



Memo

Date Monday, October 24, 2022

To: Dawn Collins, Palmer Lake Town Administrator/Clerk

From: Barb Cole, Community Matters Institute (CMI)

CC: Mike Davenport and Bob Haywood, CMI

Re: FINAL MASTER PLAN VERSION 5.

Dawn has provided CMI with a recap of the direction provided at the Planning Commission Public Hearing on October 19, 2022, and further clarified in an e-mail from Dawn dated Saturday, October 21, 2022.

The following Final Version of the Plan reflects the changes requested by the Planning Commission as documented in the PDF File entitled [22-10-11 working copy-draft all chapters based on 22-09-29 9 am version.pdf](#). We have included with this memo a redline of the requested changes and a final clean copy. We utilized the above referenced draft from the Planning Commission to ensure all requested changes were made.

1. Reinsert GE 1-1 objective which stated "GE-1.1: Actively engage the community through the use of a commissioner-based organization where each Trustee has assigned areas of responsibility including but not limited to police, fire, and roads."
2. Replace exp/rev with new language contained in the Planning Commission packet.
3. We did not receive any comments from Commissioner Brodzik by the NOON deadline which was necessary to finalize the Plan by 7 pm today.
4. Mike reviewed the final version for punctuation and grammar.
5. We added an acknowledgments page, including a list of citizens that were active in the Plan development. This was provided by Planning Commissioner Miner.
6. We added a page for insertion of the resolution.
7. We deleted the following 'DRAFTING NOTE,' that still applies and confirmed by the Town Attorney.

"DRAFTING NOTES

THIS IS THE FINAL VERSION BUT NOT THE FINAL PUBLICATION.

The document **will not** be put in a final 'published form' until after the October 26th Public Hearing. This includes the Table of Contents, Table of Maps etc. Page numbers will shift once it is in published format. *Updated- We have added the acknowledgments page; updated the Table of Contents, and Table of Maps, created a blank page for insertion of the resolution, and created a cover."*

Once the text is finalized and approved by the Planning Commission, there will not be any substantive edits. We will create a final PDF with additional graphics, photos, final proofreading, and layout. “

8. We rechecked the Table of Contents and added page numbers for the Table of Maps.
9. We provided a cover.

The Planning Commission will consider the final Master Plan text on Wednesday, October 26, 2022. After adoption, CMI, if directed by the Planning Commission, can add additional photos and desktop publish the document. These final publication steps are allowable per the Palmer Lake Town Attorney.

Community Matters believes that it is in the best interest of the Town to adopt the Plan before the election and before complex development applications come before the Planning Commission. The Plan is at a point where we believe a small group of Planning Commissioners can direct CMI to make the final desired changes. This is your Plan.