



**TOWN OF PALMER LAKE  
PLANNING COMMISSION - AGENDA MEMO**

<b>DATE:</b> January 19, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Master Plan Progress Update

**Background**

This is intended to inform the Planning Commission members of the progress of the consultant work by Community Matters Inc.

The Notice to Proceed was issued. Community Matters will be scheduling individual interviews with Board of Trustee and Planning Commission members as well as the advisory team.

On 1/12, department supervisors met via zoom with Community Matters to address various questions – biggest challenges that staff faces, expectations of the outcome or result of the plan, and use of the Master Plan.

Additionally, a follow up discussion took place to review historical and current information that will be used as tools in this process – identify “where we are now” and maps are being developed to ultimately create critical action steps to “where we want to go.”

In addition to mapping, a community profile will be created as a resource. Staff will add a tab on the website under the Planning Commission for information/material for the Master Plan as it is developed.

Lastly, the town survey testing and link are complete and ready to post. A postcard mailing was designed and will be sent next week to households directing residents to go to the town website to complete the survey. The NEWS item will be posted and pushed out by email to Town NEWS subscribers for 3 weeks. The deadline to complete the town survey is 2/8/2022. The advisory team will coordinate the review and tabulation of the results with a further review conducted by Community Matters.