



## **PLANNING COMMISSION - SPECIAL MEETING**

**Wednesday, October 27, 2021 at 4:00 PM**

**Tri Lakes Chamber House, 300 Hwy 105, Monument**

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### **AGENDA**

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*This agenda is subject to revision 24 hours prior to commencement of the meeting.*

#### **Call to Order**

#### **Roll Call**

#### **Business Items**

1. Presentation of Proposal to Update Master/Comp Plan - Community Matters Institute
2. Consideration to Award Proposal - Master/Comp Plan Updates
3. Consideration of Additional Application for Advisor Appointment
4. Review Guidelines for Advisory Team to Consultant

#### **Adjourn**

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#### **Americans with Disabilities Act**

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Reasonable accommodations for persons with a disability will be made upon request. Please notify the Town of Palmer Lake (at 719-481-2953) at least 48 hours in advance. The Town of Palmer Lake will make every effort to accommodate the needs of the public.

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#### **Notice**

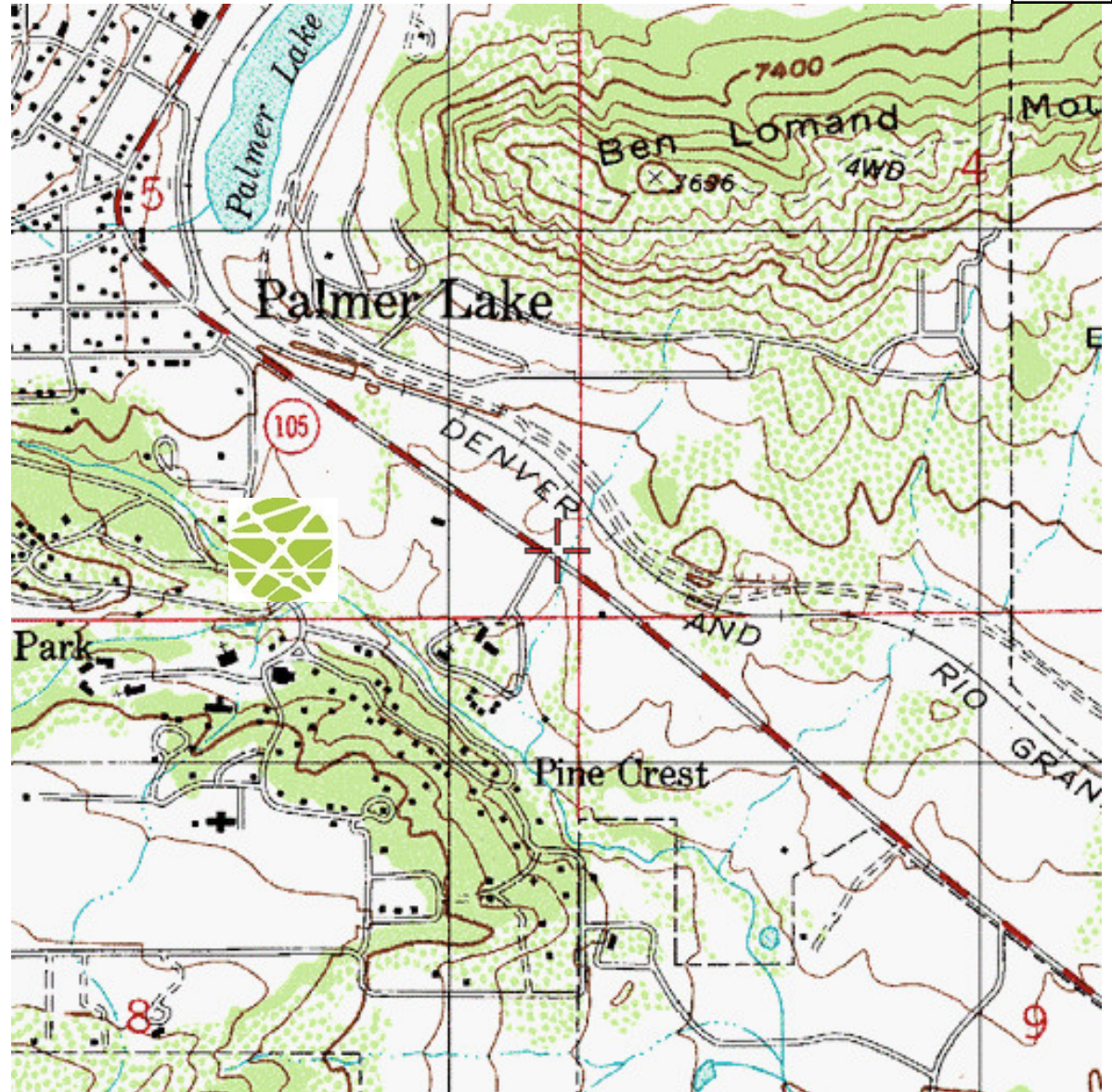
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Notice is hereby given that more than two members of the Board of Trustees may be present; however, there will be no action taken by the Board of Trustees at this meeting.

