



PLANNING COMMISSION

Wednesday, July 16, 2025 at 5:00 PM

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

MINUTES

Call to Order. Chair Ihlenfeld called the meeting to order at 5:02 pm.

Pledge of Allegiance

Roll Call. Present: Herb Tomitsch, Matt Stephen, Lindsey Zapalac, Charlie Ihlenfeld. Commissioner Andre Bergeron will be late. Excused: Bill Fisher, Mike Beeson. Commissioner Bergeron did not attend.

Approval of Minutes

1. Minutes from June 18, 2025 Meeting. MOTION (Zapalac, Stephen) to approve minutes as presented. Motion passed.

Business Items

2. Update on Illumination Point Site. Collins provided an update on the packet material and status of non-compliant issues for the property owners of the site. It was explained that the steps and timeline from landowners will be provided to the town by the end of July.

3. Direction for Pedestrian Walkway Design. Discussion took place about the diagonal back in option discussed with CDOT. GMS requested a workshop to further review the design. Dates will be checked and sent to members and GMS consultant.

4. Review/Distribute Calendar and Land Use Code Final Draft of Articles 1-6. Commissioner Zapalac reviewed the changes to the articles and the memo with two questions. The following direction was provided by the members. In regard to item 1 of the CMI memo – members agreed to simplify to read average 200 ft not closer than 150 ft in any area (to keep flexible). Members did not understand the added red line “..Or where a structure occurs on only 1 side (within 750 ft) that structure to a point 200 ft from Hwy 105 on opposite side.” They want flexibility but an average of 200 ft not closer than 150 ft to Hwy 105. Item 2 of memo – members want the option for a neighborhood or community meeting at the discretion of the applicant (not town) at the early part of any application process. In regard the PC reviewer requests document, members clarified the following issues –

- Keep all height at 30 ft (no other options unless an applicant requests a variance from the code)
- Article 3 (pg 3 of notes) re: garage or required off street parking space – all setbacks should be 25 ft from property line (not from back of sidewalk or public right of way); otherwise, applicant can request a variance from the code

- Next sec., 17.3.340 re: planting requirements, members want to see the El Paso County Landscape and Planting Manual **Appendix D** – before they consider/finalize this in the code (Appendix D was not found) – CMI to provide this to distribute
- Article 6 (pg 6 of notes) re: farmhouse definition – remove specific structures (farm, bunk) from agricultural zone and treat all accessory dwelling or other accessory use the same per the total buildable area of the lot

5. Update - Change of Use (Pinecrest Lodge, Calverts, TLCA). Collins reviewed the code adopted in 2024 about change of use. Discussion ensued specifically about those reported.

Public Comment – none.

Next Meeting and Future Items – Joint workshop on 7/23, special meeting on 7/30, regular meeting 8/20. It was mentioned that one additional regular meeting may need to be scheduled – dates will be forwarded.

Chair Ihlenfeld expressed gratitude to Commissioner Zapalac for her contributions to the commission and the land use code activity. He also thanked Collins for her time with the town. The vacancy will be posted to fill.

Adjourn. MOTION (Zapalac, Tomitsch) to adjourn at 6:27 pm. Motion passed.

Minutes by: Dawn A. Collins, Town Administrator/Clerk