



Town of Palmer Lake
Minutes of the Planning Commission
June 16 at 6:00 PM
28 Valley Crescent, Town Hall, Palmer Lake CO

Planning Commission members present:

Chairman Dave Cooper

Commissioner Bill Fisher

Commissioner Amy Hutson

Commissioner Shana Ball (excused)

Commissioner Charles Ihlenfeld

Commissioner Vic Brown

Commissioner Mark Bruce

1. **Call to Order.** Chairman Cooper called the meeting to order at 6:00 PM.
2. **Roll Call.** All members, but Shana Ball, were present.
3. **Approval of Minutes from May 19, 2021.** MOTION (Bruce, Ihlenfeld) to approve the minutes. Motion PASSED.
4. **Direction on RFP for Master/Comp Plan Consultant.** Board Trustee Karen Stuth provided an update, in place of Susan Miner, on the final Glen neighborhood meeting, noting 12 residents participated. She also provided an overview of next steps, beginning with the draft of a community-wide survey. She stated that an excess of 380 responses will be needed for a qualified survey. The team is seeking ways to gather the survey data. Discussion took place about promoting residents to subscribe to the Town website news in order to access the survey electronically via email. A draft of an RFP to hire a consultant is being worked on and, along with review of staff, will be distributed and reviewed with the Commission members prior to posting. Discussion took place about gathering town demographics, drafting the survey and the structure of an advisory committee.
5. **Direction on Advisory Committee.** No action taken on this item, reviewed in item 4.
6. **Review/Recommendation on Short Term Rental in Residential Zoning.** Collins explained the information distributed to the members including definitions and other community regulations. Discussion took place about the criteria and regulation of short term rental, being as simple or as complex as the members recommend. Nicole Currier offered example of another municipality limiting places by the value of structure/property. Direction was provided to gather additional sampling of other municipal regulation or criteria relating to parking, licensing, other FAQs and to schedule a workshop prior to/before the next meeting.
7. **Next Meeting (July 21).** *Workshop will be prior to meeting.*
8. **Adjourn.** MOTION (Fischer, Hutson) to adjourn at 7:16 PM. Motion PASSED.


David Cooper, Chair

ATTEST: 
Dawn A. Collins, Town Clerk