# TOWN OF PALMER LAKE MASTER PLAN

Community Matters Institute

October 27, 2021



# INTENT OF 15 MINUTE PRESENTATION



Provide an overview of our proposal.



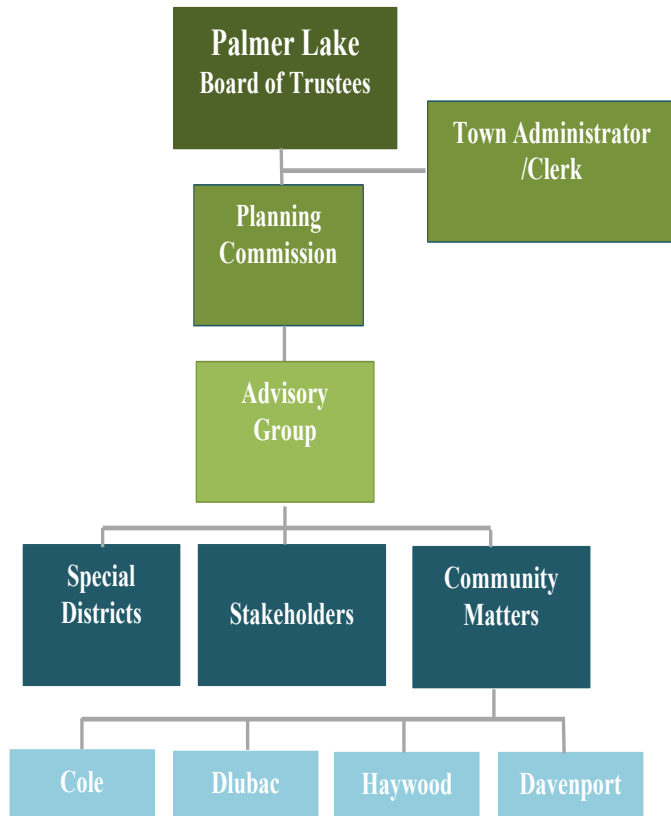
Why Community Matters.



Ask questions and get to know us.



# WHO WILL WORK ON THE PROJECT Item 1.



**Barb Cole**, single point of contact; Executive Director of the Institute, 35+ years



**Mike Davenport**, AICP Planner, Licensed Architect and Historic Preservation Planner, 35+ years



**Bob Haywood**, AEA, Economist / Economic Development Specialist, Strategy Development – 35+ years



**TJ Dlubac**, AICP, Institute Partner, infrastructure considerations, public services and asset management



# What is a Comprehensive Plan

## C.R.S. §31-23-206(4)

- Every municipality with a population of 2,000 or more that is located in a county for which a master plan is required, shall have adopted a master plan.
- The master plan of a municipality is generally advisory per statute and case law.
- In statutory towns, the Planning Commission adopts the Plan; we suggest that the Board also affirm the plan's adoption.

