



# Town Board Agenda Regular Meeting August 26, 2025 5:15 P.M.

## MISSION STATEMENT

*"The Town of Center, Colorado shall provide strong leadership, inspire community pride, maintain fiscal accountability and through its employees offer a high level of service to the residents, businesses, and visitors of the community."*

"THIS AGENDA MAY BE AMENDED"

### Workshop - 5:15p.m.

Financial Workshop

### MEETING CALLED TO ORDER, ROLL CALL AND PLEDGE ALLEGIANCE

#### 1. APPROVAL OF AGENDA

#### 2. EXECUTIVE SESSION – Municipal Judge Position

For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of the City Council or any elected official; the appointment of any person to fill an office of the City Council or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees

#### 3. CITIZEN COMMENTS

Please limit your comments to 5 minutes, any comments that need further action will be forwarded to the correct Department.

#### 4. FINANCIALS

##### A. July

#### 5. PAYABLES

#### 6. PLANNING COMMISSION REPORT

#### 7. UTILITY COMMISSION REPORT

#### 8. NEW BUSINESS

##### A. Introduction of New ED Employee

##### B. Development Review Contract

##### C. LPC services Contract

##### D. Selection of Events Committee Board

#### 9. OLD BUSINESS

#### 10. RESOLUTION/ORDINANCE

##### A. Planning Commission Ordinance 577

#### 11. CALENDAR ITEMS

#### 12. ITEMS FOR NEXT MEETING

#### 13. ADJOURNMENT

Posted on

August 25, 2025

Center Town Hall and Center Post office

This agenda may be amended

## Report Criteria:

Report type: GL detail

Check Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
<b>18887</b>											
08/25	08/12/2025	18887	3005	AT&T MOBILITY	2873091713	1	01-552-537-00	.00	393.51	393.51	TELEPHONE
08/25	08/12/2025	18887	3005	AT&T MOBILITY	2873091713	2	10-552-537-10	.00	393.51	393.51	TELEPHONE
08/25	08/12/2025	18887	3005	AT&T MOBILITY	2873091713	3	11-552-537-01	.00	393.51	393.51	TELEPHONE
08/25	08/12/2025	18887	3005	AT&T MOBILITY	2873091713	4	12-552-537-01	.00	393.50	393.50	TELEPHONE
Total 18887:								.00		1,574.03	
<b>18888</b>											
08/25	08/12/2025	18888	2034	CASELLE	09956	1	01-552-534-20	.00	669.25	669.25	APPLICATION SOFTWARE
08/25	08/12/2025	18888	2034	CASELLE	09956	2	10-552-534-20	.00	669.25	669.25	APPLICATION SOFTWARE
08/25	08/12/2025	18888	2034	CASELLE	09956	3	11-552-534-20	.00	669.25	669.25	APPLICATION SOFTWARE
08/25	08/12/2025	18888	2034	CASELLE	09956	4	12-552-534-20	.00	669.25	669.25	APPLICATION SOFTWARE
Total 18888:								.00		2,677.00	
<b>18889</b>											
08/25	08/12/2025	18889	1864	CMCA	833	1	01-552-535-30	.00	28.75	28.75	Election Basics Training
08/25	08/12/2025	18889	1864	CMCA	833	2	10-552-535-30	.00	28.75	28.75	Election Basics Training
08/25	08/12/2025	18889	1864	CMCA	833	3	11-552-535-30	.00	28.75	28.75	Election Basics Training
08/25	08/12/2025	18889	1864	CMCA	833	4	12-552-535-30	.00	28.75	28.75	Election Basics Training
08/25	08/12/2025	18889	1864	CMCA	834	1	12-552-535-30	.00	32.50	32.50	nuts and bolts
08/25	08/12/2025	18889	1864	CMCA	834	2	11-552-535-30	.00	32.50	32.50	nuts and bolts
08/25	08/12/2025	18889	1864	CMCA	834	3	10-552-535-30	.00	32.50	32.50	nuts and bolts
08/25	08/12/2025	18889	1864	CMCA	834	4	01-558-535-10	.00	32.50	32.50	nuts and bolts
Total 18889:								.00		245.00	
<b>18890</b>											
08/25	08/12/2025	18890	1125	JAMES SANCHEZ	081125	1	01-552-530-00	.00	250.00	250.00	TOWN BOARD COMPENSATION
08/25	08/12/2025	18890	1125	JAMES SANCHEZ	081125	2	10-552-530-00	.00	250.00	250.00	TOWN BOARD COMPENSATION
08/25	08/12/2025	18890	1125	JAMES SANCHEZ	081125	3	11-552-530-00	.00	250.00	250.00	TOWN BOARD COMPENSATION
08/25	08/12/2025	18890	1125	JAMES SANCHEZ	081125	4	12-552-530-00	.00	250.00	250.00	TOWN BOARD COMPENSATION

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
Total 18890:								.00		1,000.00	
<b>18891</b>											
08/25	08/12/2025	18891	1454	ROSE MARIE DEHERRERA	081425	1	01-552-535-20	.00	75.16	75.16	MILEAGE/PERDIEM
08/25	08/12/2025	18891	1454	ROSE MARIE DEHERRERA	081425	2	10-552-535-20	.00	75.16	75.16	MILEAGE/PERDIEM
08/25	08/12/2025	18891	1454	ROSE MARIE DEHERRERA	081425	3	11-552-535-20	.00	75.16	75.16	MILEAGE/PERDIEM
08/25	08/12/2025	18891	1454	ROSE MARIE DEHERRERA	081425	4	12-552-535-20	.00	75.16	75.16	MILEAGE/PERDIEM
Total 18891:								.00		300.64	
<b>18892</b>											
08/25	08/12/2025	18892	1410	VALLEY COURIER	22516	1	01-552-550-10	.00	.64	.64	ADVERTISING
08/25	08/12/2025	18892	1410	VALLEY COURIER	22516	2	10-552-550-10	.00	.64	.64	ADVERTISING
08/25	08/12/2025	18892	1410	VALLEY COURIER	22516	3	11-552-550-10	.00	.64	.64	ADVERTISING
08/25	08/12/2025	18892	1410	VALLEY COURIER	22516	4	12-552-550-10	.00	.62	.62	ADVERTISING
Total 18892:								.00		2.54	
<b>18893</b>											
08/25	08/12/2025	18893	1534	C M C A	841-1	1	01-552-535-30	.00	32.50	32.50	TRAINING
08/25	08/12/2025	18893	1534	C M C A	841-1	2	10-552-535-30	.00	32.50	32.50	TRAINING
08/25	08/12/2025	18893	1534	C M C A	841-1	3	11-552-535-30	.00	32.50	32.50	TRAINING
08/25	08/12/2025	18893	1534	C M C A	841-1	4	12-552-535-30	.00	32.50	32.50	TRAINING
Total 18893:								.00		130.00	
<b>18894</b>											
08/25	08/12/2025	18894	1780	CENTER CONSOLIDATED SCH	073025	1	01-552-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
08/25	08/12/2025	18894	1780	CENTER CONSOLIDATED SCH	073025	2	01-557-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
08/25	08/12/2025	18894	1780	CENTER CONSOLIDATED SCH	073025	3	01-561-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
08/25	08/12/2025	18894	1780	CENTER CONSOLIDATED SCH	073025	4	10-552-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
08/25	08/12/2025	18894	1780	CENTER CONSOLIDATED SCH	073025	5	11-552-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
08/25	08/12/2025	18894	1780	CENTER CONSOLIDATED SCH	073025	6	12-552-534-45	.00	250.00	250.00	IT/AUTOMOTIVE SERVICES
08/25	08/12/2025	18894	1780	CENTER CONSOLIDATED SCH	073025	7	01-552-537-30	.00	738.49	738.49	Center Parks & Rec
Total 18894:								.00		2,238.49	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
<b>18897</b>											
08/25	08/14/2025	18897	3353	COLE WEBB	082125	1	10-552-535-20	.00	136.00	136.00	PER DIEM
Total 18897:								.00		136.00	
<b>18898</b>											
08/25	08/14/2025	18898	3388	PAUL LOPEZ	082125	1	10-552-535-20	.00	136.00	136.00	PER DIEM
Total 18898:								.00		136.00	
<b>18899</b>											
08/25	08/25/2025	18899	3436	5 K PEST MANAGEMENT	6301	1	01-552-555-00	.00	40.00	40.00	TOWN HALL
Total 18899:								.00		40.00	
<b>18900</b>											
08/25	08/25/2025	18900	3457	AXEL VILLALBA	12009001	1	11-220-000-00	.00	126.48	126.48	DEPOSIT REFUND
Total 18900:								.00		126.48	
<b>18901</b>											
08/25	08/25/2025	18901	2078	BERG, HILL, GREENLEAF, RUS	073125	1	12-552-537-00	.00	176.00	176.00	AUGEMENTATION PLAN
Total 18901:								.00		176.00	
<b>18902</b>											
08/25	08/25/2025	18902	3410	CINTAS CORP	4239954457	1	01-552-543-00	.00	19.72	19.72	CARPETS TOWN HALL
08/25	08/25/2025	18902	3410	CINTAS CORP	4239954457	2	01-561-595-00	.00	51.26	51.26	UNIFORMS
08/25	08/25/2025	18902	3410	CINTAS CORP	4239954457	3	10-552-595-00	.00	98.06	98.06	UNIFORMS
08/25	08/25/2025	18902	3410	CINTAS CORP	4239954457	4	12-552-595-00	.00	47.56	47.56	UNIFORMS
Total 18902:								.00		216.60	
<b>18903</b>											
08/25	08/25/2025	18903	1104	GOBINS INC	AR4909482	1	01-552-542-30	.00	45.21	45.21	Equipment lease
08/25	08/25/2025	18903	1104	GOBINS INC	AR4909482	2	10-552-542-30	.00	45.21	45.21	Equipment Lease
08/25	08/25/2025	18903	1104	GOBINS INC	AR4909482	3	11-552-542-30	.00	45.21	45.21	Equipment Lease
08/25	08/25/2025	18903	1104	GOBINS INC	AR4909482	4	12-552-542-30	.00	45.22	45.22	Equipment Lease

