



PLANNING COMMISSION

Wednesday, March 20, 2024 at 5:00 PM

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

LIVE STREAM available on 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. Minutes from February 21, 2024

Public Hearing – Chair will introduce the item and hear the applicant request. Chair will ask if any public member wishes to speak for or against the request. Public should address the Commission members directly while members listen. Applicant may provide closing remarks and members may ask questions of the applicant. Chair will close the hearing and members will discuss the item, move a recommendation, and/or continue the hearing to a particular date.

2. Application for Conditional Use Permit - Landscape Yard in C2 Zone (Greater Grounds) - continued

Business Items

3. Consider Recommendation on Conditional Use in C2 Zone, Landscape Yard (Greater Grounds)
4. Sign Permit Application - Mountain Paws Grooming LLC, Illumination Point (628 Hwy 105)
5. Review Illumination of Signs for SecurStorage (Approved 2/21/24)
6. Revised Directional Sign for Alpine Essentials
7. Consider Amendment to Elephant Rock Property Planned Unit Development (PUD)
8. Consider Amendment to Greeley Planned Unit Development (PUD)
9. Review of Centennial Park Site Map (Master Plan)
10. Update on Land Use Code Critical Issues

Public Comment - This time is reserved for the public to speak to items not on the agenda. Individuals must state name and limit comments to (3) minutes unless extended.

Next Meeting (Joint Training 4/3; April 17) and Future Items:

Discussion of "Unused" Conditional Use Permit(s)

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, February 21, 2024 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. Present: Commission members Lindsay Zapalac, Susan Miner, Tim Caves, Mark Bruce, Bill Fisher, Charlie Ihlenfeld. Excused: Amy Hutson.

Approval of Minutes

- Minutes from January 17, 2024 Meeting. MOTION (Caves, Bruce) to approve the minutes. Motion passed 6-0.

Public Hearing

- Conditional Use Application for Multi-Family Use in C1 Zone - Albright/Tedeschi. Commissioner Bill Fisher recused himself from this item and left the meeting. Ms. Rebecca Albright and Mr. Phil Tedeschi presented their request for a conditional use permit for multi-family housing in a C1 zone. Ms. Albright provided background on the property and explained the approved offer to purchase the triangular parcel that is currently owned by the Town to become part of the proposed development. The concept of a pocket neighborhood was described, comprised of smaller homes clustered together with common open space. Ms. Albright presented concepts for possibly five duplex and other single-family units up to 11, including an HOA, trail access, and a good transition to the industrial area. Discussion of attainable housing and utilities took place. Ms. Albright requested the conditional use permit for multi-family housing; share the cost of developing Spruce Rd with the town; and one tap for each duplex building. Chair Ihlenfeld opened the floor for public comment.

Mr. Roger Moseley stated it is a wonderful concept. Chair Ihlenfeld closed the hearing.

- Consider Recommendation on Conditional Use of Multi-Family Use in C1 Zone - Albright/Tedeschi. Commissioner Zapalac inquired about the estimated square footage and Ms. Albright responded approximately 1200 sq ft per unit, two-story, and she explained limitations due to septic systems. Discussion ensued about sale prices, private maintenance, septic regulations, future right of way vacation. Commissioner Caves expressed concern about sharing costs for the roadway development. Commissioner Ihlenfeld expressed concern about single tap for duplex units. Ms. Albright suggested that if the town wants attainable housing options, alternatives for tap fees must be considered. Collins stated the conditional use for multi-family use is before the Commission and that water and roadway development will come at a future step. MOTION (Caves, Miner) to recommend approval of the conditional use for multi-family in a C1 zone. Motion passed 5-0 with 1 abstain (Fisher).

