



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

DATE: April 24, 2025	ITEM NO.	SUBJECT: Direction to Complete Land Use Code Critical Issues Project, Funding
Presented by: Town Administrator/Clerk		

Background

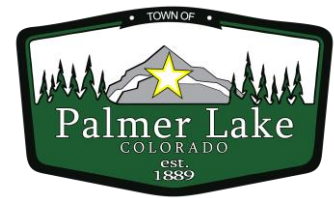
In late 2023, the town was awarded DOLA funding of \$25,000 to complete the land use code critical issues project under an administrative grant. The award, in addition to the town's match of \$25,000, for total of \$50,000 was exhausted early this year. Because the town received the maximum amount of funds from DOLA for this project, additional funding is not available. The contract deadline for this project is 8/31. Evidence of completion of the project is required to be fully reimbursed.

This topic was discussed with the Planning Commission on April 16, as well as the means in which the project was worked on, identifying inefficiency due to excessive back and forth between the commission and the consultant. The direction from the Commission was to request town funds to complete the remaining scope of the project in the most efficient manner possible by the 8/31 deadline, versus extending the deadline one year and seeking additional funds through a non-administrative grant process. It was further discussed that the importance of completing this work is because the town land use code is in some limbo while development applications continue to be submitted to the town.

Title 16 Subdivision was rewritten and adopted and is an example of the expected format for Title 17.

The following is a rough summary of the work for completing Title 17- Zoning –

- **Article 1- General Provisions:** Completed and reviewed by PC, conditionally approved; one final review for consistency with the entire code
- **Article 2- Zone Districts:** Completed and reviewed by PC, conditionally approved; one final review for consistency with the entire code
 - **Planned Development Code:** Completed and adopted
- **Article 3- General Standards:** First draft completed by CMI with several questions/review to be completed and reviewed by PC for consultant review of PC comments and one round of modifications
- **Article 4- Special Requirements:** This will include floodplain standards, cluster development provisions, perhaps grading and drainage, and reorganize other land use special requirements to this Article
- **Title 16 Subdivision Code** (formerly planned as Article 5): Completed and adopted
- **Article 5- Administration and Procedures:** This will include all procedures for submittal, review, and required approvals, almost entirely new/rewritten
- **Article 6– Annexation:** Completed and adopted but will need to be renumbered to insert here
- **Article 7- Definitions:** This will be an entirely new rewritten section



Article	DRAFTING	REVIEW & UPDATE	Total
1		\$ 1,000	\$ 1,000
2	\$ 1,000	\$ 2,400	\$ 3,400
3		\$ 4,500	\$ 4,500
4	\$ 2,000	\$ 1,000	\$ 3,000
5	\$ 5,000	\$ 1,000	\$ 6,000
6	\$ 500	N/A	\$ 500
7	\$ 5,000	\$ 1,000	\$ 6,000
Final edits to Title 17		\$ 5,600	\$ 5,600
		TOTAL	\$ 30,000

The costs assume that the Planning Commission will receive one final draft of Title 17 for review. The PC will provide the consultant with one marked-up copy of all requested changes, and CMI will conduct two workshops with the Planning Commission. The Town Attorney will undertake a final review of the code before final hearings by both the Planning Commission and the Board of Trustees. Any additional requests by the Planning Commission or the public shall be billed at the hourly rate set forth in the original contract.

This is a not-to-exceed contract amount of \$30,000.

As reference, the original project scope is enclosed, however, the Commission modified the manner in which work was completed as it progressed. With unused capital items in 2025, staff supports completing this work with town funds.

Recommended Action

Note budget capital items that will likely not be expended. Authorize staff to execute a professional service agreement to complete the work by the 8/31 deadline for an amount not to exceed \$30,000.