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
Total 18903:								.00		180.85	
<b>18904</b>											
08/25	08/25/2025	18904	3458	JENNIFER HARRIS	6075012	1	11-220-000-00	.00	134.40	134.40	DEPOSIT REFUND
Total 18904:								.00		134.40	
<b>18905</b>											
08/25	08/25/2025	18905	1164	O&V PRINTING	65910	1	01-552-542-10	.00	59.97	59.97	OFFICE SUPPLIES
08/25	08/25/2025	18905	1164	O&V PRINTING	65910	2	10-552-542-10	.00	59.97	59.97	OFFICE SUPPLIES
08/25	08/25/2025	18905	1164	O&V PRINTING	65910	3	11-552-542-10	.00	59.97	59.97	OFFICE SUPPLIES
08/25	08/25/2025	18905	1164	O&V PRINTING	65910	4	12-552-542-10	.00	59.96	59.96	OFFICE SUPPLIES
Total 18905:								.00		239.87	
<b>18906</b>											
08/25	08/25/2025	18906	1915	PITNEY BOWES GLOBAL FINAN	3321170614	1	01-552-542-20	.00	17.33	17.33	POSTAGE METER
08/25	08/25/2025	18906	1915	PITNEY BOWES GLOBAL FINAN	3321170614	2	10-552-542-20	.00	17.33	17.33	POSTAGE METER
08/25	08/25/2025	18906	1915	PITNEY BOWES GLOBAL FINAN	3321170614	3	11-552-542-20	.00	17.33	17.33	POSTAGE METER
08/25	08/25/2025	18906	1915	PITNEY BOWES GLOBAL FINAN	3321170614	4	12-552-542-20	.00	17.31	17.31	POSTAGE METER
Total 18906:								.00		69.30	
<b>18907</b>											
08/25	08/25/2025	18907	3357	RIO GRANDE COUNTY WEED A	00172	1	01-561-624-45	.00	1,494.79	1,494.79	SPRAYING
08/25	08/25/2025	18907	3357	RIO GRANDE COUNTY WEED A	00172	2	01-552-538-00	.00	500.00	500.00	SPRAYING
08/25	08/25/2025	18907	3357	RIO GRANDE COUNTY WEED A	00172	3	12-552-676-00	.00	500.00	500.00	SPRAYING
08/25	08/25/2025	18907	3357	RIO GRANDE COUNTY WEED A	00172	4	01-561-598-10	.00	500.00	500.00	SPRAYING
Total 18907:								.00		2,994.79	
<b>18908</b>											
08/25	08/25/2025	18908	3165	SHORT ELLIOTT HENDRICKSO	492356	1	06-552-000-71	.00	14,987.00	14,987.00	CENTER workforce housing
Total 18908:								.00		14,987.00	
<b>18909</b>											
08/25	08/25/2025	18909	2276	SHREDAMERICA	CO102840	1	01-552-542-10	.00	32.00	32.00	SHREDDING

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
08/25	08/25/2025	18909	2276	SHREDAMERICA	CO102840	2	10-552-542-10	.00	32.00	32.00	SHREDDING
08/25	08/25/2025	18909	2276	SHREDAMERICA	CO102840	3	11-552-542-10	.00	32.00	32.00	SHREDDING
08/25	08/25/2025	18909	2276	SHREDAMERICA	CO102840	4	12-552-542-10	.00	31.98	31.98	SHREDDING
Total 18909:								.00		127.98	
<b>18910</b>											
08/25	08/25/2025	18910	3274	WATTS UPFITTING INC.	5126	1	01-552-000-70	.00	31,562.17	31,562.17	CENTER PD/ARPA
Total 18910:								.00		31,562.17	
<b>71293</b>											
08/25	08/11/2025	71293	2899	ZOLLARS LAW OFFICE	1524	1	01-558-538-40	.00	1,450.00	1,450.00	M JUDGE SALARY
Total 71293:								.00		1,450.00	
<b>82325199</b>											
08/25	08/25/2025	82325199	2778	ADOBE ACROPRO SUBS	0823251999	1	01-552-534-30	.00	19.99	19.99	M SUBSCRIPTION
Total 82325199:								.00		19.99	
Grand Totals:								.00		60,765.13	

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-201-000-00	.00	38,763.24-	38,763.24-
01-552-000-70	31,562.17	.00	31,562.17
01-552-530-00	250.00	.00	250.00
01-552-534-20	669.25	.00	669.25
01-552-534-30	19.99	.00	19.99
01-552-534-45	250.00	.00	250.00
01-552-535-20	75.16	.00	75.16
01-552-535-30	61.25	.00	61.25
01-552-537-00	393.51	.00	393.51
01-552-537-30	738.49	.00	738.49

GL Account	Debit	Credit	Proof
01-552-538-00	500.00	.00	500.00
01-552-542-10	91.97	.00	91.97
01-552-542-20	17.33	.00	17.33
01-552-542-30	45.21	.00	45.21
01-552-543-00	19.72	.00	19.72
01-552-550-10	.64	.00	.64
01-552-555-00	40.00	.00	40.00
01-557-534-45	250.00	.00	250.00
01-558-535-10	32.50	.00	32.50
01-558-538-40	1,450.00	.00	1,450.00
01-561-534-45	250.00	.00	250.00
01-561-595-00	51.26	.00	51.26
01-561-598-10	500.00	.00	500.00
01-561-624-45	1,494.79	.00	1,494.79
06-201-000-00	.00	14,987.00-	14,987.00-
06-552-000-71	14,987.00	.00	14,987.00
10-201-000-00	.00	2,256.88-	2,256.88-
10-552-530-00	250.00	.00	250.00
10-552-534-20	669.25	.00	669.25
10-552-534-45	250.00	.00	250.00
10-552-535-20	347.16	.00	347.16
10-552-535-30	93.75	.00	93.75
10-552-537-10	393.51	.00	393.51
10-552-542-10	91.97	.00	91.97
10-552-542-20	17.33	.00	17.33
10-552-542-30	45.21	.00	45.21
10-552-550-10	.64	.00	.64
10-552-595-00	98.06	.00	98.06
11-201-000-00	.00	2,147.70-	2,147.70-
11-220-000-00	260.88	.00	260.88
11-552-530-00	250.00	.00	250.00
11-552-534-20	669.25	.00	669.25
11-552-534-45	250.00	.00	250.00
11-552-535-20	75.16	.00	75.16
11-552-535-30	93.75	.00	93.75
11-552-537-01	393.51	.00	393.51
11-552-542-10	91.97	.00	91.97
11-552-542-20	17.33	.00	17.33
11-552-542-30	45.21	.00	45.21
11-552-550-10	.64	.00	.64

GL Account	Debit	Credit	Proof
12-201-000-00	.00	2,610.31-	2,610.31-
12-552-530-00	250.00	.00	250.00
12-552-534-20	669.25	.00	669.25
12-552-534-45	250.00	.00	250.00
12-552-535-20	75.16	.00	75.16
12-552-535-30	93.75	.00	93.75
12-552-537-00	176.00	.00	176.00
12-552-537-01	393.50	.00	393.50
12-552-542-10	91.94	.00	91.94
12-552-542-20	17.31	.00	17.31
12-552-542-30	45.22	.00	45.22
12-552-550-10	.62	.00	.62
12-552-595-00	47.56	.00	47.56
12-552-676-00	500.00	.00	500.00
Grand Totals:	60,765.13	60,765.13-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

GL Account	Debit	Credit	Proof
------------	-------	--------	-------

Report Criteria:

Report type: GL detail  
Check.Type = {<>} "Adjustment"

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Amount
08/25	08/12/2025	18887	AT&T MOBILITY	1,574.03
08/25	08/12/2025	18888	CASELLE	2,677.00
08/25	08/12/2025	18889	CMCA	245.00
08/25	08/12/2025	18890	JAMES SANCHEZ	1,000.00
08/25	08/12/2025	18891	ROSE MARIE DEHERRERA	300.64
08/25	08/12/2025	18892	VALLEY COURIER	2.54
08/25	08/12/2025	18893	C M C A	130.00
08/25	08/12/2025	18894	CENTER CONSOLIDATED SCHOOL	2,238.49
08/25	08/14/2025	18897	COLE WEBB	136.00
08/25	08/14/2025	18898	PAUL LOPEZ	136.00
08/25	08/25/2025	18899	5 K PEST MANAGEMENT	40.00
08/25	08/25/2025	18900	AXEL VILLALBA	126.48
08/25	08/25/2025	18901	BERG, HILL, GREENLEAF, RUSEITTI LLP	176.00
08/25	08/25/2025	18902	CINTAS CORP	216.60
08/25	08/25/2025	18903	GOBINS INC	180.85
08/25	08/25/2025	18904	JENNIFER HARRIS	134.40
08/25	08/25/2025	18905	O&V PRINTING	239.87
08/25	08/25/2025	18906	PITNEY BOWES GLOBAL FINANCIAL SERVICES L	69.30
08/25	08/25/2025	18907	RIO GRANDE COUNTY WEED AND PEST DISTRICT	2,994.79
08/25	08/25/2025	18908	SHORT ELLIOTT HENDRICKSON, INC.	14,987.00
08/25	08/25/2025	18909	SHREDAMERICA	127.98
08/25	08/25/2025	18910	WATTS UPFITTING INC.	31,562.17
08/25	08/11/2025	71293	ZOLLARS LAW OFFICE	1,450.00
08/25	08/25/2025	82325199	ADOBE ACROPRO SUBS	19.99
Grand Totals:				60,765.13

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-201-000-00	.00	38,763.24	38,763.24
01-552-000-70	31,562.17	.00	31,562.17
01-552-530-00	250.00	.00	250.00
01-552-534-20	669.25	.00	669.25
01-552-534-30	19.99	.00	19.99
01-552-534-45	250.00	.00	250.00
01-552-535-20	75.16	.00	75.16
01-552-535-30	61.25	.00	61.25
01-552-537-00	393.51	.00	393.51
01-552-537-30	738.49	.00	738.49
01-552-538-00	500.00	.00	500.00
01-552-542-10	91.97	.00	91.97
01-552-542-20	17.33	.00	17.33
01-552-542-30	45.21	.00	45.21
01-552-543-00	19.72	.00	19.72
01-552-550-10	.64	.00	.64
01-552-555-00	40.00	.00	40.00
01-557-534-45	250.00	.00	250.00
01-558-535-10	32.50	.00	32.50
01-558-538-40	1,450.00	.00	1,450.00
01-561-534-45	250.00	.00	250.00

GL Account	Debit	Credit	Proof
01-561-595-00	51.26	.00	51.26
01-561-598-10	500.00	.00	500.00
01-561-624-45	1,494.79	.00	1,494.79
06-201-000-00	.00	14,987.00-	14,987.00-
06-552-000-71	14,987.00	.00	14,987.00
10-201-000-00	.00	2,256.88-	2,256.88-
10-552-530-00	250.00	.00	250.00
10-552-534-20	669.25	.00	669.25
10-552-534-45	250.00	.00	250.00
10-552-535-20	347.16	.00	347.16
10-552-535-30	93.75	.00	93.75
10-552-537-10	393.51	.00	393.51
10-552-542-10	91.97	.00	91.97
10-552-542-20	17.33	.00	17.33
10-552-542-30	45.21	.00	45.21
10-552-550-10	.64	.00	.64
10-552-595-00	98.06	.00	98.06
11-201-000-00	.00	2,147.70-	2,147.70-
11-220-000-00	260.88	.00	260.88
11-552-530-00	250.00	.00	250.00
11-552-534-20	669.25	.00	669.25
11-552-534-45	250.00	.00	250.00
11-552-535-20	75.16	.00	75.16
11-552-535-30	93.75	.00	93.75
11-552-537-01	393.51	.00	393.51
11-552-542-10	91.97	.00	91.97
11-552-542-20	17.33	.00	17.33
11-552-542-30	45.21	.00	45.21
11-552-550-10	.64	.00	.64
12-201-000-00	.00	2,610.31-	2,610.31-
12-552-530-00	250.00	.00	250.00
12-552-534-20	669.25	.00	669.25
12-552-534-45	250.00	.00	250.00
12-552-535-20	75.16	.00	75.16
12-552-535-30	93.75	.00	93.75
12-552-537-00	176.00	.00	176.00
12-552-537-01	393.50	.00	393.50
12-552-542-10	91.94	.00	91.94
12-552-542-20	17.31	.00	17.31
12-552-542-30	45.22	.00	45.22
12-552-550-10	.62	.00	.62
12-552-595-00	47.56	.00	47.56
12-552-676-00	500.00	.00	500.00
Grand Totals:	60,765.13	60,765.13-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

