



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

<b>DATE:</b> May 12, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Water Conservation Amendment
<b>Presented by:</b> Charles Roubidoux Water Supervisor/ ORC		

**MEMORANDUM**

**Subject:** Ordinance No. 05-2026 – Amendment to Section 13.24.020 of the Palmer Lake Municipal Code  
As discussed at the previous Board of Trustees meeting, staff is requesting approval of Ordinance No. 05-2026 to amend Section 13.24.020 of the Palmer Lake Municipal Code regarding water conservation guidelines. Currently, any modifications to the Town’s water conservation schedule require formal action by the Board of Trustees. This process can delay the Town’s ability to respond promptly to changing conditions such as drought, water supply limitations, operational issues, or other circumstances affecting the water system. The proposed amendment authorizes the Water Supervisor/Operator in Responsible Charge (ORC), in coordination with the Town Administrator or designee, to modify water conservation guidelines as conditions dictate and when it is in the best interest of the Town.

This change will:

- Allow staff to respond quickly to changing water supply and operational conditions.
- Improve the Town’s ability to proactively manage water resources.
- Provide flexibility while maintaining administrative oversight.
- Reduce the need for Board action for routine adjustments to conservation schedules.

The amendment does not alter the Town’s existing authority to declare a water emergency or the enforcement provisions contained elsewhere in the Municipal Code. It simply provides staff with the authority to make timely operational adjustments to standard conservation guidelines.

**Staff recommends approval of Ordinance No. 05-2026.**