



MEMO

To: Mayor Dennis Stern, Board of Trustees, and Planning Commission Members

Through: Glen Smith, Interim Town Administrator

From: Barbara Cole, Executive Director, Community Matters Institute (CMI)

CC: Erica Romero, Town Clerk, Mike Davenport AICP, AIA, and Robert Haywood, COO, CMI

Date: Wednesday, February 18, 2026

RE: Notice of Termination for Community Matters Institute

This memo is Community Matters Institute's (CMI) Notice of Termination as required by Article V of the January 2026 contract between CMI and the Town of Palmer Lake. CMI will cease providing interim planning services on March 13, 2026, which is 14 days after acceptance of this notice by the Town of Palmer Lake. CMI will invoice the town for services provided up to that date.

We realize that, given the lack of trust among certain Town Officials, we cannot be effective in the current environment. As a 501(c) (3) organization and recognized charity, we hope that Palmer Lake can continue to manage change given the new tools provided to the Town since 2022 to ensure that the vision, goals, and policies outlined in the adopted Community Master Plan are honored.

Sincerely,



Barbara Cole, Executive Director and Founder
Community Matters Institute