



PLANNING COMMISSION

Wednesday, December 21, 2022 at 5:00 PM

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

Live Stream available at Town website

AGENDA

This agenda is subject to revision 24 hours prior to commencement of the meeting.

Call to Order

Roll Call

Approval of Minutes

- [1.](#) Planning Commission Meeting Minutes 10/19
- [2.](#) Planning Commission Special Meeting Minutes 10/26

Public Hearing

Chair will introduce the item and hear the request from the applicant. Chair will ask if there is any public member wishing to speak for or against the request. Public should address the Planning Commission members directly while members listen. Applicant may provide closing remarks and Commission members may ask questions of the applicant. Chair will close the hearing and Commission members then discuss the item and move a recommendation for the Board of Trustees. (If additional information or time is required, Planning Commission may continue the hearing to a particular date.)

- [3.](#) Consider Application for Vacation and Replat - 113 Highland Road

Business Items

4. Review Applications for Appointment

Next Meeting (1/19) and Future Items

Adjourn

Americans with Disabilities Act

Reasonable accommodations for persons with a disability will be made upon request. Please notify the Town of Palmer Lake (at 719-481-2953) at least 48 hours in advance. The Town of Palmer Lake will make every effort to accommodate the needs of the public.

Notice

Notice is hereby given that more than two members of the Board of Trustees may be present; however, there will be no action taken by the Board of Trustees at this meeting.



PLANNING COMMISSION

Wednesday, October 19, 2022 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 5:04 pm.

Roll Call. Present: Commissioners Shana Ball, Amy Hutson, Susan Miller, Charlie Ihlenfeld, Mark Bruce, Bill Fisher and Marty Brodzik.

Chair Ihlenfeld stated that item 3 relating to the PUD application was withdrawn at this time.

Approval of Minutes.

1. Planning Commission Meeting Minutes of 9/21/2022. Commissioner Fisher pointed out an incorrect spelling of his name in the minutes. MOTION (Hutson, Ball) to approve the minutes with the correction noted. Motion passed 7-0.

Public Hearing

2. Public Hearing & Recommendation on Conditional Use Application for Residential Use in CC Zone - Lot C French's Knoll, Vale St (ID 7105408065). Applicant Ms. Melinda Hughes addressed the Commission requesting a conditional use for single family residential dwelling in a convenience commercial (CC) zone on Vale St. She described the tiny house she intends to locate on the lot. Commissioner Ball noted that Ms. Hughes is under contract to purchase the lot from her. The house is a 10x38 manufactured tiny house. Discussion took place about the building and how the house will be set. Commissioner Brodzik inquired if Ms. Hughes inquired with neighbors. Collins noted that no comments were received by staff. Chair Ihlenfeld asked if any public members wanted to comment. Glant Havenar inquired about foundation and other requirements. Staff noted that any requirements for new construction would be addressed in the land use application process. Commissioner Brodzik stated concern of what neighbors think for consistency in the neighborhood. It was noted the lot is approximately .25 acre. Members noted that though the area is zoned CC, it is a mix of mostly residential. MOTION (Miner, Hutson) to recommend approval of the conditional use for single family residence in a CC zone. Motion passed 6-0 (1 abstain – Ball).

Business Items

3. Request to Amend PUD - Preliminary Review of Elephant Rock Villas (Hwy 105). Withdrawn.

4. Resolution to Adopt the Community Master Plan. Collins reviewed the supplemental pages on the tabletop for members, including copies of draft language to replace the expenses/revenue language in the draft plan, copies of public comments inadvertently left out of the prior workshop, table describing difference of land use vs. zoning and a copy of the Resolution PC-01-2022 if members choose to adopt the

