



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

DATE: February 22, 2024	ITEM NO.	SUBJECT: Consider Ordinance for Land Use Application Procedure
Presented by: Town Administrator		

Background

The town code is generally absent of language for the land use application submittal process. The drafted language covers application forms, referrals, plot plans and site development plans. It also cleans up the cost reimbursement agreement language for the requirement of development applications.

Recommendation

Staff requests approval of the ordinance for guidance in the land use application procedures.