## Components of a Comprehensive Plan

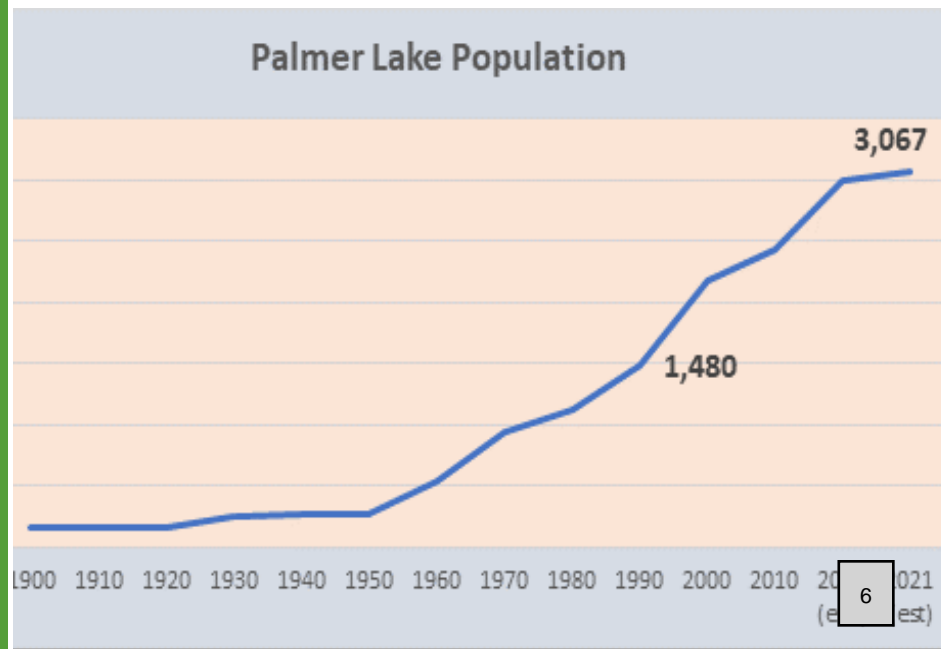
- Typical components include guidance for development, a future land use map, urban growth area boundaries and policies, parks and open space plan, 3- Mile transportation plan and an economic development strategy aimed at local businesses.
- A comprehensive plan must include a section on recreational and tourism uses (C.R.S. §30-28-106(5)) and a plan for extraction of commercial mineral deposits (C.R.S. §34-1-304).





# CHANGE IN PALMER LAKE

- 1994- Master Plan Adopted
- 2003- Master Plan Updated
- 2013- Master Plan Updated



# THE PLANNING PROCESS



Phase I: Community Analysis:  
Maps, data, and survey

Phase II: Preferred Future of the  
Community

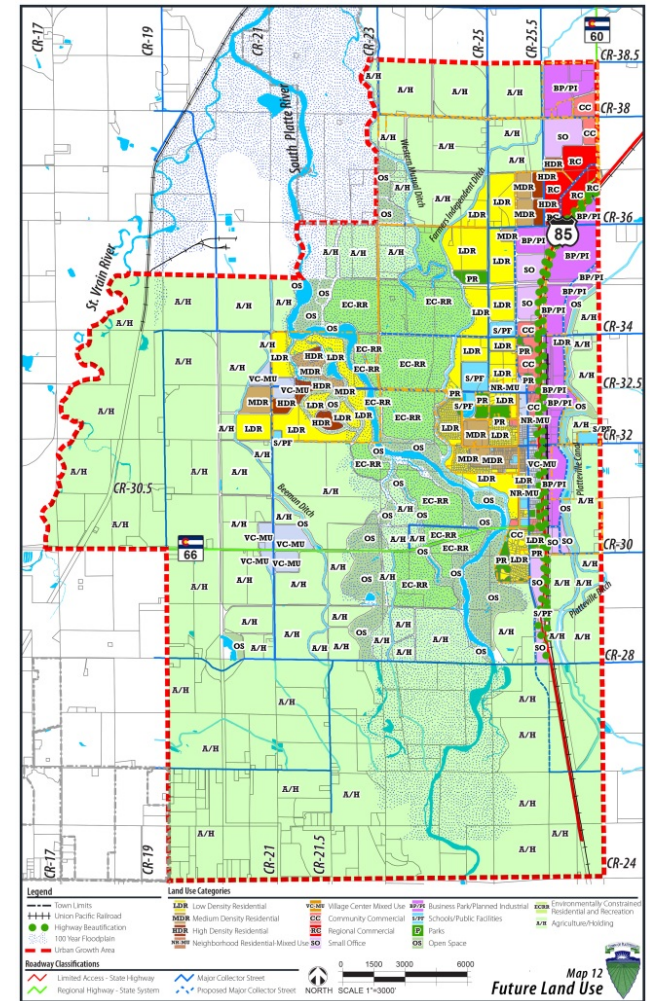
Phase III: Prepare Comprehensive  
Plan and 3-Mile Plan