Business Items

3. Consider Chair for Planning Commission. MOTION (Miner, Zapalac) to retain Charlie Ihlenfeld as Chair. Motion passed 6-0.
4. Consider Vice Chair for Planning Commission. MOTION (Bruce, Miner) to retain Bill Fisher as Vice Chair. Motion passed 6-0.
6. Sign Permit Application - Monumental Med Spa. Ms. Trina Shook presented her signs for Monumental Med Spa, previously installed on the building and door and explained the additional roadway sign at the back of the mailbox. Discussion took place among members about sign allocation, visibility from Hwy 105, and public art. MOTION (Caves, Miner) to approve the signs as presented. Motion passed 6-0.
7. Sign Permit Application - Dead Flowers LLC. Mr. Dino Salvatori provided background on the building maintenance and reviewed the signs installed. He described the requirements for the door coverings to keep the public from viewing inside the building and covering with his logo. Discussion took place about overall size of square footage of signs to the building. Commissioner Miner stated that the regulations for door coverage by another agency play a part in the allocation. MOTION (Caves, Zapalac) to approve the signs as presented. It was agreed that the banner flags at the entrance will be removed. Motion passed 6-0.
8. Sign Permit Application - Mountain Paws Grooming. This item is forwarded to the next meeting.
9. Sign Permit Application - SecurCare Self Storage, 2525 Peakview Blvd. Ms. Kara Knott presented the storage and office signs. MOTION (Miner, Caves) to approve the signs as presented and to remove the current banners. Motion passed 6-0.
10. Sign Permit Application - Alpine Essentials. Ms. Brenda Woodward reviewed the previously approved signs with members and the new directional sign for the side of the building. It was also agreed to remove the flag banners. MOTION (Zapalac, Bruce) to approve the additional sign. Motion passed 6-0.
11. Request for a Sign Deviation - Alpine Essentials. Ms. Brenda Quinones of Alpine Essentials handed out a packet to members. Background was provided about the difficulty to find and see the location from Hwy 105. A deviation from the sign code is requested to place an approximate 4x5 ft directional sign on a few locations - town right of way either prior to approaching Circle roadway, the town right of way in front of Fletchers, or the opposite side of Hwy 105 on private property. Commissioner Miner offered feedback on the colors to contrast and align with their current signs. It was agreed that directional signage is needed and should come back to the Commission with a final design. Discussion took place about way finding signs. MOTION (Fisher, Zapalac) for long term consideration of a way finding sign system and, in the short term, allow one two-sided directional sign with a design coming back for review and the Board of Trustees determine the location on town right of way. Motion passed 6-0. Ms. Woodward suggested that the members consider allowing flag banners downtown to identify when restaurants are open.

Mr. Matt Stephen requested clarification of the motion and suggested that a requested deviation from the sign code should show a hardship. He stated that the business moved into a residential neighborhood knowing it is set back from Hwy 105.

12. Distribute Adopted Public Comment Policy for Town Meetings. Collins noted the policy adopted by the Board of Trustees for town meetings.

Collins distributed a memorandum from Community Matters describing land use code modifications that will be added to the next agenda as an update.

Public Comment

Mr. Roger Moseley commented on numerous items - the rezoning of the Ben Lomand property, the ordinance language that is on the Board of Trustees agenda, and further commented that land use is required in the 3-mile plan, noting that the Commission should proceed with a review and revision. He proposed that there should be a park area identified with the Ben Lomand plans.

Next Meeting (3/20) and Future Items

Adjourn. MOTION (Bruce, Miner) to adjourn at 7:03 pm. Motion passed.

Minutes by: Dawn A. Collins, Town Clerk

NOTICE OF PUBLIC HEARING

TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, January 17, 2023, at 5 PM at the Town Hall, 28 Valley Crescent, Palmer Lake, to consider a Conditional Use application for Landscape Yard in C2 zone, located at 650 Illumination Point, Hwy 105, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled for Thursday, January 25, 2024, at 6 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



42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719-481-2953 – office

Office Use Only

Case Number: _____

Date: 11/27

Fees: \$250.00

Check #: _____

Rec'd By: MAC

Application Complete: _____

PAID
ck #1585

Jan 1307
CONT'd
March '12

Conditional Use Application Form

Name of Applicant/Property Owner: Jared Whiteley/Illumination Point LLCAddress: 650 Illumination Point Phone#: 719-313-9577Email: jared@greatergroundslc.comName of Proposal: Greater Grounds Landscape YardLegal Description or Address: LOT 4 ILLUMINATION POINT SUB

Note: If the applicant is someone other than the property owner, the applicant must provide a notarized letter from the property owner giving permission to be represented in this action.