plan. Extensive discussion took place about what was or what was not revised from prior workshops. Members agreed to the revised language to replace the expenses/revenue language and agreed to put the reference to the prior “commissioner structure” that was removed back in the plan. Discussion ensued about review of the additional public comments missed by hard copy and general consensus was they were insignificant to the context of the plan. Chair Ihlenfeld opened the floor for public comments. Ms. Glant Havenar requested the “commissioner” language be included in the plan as it is the essence of the community and residents want it in place. Ms. Karen Stuth requested the “commissioner” language be in the plan stating all the neighborhood meetings request this structure. Suggestion was made by Havenar and Stuth to determine the structure to include. Commissioner Miner restated that the Master Plan document is conceptual and anything specific should be directed by the Board of Trustees in the town code. She also stated that the Commission already agreed to re-insert the language. Discussion took place about some comments being too granular for the Master Plan. Commissioner Brodzik mentioned roadways and parking as examples and requested that members review these. Mr. Curt Reese inquired if his 30-acre property on Hwy 105 could be included in the land use identified for more flexibility. He spoke about possible future developments. Commissioner Hutson noted that zoning is different than land use. Commissioner Brodzik explained the final documents she would like to see prior to adoption. It was reviewed that the commissioner language should be reinserted, the drafted expense/revenue language replaced appropriately, and she suggested one additional workshop to review her list of 20+ comments that do not have an explanation why they are not included. Members inquired about the list. Commissioners agreed that another workshop was not necessary but suggested that Marty provide the list to check with CMI and Collins would copy members to review. Collins noted that CMI funds to finalize the plan are depleted. She would check with the consultant about a review, the turnaround of a final document including the changes agreed to, and any further completed document to provide. Commissioner Brodzik stated if she does not review a completed final document prior to adoption, she does not want her name on the plan. Discussion ensued about another special meeting to consider adoption. Members noted limited availability. Collins inquired whether members were comfortable with a zoom meeting if needed depending on availability and turnaround of the final plan. MOTION (Ball, Bruce) to continue the hearing for adoption on a date to be determined by staff based on discussion of the turnaround of the final plan. Motion passed 7-0.

5. Recommendation on Town 3-mile/ Annexation Plan. This item will be held for the special meeting.
6. Implementation Steps for Community Master Plan. Collins referenced the revised staff memo explaining next steps of a code diagnosis waiting on the adoption of the recodified town code by the Board of Trustees so that CMI can review it and provide recommendation as a basis to apply for a DOLA grant to address land use codes.

Next Meeting (Nov 16) and Future Items. Chair Ihlenfeld noted that he is not available the month of November.

Adjourn. MOTION (Ball, Miner) to adjourn at 6:37 pm. Motion passed.

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

Charlie Ihlenfeld, Chair

ATTEST: Julia Stambaugh, Deputy Town Clerk



PLANNING COMMISSION - SPECIAL MEETING

Wednesday, October 26, 2022 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 5:03 pm.

Roll Call

Present: Commissioners Charlie Ihlenfeld, Bill Fisher, Mark Bruce, Shana Ball, Amy Hutson, Susan Miller, and Marty Brodzik.

Business Items

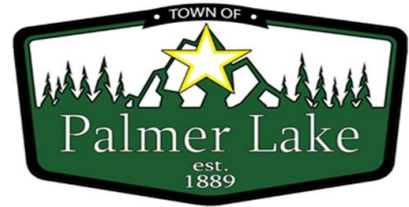
1. Public Hearing (Continued) & Resolution PC01-2022 to Adopt the Community Master Plan – The commissioners reviewed the final version of the Master Plan. Members had no questions or comments. Trustee Glant Havenar asked if the section GE1.1 was reinstated in the Master Plan. Dawn Collins confirmed it was placed in the final version. There was discussion on the work performed to complete the project. The commissioners thanked the Advisory Team for their hard work, and the public for their input, to bring this project to completion. Commissioner Susan Miner stated a comment by the consultant, Barb Cole of Community Matters Institute, stating the impressive level of involvement and ownership by the Planning Commission members. MOTION (Ball, Hutson) to approve Resolution PC01-2022 to adopt the Community Master Plan. Roll call – aye 7; nay 0. Motion passed.
2. Recommendation on 3-Mile/Annexation Plan – Collins made the request for a recommendation to the Board of Trustees to adopt the 3-mile plan portion of the Master Plan. MOTION (Miner, Hutson) to recommend adoption of the 3-Mile/Annexation Plan to the Board of Trustees. Roll call – aye 7; nay 0. Motion passed.

Next Meeting (11/16) and Future Items. Chair Ihlenfeld and Commissioner Hutson noted they will not be available to meet the month of November. Vice Chair Fisher will chair the November meeting.

Adjourn MOTION (Ball, Miner) to adjourn at 5:10 pm. Motion passed.

Charlie Ihlenfeld, Chair

ATTEST: Julia Stambaugh, Deputy Town Clerk



Item 3.