---

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

---



PREPARED FOR

# *Town of Center*

CONTACT:

Caitlin Quander  
cquander@bhfs.com  
303.223.1233

Caitlin Quander  
Shareholder  
T. 303.223.1233  
cquander@bhfs.com

**BROWNSTEIN HYATT  
FARBER SCHRECK, LLP**

303.223.1100  
675 Fifteenth Street, Suite 2900  
Denver, CO 80202-4432

June 27, 2025

Dear Mr. Webb,

On behalf of Brownstein Hyatt Farber Schreck, LLP ("Brownstein"), thank you for the opportunity to respond to the Town of Center's ("Town") request for qualifications for legal services for affordable housing initiatives. With a broad range of legal services and deep experience representing municipalities across Colorado, Brownstein is uniquely positioned to support the Town's goals of expediting project reviews, establishing public-private partnerships, and advancing affordable housing development.

Our team has a proven track record in drafting, reviewing, and negotiating legal documents central to affordable housing, including development agreements, ground leases, regulatory agreements, affordable housing covenants, and affordable housing policies and ordinances. We have advised municipalities on land acquisitions, title and easement reviews, and property disposition strategies. Our experience also includes drafting and implementing housing policies and ordinances, and advising on urban renewal and public-private partnerships, key components of the Town's North 90 master planning and broader housing initiatives.

We understand the budgetary constraints placed on cities and are able to meet public clients' needs through highly efficient services. Brownstein structures teams with the ideal combination of expertise and experience to provide municipalities with personalized service. I, Caitlin Quander, would be the principal contact for the Town. I bring more than 15 years of legal experience working with municipalities and serving as special and general counsel to URAs, special improvement districts and downtown development authorities (DDAs). I will also leverage the experience of Associate Angela Hygh, as an additional source of efficient counsel with municipal experience.

Our interdisciplinary strength allows us to draw on top-tier expertise in environmental law, litigation, and state government relations when needed. We have successfully facilitated public-private partnerships across sectors, including infrastructure, energy, and retail, and we are confident in our ability to support the Town of Center in achieving its affordable housing objectives.

Founded in Denver in 1968, Brownstein remains a passionate advocate Colorado communities. We are excited by the opportunity to represent the Town of Center and contribute to the success of your affordable housing initiatives. Please do not hesitate to contact me should you require additional information.

Sincerely,

Caitlin Quander



# Municipal Representation

Growing need for new and affordable housing. Changing, multifaceted infrastructure needs. Today's municipalities face new challenges and opportunities. Brownstein's seasoned, multidisciplinary team assists these clients in leveraging these opportunities and overcoming roadblocks in order to provide the best service possible to residents.

"The team provides excellent legal services and exceptional client service. The team is responsive, accessible and quick to assist with the matter at hand, whether large or small."

CLIENT TESTIMONIAL, *CHAMBERS USA*

We're creative problem solvers with the ability to tackle complex issues in a cost-efficient manner. Understanding the financial constraints under which many public agencies must operate, we approach your concerns using customized teams to address the particular issue at stake. Cities, counties, redevelopment authorities, regional agencies and special districts rely on Brownstein for counsel on public policy issues, as well as on transactional and litigation matters. Our aptitude for public infrastructure projects means we wade through the regulatory requirements to get your project across the finish line. We are the asset you need to allow you to focus on serving your constituents.

## Land Use & Development

We draw on decades of experience in public and private sectors across the country, working with municipalities and economic development organizations on major development projects. Brownstein understands the complicated balancing act required in this field, so the firm assembles a team of experienced attorneys whose skills extend beyond transactional law and into the long-term, strategic planning of real estate developments and public policy. Members of the Brownstein Land Use group are not only legal counselors, but also tireless public advocates. We understand how to advise our clients in working with a wide variety of stakeholders, from other governmental agencies, community groups, applicants and outside constituencies.

## Affordable Housing

With deep expertise in affordable housing our legal team, working in tandem with our policy professionals, crafts proactive, strategic solutions that protect your interests. By staying ahead of regulatory shifts, we not only advocate effectively on your behalf but also anticipate and prevent issues before they arise. Our team is well-versed the latest state and federal legislation and funding

mechanisms including in the latest Prop 123, CHFA programs, the Middle Income Housing Authority (MIHA) and relevant grant opportunities.

## Urban Renewal

Our attorneys have experience in forming URAs; negotiating urban renewal tax increment financing plans, impact reports and agreements; litigating urban renewal disputes; and providing legal opinions for urban renewal bond transactions. Our attorneys have developed this experience representing both the public and private sectors.

For example, Caitlin brings more than 10 years of experience working on both public and private sector matters. She has negotiated both on behalf of URAs and developers before URAs, for tax increment and other sources of public financing. Caitlin is similarly active in the Denver community, sitting on the Advancing Equity in Rezoning Task Force for the City and County of Denver, the Board of Trustees and Executive Committee of Historic Denver, Inc., and was appointed by Mayor Hancock to the City and County's Blueprint Denver Task Force. She is a regular speaker and author on topics from TIF to urban renewal and affordable housing.

## Special Districts

In addition to representing several urban renewal authorities, our team has significant experience with the formation of various special districts, including business improvement districts and metropolitan districts. We have also advised cities regarding model service plans and special district policies.

## Environmental & Remediation

We bring unparalleled expertise to bear—equally adept at handling permitting issues for real estate deals efficiently or advising on more complex matters and resolving environmental disputes. Averaging more than two decades experience in the environmental field, Brownstein's Environmental and Remediation team brings the insight and know-how to provide invaluable assistance in the most complex transactional, regulatory or litigation matters. Our team members have worked for Congress and federal and state agencies—congressional natural resources committees, the Department of the Interior and the Environmental Protection Agency. This experience means we possess an unrivaled understanding of the system allowing us to obtain the best possible results for you. From solid and hazardous waste and development of Brownfield sites to Superfund liability, underground storage tanks and emerging pollutants our work has touched nearly every aspect of environmental remediation law.

## Real Estate

At Brownstein, we don't just apply real estate law academically or theoretically; we also deliver practical solutions for our public agency clients. From transactions and finance to land use, leasing, and beyond, we understand the full spectrum of real estate law. And as seasoned negotiators who've worked on both sides of the table, we know how to anticipate roadblocks and get your acquisition, disposition and transfer deals to the finish line.

Our experience closing financing deals across the full spectrum and long history partnering with the public sector means we are able to help municipal clients efficiently and effectively. The Brownstein team structures real estate finance deals to accommodate all sources of capital: senior, mezzanine and construction to name a few. We originate bridge loans and permanent mortgage loans for portfolio and on-balance sheet lenders, and for lenders intending to contribute the same into securitizations or collateralized loan obligations (CLO).

## Litigation

We approach every case with a strategy that meets the client's needs and expectations. Depending on our early case evaluation and litigation risk analysis, we can determine if pre-litigation dispute resolution is the best route forward. But when a case does progress to the courtroom, it's our preparation and experience that help us achieve the right results.

Moreover, with backgrounds as former in-house counsel, prosecutors, government attorneys and business owners we bring a unique perspective to every case and understand how best to resolve disputes for municipalities and other public entities. With experience working on issues across a wide range of practice areas—including real estate and construction—we're well-equipped to manage your every litigation need.

## Representative Experience

### **City of Central**

Represent the City of Central with respect to the formation of the City of Central URA and DDA, and now represent the URA with respect to development projects in the City.

---

### **Commerce City. Adoption of new plan and ongoing general representation – Mile High Greyhound Park**

Represent the Commerce City URA as special counsel, and assisted them with negotiations and board appointments relative to the adoption of a new urban renewal plan for the Mile High Greyhound Park area. This plan includes a 223-unit affordable housing project called the Landing. As primary real estate counsel, we manage their full scope of real estate legal needs. This includes negotiating

and drafting development agreements, purchase and sale agreements, easements and dedications of right-of-way related to public projects. We continue to provide Commerce City with ongoing counsel and are currently advising them on the formation of another urban renewal area.

---

#### **Fort Collins URA**

We serve as general counsel to the Fort Collins URA, with a strong focus on real estate. We draft and negotiate all purchase and sale agreements involving URA properties, supporting their active efforts in blight remediation. We're also representing them in a loan transaction for 302 Conifer, a 76-unit affordable housing project.

---

#### **Delta. Adoption of new plan – Downtown**

Represent the City of Delta/Delta URA, and assisted them with resurrecting a defunct URA, and adopting a new plan for the downtown area. We advise on the operation and leasing of existing URA properties and the sale of URA properties for redevelopment. We also advised on identifying appropriate boundaries for the condition survey area, provided required notices to property owners and other stakeholders, strategic decisions regarding boundaries for one or more TIF areas, worked with the other taxing bodies to negotiate tax increment sharing, and drafted final agreements and plan documents. We continue to represent the Delta URA.

---

#### **Lyons**

We assisted the Town of Lyons in forming the Lyons URA in 2013, and have served as general counsel to the Authority since its formation. We are presently advising them regarding the potential adoption of a new urban renewal plan, as well as assisting them in working with other taxing bodies to share information about proposed undertakings and activities of the Authority and projected tax increment revenues. They are currently entering into their first reimbursement agreement with a local grocery business owner to allow for the remodel of the market.

---

#### **Sterling**

We have represented the Sterling URA as its general counsel since 2005. In that capacity we have assisted Sterling in the adoption of several new urban renewal plans, coordination with other taxing bodies and with the County Assessor regarding calculation of incremental tax revenues, and structuring of accounting in compliance with the statute.

---

#### **Glendale URA and DDA**

Representing the Glendale URA (and then DDA) as special counsel for implementation of the Glendale 180/Riverwalk project, a 22-acre mixed use entertainment district scheduled to open to the

public in 2026. This project represents decades of planning by the City of Glendale and will be an entertainment destination. Brownstein represented the DDA in negotiating a master development agreement with the selected developer, and coordinating all aspects of project execution, including public and private financing, property acquisition, and entitlements. This \$175 million project is financed by TIF, metropolitan district bonds, public improvement fees and private debt and equity.