This is a Conditional Use – A request for a use not permitted under certain zoning categories subject to review by the Planning Commission and consideration by the Board of Trustees.

Criteria for approval of a conditional use – Include a “site plan” or building design where a structure is involved to address the following criteria in which the Planning Commission and the Board of Trustees must find evidence, both factual and supportive, provided by the applicant.

- The site for the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping, and other features required by this ordinance.
- The site for the proposed use relates to streets and highways adequate in width and degree of improvement to handle the quantity and kind of vehicular traffic that would be generated by the proposed use.
- Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other ordinance standards or other reasonable conditions of approval.
- If of benefit to the community, any proposed structures will be of a design complimentary to the surrounding area.



By signing this application, parties agree to the following:

- Town of Palmer Lake staff or its consultants may enter the property to inspect the property and evaluate the proposal.
- The applicant/petitioner is liable for all non-refundable fees and costs associated with the Town's review of this application. Fees may include, but are not limited, to engineering and consultant fees, public notice costs, publication/recording fees, and any other fees paid by the Town in connection with, or related to, review of this application.
- Payment of fees as described is due within 10 days of the date of filing and, if not received within 30 days will be considered past due. Payment of the above fees shall not relieve the payment of any other fees imposed by the Town.

As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.

Applicant Signature:  Date: 11/23/2023

If the applicant is not the owner:

As owner of the above property, I agree to the application.

Owner – Print: _____

Owner – Signature: _____ Date: _____

GREATER GRUNDS

LANDSCAPING

Letter of Intent

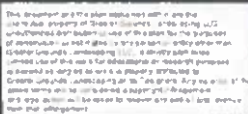
Business: Illumination Point LLC/Greater Grounds Landscaping
Address: 630 Highway 105 Palmer Lake CO, 80133
Contact: Jared Whiteley
Number: 719-313-9577

Lot Address: 650 Illumination Point Palmer Lake CO, 80133

Greater Grounds Landscaping is requesting a conditional use permit on the lot listed above. We intend to park our trucks and equipment on this lot, as well as store landscape building materials as shown in the attached design. We do not intend to build any structures, or place any roads/curb & gutter. We do not intend to use any site utilities such as gas, electric, & water. We are utilizing the natural soils as a parking lot. We will be disturbing at most approx. 42,976 SF to properly use the lot for what we need. Any soils disturbed during the construction process that will not be utilized, will be reclaimed with native seed and ECB. We will be placing a 6' privacy fence around our lot to screen from HWY 105, as well as the trailer park to the South. Greater Grounds will be the only company using this lot. For any more information, please feel free to contact.



Landscape bin block material 6'x3'x2'



Greater Grounds Landscaping
630 Highway 105 Palmer Lake, CO 80133
719-313-9577
jared@greatergroundsllc.com

650 Illumination Pt
Palmer Lake CO 80133
Greater Grounds Landscaping

17.48.010. - Permitted uses.

Permitted uses in the C2 zone are as follows:

- (1) Restaurants.
- (2) Licensed liquor and beer outlets.
- (3) Bed and breakfast.
- (4) Funeral homes and mortuaries.
- (5) Medical and dental clinics.
- (6) Service establishments, such as barbershops and beauty shops, watch and jewelry repair, pharmacies, pick-up stations for laundry or dry cleaning, retail good shops.
- (7) Commercial buildings, libraries, parks, museums, art galleries and post offices.
- (8) Retail stores, including the following: liquor store, drug store, miscellaneous good items, clothing store, sporting goods, books, groceries, antiques, gift shop, hardware, and furniture.
- (9) Art, photographic, health, dance and music studios.
- (10) Light/small equipment sales and repair.
- (11) Day care centers.
- (12) Building supplies.
- (13) Light assembly of prefabricated parts.
- (14) Arts/crafts shops such as woodworking, pottery, jewelry or other craft-based industries.
- (15) Small animal veterinary clinic.