Phase IV: Plan Adoption

Phase V -VII : Implementation

# What a Plan Should Do

- Establish an **overall framework** that will provide **guidance to community decision-makers**.
- Provide **clear direction for land development projects**, whether public or private.
- Let others from outside the Town know **what the community expects and desires**.
- Ensure that changes in the community occur in a **predictable and orderly** fashion.
- Consider the **needs and wishes of all members of the community** when setting public policy and making decisions.
- Ensure that citizens are **aware of major issues** and are allowed to participate.



Example of 3-mile Plan



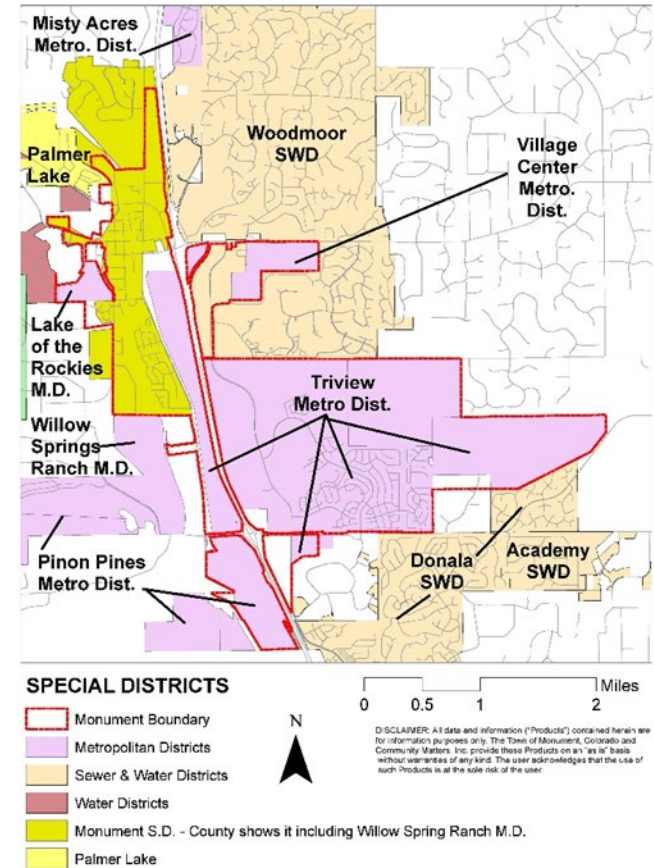
# A Must for Palmer Lake: Planning Area Boundaries

- The **Annexation Plan** which can also serve as the Palmer Lake **Planning Area** (§ C.R.S. 31-12-101 through §31-12-123 esp. C.R.S. 31-12-108.5- 'Plan in Place')
- **Urban Growth Area Boundary** (C.R.S. §31-23-206, et seq. and C.R.S. § 29-20-105(2) )
- **The Urban Services Area Boundary** (SB 107 ) which illustrates the area that the Town can currently serve; and
- **The Three Mile Street Plan** (C.R.S. § 31-23-212)
- These boundaries provide greater predictability.
- The establishment of these boundaries also informs the Counties about the desired intensity of development within the established boundaries.

