

Master Plan Project Overview Report to Planning Commission

Wednesday, June 16, 2021

4:25 PM

Project Name: Comprehensive Master Plan

Company Name: Town of Palmer Lake

Presenter Name: Karen Stuth

Presented to Planning Commission June 16, 2021

Description - Update on Neighborhood meetings and next steps

Neighborhood meetings

Glen Second session

- Attendance is low but enthusiastic with good input on the final three topics of Parks and Open Space, Public Safety and Economic Development

Meetings and other communications

- Susan and Karen met with Dawn and Crissy to go over the options for the survey. Survey Monkey is the best option. Karen has a subscription courtesy of an organization she belongs to. She is going to see if we can use it in exchange for the fee of \$384.
- Also discussed was the methods that people can use to sign up, how we can market the need to sign up and what kind of incentives would be appropriate to encourage people to sign up.
 - We need about 1600 people signed up with the expectation of 380+ people following through with taking the survey.

Ongoing efforts

- **Updating the demographics**
 - Ann has made notes on getting us the connections for this information.
 - **RFP for consultant proposals**
 - Susan is still working on the draft for Dawn's input. Consideration needs to be given to how the consultant will interact with the staff in regards to tasks that might typically be done by a consultant but are currently being handled by staff. It is important to be sure we don't duplicate efforts and waste time and money.

Next Steps

- **Survey distribution to all who have signed up on the town website with their email information**
 - Karen is working on the final list of survey questions.
 - The data that will be gathered by Survey monkey will give us the opportunity to see results from multiple angles making the data useable in a variety of ways.
- **Planning Commission appointing approximately 6 members of an Advisory Team**
- ***Change recommended by Legal Counsel - Planning Commission members on the Advisory Committee would result in a conflict of interest,***

- Representative from Palmer Lake Business Owners
- Representative from Board of Trustees
- Representatives from the Master Plan Team (2)
- Citizen representatives (2)

Purpose - to work with the consultants on the items that require in depth research and data mining.

If approved a call for interest will be posted on the website with the standard town process for applying for volunteer positions used. The current Master Plan Team can interview and make recommendations to the Planning Commission of appointment to the Advisory Team.

- **Syncing the neighborhood meeting data with the goals of both Police and Fire for continuity.**