



## PLANNING COMMISSION - SPECIAL MEETING

Wednesday, April 30, 2025 at 5:00 PM

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

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### MINUTES

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

#### **Pledge of Allegiance**

**Roll Call.** Present: Commissioners Andre Bergeron, Matt Stephen, Mike Beeson, Bill Fisher, Charlie Ihlenfeld. Excused: Lindsey Zapalac. Absent: Herb Tomitsch.

#### **Business Items**

1. Sign Permit Application for RAD Extracts, Commercial Way. Ms. Sonja Bachmeier, owner of RAD Extracts, explained the request for three signs, two on the building and one directional sign near the corner. Commissioner Stephen asked if an arrow could be added to the directional sign to direct visitors not to drive into the neighborhood. Ms. Bachmeier agreed. Mr. Roger Moseley asked what type of business, and it was stated that the business is CBD manufacturing and is not retail sales. MOTION (Stephen, Fisher) to approve the sign applications with the addition of an arrow on the directional sign #3. Motion passed 5-0.

2. Recommendation on Professional Service Agreement with CMI to Complete Land Use Code Critical Issues. Collins provided a general summary of the scope of service, including two workshops with CMI, and noted that involving the public is up to the Commission. Discussion ensued about draft documents, review time, the process to review documents, deadlines to submit redline version of drafts to CMI. Discussion further ensued about issues encountered with the initial draft documents. The date to return Article 3 comments was suggested to be later. Collins stated that CMI versions for Article 1 and Article 2 will be redistributed, including a map. As soon as Article 3 is available as a final draft, it will be distributed for the Commission review. It was suggested that, as new drafts are prepared, they should be distributed to the members to begin reviewing. It was agreed that the project should be completed by the August deadline. Mr. Roger Moseley warned members not to assume that changes are made in the final version. Ms. Susan Miner stated she will help if needed. MOTION (Stephen, Beeson) to recommend approval of the scope presented with an amended date "by July" for Article 3 and request draft documents as drafted for review. Motion passed 5-0. Discussion continued about tentative work session to determine how to review drafts once Article 3 is received. It was agreed to plan for Monday, May 12, at 5 pm for the first workshop.

**Public Comment.** Mr. Roger Moseley requested that the review process be clearly communicated. He stated that one member should track the changes and inquired about seeing all comments from all members. Ms. Susan Miner stated that public comments should be submitted to members and the Commission trusted to handle them as needed.

**Next Meeting (5/21) and Future Items.** Collins asked about an item brought forth by a citizen, specifically the residential zoning street frontage requirement of 50 ft, to be reviewed at a future meeting. It was agreed to place the topic on the next agenda for discussion.

**Adjourn.** MOTION (Fisher, Ihlenfeld) to adjourn at 6:40 pm. Motion passed.