



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

DATE: June 12, 2025	ITEM NO.	SUBJECT: Direction to Amend Code to Add an Alternate to Planning Commission Members
Presented by: Town Administrator/Clerk		

Background

Currently, the Planning Commission is comprised of seven members. On occasion, staff struggles to get a quorum if members are unavailable. It is suggested the Board consider adding one or more alternate members to the Planning Commission.

Note code section here -

https://library.municode.com/co/palmer_lake/codes/code_of_ordinances?nodeId=COOR_TIT2ADPE_CH2.12PL_CO_2.12.020METEVA

Recommended Action

Provide direction to create Ordinance 3 to amend the Planned Commission members to include an alternate member.