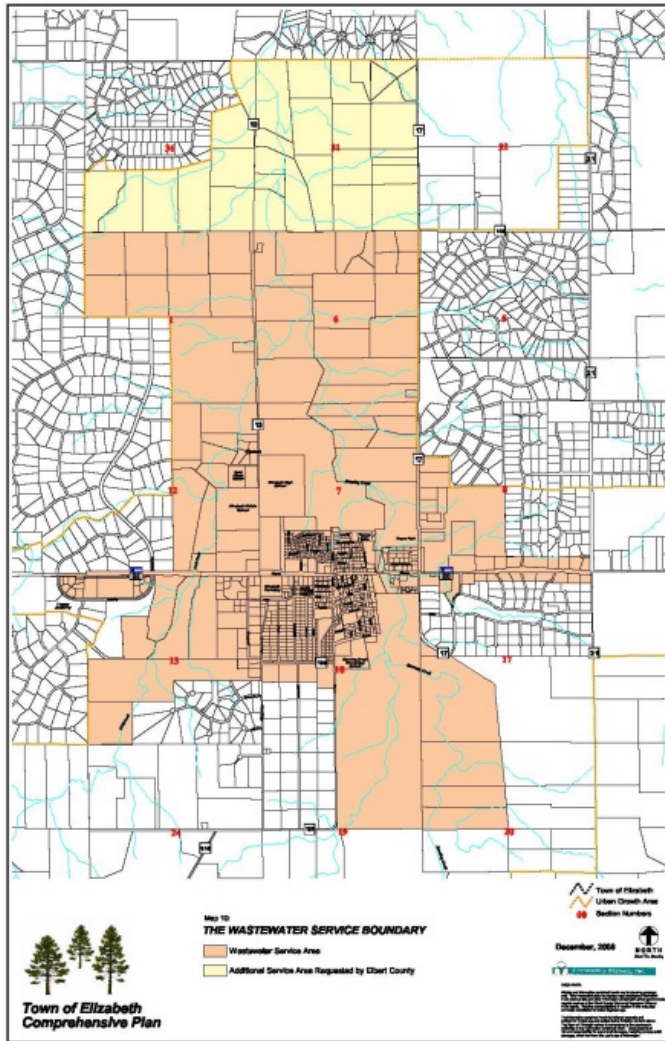


# Key Plan Elements

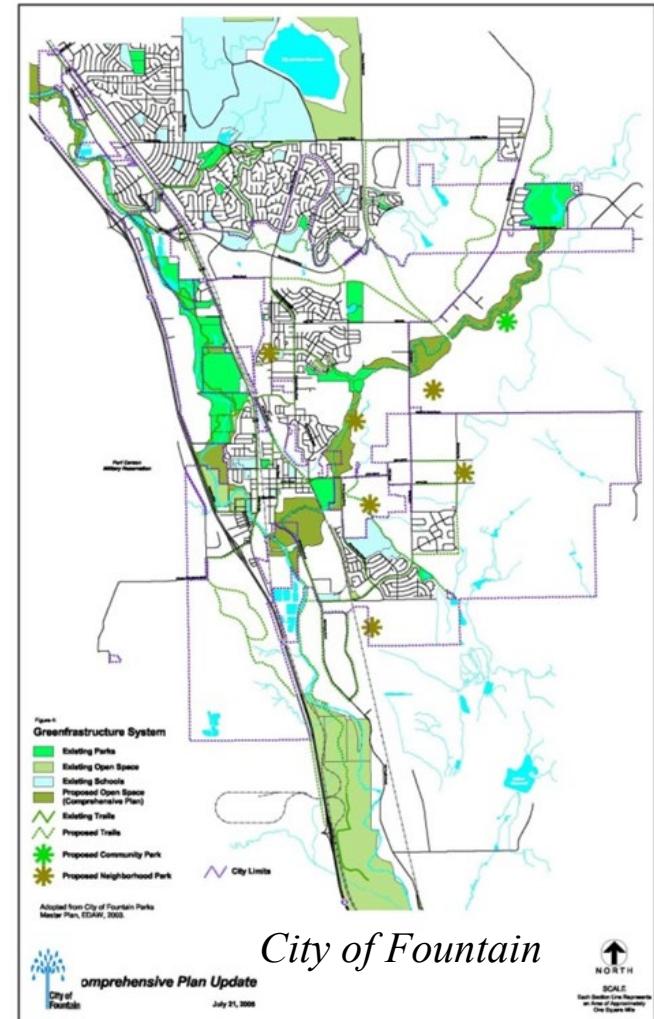
- Future Land Use Plan
- Maps of all jurisdictional boundaries including special districts
- Urban Growth Area & Urban Service Area
- Annexation Policies and criteria within required Annexation Plan



