



April 17, 2026

Erica Romero, Town Clerk
Town of Palmer Lake
Submitted electronically via: erica@palmer-lake.org

Subject: Town of Palmer Lake On-Call Planner Services

Dear Ms. Romero,

Logan Simpson would be pleased to assist the Town of Palmer Lake with select planning and development review services as our planning staff has availability. Our team has technical experience and available staff to dedicate to a variety of application types and other planning support for Palmer Lake on an as-needed, on-call basis. Our experience working through the entitlement process in a variety of jurisdictions gives us the capability to assist in reviewing complex development applications, preparing staff reports, and supporting the Board of Trustee’s decision-making and approval processes. With a planning team of more than a dozen specialists across the firm, we have the depth of experience and bench strength to: review development applications; create graphics, handouts, presentation materials, and documents; coordinate, attend, and facilitate public and board meetings; and help with comprehensive plan and zoning code updates as needed. This proposal includes a services suite that indicates the list of services we can provide, resumes for three key personnel capable of assisting Palmer Lake from our Fort Collins, CO offices, and a list of relevant reference contacts.

Proposed staff members – Jen Gardner, Rhys Wilson, and Ryan Stephenson – will maintain close contact with Palmer Lake staff throughout assigned tasks. All of these specialists are very familiar with municipal government processes, having conducted precisely these services for several municipalities in Colorado, Arizona, and Texas, both prior to and during their careers at Logan Simpson. Logan Simpson currently utilizes word processing, GIS, rendering, and layout software that is compatible with the Town’s own software, and has designed manuals, informational packets and brochures, webpages and web/social media content updates, and specialized plans for innumerable clients.

Our general anticipated workflow on any development review could include attendance at pre-application meetings, in-person site visits to understand the subject property (as needed), coordination with Town staff and applicant, application review per Palmer Lake procedures, coordination with any referral agencies on document review, and a thorough review of the submitted documents. Upon completion of the plan review and coordination with the applicant to ensure all documents comply with local regulations, our designated team member will write a staff report summarizing the findings of the review and be available to support staff in presenting the application at Board of Trustees public hearings. It is anticipated that pre-application meetings and on call general questions will be virtual or telephonic and public hearings will be attended in person. General on-call planning and development questions and plan review will be handled remotely in close communications with the Town. If helpful, we will provide the Town with weekly or monthly progress reports to keep the Town aware of all tasks performed. Invoicing will occur monthly, similar to the practice established with the general plan and zoning code updates.

Billing rates for Jen, Ryan, and Rhys are:

Senior Associate Planner \$210/hr.
Associate Planner \$190/hr.
Planner \$150/hr.

We look forward to discussing this opportunity further and are available to respond to any questions that you might have.
Regards,


Bruce Meighen, AICP
Principal Contract Manager
P: 970.449.4100 ext. 4802
C: 970.214.9349
E: bmeighen@logansimpson.com


Jen Gardner, PJA
Senior Associate and Project Manager
P: 970.449.4100 ext. 4827
C: 970.631.2822
E: jgardner@logansimpson.com

SERVICES SUITE

Logan Simpson can provide the following planning services for the Town of Palmer Lake on an as-needed basis per individual task order assigned by the Town. Sample task orders could include, but are not limited to:

- **Development Review Services**
 - Attend preapplication meetings for the assigned cases
 - Site check of the subject property
 - Attend coordination meetings with the Town Administrator and other Town departments and employees as needed
 - Process land use cases in accord with Palmer Lake rules and regulations including sending referrals out, communicating with the applicants as appropriate, etc.
 - Review land use applications and make appropriate comments to the applicants based on Palmer Lake rules and regulations and good planning practices
 - Distribute and track responses to referral requests as applicable
 - Review as appropriate referral comments received by referral agencies
 - Craft staff reports as appropriate in the type and style used by Palmer Lake
 - Prepare a presentation for the Planning Commission, attend the Planning Commission meeting, and present the staff report
 - Prepared responses to questions that arise from the Planning Commission and public.
 - Attend the Board of Trustees meeting and be prepared to present in a similar manner to the Planning Commission meeting
 - Additional meetings/coordination (meetings could include the applicants, referral agencies, and internal Palmer Lake employees) may be needed throughout the process to ensure issues are being resolved prior to scheduling the public hearings
- **General Planning Services and Annexation**
 - Intergovernmental planning and regulations
 - Annexation planning, requirements, and incentives
 - Natural resource protection
 - Historic preservation and adaptive reuse
 - Targeted regulatory review and updates
 - Catalyst site planning
 - Graphics and visualization
- **Audit of Existing Zoning and Subdivision Regulations**
 - Assess what is working and what is not with existing regulations, to include:
 - Conversations with staff
 - Potential conversations with targeted stakeholders
 - Gap analysis between code and policy documents
 - Produce white paper detailing recommended updates based on best practices and emerging trends
- **Updates to the Zoning and Subdivision Regulations**
 - Reorganize and combine regulations as needed
 - Fine-tune specific uses and use allocations per zone districts to meet established policies to include:
 - Reduce barriers to specific housing types
 - Modernize terminology
 - Ensure desired land uses are integrated