---

### **Craig**

Assisted the City of Craig in forming the Craig URA, and adopting two new, post-HB 1348 Urban Renewal Plans. We continue to represent the Craig URA as general urban renewal counsel.

---

### **Special Counsel to Longmont for Redevelopment**

Advised the City regarding redevelopment projects, and negotiated on behalf of the City a public private partnership for a significant large-format retail development.

---

### **Multifamily Projects Across Colorado**

- Represented Mid-America Apartment Communities in its acquisition of 6.92 acres of vacant land at the southeast corner of Central Park Boulevard and Northfield Boulevard in Denver, Colorado. The tract is in the Central Park master plan, formally known as Stapleton, and is entitled for multifamily development.
- Acquisition and entitlement of two parcels in Greeley, CO for the development of a 298-unit multifamily subdivision called CenterPlace Greeley. The units will be distributed across 11 buildings.
- Represented Rockefeller Development Group in its acquisition of property at 281 Martin St., 71 E. 2nd Ave and 72 E. 2nd Ave in Longmont, Colorado to develop a multifamily complex.
- Counsel to Waterton, a Chicago-based real estate investor and property management company, in its acquisition of The Ridge at Thornton Station, a 280-unit apartment complex in Thornton, Colorado.
- Served as land use and local counsel to Golub and Company, a real estate developer and property management company, in the acquisition of Aurum, a 165-unit apartment community in Golden, Colorado. Completed in 2022, the property is located in a high-growth and supply-constrained market.
- Brownstein represents Mill Creek Residential Trust, developer, buyer and operator of high-quality multifamily properties across the U.S., in connection with the acquisition and development of several multi-family projects in Denver, Colorado. We have worked with Mill

Creek on projects in the central Denver, RINO, LoHi, Cherry Creek, DU and Capitol Hill neighborhoods.

# *Proposed Approach*

Brownstein proposes a collaborative, strategic, and cost-effective approach to supporting the Town of Center's affordable housing initiatives. Our methodology is grounded in deep municipal experience, a commitment to community empowerment and a practical understanding of the legal complexities surrounding affordable housing development.

## **1. Legal Document Drafting and Negotiation**

We will draft, review, and negotiate all legal instruments necessary to advance the Town's affordable housing goals. This includes:

- Development agreements
- Affordable housing covenants
- Ground leases
- Regulatory agreements

Our team will ensure these documents are tailored to the Town's specific needs, protect public interests, and align with local, state and federal housing regulations.

## **2. Land Acquisition and Due Diligence**

We will conduct thorough legal reviews of land acquisitions, including:

- Title and easement analysis
- Property acquisition and disposition agreements
- Ground lease structuring

We will ensure that all transactions are legally sound and support the Town's long-term planning, including the North 90 site.

## **3. Public-Private Partnerships and Urban Renewal**

Our attorneys have extensive experience structuring and advising on public-private partnerships and urban renewal projects. We will:

- Advise on the formation and governance of urban renewal authorities
- Structure TIF agreements and other financing tools
- Facilitate negotiations between public and private stakeholders

## **4. Policy and Ordinance Development**

We will assist in drafting and implementing affordable housing policies and ordinances that reflect the Town's values and objectives. This includes:

- Inclusionary zoning
- Density bonuses

- Housing trust fund mechanisms
- Tenant protections and affordability requirements

## **5. Ongoing Legal Support and Training**

We will provide responsive legal counsel to Town staff and affiliated parties, including:

- Participation in public meetings and workshops
- Legal training for staff and elected officials
- Community engagement support to ensure transparency and inclusivity

## **6. Collaborative and Community-Focused Approach**

We understand the importance of local leadership and community empowerment. Our team will:

- Engage with local stakeholders and community members
- Prioritize equity and inclusion in all legal strategies
- Leverage our experience in the San Luis Valley and similar communities



# Caitlin Quander

## SHAREHOLDER

303.223.1233 | [cquander@bhfs.com](mailto:cquander@bhfs.com)  
Denver

Expertise spans land use and zoning, general real estate matters and urban renewal and public finance. Over a decade of real estate experience. Brings strong local ties to Colorado-focused projects.

With an emphasis on land use and entitlements, Caitlin's practice spans all areas of real estate development including acquisitions and dispositions, zoning and development as well as serving as special and general counsel to various governmental and quasi-governmental entities.

Working primarily on Colorado projects, Caitlin regularly interfaces with local municipalities and agencies. She advises clients on development and entitlement matters related to land use, including zoning due diligence, development agreements and intergovernmental agreements. She guides clients through board of adjustment, annexation, affordable housing, landmark preservation and historic designation, and planning and zoning processes. Her background in civil defense litigation also allows her to provide fluid representation in land use litigation, specifically 106 actions. She represents publicly traded REITS and privately owned development companies in all aspects of the acquisition and disposition of real property, including multi-family, retail, industrial and office properties.

Caitlin understands the interplay between the public sector and private real estate developers, working on various public-private partnerships for complex projects involving infill redevelopment, urban renewal, eminent domain, mixed use, transit-oriented development and PIFs and other public financing tools. Caitlin has negotiated on behalf of urban renewal authorities and developers for tax increment and other sources of public financing.

## Recognition

*Best Lawyers in America, 2023-2025*

## Community Involvement

Chair, City and County of Denver, Denver Planning Board, Mayor Johnston and Mayor Hancock Appointee

## PRACTICES

Construction

Land Use & Development

Real Estate

- Acquisition & Disposition

State Government Relations

Environmental Social Governance

## EDUCATION

J.D., 2008, University of Denver Sturm College of Law

B.A., 2005, *cum laude*, University of Puget Sound

## ADMISSIONS

Colorado



# Angela J. Hygh

## ASSOCIATE

303.223.1143 | ahygh@bhfs.com  
Denver

With a broad command of real estate and land use law, Angela Hygh guides clients through complicated, controversial deals that span the public and private sectors.

Her experience includes land use, zoning and entitlements, public finance, urban renewal and general real estate work including development, redevelopment, acquisitions, dispositions. Clients rely on Angela's insights to get through development and entitlement processes, including board of adjustment, planning and zoning, affordable housing, and historic designation processes. She also performs due diligence for all phases of real estate deals, including title and survey, and is experienced in land use litigation, particularly Rule 106 actions. In the area of urban renewal and public finance, some of Angela's other notable experience includes guiding clients through the process of the creation of urban renewal authorities, negotiation of tax increment finance sharing, and approval of urban renewal plans.

Angela was previously a summer associate with Brownstein and was part of one of two winning teams in the 2017 Anti-Defamation League Mountain States Summer Associate Research Program Memo Competition. While in law school, she was the managing editor of the Denver Law Review, an Academic Achievement Program leader and participant in the Tribal Wills Project. Prior to law school, she worked in various teaching positions abroad.

## Recognition

Hartje Objective Writing Award for writing performance in Lawyering Process

## Community Involvement:

Board of Directors, Downtown Colorado, Inc.

## PRACTICES

Real Estate

## EDUCATION

J.D., 2019, *Order of the Coif*,  
University of Denver Sturm College of Law

B.A., 2008, *cum laude*, Yale University

## ADMISSIONS

Colorado

# *References*

**AJ Krieger, Town Manager**

Town of Firestone  
151 Grant Avenue  
P.O. Box 100  
Firestone, CO 80520  
303.531.6255  
akrieger@firestoneco.gov

**Josh Birks, Acting Executive Director**

Fort Collins Urban Renewal Authority  
City Hall  
300 Laporte Ave.  
P.O. Box 580  
Fort Collins, CO 80522  
970.221.6324  
jbirks@fcgov.com

**Jason Rogers, City Manager**

Commerce City  
7887 East 60th Avenue  
Commerce City, CO 80022  
303.289.3678  
jrogers@c3gov.com

# Rates & Fees

We have extensive experience working under alternative pricing structures, as value-based billing arrangements can provide the Town a cost-effective pricing model that enables straight forward budgeting. To continually deliver value, we routinely suggest and design alternative fee arrangements including fixed/flat fees, retainer arrangements or other billing arrangements that are mutually-beneficial to our clients. We are open to discussing an alternate fee arrangement with the Town, if appropriate.

We propose to charge 50% of our hourly rates for travel related to work for the Town of Center. If we are able to handle other client work while traveling, we will waive our time for travel. Other fees will be itemized and billed separately. We are pleased to offer our government discount hourly rates below for the Town of Center.

Attorney	Title	Government Discount Hourly Rate
Caitlin Quander	Shareholder	\$565
Angela Hygh	Associate	\$495

## Efficient services

We understand the cost constraints under which governmental entities must operate. One of the most effective strategies we offer is structuring legal fee reimbursement through the project itself—either by allocating costs to the developer or reimbursing the Town through TIF revenues. These approaches can significantly reduce or even eliminate the Town’s out-of-pocket legal expenses. In addition, we staff matters efficiently: we anticipate most of the work will be handled by experienced associates, with strategic oversight and input from shareholders to ensure quality and consistency. Our deep experience on both sides of urban renewal transactions allows us to implement these structures and staffing models efficiently and in a way that aligns with project goals. Of course, we remain committed to staying within the approved budget and will proactively engage with the Town of Center if the scope of work changes.



# DEVELOPMENT REVIEW SERVICES

TOWN OF CENTER  
JUNE 26, 2025

## PRIMARY CONTACT

**TJ Dlubac, Managing Partner**  
970-744-0623  
TDlubac@PlanStrategize.com



[www.PlanStrategize.com](http://www.PlanStrategize.com)  
[Information@PlanStrategize.com](mailto:Information@PlanStrategize.com)  
970-368-3114



# 01: FIRM OVERVIEW

## ABOUT CPS

At CPS, we help communities navigate growth with smart, tailored planning solutions. Since 2019, we've been a trusted partner for small to mid-size urban and rural communities across the Rocky Mountain West.

Based in Silverthorne, Colorado, our nine-member team works across Colorado and Wyoming, serving as planning consultants for 12 communities. We specialize in land use planning, regulatory updates, and community engagement—giving local leaders the insights they need to make informed decisions.

## THE CPS DIFFERENCE

We take a holistic, community-based approach to planning—tailoring strategies that reflect your community's culture, character, and goals. The CPS Difference is built on three concepts:

### PARTNERSHIP

We become an extension of your team, bringing deep expertise in policy, zoning, code enforcement, and local government. We're adaptable and focused on implementing your community's vision.

### RESPONSIVENESS

We know local leaders juggle many roles, so we make planning easy. Our approachable, available, and flexible team ensures quick, thoughtful support when you need it.

### EFFECTIVE COMMUNICATION

Listening is at the heart of what we do. By understanding your community's unique needs, we build strong, lasting partnerships and deliver solutions that truly work for Center.

