Community Matters Institute
5021 Juniper Street, North Wing
Littleton, CO 80123 USA
+13037300396
bhaywood@communitymattersinstitute.org

INVOICE

BILL TO
Palmer Lake
Dawn A. Collins, Town
Administrator / Cle
Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, CO 80133

INVOICE # PL-07
DATE 11/26/2024
DUE DATE 12/11/2024
TERMS Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT	
Palmer Lake	Professional Fees Billable to Sepp	2	150.00	300.00	REIMB
Palmer Lake	Professional Fees Billable to Travel center	1.50	150.00	225.00	REIMB
Palmer Lake	Professional Fees Billable to Red Rocks Acres	2	150.00	300.00	
Palmer Lake	Professional Fees Billable to Creekside (Vale)	3.50	150.00	525.00	REIMB
Palmer Lake	Professional Fees Billable to Town-General Planning	1.50	130.00	195.00	
Palmer Lake	Professional Fees Billable to DOLA Contract	1.75	140.00	245.00	REIMB (grant)

BALANCE DUE **$1,790.00**

10-21-5109 = 1565.00
10-21-5109-040 = 225.00 DAC

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to Sepp

DATE	TASK	WHO	HOURS	RATE	Amt. due
October	legal opinion on open space requirement, Oct. .30. 31, review of 4th submittal, discuss issues	Cole/Davenport	2	$ 150.00	$ 300.00
Subtotal			**2**		**$ 300.00**

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to Travel Center					
DATE	**TASK**	**WHO**	**HOURS**	**RATE**	**Amt. due**
October	E-mail on course of action, EPS and Stolfus roles and communications; edit and review Annexation Impact	Cole	1	$ 150.00	$ 150.00
October	Recheck contiguity and distance; ensure retail node	Davenport	0.5	$ 150.00	$ 75.00
Subtotal			**1.5**	**150**	**$ 225.00**

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to Red Rock Acres

DATE	TASK	WHO	HOURS	RATE	Amt. due
10/3/2024	set up meetings, outline issues to discuss	Cole/Davenport	0.25	$ 150.00	37.50
10/7/2024	Meeting at Town Hall and by internet	Davenport	1	$ 150.00	150.00
10/19/2024	Follow up Memo	Davenport	0.75	$ 150.00	112.50
Subtotal			**2**	**150**	**$ 300.00**

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to Creekside (Vale)					
DATE	**TASK**	**WHO**	**HOURS**	**RATE**	**Amt. due**
10/3/2024	e-mails on virtual meeting and requirements (check in	Davenport	0.25	$ 150.00	37.50
10/20/2024	review site plan and Community Master Plan	Davenport	1	$ 150.00	150.00
10/21/2024	Pre- App meeting (applicant no-show)	Davenport	1	$ 150.00	150.00
10/25/2024	Draft memo for DRT review	Davenport	0.75	$ 150.00	112.50
10/29/2024	Check R-4 vs. zoning standards, height issue raised	Davenport	0.5	$ 150.00	75.00
	Creekside Review	Cole-N/C	1.5	$ -	0.00
Subtotal			**5**	**150**	**$ 525.00**

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to Town-General Planning					
DATE	**TASK**	**WHO**	**HOURS**	**RATE**	**Amt. due**
October	Storage and misc. zoning and development questions	Cole/Davenport	1.5	$ 130.00	$ 195.00
Subtotal			**1.5**	**130**	**$ 195.00**

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to DOLA-Article 2 Zone Districts					
DATE	TASK	WHO	HOURS	RATE	Amt. due
10/22/2024	Initial Review PC notes on Article 2 and suggested	Cole/Davenport	1.75	$ 140.00	$ 245.00
Subtotal			1.75	140	$ 245.00
Total Hours for Town-DOLA contract			1.75	$ 140.00	$ 245.00
Total reimbursable from Applicants			10.5	$ 150.00	$ 1,575.00
Total Town-Not DOLA			1.5	$ 130.00	$ 195.00

