



## **PLANNING COMMISSION**

**Wednesday, August 18, 2021 at 6:00 PM**

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

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### **MINUTES**

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#### **Planning Commission members present**

Chairman Dave Cooper  
Commissioner Bill Fisher (Absent)  
Commissioner Amy Hutson  
Commissioner Shana Ball

Commissioner Charles Ihlenfeld  
Commissioner Vic Brown  
Commissioner Mark Bruce

#### **Call to Order**

Chairman Cooper called the meeting to order at 6:00 PM.

#### **Roll Call**

Bill Fisher excused.

#### **Approval of Minutes from July 21, 2021**

1. Motion (Bruce, Ball) to approve the minutes. Motion PASSED.

#### **Business Items**

2. Review - Request for Proposal to Hire Consultant to Complete the Master/Comp Plan Update  
Susan Miner gave an historical review of the Master/Comp Plan survey process in getting the citizens opinions of the future growth of the Town. She then presented the proposed RFP to hire a consultant to create a master plan. She explained that they used the Town of Monument's RFQ as a template, and then added things that were pertinent to Palmer Lake. The Commission members discussed the proposed RFP's purpose, the scope of service, and the qualifications of the candidate. The members also considered how a consultant could contribute to the vision for the Master/Comp plan, and assist the Town in working with other entities in the region.

3. Review of Advisory Team Role and Ad for Appointment

The Commission members discussed the qualifications of an Advisory team member. Ms. Miner explained the background of the qualifications. The members chose to change required traits to desirable traits, and removed the language "large/regional organization". She will make additional Miner wording changes as requested. There was discussion concerning the possibility of training for the team in advance of hiring a consultant. The application will be posted the same as other Town notices. The Planning Commission directed Staff to move forward with the application process.

4. Review of Funding Options for Consultant

There was discussion on how the consultant's services would be funded. Julia Stambaugh explained there are grants available to help cover or defray such costs. She informed them of Dawn Collins' discussion with Clay Brown with DOLA for possible assistance. Otherwise, it would be budgeted, in part or whole. It would depend on the plan's scope as presented by the applicants and what both parties would ultimately agree upon. There was also the possibility of Town fundraisers. The Planning Commission tasked Staff to fill in the RFP dates and to move forward with finalizing the RFP for publication.

5. Update of Community-wide Survey

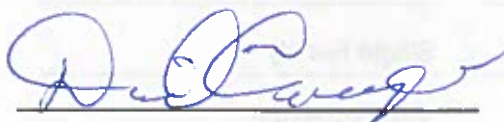
Ms. Miner presented the Community-wide survey and went through each question with the members. They requested some Miner rewording of the questions to better reflect what was being asked in the survey. Ms. Miner will make the changes and submit the survey to Ms. Collins, who will also gather input from the department heads. The Planning Commission directed Staff to move forward with the survey, with the agreed upon revisions and department input.


**Public Comment:** Mr. Eric Sepp – 857 Tailings Dr, Monument, CO. As a business owner in Palmer Lake, he appreciates included in the survey, a question to ask the residents if they would pay slightly higher prices to patronize the local businesses. He also voiced a concern on the cost to start a business in Palmer Lake. He asked if the Town would work with developers to reduce water tap fees or work an agreement with them, as they are trying to bring business to Palmer Lake.

**Next Meeting (September 15) and Future Items \*NOTE: Due to the Town Hall renovations, the next meeting may be held at a different site.**

**Adjourn**

MOTION (Ihlenfeld, Hutson) to adjourn at 8:05 PM. Motion PASSED.

  
David Cooper, Chair

ATTEST:   
Julia Stambaugh, Deputy Town Clerk