# 02: UNDERSTANDING OF SCOPE

As outlined in the Request for Proposals (RFP), the Town of Center seeks expert assistance in land use planning and development review. Our team at CPS is well-equipped to provide the comprehensive support needed to meet the Town's goals. We offer expertise in the following key areas which are consistent with the Town's proposed scope of services:

- Act as Town's case manager for land use applications for affordable housing projects in the Town, including the North 90 site.
- Coordinate/meet with applicants to provide overview of Town development application process and identify required application materials.
- Undertake development applications intake and completeness review.
- Review all relevant development applications, including, as applicable, zoning, site plan, and building permits for compliance with applicable zoning and subdivision regulations codes.
- Coordinate with utilities, Town departments and referral agencies as necessary for development applications review and comments.
- Provide comments to applicants regarding development application comments from all reviewing agencies.
- Prepare summary reports and presentation materials for Town staff including any required public hearings as required.
- Implement streamlined review for affordable housing projects with priority processing and scheduling.
- Draft conditions of approval for entitlements and coordinate with Town parties for approval of final entitlements.

# 03: CPS TEAM & APPROACH

## MEET THE TEAM

To best serve Center, CPS provides a team of skilled planners ready to tackle current projects. TJ Dlubac, AICP, with nearly 20 years of experience in planning, community development, and municipal management, will serve as the primary contact. He can be reached at [TDlubac@PlanStrategize.com](mailto:TDlubac@PlanStrategize.com) or 970-744-0623.

Supporting TJ is a diverse team of planners dedicated to building a long-term partnership based on trust and communication. A brief bio of team members dedicated to support Center is provided below and full resumes for each can be found in Appendix A.



**TJ DLUBAC, AICP**  
PRINCIPAL IN CHARGE

[TDLUBAC@PLANSTRATEGIZE.COM](mailto:TDLUBAC@PLANSTRATEGIZE.COM)

TJ is passionate about helping communities achieve their vision. With executive-level experience in planning, zoning, and municipal management, he understands how policy decisions impact communities. His expertise in strategic planning, development review, and zoning makes him well-equipped to support Center's needs.



**MAX GARCIA**  
COMMUNITY PLANNER

[MGARCIA@PLANSTRATEGIZE.COM](mailto:MGARCIA@PLANSTRATEGIZE.COM)

Max brings over five years of experience in community development and land entitlement. His work includes drafting accessory dwelling unit regulations, parking standards, and affordable housing guidelines. He will play a key role in reviewing applications, drafting correspondence, presenting at public meetings, and researching best practices.



**LIZ JAMES**  
PLANNING TECH

[LJAMES@PLANSTRATEGIZE.COM](mailto:LJAMES@PLANSTRATEGIZE.COM)

Liz has supported a range of projects focused on inclusive public engagement, land use, and development review. Liz brings a unique ability to combine data, visual storytelling, and community input to create plans that reflect the lived experiences of those they serve. She will support both TJ and Max in a variety of ways such as research, drafting, project set up and other project coordination tasks.

## CLIENT FOCUSED APPROACH

At CPS, relationships come first. We listen, collaborate, and support—never dictate—because you know your community best. Our role is to understand your needs and provide solutions that align with your vision.

## OUR ON-BOARDING PROCESS

We've refined our on-boarding to ensure a smooth, thoughtful transition. Here's how it works:

**Research & Assessment** – We start by reviewing your community's website, land use regulations, and zoning processes using our self-developed On-boarding Form.

**Client Guide Creation** – We document key forms, applications, guides, and regulations in a structured Client Guide—tailored to your community's unique approach and expectations.

**Collaborative Review** – We meet (ideally in person) with Community Development staff to fine-tune the details—communication protocols, review timelines, and town-specific policies—so we can serve your community seamlessly.

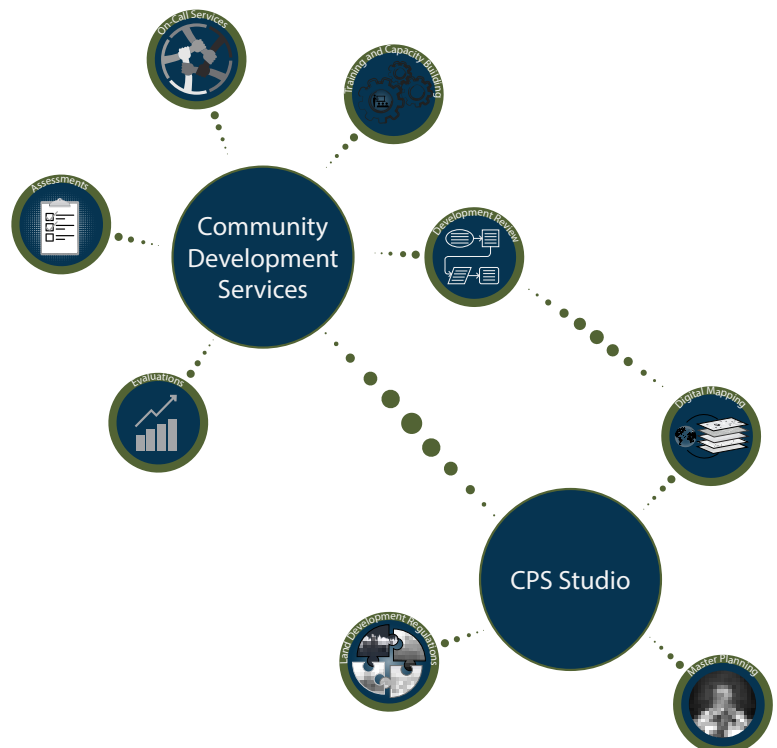
By listening and learning, we ensure that CPS becomes an extension of your team, delivering service that truly reflects your community's values.



## 04: EXPERIENCE & REFERENCES

### OUR SERVICES

CPS provides expert planning support tailored to the needs of communities like Norwood. We specialize in on-call services, strategic land use regulations, and development review, ensuring zoning codes align with community goals. With experience across multiple jurisdictions, we tackle complex planning challenges efficiently.





## WHAT WE OFFER

**ON-CALL PLANNING SUPPORT:** We seamlessly integrate with your team to manage cases, draft reports, present to boards, and provide expert guidance—offering support exactly when it’s needed.

**DEVELOPMENT REVIEW:** We handle land use applications from start to finish, ensuring compliance with codes and regulations. Our team facilitates meetings, prepares staff reports, and presents findings to decision-makers, making the process smooth and efficient.

**TRAINING AND CAPACITY BUILDING:** We offer hands-on training for boards, staff, and entry-level planners, tailored to local codes and development processes. Our goal is to equip teams with the knowledge and confidence to navigate planning challenges.

**MASTER PLANNING:** An up-to-date, actionable master plan is essential for growth and funding. We create strategic, practical plans that guide decision-making, help secure grants, and align with long-term community goals.

**LAND USE REGULATIONS:** We translate community visions into clear, enforceable regulations that balance growth with sustainability—minimizing administrative burden while achieving community objectives.

**ASSESSMENTS AND EVALUATIONS:** Uncertain where to start? We conduct walkability audits, community surveys, code assessments, and other affordable studies to provide actionable insights, helping communities move forward with confidence.

**DIGITAL MAPPING SERVICES:** We use GIS technology to create clear, data-driven maps that enhance planning decisions—from zoning updates to infrastructure analysis. We also provide training on how to use GIS cost-effectively.

## OUR EXPERIENCE

With over 30 years of collective experience, CPS has provided planning and land use services to more than 30 Colorado communities, particularly in rural and mountainous areas where natural amenities, agriculture, and tourism drive the economy.

We understand how local culture and values shape land use policies and processes. Our extensive experience ensures we can seamlessly integrate with Center’s team, offering efficient and effective development review services right out of the gate.

**COMMUNITIES WE’VE SERVED:** Our team has worked with numerous communities across Colorado and Wyoming—both through CPS and previous firms—including:

- Town of Alma
- Town of Buena Vista
- City of Castle Pines
- Town of Center
- City of Cheyenne, WY
- Eagle County
- Custer County
- Town of Grand Lake
- City of Greeley
- City of Greenwood Village
- Town of Hayden
- Town of Hot Sulphur Springs
- Huerfano County
- Town of Kremmling
- City of Leadville
- City of Littleton
- Town of Meeker
- Town of Minturn
- Montrose County
- Town of Mountain View
- Town of Orchard City
- Town of Parachute
- Town of Red Cliff
- Rio Grande County
- Town of Ridgway
- Town of Silver Cliff
- Town of Silver Plume
- Town of Silverthorne
- Town of Silverton
- Teton County, WY
- Town of Yampa
- Town of Westcliffe
- Town of Winter Park



## PROJECT EXPERIENCE

Below are detailed examples of our services provided and reference information for select communities.

### TOWN OF RIDGWAY, COLORADO

**Contact Name:**

*Preston Neill,  
Town Manager*

**Phone Number:**

*970-318-0081*

**E-Mail Address:**

*PNeill@town.ridgway.co.us*

**Years of Service:**

*2021 - Present*

When the Ridgway Town Planner resigned, CPS seamlessly assumed the role under a six-month interim contract. We quickly transitioned in-progress applications and integrated into the Town's development review team, which included the Town Manager, Attorney, and Engineer. We've now been a trusted member of Town staff going on five years.

Our responsibilities included:

- ▶ Reviewing building permits for zoning compliance
- ▶ Conducting pre-application meetings with land use applicants
- ▶ Managing and facilitating development applications
- ▶ Drafting and presenting staff reports to the Planning Commission and Town Council
- ▶ Providing written interpretations of land use regulations
- ▶ Updated the Town's Landscape Regulations, incorporating public input and best practices for cost-effective, water-wise landscaping suited to Ridgway's climate.

Last year, CPS facilitated a dialogue to develop Accessory Dwelling Unit (ADU), Short-Term Rental (STR), affordable housing, and parking standards reflecting the communities vision and priorities.

### TOWN OF KREMMLING, COLORADO

**Contact Name:**

*Teagan Serres,  
Town Clerk*

**Phone Number:**

*970-724-3249*

**E-Mail Address:**

*townclerk@town-  
ofkremmling.org*

**Years of Service:**

*2022 - Present*

As development pressures grew, Kremmling's Town Manager sought CPS's expertise in land use and development review. CPS now works closely with town staff, the Public Works Director, Engineer, and Attorney to ensure informed and effective planning decisions.

Key contributions:

- ▶ Created user-friendly application forms, guides, and checklists
- ▶ Led a joint training workshop for the Planning & Zoning Commission and Board of Trustees
- ▶ Ensured due process for all applicants and improved review efficiency

In 2024, CPS facilitated a Community Readiness Assessment to evaluate community interest in affordable housing policies and assess the Town code to determine areas to increase alignment between town values and regulations.

## TOWN OF PARACHUTE, COLORADO

**Contact Name:**

Vinnie Tomasulo,  
Community & Economic  
Dev. Dir

**Phone Number:**

970-665-1164 ext. 106

**E-Mail Address:**

vtomasulo@parachute.gov

**Years of Service:**

2019 - Present

Since 2019, CPS has provided on-call planning services to Parachute, handling development applications and drafting staff reports.