**TOWN OF PALMER LAKE
PLANNING COMMISSION - AGENDA MEMO**

DATE: December 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Consideration and Recommendation to Replat Interior Lot Line of Lot 22, 113 Highland Rd (Stromer)

Background

Staff has reviewed and supports the replat of an interior lot line, located at 113 Highland Rd. Landowners, Larry Stromer and Jess Eller, are in agreement to replat a lot line providing additional property to 113 Highland Road. Mr. Stromer will be present to speak to the request to replat.

Upon hearing from the applicant and any public members, this is a recommendation to the Board of Trustees for final review and approval.



42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133
719-481-2953 - Office

Office Use Only	
Case Number:	_____
Date:	_____
Fees \$250	_____
Check #:	_____
Rec'd By:	<u>MAJ</u>
Application Complete:	<u>11/23</u>

Vacation & Replat Application Form

Name of Applicant/Property Owner: Larry Stromer

Address: 113 Highland Road Palmer Lake CO Phone#: 719-641-3966

Email: larrysdoitall@hotmail.com

Name of Proposal: Replat lot line of lot 22 for 113 Highland road

Tax Schedule #: 7105306035

This is a Vacation Plat – A map indicating a proposed elimination of a dedicated street, road easement or subdivision. It shall be prepared by a Colorado Registered Land Surveyor in accordance with a Subdivision Regulations. If approved, it shall be recorded with the County Clerk and Recorder’s Office.

This is a Replat – A map which indicates an alternation from an approved Subdivision Final Plat. Such a proposal shall abide by the same regulations which affect a Final Plat submittal.

Please fill out the appropriate submission checklist to complete the application.

Location of Property: 113 Highland Road Palmer Lake CO.

Nearest Street Intersection: Highland Road and Hillside Existing Subdivision: Thompson’s sub div

Current Zoning and Uses of Surrounding Property: N: R-3

E: R-3

S: R-3

W: R-3

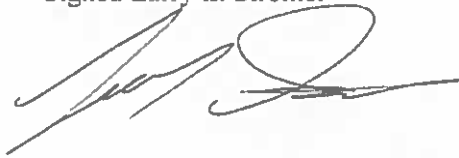
Signature of Owner:

Date: 22 Nov 2022

Intent to Replat

Replat. Owner of 113 Highland Road, Larry Stromer, Lot 22,23 is currently in the process of replatting west side of the Properties and adjoining Lot owned by Jess Eller. The owner of Lot 22,23 and Owner of Lot 19 shall execute an agreement setting forth the Parties' respective obligations with respect to the Replat, which shall include, but not be limited to, Owner of Lot 22,23 obligation to pay for the costs and expenses required to complete the Replat, and provide a copy of the approved final Replat, and that the replatted lots comply with all applicable laws, including, without limitation, zoning.

Signed Larry L. Stromer



Signed Jess Eller



NOTICE OF PUBLIC HEARING

TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on December 21, 2022, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider a request to replat tax schedule ID 7105306035, Lot 22, located at 113 Highland Rd. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on January 12, 2023, at 5 PM. A copy of the complete application is on file at the Town Clerk office, at 719-481-2953. /s/ Dawn A. Collins, Town Clerk

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF EL PASO

I, Lorre Cosgrove, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper **1 time(s) to wit 11/30/2022**

That said newspaper has been published continuously and uninterruptedly in said County of El Paso for a period of at least six consecutive months next prior to the first issue thereof containing this notice; that said newspaper has a general circulation and that it has been admitted to the United States mails as second-class matter under the provisions of the Act of March 3, 1879 and any amendment thereof, and is a newspaper duly qualified for the printing of legal notices and advertisement within the meaning of the laws of the State of Colorado.



Lorre Cosgrove
Sales Center Agent

Subscribed and sworn to me this 11/30/2022, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires June 23, 2026.



Karen Hogan
Notary Public

**KAREN HOGAN
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20224024441
MY COMMISSION EXPIRES 06/23/2026**

Document Authentication Number
20224024441-384754

**NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE**
Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on December 21, 2022, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider a request to replot tax schedule ID 7105306035, Lot 22, located at 113 Highland Rd. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on January 12, 2023, at 5 PM. A copy of the complete application is on file at the Town Clerk office, at 719-481-2953.
/s/ Dawn A. Collins, Town Clerk
Published in the Tri-Lakes Tribune November 30, 2022.

Item 3.