- Prohibit non-compatible uses
- Update dimensional standards per zone districts to meet established policies
- Update application procedures to include:
 - Reorganization to combine similar information such as common application procedures and noticing procedures
 - Update or add review criteria for consistency across all procedures
- Update/develop development standard/guidelines, including architectural, gateway, parking, lighting, and landscaping, natural resource protection to ensure desired development
- Develop graphics to illustrate language increasing user friendliness of the document
- Facilitate work sessions with the Planning Commission and Board of Trustees
- Support staff at adoption hearings
- **Updates to Policy Documents**
 - Review and update Comprehensive Plan as needed
 - Review and update Design Guidelines as needed
 - Update Residential and Commercial Development Guides as needed
 - Assist with community engagement as needed
- **Mapping and Visualization**
 - Produce maps and graphics to support public engagement and internal conversations on regulatory changes



JEN GARDNER, ASLA, PLA | SENIOR PLANNER

Over the past 26 years, Jen has been dedicated to the planning and design of spaces small and large. Her tireless passion for connecting the natural and built environments has led to an extensive resume of projects spanning both public and private sector. Jennifer is experienced with planning and entitlement, project coordination, land use codes and comprehensive plans, landscape design, irrigation design, site design, park and open space design, streetscape design, and construction administration. Through years of entitlement work, she has gained much insight into the opportunities and challenges that communities face throughout the Rocky Mountain region and is dedicated to building the framework to help each community achieve their ultimate development goals. Jen is currently working with Elbert County and Alamosa County, Colorado and Gila Bend, Arizona as an on-call development review planner in addition to producing over 50 code and comprehensive plan updates over her career.

Education

B.S., Landscape Architecture, Colorado State University, 2000 (ASLA Student Merit Award)

Professional Registrations

Registered Landscape Architect, Colorado #714, Wyoming #LA-0136C, Oregon #LA1009

Colorado ASLA North Area Director

CSU Alumni Advisory Board for Landscape Architecture Department

Member American Society of Landscape Architects



RHYS WILSON, AICP | ASSOCIATE PLANNER

Rhys is an experienced, multifaceted urban planner with zoning analysis, land use code drafting, researching and urban design expertise whose services have been utilized in 19 American states. He mostly provides development code diagnostic services and prepares revised codes spanning from Virginia to Idaho (east to west) and from South Texas to Minnesota (south to north), concentrating on practical, context-sensitive regulations. Rhys is passionate about development codes and land use issues and has recently published articles in APA's Zoning Practice - 8 Steps to an Effective Code Transition (2023) and Hiding in Plain Sight: Build-to-Rent and Multigenerational Housing (2024). When not operating in the development code space, Rhys also works in other collaborative capacities including providing on-call development review services and assisting in comprehensive planning efforts.

Education

M.A., Regional and City Planning, University of Oklahoma, 2017

B.A., Political Science and Geography (Double Major), University of Oklahoma, 2015

Professional Registrations

American Institute of Certified Planners (AICP #37568)

American Planning Association Member

APA Texas Chapter



RYAN STEPHENSON, CNU-A | PLANNER

Ryan is a transdisciplinary planner with experience in public, private, and nonprofit sectors boasting skills, experience, and knowledge in GIS, graphic design, real estate development, community development, drafting policy, research and analysis, New Urbanism, and sustainability. As a professional generalist, Ryan provides exceptional skills and work products in planning and designing for thriving communities seeking healthier and more equitable built environments. Ryan is currently providing on-call development review services to Elbert County, Colorado and Gila Bend, Arizona.

Education

B.A., Sustainability (Urban Planning), Arizona State University, 2014

Professional Registrations

Congress for the New Urbanism



RELEVANT PROJECT REFERENCES

Elbert County On-Call Development Review

Jennifer Jones, Community & Development Services Director

P: 720.595.3618

E: jennifer.jones@elbertcounty-co.gov

Gila Bend On-Call Development Review and Planning Services

Katherine Valenzuela, Town Manager

P: 928.683.2255

E: kvalenzuela@gilabendaz.org

Alamosa County On-Call 1041 Application Review

Richard Hubler, Land Use and Building Department Director

P: 719.589.3812, ext. 1541

E: rhubler@alamosacounty.org