



Community Matters Institute

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MEMO

To: Dawn Collins, CMC, Town Administrator/Clerk
From: Barb Cole, Executive Director, CMI
CC: Julia Stambaugh, Deputy Town Clerk, and Mike Davenport, CMI
Date: Tuesday, January 10, 2023
RE: Next Steps

As discussed, Community Matters Institute (CMI) was contracted to undertake a few implementation items. We have agreed on the following services as the budget permits.

- (1) Update the Town's Zoning map to include the required signatures and be sized correctly to produce the required Official Map of the Town (by January 26, 2023).
- (2) Cost reimbursement agreement and options for staff and Board consideration (by January 26, 2023).
- (3) Complete a high-level diagnosis of the Land Use Regulations which can be used to seek further funding from DOLA. This will not include an entire code line-by-line review and comment. A line-by-line review is only appropriate when the larger and often global issues are reviewed and resolved by the Planning Commission. (Budgeted at 37 hours- Diagnosis completed no later than February 6, 2023, for Staff and Planning Commission)
 - a. Memo to staff and Planning Commission with Land Use Code Diagnosis (Chapters 16 and 17).
 - b. Worksheet for the Planning Commission to complete and our review and summary of code issues from the Planning Commission's perspective. This exercise will be used to inform the grant submission to DOLA and aid staff in preparing said grant application.
- (4) Prepare initial development review application forms and procedures for staff and applicants. These are intended to help staff and applicants move efficiently through the application process. We will focus on those forms that are unlikely to change with a new Land Use Code (by February 15, 2023).
- (5) As budget allows, assist the Planning Commission in their drafting of a new sign code (by March 31, 2023).
 - a. Review of new sign code sections prepared by the Planning Commission.
 - b. Graphics to illustrate types of signs and sign measurement.
 - c. Assistance to ensure sign code 'fits' Palmer Lake. Sign codes are not one size fits all. The speed at which signs are viewed and location impact size and type.

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