



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

DATE: March 9, 2023	ITEM NO.	SUBJECT: Discussion/Direction on Cost Reimbursement Agreement
Presented by: Town Administrator /Clerk		

With development projects presented to town staff, staff does often involve appropriate consultants to review these developments, ie., engineering, legal, stormwater consultant. These are costs beyond town staff review, publication, and duplication fees, that the town must pay.

To cover these costs, many communities require the application fee (respective to each application type) as well as a cost reimbursement agreement to pass along the costs of the town consultant review. In all cases, fees should be non-refundable. Additionally, it is suggested that the town utilize a cost reimbursement method vs a deposit method; meaning what is billed from the consultant to the town is passed directly to the applicant via town invoice for payment (reimbursement).

A draft cost reimbursement agreement is enclosed for review and discussion.

The size of the development is a policy decision for the Board. Typically, it would not apply to single family homes, renovation or additions to an existing development.

Staff suggests that the Board consider adding such language to the town land use code to incorporate this type of reimbursement agreement and will bring language back from consideration.

Staff further suggests that the Board consider the “type” of development application (PUD, Master Plan, etc.).