Town of Palmer Lake

50763

Vendor ID	Name	Payment Number	Check Date	Check Number
COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	0003161	6/12/2025	50763

Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
PL25-05	6/10/2025	Professional services	$15,020.00	$15,020.00	$0.00	$15,020.00
		Totals:	$15,020.00	$15,020.00	$0.00	$15,020.00

LMP100 M/P CHECK

Community Matters Institute
5021 Juniper St
Littleton, CO 80123-1531 USA
+13037300396
bhaywood@communitymattersinstitute.org

INVOICE

BILL TO
Palmer Lake
Dawn A. Collins, Town
Administrator / Cle
Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, CO 80133

INVOICE # PL 25-05
DATE 06/10/2025
DUE DATE 06/25/2025
TERMS Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Palmer Lake	Professional Fees per Worksheet Billable to Red Rocks	0.75	150.00	112.50
Palmer Lake	Professional Fees per Worksheet Billable to Travel Center	51	150.00	7,650.00
Palmer Lake	Professional Fees per Worksheet Billable to Brook Street	3	150.00	450.00
Palmer Lake	Professional Fees per Worksheet Billable to Town of Palmer Lake	12.25	130.00	1,592.50
Palmer Lake	Professional Fees per Worksheet Billable to Town of Palmer Lake-Zoning Contract	37.25	140.00	5,215.00

BALANCE DUE **$15,020.00**

10-21-5109 = 6807.50
REIMB 10-21-5109-040 = 7650.00
10-21-5109-045 = 450.00
10-21-5109-043 = 112.50

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Town of Palmer Lake-Community Matters Institute-Worksheet for Invoice PL 25-5

Billable to Red Rocks					
DATE	TASK	WHO	HOURS	RATE	Amt. due
5/5/2025	May annexation and subdivision- e-mails to DRT after review of submittal, includes DRT discussion	Cole/ Davenport	0.75	$ 150	$ 112.50
				$150	$ -
				$150	$ -
Subtotal			**0.75**		**$ 112.50**

Town of Palmer Lake-Community Matters Institute-Worksheet for Invoice PL 25-5

Billable To Travel Center					
DATE	TASK	WHO	HOURS	RATE	Amt. due
5/5/2025	Buc-ees Calendar- create and then check code	Cole/Davenport	2.25	$150	$ 337.50
5/5/2025	Team discussion Buc-ees	Cole/Davenport	0.5	$150	$ 75.00
5/14/2025	Call with Krob on Calendar and schedule	Davenport	0.25	$150	$ 37.50
5/18/2025	Revise calendar and memo on same to Dawn and Krob	Davenport	0.5	$150	$ 75.00
5/19/2025	Initiate Buc-ees technical review	Cole	4	$150	$ 600.00
5/20/2025	Buc-ees Technical review- initial inconsistencies and missing	Cole	6.5	$150	$ 975.00
5/27/2025	Review written PDP, emails to DRT, Douglas County Land	Cole	4	$150	$ 600.00
5/28/2025	Drafting of techniical response, TC with Davenport given CORA	Cole/Davenport	5	$150	$ 750.00
5/29/2025	Continued review of dropbox , clarify schedule for June 18th,	Cole	7	$150	$ 1,050.00
5/29/2025	Listen to eligibility hearing- issues from those speaking	Cole	2.5	$150	No charge
5/30/2025	Drafting of techniical response, review and edits by Davenport	Cole	7	$150	$ 1,050.00
5/31/2025	Mikes edits to draft- accept all	Cole	0.25	$150	$ 37.50
6/2/2025	Continue draft of technical review- incorporate referral comments	Cole	8	$150	$ 1,200.00
6/3/2025	Finalize Buc-ees technical review	Cole	4	$150	$ 600.00
6/4/2025	Coordination with Vertex and DRT	Cole	0.75	$150	$ 112.50
6/5/2025	Coordination with Vertex and DRT, emails with Town attorney	Cole	1	$150	$ 150.00
				$150	$ -
				$150	$ -
Subtotal			**51**		**$ 7,650.00**