(Code 1973, § 17.37.010; Ord. No. 4-1995, § 2, 1995; Ord. No. 18-2000, § 15, 2000)

17.48.020. - Conditional uses.

Conditional uses in the C2 zone are as follows:

- (1) Wholesale businesses.
- (2) Drive-in commercial uses.
- (3) Bowling alleys.
- (4) Educational institutions.
- (5) Religious institutions.
- (6) Public and semi-public uses (per definition in section 17.08).

- (7) Nursing homes, hospitals.
- (8) Ambulance services.
- (9) Single-family and multi-family uses (R1 through R4 subject to all regulations of that particular zone).
- (10) Mini-warehouses and storage rental spaces.
- (11) Mixed-residential dwelling and commercial uses occurring in the same building.
- (12) Light manufacturing.
- (13) Kennel, provided that a minimum area of five acres is available.
- (14) Vehicle repair and service.
- (15) Hotels and motels.
- (16) Parking garages.
- (17) Licensed establishments as such term is defined in chapter 5.30 as and if otherwise allowed and regulated by chapter 5.30.
- (18) Other such uses as listed and permitted which are not more detrimental, as determined by the planning commission and town board.

(Code 1973, § 17.37.020; Ord. No. 4-1995, § 3, 1995; Ord. No. 18-2000, § 16, 2000; Ord. No. 15-2017, § 2, 8-24-2017)

17.48.030. - Lot sizes and dimensions.

- (a) The sizes and dimensions of a lot in a C2 zone shall be as follows:

- (1) Minimum lot size: 6,600 square feet.
- (2) Minimum lot width: 35 feet street frontage.

- (b) No side yard setback shall be required provided the building's side wall is constructed of at least four-hour fire-resistance material. If building material has less than four-hour fire-resistance, a minimum side yard of five feet shall be required.

(Code 1973, § 17.37.030; Ord. No. 4-1995, § 4, 1995)

17.48.040. - Structure height and area.

The structure height and area requirements in a C2 zone are as follows:

- (1) Maximum building height: 30 feet.
- (2) Maximum area covered by structure: 65 percent of lot.

(Code 1973, § 17.37.040; Ord. No. 4-1995, § 5, 1995)

17.48.050. - Required off-street parking and loading.

For required off-street parking and loading, see chapter 17.84.

(Code 1973, § 17.37.050; Ord. No. 4-1995, § 6, 1995)

17.48.060. - Signs.

Signs in the C2 zone are permitted provided they comply with chapter 17.76.

(Code 1973, § 17.37.060; Ord. No. 4-1995, § 7, 1995; Ord. No. 18-2000, § 17, 2000)

17.48.070. - Sewerage.

Septic tanks may be permitted if all of the following conditions are met:

- (1) Inability to tap existing sewer lines.
- (2) Ability to meet current county sewage disposal regulations.
- (3) Compliance with the provisions of chapter 16.48.

(Code 1973, § 17.37.070; Ord. No. 4-1995, § 8, 1995)

17.48.080. - Outdoor storage and buffering.