# Maps are important...



# and needed for Palmer Lake



# COMMUNITY ENGAGEMENT

WE ARE KNOWN FOR OUR FACILITATION & COMMUNITY-BUILDING SKILLS



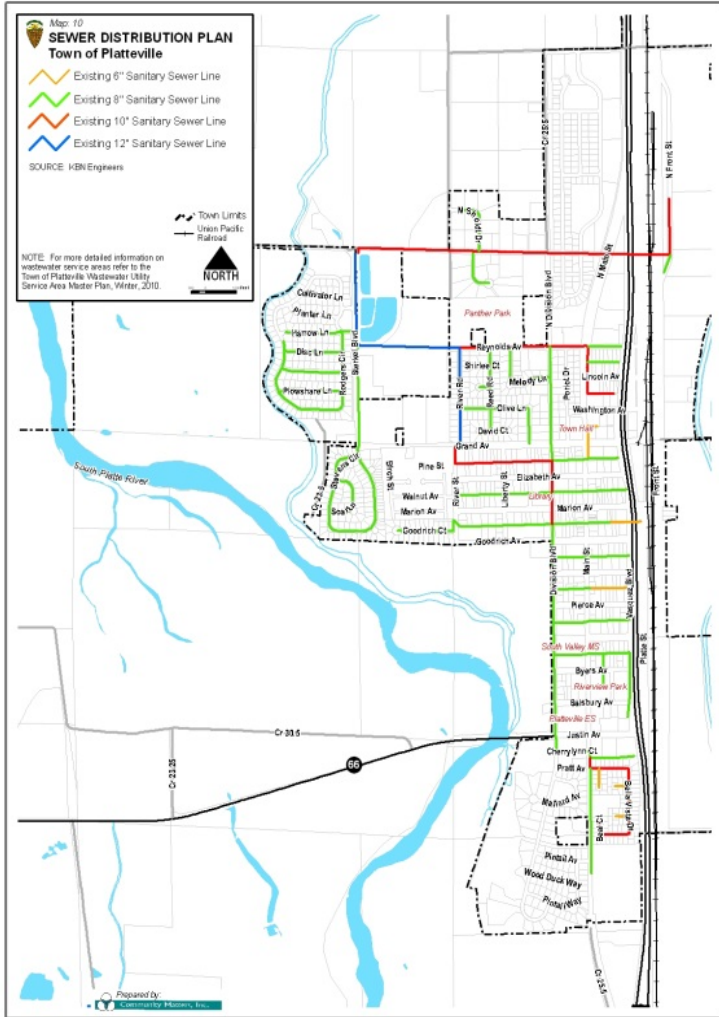
*Working with Community Matters Inc. has been a great experience. The team not only worked with our advisory committee and staff, but they also seek valuable input from the entire community. They have brought professional insight and best practices in order to facilitate wide community engagement throughout the process...*

*Madeline VanDenHoek, Monument Staff*

**“...[CMI] specializes in developing innovative processes to ensure that the project is indeed owned and supported by citizens of the community and results in positive and successful change...”**

**Greg Nyhoff, past City Manager, Fountain, Colorado**





Sewer Distribution, Platteville, CO

# APPROACH

We believe it is important to maximize resources, skills, and community knowledge.

We understand how Comprehensive Plans are used and interpreted.

We have extensive experience working as both contract staff and staff planners in local government as well as for private developers.

Palmer Lake citizens and stakeholders will gain insight and experience from Comprehensive Plans by CMI for local governments in Colorado.



# COMMUNITY MATTERS PHILOSOPHY

- **Principle #1:** Community ownership – build consensus with those who have a stake in the outcome.
- **Principle #2:** “If there is no agreement on the issue, agreement on the solution is difficult.”
- **Principle #3:** Concise documentation.
- **Principle #4:** Creative, strategic solutions.
- **Principle #5:** Clear and concise communication with clients.



MEER LAKE RESERVOIR, COLO.

# COMMUNITY MATTERS IS DIFFERENT

CMI has completed over 40 Comprehensive Plans for smaller Colorado communities and counties.

Our Plans make a difference - ask our clients. Our mission - build capacity within the community.

CMI develops Plans that are strategic, economically sustainable, and fiscally responsible - it's more than land use planning.

We know smaller communities and have a history of working for communities in El Paso County and along the I-25 Corridor.

We can accomplish the requested tasks well within budget.

