



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

DATE: March 23, 2023	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Prioritize Town Business Add Regular Monthly Workshop

To be efficient with planning and organizing Board meeting time, the following is prioritized –

Direction on water system improvement – planning for the future :: *APRIL 13 Meeting*

As a result of the PER and water accounting study previously completed by GMS, staff would like direction of the Board for the future of the water system. Additionally, this information will be necessary to incorporate in the analysis work being conducted to further determine rates needed. The first presentation will be a capital improvement plan based on needs for the future (use in budget plans).

Direction on drainage issues – planning for the future :: *APRIL 13 Meeting*

As a result of the High St Drainage Basin study, and to prepare for submittal of any grant fund opportunity, staff would like to know the direction of the Board for future drainage plans.

Town code review by section – plan for the future :: *Review as sections considered, monthly workshop (1st Thu)*

Consider ranking sections that are most important to the Board overall and schedule by quarter or month to review or review individually by section and address only areas where there are concerns. Otherwise, when sections are considered, a full review could be directed to review.

Direction and parameters on elephant rock property use – plan for the future :: *Workshop 45 min prior to mtg*

Consider laying out a very general plan and timeline for a phased approach and communicate multiple ways to public.

Amend short term rental regulations – *ongoing at regular meetings*

Anticipate distributing amended regulations to all STR.

Direction on water rate adjustment – *following completion of the analysis and input to CIP :: Q2*

Consider a public workshop for involvement once these rate scenarios are built.

Amend sign code – *following a recommendation from Planning Commission :: Q2*

Consider a public workshop once a draft revision is presented for public input.

Amend land use code - *following recommendations from Planning Commission after diagnosis and grant award*

Currently, CMI will assemble the worksheet feedback on the diagnosis to support submittal for DOLA grant funds to pay for a revision “recommendation” of land use code.

Town Department Strategic Planning – Public Works; Police; Fire; Administration :: *budget workshops (Aug)*

Consider review at early budget meetings (Aug-Sep) to share/review strategic plans with each department.

Pursuant to discussion at the March Retreat, the first Thursday of each month will be dedicated to workshop code review items.