the map could be used. She detailed various ways the company could provide information on land use, annexation planning, surveying and possibly working with DOLA to secure funding for various projects. She also described how they would go about engaging the local community. Cost was discussed and Ms. Cole stated that her proposal could be done in a series of steps. There was a concern about cost overruns. The contract would be for a set amount and any changes would be brought to the Planning Commission for review and approval.
2. **Consideration to Award Proposal** – Master/Comp Plan Updates - MOTION (Ball, Ihlenfeld) to award the contract to Community Matters Institute with the details to be worked out with staff. Motion PASSED (6-0).

Bill Fisher left the meeting at approximately 5:40 PM.

3. **Consideration of Additional Application for Advisory Appointment** – The application from Kevin Gilfford was presented to the commission. MOTION (Bruce, Ball) to add the applicant to the Advisory Team. Motion PASSED (5-0).

4. **Review Guidelines for Advisory Team to Consultant** – Susan Miner reviewed the role of the Team, which is to be a resource to the consultant. Their role is mainly to provide a historical perspective. The Team is not a decision-making body. They will have one point of contact, through Dawn Collins and will report to the Planning Commission.

Mark Bruce left the meeting at approximately 5:55 PM.

Adjourn

MOTION (Ball, Ihlendfeld) to adjourn at 6:07 PM. Motion PASSED.

David Cooper, Chair

ATTEST: Julia Stambaugh, Deputy Town Clerk