

TOWN OF PALMER LAKE MEMO

Date: October 9, 2025

Through: Glen Smith, Interim Town Administrator, Town of Palmer Lake (TOPL)

To: TOPL Planning Commission

CC: Erica Romero, Town Clerk, Town of Palmer Lake
Scott Krob, Town Attorney, Town of Palmer Lake
Mark Morton, PE, GMS, Inc., Consulting Engineers, Town of Palmer Lake
John Chavez, Chavez Consulting Inc., LLC, Stormwater Consultant

From: Barb Cole, Founder/Executive Director, Community Matters Institute

Re: **REQUIRED ERRATA SUPPLEMENT**

On August 14, 2025, the Board of Trustees adopted the new Title 17- Land Use Code, which repealed and replaced the old Title 7- Zoning in its entirety. This code went into effect on September 14th, 2025.

Pursuant to Code section 17.1.140 noted below, the Scribes' errors shall be reported to the Planning Commission. This is solely a report, and no action is needed by the Planning Commissioners.

Sec. 17.1.140. – Correction of Obvious Errors

Nothing in this Code shall be construed as a limitation upon the power of the Board of Trustees, Town Administrator, or Town Attorney to correct obvious typographical or compositional errors, provided that:

- (a) Such corrections shall not change the legal effect of this Code or any part thereof.
- (b) Such corrections will be reported to the Planning Commission.
- (c) An errata supplement shall be attached to all copies of this Code distributed subsequent to the making of such corrections.

I am working with Erica and MuniCode to get a final code published. However, MuniCode is estimating that it will be at least 3 months before they can integrate the new Title 17 into the existing Code. The Town currently has a contract with MuniCode. MuniCode has provided us with the following direction:

1. Do you expect the code drafters to insert the appropriate cross references?
Currently the cross-references are 17.X.XX because we assumed there may be renumbering done by MuniCode. -- It is helpful if the cross references are already

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made in the final document. CMI has been working on creating and formatting the code.

2. Do you expect the code drafters to insert the text that is being carried over from the old code- these sections are simply referenced? – It would be best for the document to include all text as it should be set out when published. Again, CMI has been inserting all text as requested by MuniCode.
3. Per ordinance, this new Land Use Code is effective on September 14th, 2025. We have active land use applications that call under the new code. How quickly can you provide a supplemental to the Municipal Code? IF this cannot be accomplished next week, what do you suggest the Town publish before we receive a codified Code? – We can immediately post the complete document online as a searchable PDF until it's fully published and incorporated into the code. Posting this PDF is done free of charge. We would also send an estimate for its publication to the Town before we could proceed with publishing the work on publishing the document. Once we have approval, we usually need between 3-5 months to fully publish something like a new Land Use Code. CMI is working on numbering and formatting the new Land Use Code as directed.

I hope to have the new code to Erica no later than tomorrow to post on the Town's website.

