



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: March 9, 2023	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Discussion/Direction for Planner Review of Proposed Developments

Discussion took place with the Planning Commission at the February meeting regarding the consideration of utilizing a consultant planner to review proposed developments. Per the planning commission authority, they can recommend services as required. Note code reference below:

PLANNING COMMISSION

2.12.080. - Staff and finances.

The planning commission may appoint such employees as it deems necessary for its work with the consent of the board of trustees. The commission may also contract, with approval of the board of trustees, with municipal planners, engineers and architects and other consultants for such services as it requires. All other proceedings shall be governed by the statutes of the state then in effect relating to planning commissions.

(Code 1973, § 2.16.080; Ord. No. 11-1989, § 8, 1989)

Following discussion, the members moved to make this recommendation to the Board of Trustees.

Consider Planning Consultant to Review Proposed Developments. Collins explained the request to include a planner consultant overview of current developments proposed while the land use code is in a state of review and repair. With the discussion, Collins noted that the fees incurred to the town should be covered by a new reimbursement agreement for developers, which is standard process with municipal review of development plans. This would not apply to single family residential plans but master plans, PUD, etc. Mr. Roger Moseley expressed a concern of this review being on large development only and shared his concern of CMI being pro-development. MOTION (Fisher, Miner) to recommend hiring a planning consultant to include in plan review. MOTION (Hutson, Fisher) to amend the cost be covered by a reimbursement cost agreement. Motion approved 6-0.

As reviewed with the cost reimbursement agreement, the cost to the town should be covered. In this time of consideration for a consultant planner, staff is requesting that we utilize CMI, the current consultant working through the land use code, as they will be most familiar with it. I spoke with CMI to check on the availability of service, and they are willing to assist in this temporary time.

Staff seeks Board direction to consider a consultant planner for developments and, in the interim, to utilize CMI for reviews as needed. We currently have a number of projects at staff level discussion, and it is an appropriate time to involve CMI in reviews.