



Community Matters Institute

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M E M O

To: Palmer Lake Planning Commission
Thru: Dawn Collins, CMC, Town Administrator/Clerk
From: Barb Cole, Executive Director, CMI
CC: Mike Davenport, CMI and Scott Krob, Town Attorney
Date: Wednesday, February 21, 2024
RE: Overview of Code Updates

In January we sent the Town a memo outlining a change in how we are approaching the critical updates to the Code. As discussed, Community Matters Institute (CMI) is under contract to undertake critical updates to the Subdivision and Zoning Ordinances. In that memo, we recommend that we change the ordering of the new articles that we are contracted to draft.

In the past two months, we have completed drafts of the following:

1. Total rewrite of the Subdivision Ordinance. This is under review by GMS and the Town attorney. The subdivision ordinance (Chapter 16) is over 50 years old and had ancient engineering standards, missing sections (including Plat Amendment, Plat correction, and resubdivision), and few clear procedures. For the time being Subdivision will remain a separate chapter. We may wish to revisit if we want to proceed with a unified land use development code since this has now been drafted.
2. We have just completed a new section on rezoning, again a gap in the current zoning regulations. We also added a provision for change of use, often required by the Fire Department as well as PPRBD.
3. We have also added a provision to allow the Town to adopt by resolution application forms so that we can fill numerous gaps in what is required for each application type. Mike is just completing a diagnosis of what is needed for both subdivision and zoning applications so we can finish the application forms.
4. As part of the additions to Section 17.12 we have added the following and these are in ordinance form from the Town Attorney and these sections have been renumbered.
 - Section 17.12.050 – Application Submittal and Completeness Review (existing)
 - Section 17.12.055 – Application fees, costs reimbursement agreement (existing)
 - Section 17.12.060 – Required Referrals
 - Section 17.12.065 – Certificate of zoning compliance (existing)
 - Section 17.12.070 – Plot Plan Required (new per Building Code)
 - Section 17.12.075 – Site Development Plan (expanded)



As noted in our January memo, instead of starting on Article 2: Zoning Districts, we are recommending that we start drafting Article 6. We believe that some of these items should be adopted as soon as feasible, particularly if there are pending development applications that may benefit from these needed amendments.

Article 6 per the accepted Table of Contents includes the following items:

Article 6: TYPES OF APPROVAL REQUIRED – SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

- A. Administration and Boards (need references to Board of Adjustment and Planning Commission found in Chapter 2)
- B. Public Hearings
- C. Notice of Public Hearing
- D. Administrative Approvals
- E. Site Plan Requirements
- F. Conditional Review Uses
- ~~G. Subdivision Requirements (new)~~
- H. Planned Unit Development Procedures
- I. Rezoning and Amendments
- J. Appeals
- K. Variances
- L. Administrative Exceptions

We will continue to work on the application forms and finalize the fee schedule as this work informs the critical amendments needed in three areas:

1. Missing or incomplete text regarding the types of applications (e.g. rezoning, replat, site development plan,)
2. Required submittal items, and
3. Procedural dates.

We believe that this is the most cost-effective manner to proceed.