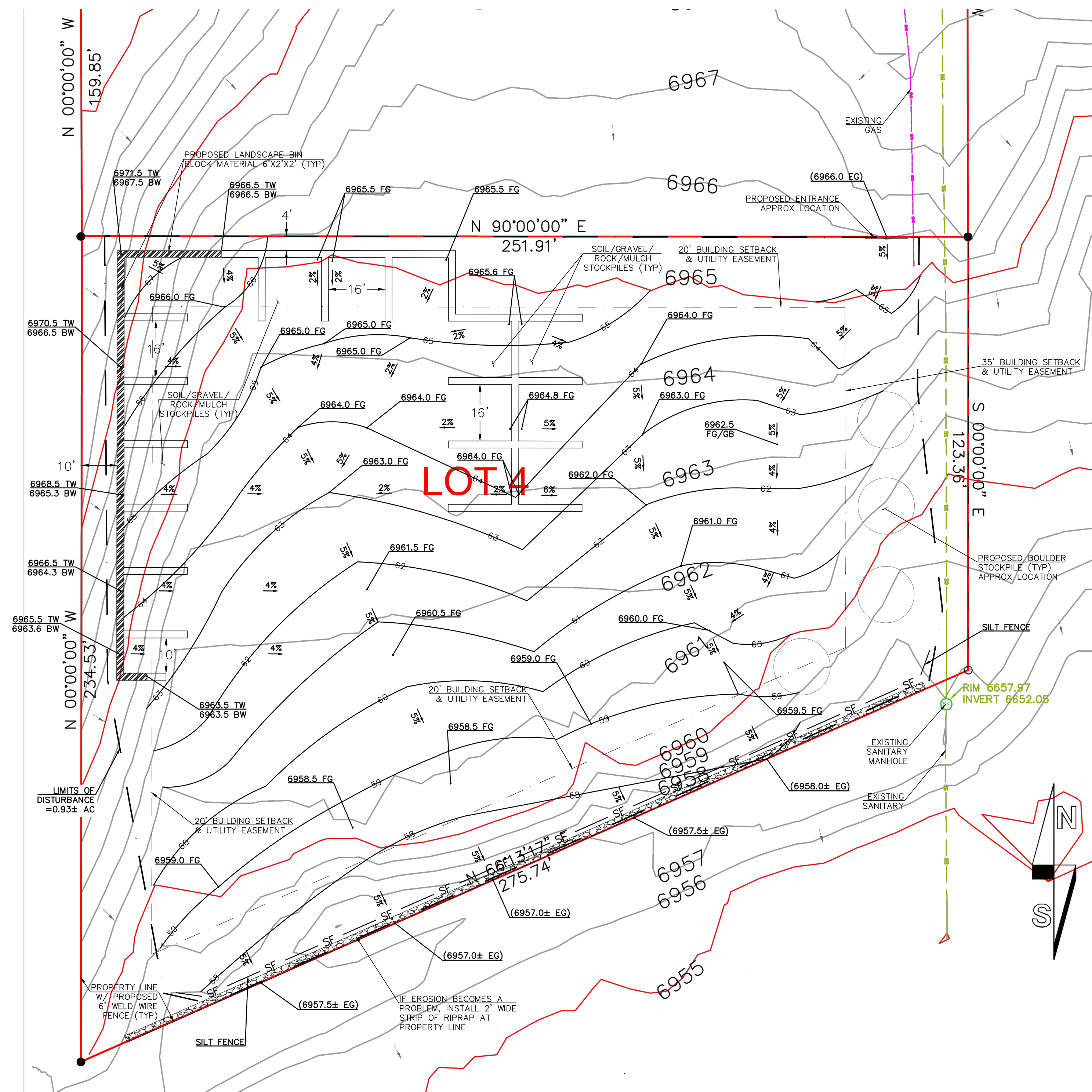
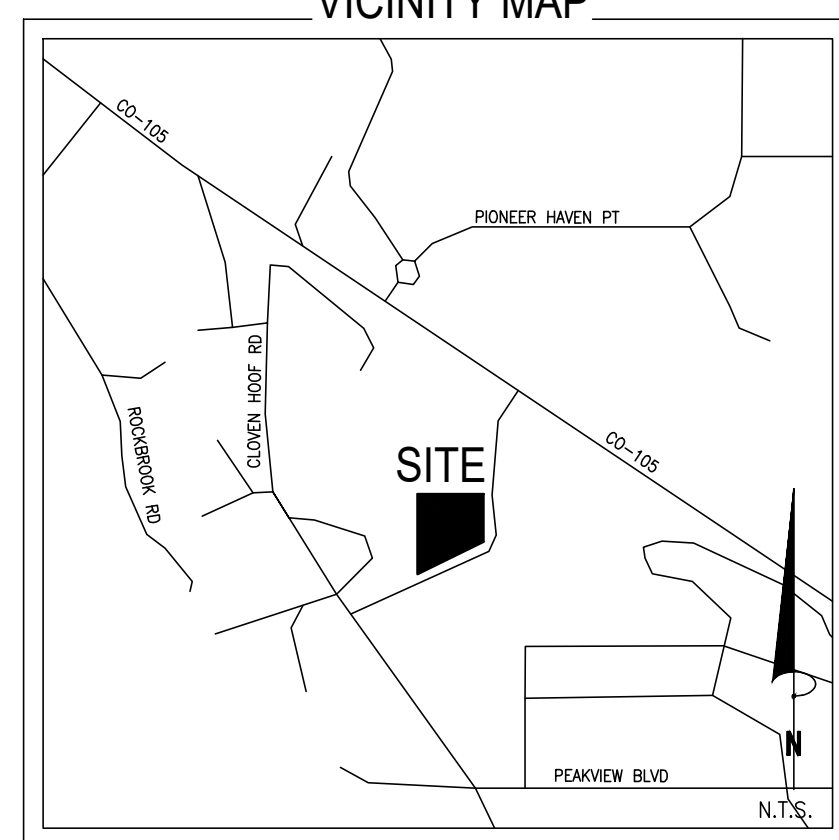
All outdoor storage must be screened from view by landscaping or fences. Landscaping and/or buffering must also be provided between commercial and residential areas.

