



PLANNING COMMISSION

Wednesday, September 17, 2025 at 5:00 PM

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

MINUTES

Call to Order/Roll Call - Commissioner Ihlenfeld called the meeting to order at 5:00PM; Herb Tomitsch, Andre Bergeron, Matt Stephen, Michael Beeson.

Pledge

Minutes

No minutes approved.

- August 20 (six-hour meeting): under staff review to ensure completeness.
- September 3: prepared but held to present alongside August 20 for context; to be distributed to the Commission in advance of consideration.

Business Items

1. Sign Permit Application - 105 Social House Applicant: Jacalyn Kaye
Request: Double-faced freestanding business sign with down-lighting (spotlight fixture; not internally illuminated). Owner's written permission, illustration, and specs provided. Sign previously approved for the former location.

Discussion:

- Lighting to be down-cast and set to turn off within one hour after close of business (approx. 9 PM close).
- Applicant plans minor repainting of lower letters due to weathering.

Motion: Approve sign application as submitted, with lighting to comply with code and turn off within one hour after closing.

Vote: Approved unanimously.

2. Review/Recommendation of Applicants for Appointment to Planning Commission Planning Commission Vacancy — Applicant Interview/Recommendation

Applicant: Richard Kuehster (former councilmember)

- Expressed interest in serving to avoid even-numbered quorum issues and can contribute familiarity with the Community Master Plan.

- Has already reviewed the current Community Master Plan and will review updated land use codes next.

Motion: Recommend Richard Kester to the Board of Trustees for appointment to the Planning Commission.

Vote: Approved unanimously.

Public Comment – None

Next Meeting and Future Items Commission/Staff Updates & Requests

- Illumination Point compliance:
 - Commissioner Stephen requested a status update on code/conditional use compliance. A plan to achieve compliance was expected by July 31; additional materials were expected by August 31.
 - Staff: Matter is with legal; follow-up and update to be provided at a future meeting.
 - Observations noted: Greater Grounds has installed fencing and some screening; new container(s) observed; overall screening effectiveness improving but still under review.
 - Traffic study: Discussion that a study regarding turns in/out of Illumination Point/Greater Grounds has been contemplated; final study status unknown. Staff to inquire.
- Code codification (Municode):
 - New code becomes codified on the 13th; indexing/numbering integration with Municode underway.
 - Publication timing depends on Municode's quarterly cycle; new provisions remain in effect regardless of publication lag.
 - Budget/contract: Staff believes work remains within existing scope (Municode support service). If additional consultant work (CMI/Barb Cole) is required beyond the grant scope, staff will follow proper channels and report to the Board as needed.
- Board/Commission Training:
 - Date/Time: Friday, September 26, 9:00–11:00 AM, Town Hall.
 - Topics: Robert's Rules, ethics, roles/responsibilities.
 - Materials/handouts will be collected for those unable to attend.
 - Invitation to interested members and the recommended applicant (Kuehster) to attend.
- Future Agenda Item:
 - Add election of Vice Chair to the next meeting agenda.
- Upcoming Meetings:
 - Board of Trustees: October 2 — next public meeting for related discussions.

Motion to adjourn: Approved unanimously.

Meeting adjourned. 5:20PM