



**TOWN OF PALMER LAKE
PLANNING COMMISSION - AGENDA MEMO**

DATE: December 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Authorize Signing Professional Services Agreement – Community Matters

Background

Staff has reviewed the scope of services proposed by Community Matters and supports the following modifications –

- Remove conducting the town survey
- Amend for virtual meeting (zoom) with consultant (excluding public input and hearings)
- Add individual interviews – including Advisory team members, Planning Commission members, Board of Trustee members (via phone)
- Add public input meetings
- Add contingency for staff direction if needed outside scope of work

The Town budget for 2022 supports this scope of work with an identified amount of \$120,000 and was adopted by the Board of Trustees on 12/09/2021.