



PLANNING COMMISSION

Wednesday, August 16, 2023 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.

Roll Call. Members present: Lindsey Zapalac, Susan Miller, Tim Caves, Mark Bruce, Amy Hutson, Bill Fisher, Charlie Ihlenfeld.

Approval of Minutes

1. Minutes from July 19, 2023 Meeting. MOTION (Hutson, Bruce) to approve the minutes. Motion passed 7-0.

Public Hearing

2. Application to Annex and Rezone Parcel 7109013007 (J.Parco). Chair Ihlenfeld invited the applicant to address the Commission. Mr. Jim Parco, property owner and resident, explained the swap of property with his abutting neighbor, Mr. Jim Fitzgerald (County resident) in 2013. They are seeking to clean up the fact that each have an approximate 7000 sq ft portion of property in a different taxing jurisdiction. Mr. Parco provided the sequence of events and requested that the County portion be annexed and rezoned to his current town property, R1. No questions came from the Board. Chair Ihlenfeld opened the floor to the public. Mr. Dave Miller explained his background, formerly owning a large area of the property in the Town and El Paso County. He expressed concern about various equipment on the property and not wanting to see storage on the property. He stated the following concerns – access easement locked to his five-acre parcel and inadequate slope to the Fitzgerald property; drainage easement should differ to his property (EPC jurisdiction). Discussion took place about the location of a motor home. Mr. Miller reviewed the history of the property. Collins stated that staff met on the property and reviewed the issues presented by Mr. Miller and confirmed there is no issue with the access, the drainage, nor the storage of a trailer. Mr. Jim Parco stated that there is a gate to the access easement and the code was provided to the Millers multiple times. Mr. Parco stated there is no other activity on the property but temporarily storing an airstream on his property, which does not impact the access easement. Mr. Miller stated that the access is his and the lock is inconvenient. Discussion took place about the access easement on Mr. Parco's property and keeping unwanted activity off the property. Chair Ihlenfeld thanked Mr. Miller for his comments and closed the hearing.

Business Items

3. Consider Request to Annex and Rezone Property. MOTION (Bruce, Miller) to recommend approval of the annexation request and rezone the parcel to R1. Motion passed 7-0.

4. Consider Adopting Parks Commission Master Plans to Community Master Plan. Collins mentioned the two plans, Glen Park Master Plan approved in 2020 and Centennial Park Master Plan approved in 2023. It was suggested to incorporate the Parks Master Plans to the Community Master Plan. Commissioner Fisher noted the resolutions referenced a site plan, although there was not a site plan in either Master Plan. He suggested taking each plan separately. Discussion took place about Glen Park existing and the Master Plan being more of a maintenance plan. MOTION (Fisher, Hutson) to adopt the Glen Park Master Plan to the Community Master Plan with the addition of a site plan. Motion passed 7-0.

Discussion ensued about the lack of layout or diagram of what is planned where for the Centennial Park Master Plan. Commissioner Fisher offered the background of his involvement in numerous master planning sessions for Centennial. Discussion continued about the location of pickleball courts, parking design, and other conceptual ideas of recreation around the lake. Questions rose about how pickleball courts were approved. Commissioner Caves explained, as a representative of Awake Palmer Lake, that the grant opportunity for \$250,000 came about quickly with the idea for courts and sought permission from the Board. MOTION (Hutson, Miner) to adopt the Centennial Park Master Plan to the Community Master Plan with the addition of a site plan. Motion passed 7-0.

5. Consider Recommendation to Create Sign Code. Discussion took place about the draft code and required legal review prior to presenting it to the Board. Ms. Brenda Quinones, HR consultant for Alpine Essentials, referred to the requests of Ms. Brenda Woodward, specifically allowing wave banners. It was suggested that this request was a good example of the exception process in the sign code. Ms. Quinones also asked for clarification of the marijuana code for signs vs. regular sign code and Collins responded that because there is specific code for marijuana establishment, it will be included all in the marijuana code and referenced in the sign code. Ms. Quinones suggested identifying the downtown district separately to differentiate signs for the area. Commissioner Fisher pointed out his concerns about the draft version of the code – free standing vs. pole vs. monument sign definitions, illustration of 3D signs, allocation of signs, and a discussion of height of signs. Discussion ensued about amortizing for non-conforming signs for the new sign code. Collins suggested that the Commission schedule a workshop to clarify the questions raised. It was agreed that the members would work it out with a workshop and subsequent special meeting to take action on a final draft before the next meeting. Collins will check on the following week 8/23 availability of town hall and confirm with members.

6. Update on Elephant Rock Property. Because the Board of Trustees had a special meeting, Collins reported the direction from the Board at the July 27th meeting affirming decisions for the elephant rock property – two tenants, possible parkland and public safety facility, and removal of cabins, referring to the minutes from the July 27 Board discussion. Commissioner Fisher questioned the Board's decisions about removing cabins without a master plan and without considering public input. He stated the Board is making a mistake and would like to know the real reasons for removing structures. He requested that his remarks be on record. Collins stated she would not debate the direction provided by the Board and comments should be directed to Board members directly. Commissioner Miner inquired about a possible community center that the public wanted when the master plan was explored, and it was mentioned that the Board is not listening to what public members want.

Public Comment

None.

Next Meeting (9/20) and Future Items

Collins reported that two Requests were issued – one for proposals for the land use code revision of critical issues and one for the engineering design of sidewalks for the downtown corridor.

Commissioner Miner stated that Bill Fisher has designs to consider. Collins stated that both of these projects will involve the Planning Commission. Members Lindsey, Mark and Amy were identified to assist with review of the submittals following the deadlines in September.

Adjourn. MOTION (Miner, Hutson) to adjourn at 7:29 PM. Motion passed.

Minutes by: Dawn A. Collins, Town Clerk