**Additional contributions:**

- ▶ Created town-wide design guidelines linking land use and transportation
- ▶ Assisted with updates to the Future Land Use Map and Open Space & Trails Map
- ▶ Provided staff training on development review and application intake

CPS's ongoing support ensures Parachute's staff is well-equipped to manage growth and serve the community effectively.

As the contracted planners for the Town, CPS was pleased to support the Town by leading a few important special project initiatives including an update to the Town's comprehensive plan, their first Trails Master Plan, an assessment of their land use regulations, and a targeted update of the land use regulations to address identified issues.

## TOWN OF HOT SULPHUR SPRINGS, COLORADO

**Contact Name:**

Katie LaDrig,  
Town Clerk

**Phone Number:**

970-725-3933

**E-Mail Address:**

townclerk@townofhss.com

**Years of Service:**

2019 - Present

Experiencing rapid growth, the Town of Hot Sulphur Springs retained CPS for on-call planning services. In this role, we collaborate with the town clerk, public works staff, and water department, attending Planning & Zoning Commission and Board of Trustee meetings.

**Key contributions:**

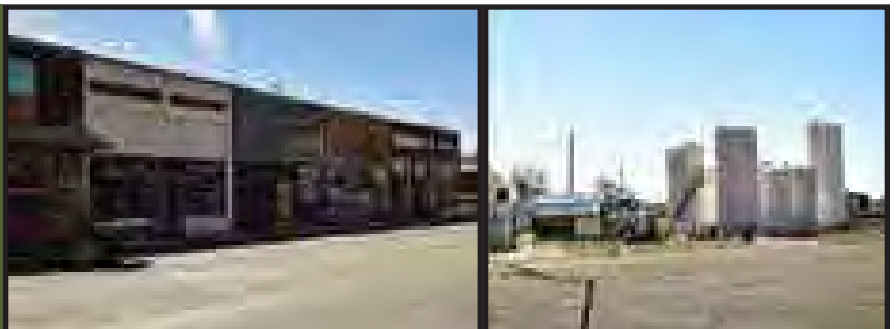
- ▶ Infrastructure planning and mapping services
- ▶ Staff and elected official training
- ▶ Code enforcement support
- ▶ Development review and application processing

A standout achievement was CPS's tailored training program for town officials in 2020-2021, covering land development processes, application review, and planning strategies. As a result, the town secured a \$100,000 DOLA grant to update its comprehensive plan and land use regulations.

The Town's Comprehensive Plan and Land Development Code were completed and presented to the public in late 2024. The Town now has the tools to confidently make land use and development decisions.

### LET'S PUT OUR EXPERTISE TO WORK FOR CENTER!

With our experience across Colorado, CPS is ready to provide Center with expert planning services tailored to your community's needs.





# 05: BILLING STRUCTURE

## FEE STRUCTURE & BILLING APPROACH

CPS will provide services to the Town of Center on a Time and Materials basis, as outlined in this proposal. We will submit monthly invoices reflecting actual time spent on services in the prior month. Each invoice will detail:

- Date of service
- CPS staff member completing the work
- Description of tasks performed
- Staff member's hourly rate
- Hours worked per task
- Total charge for each entry

### HOURLY RATES FOR CPS PERSONNEL

Manager:.....	\$146/hr	Project Planner:.....	\$120/hr
Lead: .....	\$142/hr	Sr. Specialist:.....	\$130/hr
Sr. Community Planner:.....	\$135/hr	Specialist:.....	\$125/hr
Community Planner: .....	\$125/hr	Planning Technician: .....	\$110/hr
Sr. Planner:.....	\$130/hr	Planning Analyst:.....	\$110/hr
Planner: .....	\$120/hr	Coordinator:.....	\$100/hr
Sr. Project Mgr:.....	\$135/hr	Office Manager:.....	\$100/hr
Project Mgr:.....	\$125/hr	Administrative Assistant: .....	\$97/hr
Sr. Project Planner:.....	\$130/hr		

### EXPENSES:

- Printing, copying, duplication, etc. – Charged at cost plus 10%.

### ADDITIONAL FEES:

To enhance cost predictability, CPS does not charge separately for travel time, mileage, lodging, or meals. Instead, we simplify these costs into flat-rate fees, detailed below.

#### ON-SITE TRAVEL FEES (ROUND TRIP)

Each time CPS team members are requested to be in-person in Center, the following applicable fee will be charged:

- First CPS Team Member: \$675.00
- Each Additional Team Member: \$450.00

#### OVERNIGHT STAY FEES (PER NIGHT, PER TEAM MEMBER)

The per-occurrence, per-team member fee identified below will be charged:

- Lodging & Meals: \$235.00



# APPENDIX A: RESUMES

# TJ Dlubac, AICP, MURP

## Biography:

With a strong background in municipal management, development review, and strategic planning and analysis, TJ brings a wide array of community development and management experience to his partners and client communities. TJ has a passion for sharing his training, knowledge, and experiences with communities to help them meet their own future vision and goals. This passion is at the core of all the projects he works on and the communities he serves.

With extensive experience as a public-sector planner and manager, TJ has a strong understanding of the development review process and the laws that guide it. His technical experience includes management of simple and complex subdivisions, PUDs, rezoning requests, public engagement strategies, and site development projects. He is also well versed with intergovernmental agreements, land use policy, land use analysis and strategies, economic development strategies, and developer negotiations.

CPS client communities appreciate TJ's executive management team experiences in small and mid-sized communities. His management of a wide range of community services, including development review, planning, engineering, code enforcement, public works, and building services, allows him to anticipate potential needs and impacts land use and development policy decisions may have on the communities he works with.

## Professional Experience:

### Town of Parachute, Colorado

Consulting Town Planner  
On-Call Planning/Development Review  
Design Guidelines  
GIS Mapping  
Staff Training

### DOLA, Colorado

Prop 123 Expedited Review Guidance

### Montrose County, Colorado

Project Manager  
Zoning Regulations Update

### Town of Mt. Crested Butte, CO

Consulting Town Planner  
Development Review

### Town of Ridgway, Colorado

Consulting Town Planner  
On-Call Planning/Development Review  
Development Review Process Update

### Town of Dillon, Colorado

Development Code Assessment  
Development Code Update

### Town of Orchard City, Colorado

Community Engagement  
Survey Creation and Analysis

### Town of Silverthorne, Colorado

Transportation Master Plan  
GIS Land Use Buildout

### Town of Silver Plume, Colorado

Grant Writing & Administration  
Strategic Plan

### Town of Hot Sulphur Springs, CO

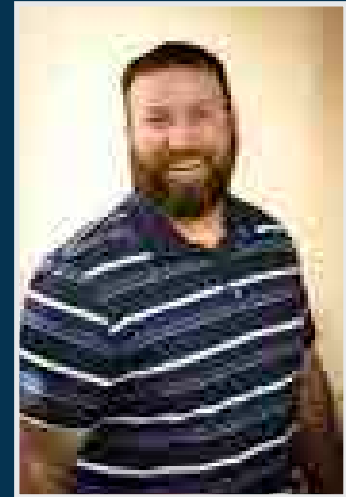
Consulting Town Planner  
On-Call Planning Services  
Development Review  
GIS Mapping  
Sub-Area Planning  
Building Permit Review Process  
Development Review Process

### Town of Minturn, Colorado

Code Assessment & Update Support  
Services  
Design Charrette

### Rio Grande County, Colorado

On-Call Planning Services  
Project Manager  
Development Code Assessment  
Development Code Update  
Process Streamlining  
GIS Mapping



## Areas of Expertise:

- Municipal Planning
- Development Review
- Code Evaluation
- Policy Writing
- Economic Development Strategies
- Existing Conditions Analysis
- GIS Mapping & Analysis
- Agreements and Partnerships

## Education:

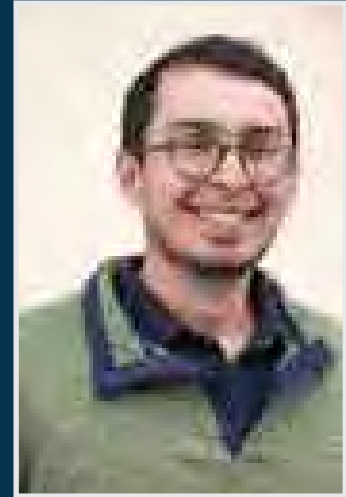
- **Masters of Urban and Regional Planning**  
University of Colorado at Denver
- **Planning and Facilities Management Certificate**  
Ohio State University
- **Geography, B.A.**  
University of Connecticut
- **Complete Management Course for Planning Directors**  
Zucker Systems

# Max Garcia, AICP

## Biography:

Max has been a planner for over five years, primarily focused on community development and land entitlement. His expertise spans from managing public hearings applications in the private sector to sifting through permit applications for the public sector. He brings a track record of success with community planning and development projects.

Max is dedicated to responsible community development and environmental design. His proficiency in zoning regulations and skilled use of mapping and graphic software highlight his commitment to creating holistic neighborhoods and conserving nature. Additionally, his active involvement in volunteer initiatives demonstrate his enthusiasm for fostering environmental stewardship and advocating for sustainability.



## Professional Experience:

### **Ridgway, Colorado**

*Code Amendments*

### **Palisade, Colorado**

*Code Amendments*

### **Winter Park, Colorado**

*Contracted Planner  
Development Review*

### **Edwards, Colorado**

*Land Use Analysis  
Transportation Master Plan*

### **City of Alamosa, Colorado**

*PUD Drafting  
Graphics  
City of Port Orange, Florida  
Building Permit Review  
On Call Planner  
Development Review  
Municipal Code Updates*

### **Mead, Colorado**

*Land Development Code*

### **Olathe, Colorado**

*Project Lead  
Community Engagement  
Land Development Code*

### **Fountain, Colorado**

*Development Review*

### **St. Johns County, Florida**

*Public Hearings  
Land Use & Zoning Applications*

## Areas of Expertise:

- Adobe Creative Suites
- Geographic Information Systems
- Development Review
- Conceptual Plan Development
- Public Hearing Applications
- Building Permit Review

## Education:

- Bachelor of Science in Environmental Design  
Auburn University

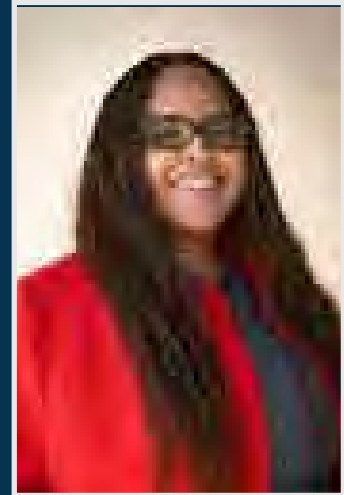
# Liz James

## Biography:

Liz is a planner with a strong background in transportation planning, community engagement, and equitable design. With a foundation in political science, she brings a deep understanding of policy and the systemic forces that shape our communities. In her previous role as a transportation planning intern, Liz contributed to long-range transportation plans, policy development, and federal grant applications—pairing analytical rigor with creativity.

