



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

DATE: 05/14/26	ITEM NO.	SUBJECT: Interim Planning Services
Presented by: Glen Smith- Interim Town Administrator		

The Development Review Team (DRT) met and discussed in detail the proposals submitted for on-call planning services for the Town of Palmer Lake. After reviewing qualifications, experience, staffing capacity, responsiveness, and overall cost effectiveness, the DRT recommends approval of SAFEbuilt Colorado, LLC for planning support services.

The DRT determined that SAFEbuilt provides the most cost-effective and comprehensive solution for the Town's current and future planning needs. SAFEbuilt demonstrated significant municipal experience throughout Colorado and currently provides planning and zoning services to numerous municipalities similar in size and operational structure to Palmer Lake, including the Town of Larkspur, Town of Kiowa, Town of Foxfield, and Town of Mancos.

One of the major considerations discussed by the DRT was SAFEbuilt's existing relationship and successful service delivery to the Town of Larkspur. The Town of Larkspur's experience with SAFEbuilt highlighted several advantages that contributed to the DRT's recommendation, including responsiveness, flexibility, staffing depth, and familiarity with small-town planning operations. SAFEbuilt's ability to provide scalable support services while maintaining continuity and communication was viewed as a significant benefit to Palmer Lake.

SAFEbuilt stood out as the most cost-effective option. Their pricing includes all overhead and administrative costs, and their tiered staffing model allows the Town to use the appropriate level of planner for each task, helping to control costs.

In addition to being cost-effective, SAFEbuilt brings extensive experience serving Colorado communities, including neighboring municipalities such as Larkspur. They currently provide planning and community development services to approximately 80 jurisdictions across the state.

Based on SAFEbuilt's competitive pricing, depth of experience, responsive customer service, and familiarity with communities similar to Palmer Lake, the DRT believes SAFEbuilt is the best fit for the Town's planning needs and respectfully recommends approval of SAFEbuilt Colorado, LLC as the Town's on-call planning services provider.

Staff recommends moving forward with SAFEbuilt on an interim basis to ensure continuity of operations and avoid any further delays in land use and planning services.