



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

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| <b>DATE:</b> April 30, 2025                      | <b>ITEM NO.</b> | <b>SUBJECT:</b> Recommendation to Authorize Professional Service Agreement with CMI |
| <b>Presented by:</b><br>Town Administrator/Clerk |                 |   |

**Background**

As previously reviewed with the Commission, the awarded DOLA funds of \$25,000 and town match of \$25,000 to complete the land use code critical issues project was exhausted about halfway through the code project. With direction from this Commission, a request was made to the Board of Trustees to complete the remaining sections for the project to close by the contract deadline of August 1<sup>st</sup> for full reimbursement. The Board was supportive and directed a not to exceed amount of \$30,000.

The method to complete Title 17 will follow the method that was used to complete the rewrite of Title 16, Subdivision. CMI will limit back and forth with two (2) workshops with the Planning Commission - one to review Article 3 and one to review the entire draft of Title 17. Article 3 will be distributed for review and comment and a subsequent workshop with CMI to review. Then one final draft of Title 17 will be distributed to the Planning Commission for review and comment no later than July 15, 2025. The Commission will provide one marked-up copy of all requested changes no later than August 1, 2025.

The enclosed scope of services is provided by CMI to complete the remaining sections by the deadline for \$30,000.

**Recommended Action**

Agree to the terms and consider a recommendation to the Board to approve the scope of service and execute an agreement with CMI for a not to exceed amount of \$30,000 to complete the project by August 31.