Town of Palmer Lake-Community Matters Institute-Worksheet for Invoice PL 25-5

Billable To Brook Street

DATE	TASK	WHO	HOURS	RATE	Amt. due
5/1/2025	Completeness review; TC with GMS r egarding rezone and replat	Cole	0.75	$150	$ 112.50
5/15/2025	Completeness review rezone- review revised packet	Cole	0.5	$150	$ 75.00
5/16/2025	Completeness review rezone- review revised packet- discuss with Davenport regarding code requirements	Cole	0.5	$150	$ 75.00
5/19/2025	Completeness review- send detailed email to Dawn regarding Plat, access to the 4 condos via lot 012, need title commitment, drawing does not scale	Cole/Davenport (note **<u>no charge for 1.5 hrs.</u>**- research plat on file at County and measure drawing, not to scale- same message to applicant)	1.25	$150	$ 187.50
Subtotal			**3**		**$ 450.00**

Town of Palmer Lake-Community Matters Institute-Worksheet for Invoice PL 25-5

Billable To Town					
DATE	TASK	WHO	HOURS	RATE	Amt. due
5/1/2025	Checklists and land use application-emails. Edit	Cole	0.5	$130	$ 65.00
5/5/2025	DRT mtg	Cole/Davenport	1	$130	$ 130.00
5/12/2025	DRT mtg	Cole	1	$130	$ 130.00
5/15/2025	Elephant Rock Property- review files answer call and TC with Amy H- *1 hour NOT Charged*	Cole/Davenport	2	$130	$ 260.00
5/19/2025	Elephant Rock Property-estimated time to complete pre-app, sketch and PDP- memo to Dawn	Cole/davenport	3	$130	No charge
5/19/2025	DRT mtg	Cole	1	$130	$ 130.00
5/19/2025	Various emails to/from Dawn and Scott	Cole	0.5	$130	$ 65.00
5/27/2025	DRT meeting	Cole	1	$130	$ 130.00
5/1/2025	Revise land use form	Davenport	1.25	$130	$ 162.50
5/7/2025	Revise replat form	Davenport	1	$130	$ 130.00
5/9/2025	Create minor replat form	Davenport	1	$130	$ 130.00
5/10/2025	Create major replat form	Davenport	1	$130	$ 130.00
5/12/2025	Call, emails, revise memo	Davenport	0.5	$130	$ 65.00
5/13/2025	Edit and send resubdivision form	Davenport	0.5	$130	$ 65.00
				$130	$ -
Subtotal			**12.25**		**$ 1,592.50**

Town of Palmer Lake-Community Matters Institute-Worksheet for Invoice PL 25-5

Billable To Town - Zoning Contract					
DATE	TASK	WHO	HOURS	RATE	Amt. due
5/2/2025	Review Article 3, discuss with Cole (.25)	Davenport	3.25	$140	$ 455.00
5/5/2025	Article 3 corrections for PC review	Cole	5.5	$140	$ 770.00
5/6/2025	Article 3-edits	Cole	3	$140	$ 420.00
5/7/2025	Articles 1,2 and Article 3-final edits	Cole	3	$140	$ 420.00
5/7/2025	Articles 1,2 and Article 3-final proof	Haywood	2	$140	$ 280.00
5/8/2025	Remove redundancies, and redraft per Dawn	Cole	2	$140	$ 280.00
5/8/2025	Create draft calendar to complete Code for Dawn and PC	Davenport	2	$140	$ 280.00
5/20/2025 thru 5/27/25	Draft Article 4- Special requirements- version 1 sent to Dawn	Cole	16.5	$140	$ 2,310.00
Subtotal			**37.25**		**$ 5,215.00**
Total Hours for Town			**0.00**		**$ 1,592.50**
Total reimbursable from Applicants			**54.75**		**$ 8,212.50**
Summary of Invoice PL 25-05					
Invoice Summary	Billable to Red Rocks		0.75		$ 112.50
	Billable To Travel Center		51		$ 7,650.00
	Billable To Brook Street		3		$ 450.00
	Billable To Town		12.25		$ 1,592.50
	Billable To Town - Zoning Contract		37.25		$ 5,215.00
	Total Invoice		**104.25**		**$ 15,020.00**
	Town Only Cost				**$ 6,807.50**

**Contracted rates are $130 for Town work and $150 for Applicant review per signed contract; Land Use code update is billed at $140 an hour not to