



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

DATE: March 23, 2023	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Authorize CMI as Interim Planner to Review Development Plans

Discussion took place with the Planning Commission at the February meeting regarding the consideration of utilizing a consultant planner to review proposed developments.

With approval of the cost reimbursement agreement, the cost to the town should be covered.

In this interim time before an RFP is issued for a planner consultant, staff requests utilizing Community Matters Institute (CMI), to review current plans, as they are most familiar with the land use code.

Enclosed is a service agreement at an hourly rate for review.