Community Matters Institute
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INVOICE

BILL TO
Palmer Lake
Glen Smith, Town
Administrator
Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, CO 80133

INVOICE # PL 25-07
DATE 09/08/2025
DUE DATE 09/23/2025
TERMS Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Palmer Lake	Professional Services Billable to High Street (Brook Street) Subdivision 4 lots	7.75	150.00	1,162.50
Palmer Lake	Professional Services Billable to Travel Center	95.50	150.00	14,325.00
Palmer Lake	Professional Services Billable to Travel Center	6	100.00	600.00
Palmer Lake	Professional Services Billable to Red Rocks NKA Monument Creek	3	150.00	450.00
Palmer Lake	Professional Services Billable to Town/Final billing Land Use Code	76.25	140.00	10,675.00

BALANCE DUE **$27,212.50**

10-21-5109-045 = 1162.50 REIMB
10-21-5109-040 = 14925.00 REIMB
10-21-5109-043 = 450,00 REIMB
10-21-5109 = 10,675.00

Town of Palmer Lake-Community Matters Institute- Invoice PL 25-07

45 Days - July 16 through August 31, 2025

Billable to High Street (Brook Street) Subdivision 4 lots					
DATE	**TASK**	**WHO**	**HOURS**	**RATE**	**Amt. due**
7/23/2025	Materials on High Street to Erica- recap status	Cole	1	$150	$ 150.00
July and August	Correspondence to Doug and Calvin re: process, cite code sections, determinations, 8 e-mails, DRT coordination- charge 1/2 time	Cole	2	$150	$ 300.00
7/24/2025	Completeness Review on rezoning; issues with definition of minor subdivision	Cole	2	$150	$ 300.00
7/25/2025	Revised Submittal now called the Overlook - review- plat name incorrect- TC with DRT	Cole	1.25	$150	$ 187.50
August 13th	Review Resubdivision and coordinate with DRT	Cole	1	$150	$ 150.00
8/27/2025	DRT and applicant ZOOM re: easements	Cole	0.5	$150	$ 75.00
8/29/2025	Issue with Plan Set sent to DRT; Review Completeness Review for GMS/Town staff- NO CHARGE	Cole	N/C		N/C
Subtotal			**7.75**		**$ 1,162.50**

Town of Palmer Lake-Community Matters Institute- Invoice PL 25-07

45 Days - July 16 through August 31, 2025

Billable To Travel Center

DATE	TASK	WHO	HOURS	RATE	Amt. due
7/13/2025	Review DRT comments on Buc-ees from first submittal- addressed- y/n	Cole	3.25	$150	$ 487.50
July 13-18th	Review of 640+ revised PD written plan and drawing set, DRT technical discussions , clarifications and shared questions	Cole	23.5	$150	$ 3,525.00
		Cole		$150	$ -
July 28th- 29th	Draft conditions of approval for Mark and. John review, revisit, tC with DRt	Cole	4.75	$150	$ 712.50
7/29/2025	Review lighting, e-mail Nina clarify cut sheets/Sara Frear	Cole	2.25	$150	$ 337.50
8/1- 8/7/2025	Response by line item to Vertex response to all referral comments and DRT comment- 89page document, review and TC with technical, review again with DRT in terms of format	Cole	22.75	$150	$ 3,412.50
Week of August 4th	Staff report -based on technical Review of PDP July 11th submittal, DRT discussion and clarifications, August 6- draft report and finalize after team discussion, August 7- revise memo per request of DRT, Buc-ees Teams call, 4 memos/emails on Buc-ees, 2 hrs on Sunday submittals - what to focus on, team correspondence and coordination, Team summary for Town Attorney	Cole	18.5	$150	$ 2,775.00
August 11th	Buc-ees DRT meeting and 2 hour resolution of issues	Cole	3.5	$150	$ 525.00
8/12/2025	Teams call- Sara, Nina, Mark , CGS close the loop, coordination	Cole	1	$150	$ 150.00
8/13/2025	Answer Town Attorney comments	Cole	1	$150	$ 150.00
8/14/2025	Provide information and background for memo for PC per Town Attorney, Nina on CDOT and lighting discussions with GMS	Cole	5	$150	$ 750.00
8/15/2025	CMI inserts into staff report, coordinate with DRT, and Town Attorney	Cole	1.5	$150	$ 225.00
8/18/2025	DRT Buc-ees- Required staff reports to Town Attorney for Planning Commission- one overall summary	Cole	1	$150	$ 150.00