She is especially skilled in visual communication, storytelling, and data analysis, and is passionate about making planning more inclusive, accessible, and grounded in community voices. Originally from Southern California, Liz earned her BA in Political Science from Clark Atlanta University before moving to Colorado to complete her Master's in Urban and Regional Planning at the University of Colorado Denver.

Her passion for planning was ignited during her undergraduate years, when she founded a neighborhood association to advocate for communities that were often overlooked. Since then, she has remained committed to using art, storytelling, and inclusive design to help create places that truly reflect the people who call them home.



## Professional Experience:

### **Florence, Colorado**

*Comprehensive Plan Update  
Code Assessment  
Community Engagement*

### **City of Aurora Colorado**

*Multimodal Policy Analysis*

### **Northeast Park Hill, Denver, Colorado**

*Public Art  
Activation  
Displacement Strategy*

### **El Paso County, Colorado**

*Stakeholder Engagement*

### **Downtown Denver, Colorado**

*Vision Framework*

## Areas of Expertise:

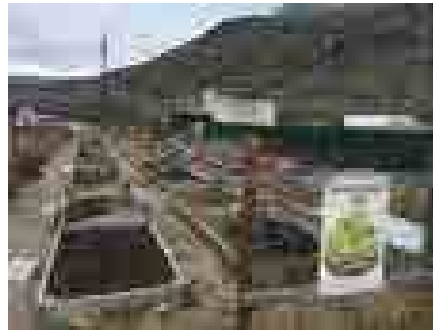
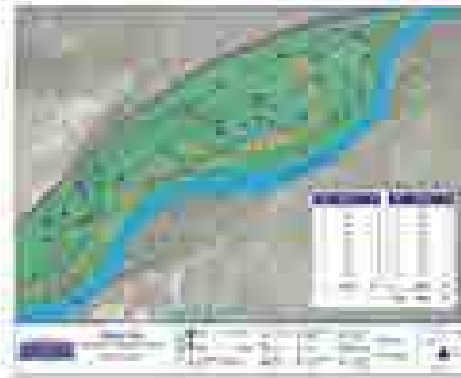
- Visual Communication
- Graphic Design
- Policy Research
- Analysis
- Stakeholder Coordination
- Presentation Design
- Report & Grant Writing
- Existing Conditions Analysis
- Equitable Planning
- Public Art & Placemaking

## Education:

- **Bachelor of Arts & Political Science**  
Clark Atlanta University
- **Masters of Urban & Regional Planning**  
University of Colorado Denver

# APPENDIX B: PROJECT SHEETS

# Community Development Services



## Project Description:

The Town of Hot Sulphur Springs is experiencing growth pressure moving west from the east side of Grand County which has resulted in record building permits, land development inquiries, and influx of new residents changing the dynamics of the community. The town has retained CPS to provide on-call development services for the town in the capacity of their town planner. This includes regular conversations with the town clerk, water department staff, and attendance at Planning Commission and Board of Trustee meetings as needed. Because of our team's extensive experience and knowledge of municipal management and services, the Town of Hot Sulphur Springs relies on CPS to provide many services ranging from infrastructure planning, mapping services, elected and appointed training, and code enforcement services. CPS is a valued member of the Hot Sulphur Springs team focused on the effective and efficient development of the community while retaining the character and values that make the town attractive to so many.

The greatest achievement in working with Hot Sulphur Springs so far has been the training program implemented over the 2020 calendar year. At the end of 2019, the town saw the need for a more in-depth understanding of land development processes, application review, and land use planning tools and strategies. CPS designed a training program to enhance the Town Board of Trustees and Planning and Zoning Commissioner's knowledge and understanding of these concepts which began with a basic presentation on what planning is, why should the town plan, and what are the town's current guiding documents. The sessions progressed to take a deep-dive into comprehensive planning and community engagement tactics. The program was such a success, the Board approved additional training



Hot Sulphur  
Town of  
Springs

### Date:

- 2019-Present

### Contact:

- **Katie LaDrig**  
Town Clerk  
970-725-3933  
townclerk@townofHSS.com

Town of Hot Sulphur Springs

# Community Development Services



## Project Description:

Since January 2019, CPS has been providing on-call planning services to the Town of Parachute. In this role, CPS has reviewed development applications submitted to the town for compliance with applicable land use regulations and standards. CPS also drafts staff reports and assembles packet materials and sends them to the Town Manager who presents the items to the appropriate reviewing body. As the development pressures continue to increase, CPS has been assisting the town with additional special projects in their on-call relationship. CPS team members have worked on the design guidelines for the town. In addition to ensuring design excellence, the Parachute Design Guidelines truly link land use and transportation by tying street cross-sections to intended adjacent land uses and prioritizing pedestrian or automobile activity based on those uses.

Furthermore, CPS is working with the town to make amendments to the future land use map and open space and trails map in the town's comprehensive plan and identifying changes in the Zoning Code to update to meet the objectives of these various planning activities.

Lastly, but certainly not least, CPS has been training and educating town staff to build internal capacity and knowledge base. CPS supports staff growth and professional development for our clients. With a number of new staff and others in new roles within Town Hall, CPS held a half-day training session on the development review process and application intake to allow staff to more effectively serve the public by intaking complete applications.



Town of Parachute

### **Date:**

- 2019-Present

### **Contact:**

- **Travis Elliott**  
Town Manager  
970-665-1147  
telliott@parachute.gov

# Community Development Services



Town of Ridgway

## **Date:**

- 2021-Present

## **Contact:**

- **Preston Neill**  
Town Manager  
970-626-5308 ext. 212  
pneill@town.ridgway.co.us

## *Project Description:*

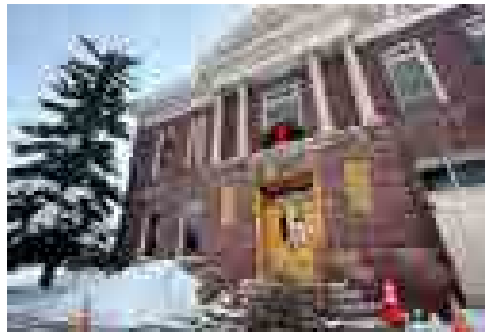
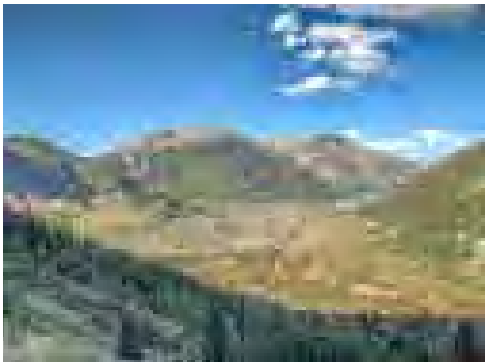
The functions of the Ridgway Town Planner were transferred to the CPS team when the Town Planner resigned from the position. Based on the RFP that the Town released to provide interim services, the role was anticipated to only be up to six months or until a full-time employee was able to be hired.

CPS jumped right in and created a simple transition from the previous Town Planner for the applications that were in-process as well as in working with the rest of the Town's development review team which consists of the Town Manager, Town Attorney, and Town Engineer. CPS's experience and understanding of development best practices quickly became a valued addition to the Town's review team.

During our tenure with the Town of Ridgway, CPS took on tasks associated with reviewing building permits for compliance with zoning regulations, hold pre-application meetings with potential land use applicants to guide them through the process, manage, and facilitate the review of development applications, draft and present staff reports to the Planning Commission and Town Council, and provide the Town Manager with written interpretations of the land use regulations and other associated provisions of the Ridgway Municipal Code.

In addition to development review, the CPS team was tasked with updating the Town's Landscape Regulations based on public outreach and input provided by the residents and technical research to create cost effective, water-wise regulations that require landscaping that is sensitive to the Ridgway climate.

# Community Development Services



Town of Silverton

## **Date:**

- 2022-Present

## **Contact:**

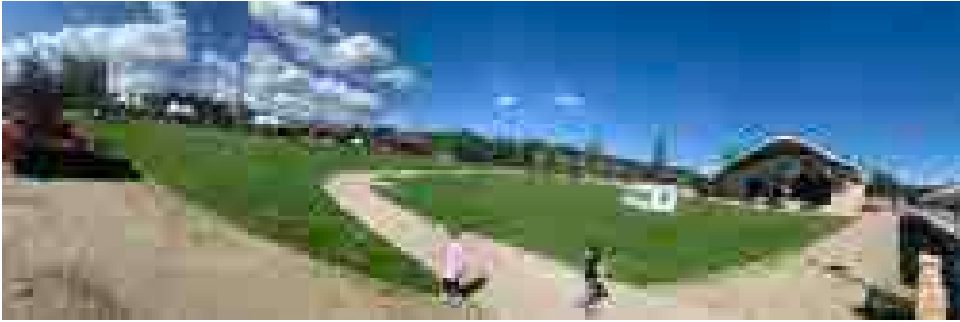
- **Gloria Kaasch-Buerger**  
Town Administrator  
970-387-5522  
gkaasch-buerger@silverton.co.us

## *Project Description:*

The Town adopted the Compass Master Plan in September of 2022. This plan, which included extensive community engagement, provided guidance on a wide range of community development and land use issues ranging from infrastructure expansion, development of vacant properties, and rethinking housing density and affordability as it relates to the unique setting of Silverton. Since beginning our partnership with the Town, CPS has completed a very wide range of projects, evaluations, and research in an effort to implement the Compass Master Plan. Of note, the CPS team has added capacity to the Silverton town staff to facilitate and guide applicants through the land use review process, completed an assessment of the land use regulations to identify where the current regulations were not aligned with the vision of the Compass Master Plan, and a constraints analysis of Shrine Hill. Furthermore, CPS has been instrumental in guiding the Planning & Zoning Commission and Board of Trustees to better understand the impacts of land use decisions and options to meet the unique needs of the Town.

As we continue to foster our relationship with the Silverton Community, CPS is managing a comprehensive update to the land development regulations to further implement the goals and strategies of the Compass Master Plan in addition to the findings of the Development Readiness Assessment which gauged how ready the towns regulations, standards, and procedures are to address the anticipated increase of land use applications.

# Community Development Services



## Land Use Application Review Overview



## Project Description:

The Town of Winter Park is nestled in the Fraser River Valley along the western slope of the Continental Divide. It is also home to Winter Park and Mary Jane ski resorts, therefore, the Town has experienced increased redevelopment of high-density condo and townhome products over the past few years. The lands that are available for development are becoming limited and difficult to improve.

These large and complex development projects were more than their staff of two could handle on their own. In the fall of 2021, the Town and CPS embarked on a partnership for development review services. The Town assigned CPS three projects immediately to review and support the work that staff had already done. In a matter of days, CPS was up to speed on the layout and sections of the code and began applying code provisions to these projects.

