



Town of Palmer Lake Community Master Plan

REVISED Community Master Plan Update Timeline											
Key: ● Meeting ○ Optional meeting including CMI											
Month											
COMMUNITY MASTER PLAN SCHEDULE											
Task	Description	Jan	Feb	March	April	May	June	July	Aug.	Sept	Oct.
Phase 1: Community Analysis and Plan Review											
1.1	Develop key measures	●									
1.2	Community Profile										
1.3	Mapping										
1.4	Review existing documents										
1.5	Advisory group intro/First meeting + Extra meeting w/ Advisors		●								
Phase 2: Defining the Community's "Preferred Future"											
2.1	Interviews and focus groups			●							
2.2	Community-wide survey review										
2.3	Plan development workshops- Workshop 2 and 3				●●	●					
Phase 3: Development of the Plan											
3.1	Draft plan elements										
3.2	Mid-course review/strategy										
3.3	Stakeholder Workshops (3) to review draft (include Planning Commission)					●●	●				
3.4	Final draft of plan										
Phase 4: Presenting the Plan- Required Public Hearings- PLAN ADOPTED IN SEPTEMBER AND OCTOBER-											
4.0	Community meeting							○			
4.1	Final Advisory Group meeting								●		
4.2	Public hearings									●	●
4.3	Final plan production										
NEXT STEPS/IMPLEMENTATION											
Phase 5: Code Diagnosis											
5.1	Code diagnosis and memo							●			
Phase 6: Intergovernmental Agreements / Relationships –											
6	Example IGA's – regional cooperation								●		
Phase 7: Implementation and Financing Strategy											
7	Work tasks, the individual and agency responsibilities, and the funding										●