Town of Palmer Lake-Community Matters Institute- Invoice PL 25-07

45 Days - July 16 through August 31, 2025

Billable To Travel Center (Cont.)					
DATE	**TASK**	**WHO**	**HOURS**	**RATE**	**Amt. due**
8/18- 20/2025	DRT review for Public Hearing, Prep for PC Public Hearing,	Cole	5.5	$150	$ 825.00
8/20/2025	Live stream 6 hour mtg and take notes (Reduced rate)	Cole	6	$100	$ 600.00
8/26/2025	Staff coordination, meeting dates, reconciliation per Scotty	Cole	1	$150	$ 150.00
8/27/2025	Requested staff reports, memos and e-mails per Town all Buc-ees	Cole	1	$150	$ 150.00
Subtotal			**101.5**		**$ 14,925.00**

Town of Palmer Lake-Community Matters Institute- Invoice PL 25-07

45 Days - July 16 through August 31, 2025

Billable To Red Rocks NKA monument Creek					
DATE	**TASK**	**WHO**	**HOURS**	**RATE**	**Amt. due**
8/25-28/2025	Review previous submittal- processing given new Code and Referendum- TC with DRT, review subdivision issue with Davenport, send files to DRT; memo for Interim town administrator	Cole/Davenport	3	$150	$ 450.00
Subtotal			**3**		**$ 450.00**

Town of Palmer Lake-Community Matters Institute- Invoice PL 25-07

45 Days - July 16 through August 31, 2025

Billable To Town/Final billing Land Use Code					
DATE	**TASK**	**WHO**	**HOURS**	**RATE**	**Amt. due**
7/17/2025	Prepare PC packet for July 23rd workshop, coordination	Cole	4.5	$140	$ 630.00
7/20/2025	Sunday- Memo on LU Code, all 6 articles edited, GMS Krob comment	Cole	12	$140	$ 1,680.00
7/21/2025	Amy and Matt- facilitators for PC meeting- addressing questions ,commercial issue, processing	Cole	2	$140	$ 280.00
July 24th-	processing of applications- misc. info for Erica, High Street, no charge to applicant	Cole	3	$140	$ 420.00
July 25th	DRT coordination	Cole	1	$140	$ 140.00
July 28th	Erica and Amy H- PC/BOT hearings and workshops-	Cole	1	$140	$ 140.00
July 28th	LUC- memo for packets for PC and process chart, corrections requested documented	Cole	3	$140	$ 420.00
July 28th	DRT meeting	Cole	1	$140	$ 140.00
July 28th	process applications for Erica	Cole	0.5	$140	$ 70.00
August 4- 14th	Finalize articles 1- 6 based on PC comments and work session with BOT and PC. Provide clean copy to Town Clerk for August 14th, 2025 Public Hearing	Cole	35.5	$140	$ 4,970.00
8/11/2025	DRT meeting	Cole	0.5	$140	$ 70.00
August 18th	Land Use Code- after adoption clean up, coordinate with Town Clerk	Cole	1	$140	$ 140.00
8/22/2025	Prep for DRT, 2 hr. DRT follow up with DRT, create status of applications list	Cole	4.5	$140	$ 630.00
August	Weekly assistance on planning processes and applications (2 hr. per week)	Cole	2	$140	$ 280.00
August 25th	DRT call and review of application files in limbo	Cole	1.75	$140	$ 245.00
8/26/2025	DOLA grant coordination and reports; codification of Title 17, mapping assignments, final edits - report back to PC.	Cole	1	$140	$ 140.00
8/27-8/29	Coordination on active land use applications	Cole	2	$140	$ 280.00
Subtotal			**76.25**		**10675**

Town of Palmer Lake-Community Matters Institute- Invoice PL 25-07

45 Days - July 16 through August 31, 2025

Summary of Invoice PL 25-07					
Total Hours for Town			**76.25**		**$ 10,675.00**
Total reimbursable from Applicants			**112.25**		**$ 16,537.50**
Summary by Client					
Invoice Summary	Billable to High Street (Brook Street) Subdivision 4 lots		7.75		$ 1,162.50
	Billable To Travel Center		101.50		$ 14,925.00
	Billable To Red Rocks NKA monument Creek		3.00		$ 450.00
	Billable To Town/Final billing Land Use Code		76.25		$ 10,675.00
	Total Invoice		**188.50**		**$ 27,212.50**

**Contracted rates are $140 for Town work and $150 for Applicant review; Technical services (e.g. GIS Mapping, Graphics) billed at $75 per hour. Effective 1/1/2025

Town of Palmer Lake

50999

Vendor ID	Name	Payment Number	Check Date	Check Number
COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	0003409	9/11/2025	50999

Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
PL25-07	9/8/2025	Professional services	$27,212.50	$27,212.50	$0.00	$27,212.50
		Totals:	$27,212.50	$27,212.50	$0.00	$27,212.50

LMP100 M/P CHECK