



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

DATE: October 2023	ITEM NO.	SUBJECT: Distribute/Review Action Plan for Land Use Code Critical Issues Update
Presented by: Town Administrator /Clerk		

To proceed with the Critical Updates to the Land Use Regulations, CMI needs reaffirmation of the following:

- 1) Sent and discussed the new Code Organization this past Spring. The Planning Commission concurred with this organizational structure. This is how the Critical Code update will be formatted. Please let us know if the Commissioners have any issues with the Table of Contents. (This was included in the land use regulations - code diagnosis starting on page 7 and attached as a separate file for ease of reference.)
- 2) The Code Update will be based on the Code Diagnosis completed by CMI and the worksheet results from the Planning Commission. These attachments were the basis of our approved Scope of Services and will guide the Code Update. Please familiarize yourselves with the work completed this past Spring.
- 3) There are a few code items that require immediate attention based on our discussion with staff and Commission direction over the last 6+ months.
 - a. Before YE: Allow 2-family/duplex units in the higher density R zones where such dwelling units already exist and provide for the Administrative Plat Amendment Process to allow the consolidation of lot lines, movement of a lot line so long as no additional lots are created or to correct clerical errors on plats (this is provided for in the State Statute).
 - b. Beginning in 2024: Allow for ADUs per guidance provided in the adopted Community Master Plan and update parking requirements in the downtown area to include shared parking and an in-lieu of parking fee provision.

As discussed with staff, we will tentatively schedule the following work sessions for the Critical Code Update:

OCTOBER 25TH - DEVELOPMENT REVIEW WORK SESSION (Virtual w/CMI)

NOVEMBER 8TH - DRAFT OF ADMINISTRATIVE PLAT AMENDMENT AND 2-Unit/DUPLEX PROVISION (worksheet with draft language will be sent out before the work session)

NOVEMBER 15TH – ARTICLE 1: GENERAL PROVISIONS (overview provided before work session)

NOVEMBER 21- JANUARY 2- CMI TO DRAFT ARTICLE 2 - including duplex in R zones with current duplexes and ADU addition and ARTICLE 3 GENERAL STANDARDS to include revisions to the parking standards.

RESUME PLANNING COMMISSION REVIEW OF ARTICLE 2 & ARTICLE 3 (drafts will be forthcoming as they are completed with worksheets as requested).