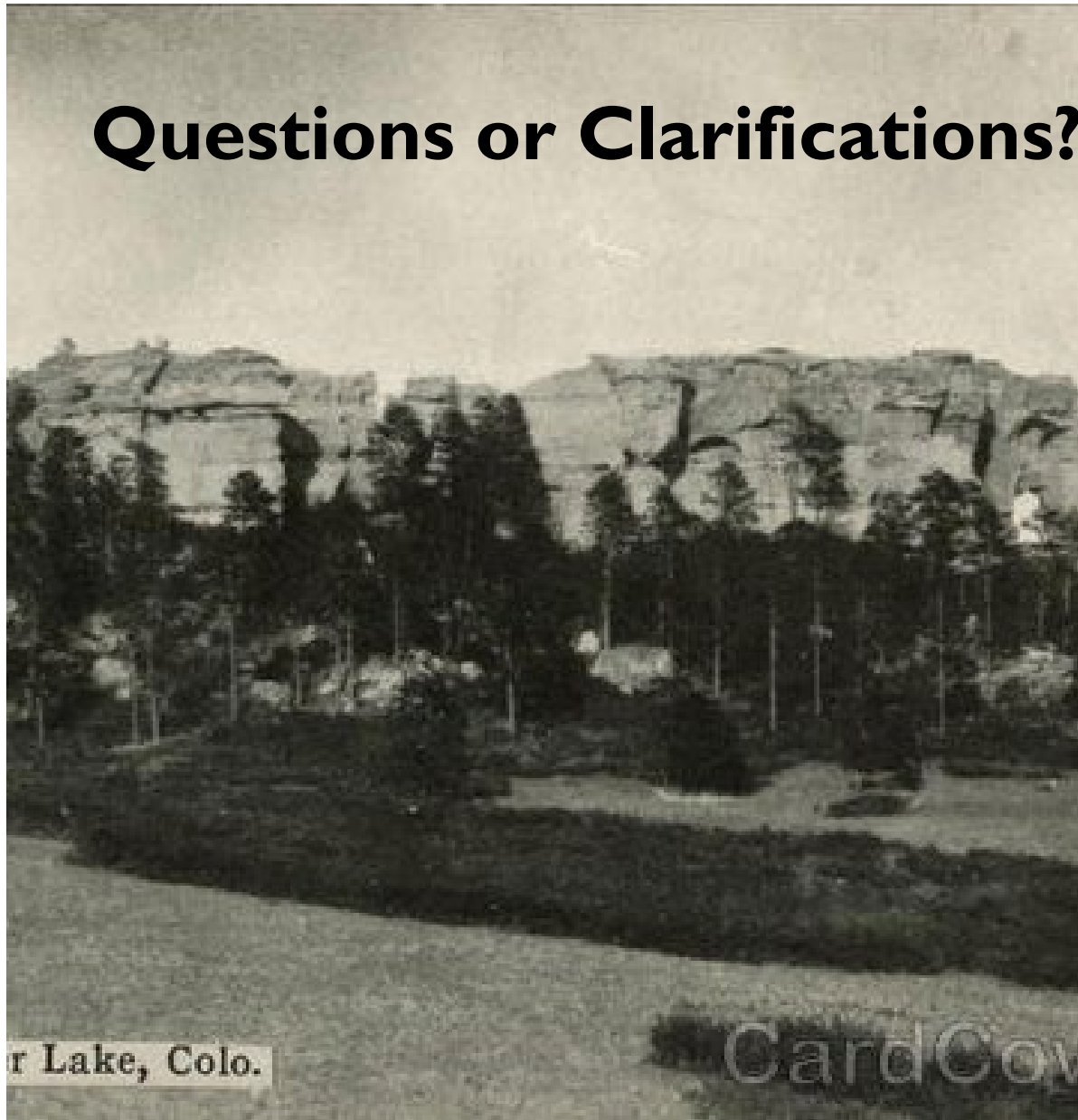


# EXAMPLES OF COMPREHENSIVE PLANS BY COMMUNITY MATTERS



- Monument (2001 & 2017)
- Castle Rock
- Green Mountain Falls
- Fountain
- Elizabeth
- Platteville
- Black Hawk
- Wheat Ridge (update)
- Eaton
- Lincoln County
- Kit Carson County
- Burlington
- Severance
- Deer Trail
- Laramie County, WY
- Fruita
- Grand Lake
- Sedalia Sub area Master Plan for Douglas County, Colorado

# Questions or Clarifications?



THANK YOU  
COMMUNITY  
MATTERS  
(303)730-0396