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Summary of Invoice PL-07					
DOLA Contract Summary		Contract Amount			$ 50,000.00
		Previously billed			$ 35,210.00
		This Billing			$ 245.00
		Contract Remaining			$ 14,545.00
Invoice Summary	Billable to Sepp		2		$ 300.00
	Billable to Travel Center		1.5		$ 225.00
	Billable to Red Rock Acres		2		$ 300.00
	Billable to Creekside (Vale)	1.5hr. No Charge	3.5		$ 525.00
	Billable to Town-General Planning		1.5		$ 195.00
	Billable to DOLA-Article 2 Zone Districts		1.75		$ 245.00
	Total Invoice		**12.25**		**$ 1,790.00**

**Contracted rates are $130 for Town work and $150 for Applicant review per signed contract; Land Use code update is billed at $140 an hour not to exceed $50K. Technical services (e.g. G/S Mapping, Graphics) billed at $70 per hour.

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BILL TO
Palmer Lake
Dawn A. Collins, Town
Administrator / Cle
Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, CO 80133

INVOICE # PL-08
DATE 12/02/2024
DUE DATE 12/17/2024
TERMS Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Palmer Lake	Professional Fees Billable to Sepp REIMB	22.25	150.00	3,337.50
Palmer Lake	Professional Fees Billable to Travel Center REIMB	6.50	150.00	975.00
Palmer Lake	Professional Fees Billable to Town of Palmer Lake-General Planning	3.75	130.00	487.50
Palmer Lake	Professional Fees Billable to DOLA Contract REIMB (grant)	63	140.00	8,820.00

BALANCE DUE **$13,620.00**

10-21-5109 = 12,645.00
10-21-5109-040 = 975.00 MJC

WORKSHEET FOR INVOICE PL-08 **COMMUNITY MATTERS INSTITUTE** **12/2/2024**

Billable to Sepp					
DATE	**TASK**	**WHO**	**HOURS**	**RATE**	**Amt. due**
11/6/2024	draft letter to applicant- review of 4th submittal	Davenport	2	$ 150.00	$ 300.00
11/7/2024	draft letter to applicant- review of 4th submittal	Davenport	2	$ 150.00	$ 300.00
11/8/2024	draft letter to applicant- review of 4th submittal	Davenport	2	$ 150.00	$ 300.00
week of 11/10	Discuss major issues with 4th submittal and create template for DRT memo to the applicant; create reply template with initial CMI comments; follow up with Krob and Collins; verify # of lots- keeps changing; verify ownership of lots- Sepp. Zoom Trust and jeff H (note not a complete search of ownership); 1.75 of Davenport's time Team's meeting with DRT on November 4, flag issues not addressed by Sepp from April 24, 2024; Master template sent November 6th for DRT; reconcile changes between 3rd submittal and 4th submittal; 6+ emails between DRT; revised draft memo to Sepp sent Sunday 11/10	Cole and Davenport	8.75	$ 150.00	$ 1,312.50
11/11/2024	Ownership of lots for Phase 1; required notification of Phase 2 owners; check assessors records; e-mails on same to DRT	Cole and Davenport	1	$ 150.00	$ 150.00
11/14/2024-11/15/2024	Review draft memo and GMS comments; issue with conflict between ECM and IFC per Chief Vincent; Final comments and additions to Sepp letter on Revisions to Submittal 4, town attorney comments and additions;	Cole and Davenport	2.5	$ 150.00	$ 375.00
11/20/2024	Public Hearing and conditions of approval	Cole	4	$ 150.00	$ 600.00
Subtotal			$ 22.25	$ 150.00	$ 3,337.50

Billable to Travel Center

DATE	TASK	WHO	HOURS	RATE	Amt. due
Week of November 10th	DRT comments on Scope of Services for Buc-rereview annexation impact report and send to DRT; review corrected version and comment from Vertex; DRT emails on process and submittal list; review Dossey PD and comment; send comments and issues to Town Administrator and Town Attorney.	Cole/Davenport	6	$150	$ 900.00
November	Land dedciation and review of scope of services on TIA and Fsical Impact	Davenport	0.5	$ 150.00	$ 75.00
Subtotal			**6.5**	**$ 150.00**	**$ 975.00**

