

Vendor ID	Name	Payment Number	Check Date	Check Number		
COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	0002513	9/12/2024	50114		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
PL-05	9/8/2024	Planning fees	\$21,082.50	\$21,082.50	\$0.00	\$21,082.50

Totals:			\$21,082.50	\$21,082.50	\$0.00	\$21,082.50
---------	--	--	-------------	-------------	--------	-------------

LMP100 M/P CHECK



**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-05  
**DATE** 09/08/2024  
**DUE DATE** 09/23/2024  
**TERMS** Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT	
Palmer Lake	Professional Fees: Billable to SEP 1021-5109	14	150.00	2,100.00	reimb
Palmer Lake	Professional Fees: Billable to Travel Center 1021-5109	15.25	150.00	2,287.50	reimb
Palmer Lake	Professional Fees: Billable to Town for pre-agreement time 1021-5109	1	130.00	130.00	
Palmer Lake	Professional fees: billable to Town for Final Subdivision DOLA 1021-5109 ref EIAF/Land Use	13	130.00	1,690.00	DOLA reimb
Palmer Lake	Professional Fees: Billable to Town for CCU Contract	115.50	128.7879	14,875.00	
Palmer Lake	Professional Fees: Donated hours-No Fee DOLA 1021-5109 ref EIAF/Land Use	7	0.00	0.00	
<b>BALANCE DUE</b>				<b>\$21,082.50</b>	

**Town of Palmer Lake - Time Sheet by Task July 5, 2024- August 31st- TWO MONTHS**

**Development Review/ Town Fee schedule and Application forms/Code Update**

DATE	TASK	WHO	HOURS	RATE	Amt. due
<b>Sepp</b>					
August	Completeness Review: Sepp process given new ordinance; calls with DRT, review and completeness memo, edits from GMS, review of 3rd submittal-questions for Town Attorney completeness certification, N/C 1 hr.	Cole/Davenport	5	\$ 150	\$ 750.00
August	Technical review Master Plan- old subdivision ordinance	Davenport	9	\$ 150	\$ 1,350.00
<b>Subtotal</b>	<b>Sepp</b>		<b>14</b>	<b>\$ 150</b>	<b>\$ 2,100.00</b>
<b>Travel Center</b>					
Town cost	Review and Comment before signed agreement (3.5 hrs.)	Cole	1	\$ 130	\$ 130.00
8/19/2024-8/28/24	Address initial questions; draft response for the entire DRT, DRT meeting. email to Morton re: engineering considerations and state involvement, 3 rounds of edits to response to applicant questions	Cole	14	\$ 150	\$ 2,100.00
August	Review by Davenport	Davenport	1.25	\$ 150	\$ 187.50
<b>Subtotal</b>	<b>Travel Center</b>		<b>15.25</b>	<b>\$ 150</b>	<b>\$ 2287.5</b>
<b>Subtotal</b>	<b>Town-1</b>		<b>1</b>	<b>\$ 130</b>	<b>\$ 130</b>
<b>Final Subdivision</b>					
7/9/2024	Subdivision memo-final for PC	Cole	2	\$ 130	\$ 260.00
7/19/24-7/22	Final realigned subdivision ordinance and clean copy, memo to BOT, ECM clarification	Cole	6	\$ 130	\$ 780.00
7/1.2/24	FINAL EDITS TO Subdivision ord.	Davenport	5	\$ 130	\$ 650.00
<b>Subtotal</b>	<b>Subdivision</b>		<b>13</b>	<b>\$ 130</b>	<b>\$ 1,690.00</b>

**Critical Code Update (CCU)**

DATE	TASK	WHO	HOURS	RATE	Amt. due
July and August	Questions from Dawn throughout the month- no charge includes replat, Travel Center, procedures and fees	Cole/MJD	7	Donated Hours	No charge

7/16/2024	Article 2 review direction from Dawn and PC	Cole	2	\$	140	\$	280.00
7/22/2024	Initiate drafting of Article 2	Cole	3.5	\$	140	\$	490.00
7/24/2024	Establish format for zone districts through 17.2.50	Cole	5.5	\$	140	\$	770.00
7/22-25/24	Land Use Table	Davenport	6.5	\$	140	\$	910.00
7/29-7/31/24	Create new zone districts- informed by Master Plan and avoid rezoning	Cole	15	\$	140	\$	2,100.00
8/1-8/6/24	Add development standards, update C-1 and C-2, Downtown zone	Cole	18	\$	140	\$	2,520.00
8/8-8/12/24	Update PD regs; revise RA/Env. Constrained; revise to avoid rezonings or downzoning	Cole	11.5	\$	140	\$	1,610.00
8/14/2024	Complete Draft of Article 2	Cole	8	\$	140	\$	1,120.00
8/15/2024	Memo, mapping, worksheet	Cole	9	\$	140	\$	1,260.00
July and August	Table of uses for Article 2, add Master Plan uses	Davenport	5.5	\$	140	\$	770.00
August	Draw composite new zoning map	Davenport	18.5	\$	70	\$	1,295.00
8/16/2024	Final memo and worksheet for PC- review margin comments	Cole	5	\$	140	\$	700.00
8/29/	Review and consolidate PC worksheets	Cole	7.5	\$	140	\$	1,050.00
<b>Subtotal</b>	<b>Hours</b>		122.5				
<b>Subtotal Charged Hours-CCU</b>			115.5			\$	14,875.00
<b>CCU</b>		Contract Amount				\$	50,000.00
<b>Contract</b>		Previously billed				\$	14,420.00
<b>Summary</b>		This Billing				\$	16,170.00
		Contract Remaining				\$	19,410.00
<b>Invoice</b>	Billable to Sepp		14	\$	150	\$	2,100.00
<b>Summary</b>	Billable to Travel Center		15.25	\$	150	\$	2,287.50
	Billable to Town for pre-agreement Travel Center time		1	\$	130	\$	130.00
	Payable by Town		13	\$	130	\$	1,690.00
	Billable to CCU Contract		115.5	\$	140	\$	14,875.00
	<b>Total Invoice</b>		<b>158.75</b>			\$	<b>21,082.50</b>