CPS's role in Winter Park varies based on the specific project. Projects are assigned by the Community Development Director and a CPS team member may be a full case manager of a file or a zoning reviewer. CPS's ability to adapt to the changing needs of the Town is appreciated by Town staff and is an added value to the Winter Park development community.



Town of Winter Park

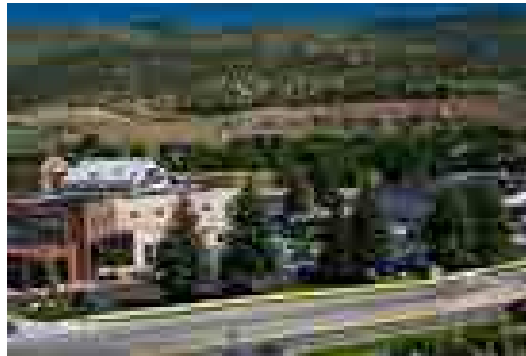
### Date:

- 2021-Present

### Contact:

- **James Shockey**  
Community Development  
Director  
970-726-8081  
jshockey@wpgov.com

# Community Development Services



Eagle County

## **Date:**

- 2021-2022

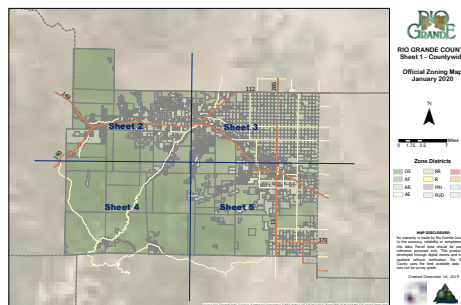
## **Contact:**

- **Bill Gibson**  
Community Development  
Director  
970-328-8746  
bill.gibson@eaglecounty.us

## *Project Description:*

Eagle County had seen a significant increase in staff turnover over the previous years. At the beginning of 2021, this turnover included most senior level staff leaving for alternative employment opportunities. Simultaneously, the County did have more junior or entry level staff and an increased number of applications. In an effort to continue serving the County's community development applications, the County reached out to CPS to provide staff support and senior level application management. CPS jumped in immediately, discussed the current applications in the queue and, in partnership with County leadership, identified the projects for CPS to manage. Over CPS's year-long partnership with Eagle County, our planners carried projects through the process, assisted younger planners with reviews and interpretations, and provided operational and organizational observations to County leadership. When the partnership ended in 2022, the County had hired multiple senior level staff and was able to take on the anticipated project workload. CPS was able to bridge the gap in staffing while continuing to provide quality reviews, professional guidance, and understandable staff reports and public meeting presentations.

# Community Development Services





Rio Grande County

**Date:**

- 2020-Present

**Contact:**

- **Dixie Diltz**  
Land Use Administrator  
719-657-4003  
ddiltz@riograndecounty.org

## Project Description:

In 2020, the County started seeing an increase in the number of land use applications. To address the increased number and complexity of the requests, the County Land Use Administrator reached out to CPS for support with reviewing and facilitating multiple gravel mining applications and meetings with landowners wishing to develop and re-develop property. CPS successfully oversaw multiple applications to add capacity to the limited County land use staff. In addition to land use applications, County Land Use staff relies on CPS team members for guidance on a variety of interpretation determinations, applying land use regulations to situations, and to act as an all around sounding board.

The relationship between CPS and Rio Grande County is built on trust and honesty and forged through a number of deliberate discussions that really stretched both CPS team members and the county elected and appointed officials. We are honored to continue working to support the county in protecting private property rights, preserving the agricultural economy of the San Luis Valley, and fostering a sustainable development pattern long into the future.

# APPENDIX C: SERVICE SHEETS

# Firm Overview

**Supporting our Partner Communities  
in Reaching Their Land Use Goals!**

## Firm Overview & Approach

Community Planning Strategies (CPS) is a land use planning firm driven to understand our clients' unique needs in order to support them in reaching their land use and community development goals efficiently and effectively. We specialize in rural and mountainous communities throughout the Rocky Mountain region who are experiencing growth and land use pressures.

Most of our partner communities are rural in character and have smaller economies generally based on natural amenities, agricultural production, or tourism. While there are similarities between the communities, one thing has become clear – there is no consistent solution to land use circumstances. We strive to find the uniqueness which makes your community special and authentic and allow it to guide our interpretation, recommendations, and personalized approach.

Essential to our approach is providing the highest level of customer service. CPS customer service focuses on developing a true partnership, being responsive, and communicating effectively.



### Client Focused

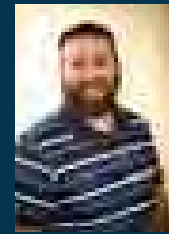
Our team will not come into your community and tell you what you need to do or tell you what you're doing wrong. The way we see it, we don't understand your community nearly as well as you and it is not our place to tell you what you're doing wrong. On the contrary, our services start with a base understanding that you know your community the best and we are here to understand the uniqueness and how we can best support your needs. This is how we focus on the client needs rather than on the solutions.

### Relationships

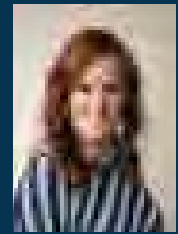
Our main objective is to build a lasting, mutually beneficial relationship with the City. We don't simply get awarded a contract, do our job, and leave. We strive to learn about your community and be a valuable member of staff to support the City's mission. Further, we understand, and recognize, that our role in this partnership may shift and change based on evolving community needs. These round out our approach to building long-term relationships with all of our client communities. We anticipate building a similar relationship with the Town!

### Listen

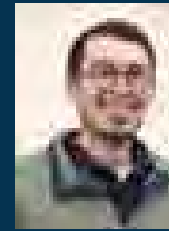
In order to accomplish the first two, we need to listen first. We listen to understand your community. While we understand there is always room for improvement, understanding why the City does things they do is first and foremost. It is through listening that we can focus on your needs and build those strong, long-lasting relationships.



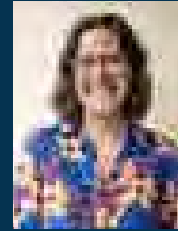
TJ Dlubac, AICP  
Managing Partner



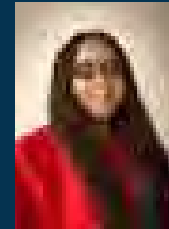
Amy Dlubac  
Graphic Specialist



Max Garcia, AICP  
Community Planner



Megan Harbaugh  
Project Planner



Liz James  
Planning Tech

### References:

- **Katie LaDrig - Town Clerk**  
Town of Hot Sulphur Springs  
970-725-3933  
townclerk@townofHSS.com
- **Preston Neill - Town Manager**  
Town of Ridgway  
970-626-5308 ext. 212  
pneill@town.ridgway.co.us
- **Vinnie Tomasulo - Economic & Community Dev. Dir.**  
Town of Parachute  
970-665-1146 ext. 106  
vtomasulo@parachute.gov

### Principal:

- TJ Dlubac, AICP  
Managing Partner  
970-744-0623  
TDlubac@planstrategize.com  
EIN: 83-3808689

We Are Better Together

# Services & Experience



## Community Development Services

Partnering with us for on-call services is a great way to expand your in-house capacity and expertise. Let us fill in the resource gaps or shave the workload peaks! Our on-call service options include all services, from case management, to staff report development, to presenting to boards and commissions, or simply as a helpful person at the other end of the phone when you don't know where else to turn.

## Community Samples

- Town of Ridgway, CO
- Town of Winter Park, CO
- Town of Kremmling, CO
- Town of Hot Sulphur Springs, CO
- Town of Silverton, CO
- Teton County, WY

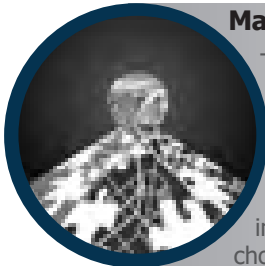


## Land Development Regulations

Our team is skilled at listening to our client communities and translating those discussions and desires into easily enforced and administered regulations and standards so you get the desired outcome with as little cost and administrative burden as possible. We've been in your shoes, so we understand!

## Community Samples

- Town of Ridgway, CO
- Montrose County, CO
- Town of Parachute, CO
- Rio Grande County, CO
- City of Leadville, CO
- Town of Dillon, CO



## Master Planning

There are many advantages to having an updated, relevant, and applicable comprehensive or master plan to guide your policy decisions. Master plans allow your community to be more successful in obtaining grant funding, effectively evaluate long-term impacts on policy decisions, prioritize capital projects and investments, and be overall good stewards of public funds. CPS distinguishes our plans with strategic implementation sections that guide decision makers as they evaluate the choices they encounter.

## Community Samples

- Town of Bayfield, CO
- Town of Silverthorne, CO
- Town of Parachute, CO
- Town of Hot Sulphur Springs, CO
- Montrose County, CO
- Town of Palisade, CO



## Assessments

We've found that many communities know there is a need, but don't know exactly what that need is. Let us help you navigate your options, discuss the possibilities, and develop a plan to move you forward - wherever that is! Our team has developed reports ranging from walkability audits to community surveys and from existing conditions assessments to full code assessments.

## Community Samples

- Town of Dillon, CO
- Town of Silver Plume, CO
- Town of Steamboat, CO
- Town of Hot Sulphur Springs, CO
- Town of Silverton, CO
- Rio Grande County, CO

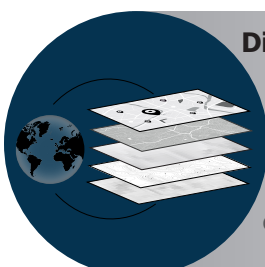


## Training and Capacity Services

Do you or your team want a deeper knowledge and understanding of the development review process, application review, community engagement, land development process, or other aspects of community development? CPS has conducted board and commissioner training, staff training, and individualized training programs for entry-level planning staff. Each approach is customized to fit your needs.

## Community Samples

- Town of Center, CO
- Town of Parachute, CO
- Town of Hot Sulphur Springs, CO
- Town of Silverton, CO
- Town of Kremmling, CO



## Digital Mapping Services

Geographic Information System (GIS) is a geographic tool that allows communities of all sizes to understand the impacts of decisions and policies on a map in a simple and easy to interpret visualization. Everything from updating your official zoning map, to creating park maps, to conducting asset management analysis of your infrastructure can be enhanced through the use of a GIS and digital maps.

## Community Samples

- Town of Buena Vista, CO
- Town of Silverthorne, CO
- Town of Parachute, CO
- Town of Hot Sulphur Springs, CO
- Town of Silverton, CO
- Town of Palisade, CO

*Community Planning Strategies, LLC*

SUMMIT COUNTY, COLORADO

970-368-3114

TJ Dlubac, AICP, Managing Partner

[TDlubac@PlanStrategize.com](mailto:TDlubac@PlanStrategize.com)