Billable to Town-General Planning					
DATE	**TASK**	**WHO**	**HOURS**	**RATE**	**Amt. due**
November	Conditional use clarification; Corrections to PD regulations DRAFT based on Town Attorney and. Town Manager review with CMI; materials for PC packets .	Cole/Davenport	3.75	$ 130.00	$ 487.50
Subtotal			**3.75**	**$ 130.00**	**$ 487.50**

Billable to DOLA-Article 2 Zone Districts

DATE	TASK	WHO	HOURS	RATE	Amt. due
November 17th	Review Oct 16th Pc comments/ analyze, email to dawn on process and issues, 1 hr. call with dawn, TC with Mike on code changes; memo on 're-prioritization' called next steps	Cole	9	$ 140.00	$ 1,260.00
11/18/2024	Review changes to Article 2 and draft memo; building height 8 am-3:30 pm no lunch; r reply to Fisher on Height, get packet material out by 5:30	Cole /Davenport	8.5	$ 140.00	$ 1,190.00
11/18/2024	Re-prioritization memo to PC- proposed course moving forward	Cole	1.5	$ 140.00	$ 210.00
11/18-11/19	Final Article 2 reised as of 2:45 and memo to PC 2:30 ve	Cole /Davenport	3	$ 140.00	$ 420.00
11/19/2024	TC with Commissioner Bill Fisher and revise memo to include CMI recommendation on Building Height and add graphics	Cole /Davenport	1.5	$ 140.00	$ 210.00
11/22/2024	DRT Teams meeting /Outline issues for Town attorney/ Town Adm comment and discususion	Cole /Davenport	3.5	$ 140.00	$ 490.00
11/25/2024	Clean copy with notes on revisions for PC on revised PD ordinance	Cole	8.5	$ 140.00	$ 1,190.00
11/26/204	Add definitions and procedural comments; final edits to PD ordinance for DRT review- 11-1;30; 2-7 pm	Cole	8	$ 140.00	$ 1,120.00
11/27/2024	review PD againt Collins edits, add Krob comments	Cole	0.5	$ 140.00	$ 70.00
11/27/2024	Final Article 2 with track changes/ PD final definitions and clean up procedures	Davenport	5	$ 140.00	$ 700.00
11/29/2024	Final Article 2 with track changes and create clean copy; final changes to PD -KROB- recommendation to PC- 3 hrs; packet material to Dawn and DRT (N/C)	Cole	3	$ 140.00	$ 420.00
11/15- 11/28/24	CMI review of PD by MJD, correct text to match tables; DRT Teams call-Final Article 2 sent to Dawn 11/28	Davenport	11	$ 140.00	$ 1,540.00
Subtotal			**63.00**		**$ 8,820.00**

Town Expense General		3.75	$ 130.00	$ 487.50
Total Hours for Town-DOLA contract		63	$ 140.00	$ 8,820.00
Total reimbursable from Applicants		28.75	$ 150.00	$ 4,312.50

Summary of Invoice PL-08					
DOLA Contract Summary		Contract Amount			$ 50,000.00
		Previously billed			$ 35,455.00
		This Billing			$ 8,820.00
		Contract Remaining			$ 5,725.00
Invoice Summary	Billable to Sepp		22.25		$ 3,337.50
	Billable to Travel Center		6.5		$ 975.00
	Billable Town General**		3.75		$ 487.50
	Billable to DOLA Contract		63		$ 8,820.00
	Total Invoice		**95.50**		**$ 13,620.00**

**Contracted rates are $130 for Town work and $150 for Applicant review per signed contract; Land Use code update is billed at $140 an hour not to exceed $50K. Technical services (e.g. G/S Mapping, Graphics) billed at $70 per hour.