(Code 1973, § 17.37.080; Ord. No. 4-1995, § 9, 1995)

GRADING LEGEND

	EXISTING CONTOURS - MINOR
	EXISTING CONTOURS - MAJOR
	PROP CONTOURS - MINOR
	PROP CONTOURS - MAJOR
	PROPERTY LINE
	PROP FLOW
	EXISTING EASEMENT
6961.00 FG	PROP FINISHED GRADE
	EXISTING FLOW
	LIMITS OF DISTURBANCE
	PROP RETAINING WALL
	EXISTING SETBACK
(7361.00 EG)	EXISTING GRADE
6961.00 BW	FINISHED GRADE AT BOTTOM OF WALL
6961.00 TW	TOP OF WALL GRADE

VICINITY MAP



SITE DATA:

- 1) ZONING = N/A
- 2) TAX SCHEDULE NO.: 71090-01-013
- 3) TOTAL LOT ACREAGE = 1.04
- 4) SETBACKS: FRONT: 35', SIDE: 20', REAR: 20'
- 5) AVERAGE SLOPE OF SITE: 6%
- 6) LIMITS OF DISTURBANCE ACREAGE: 0.93

PROPERTY DESCRIPTION:

Lots 4, Illumination Point Subdivision in the
City of Palmer Lake, El Paso County, Colorado.

PROPERTY OWNER:

Illumination Point LLC
650 Illumination Point
Palmer Lake, CO 80133

ADDRESS:

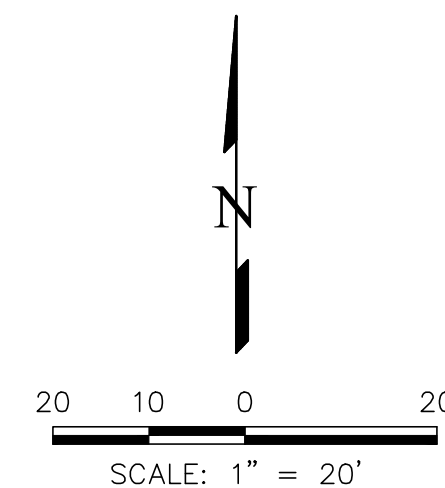
650 Illumination Point, Palmer Lake, CO 80133

NOTES:

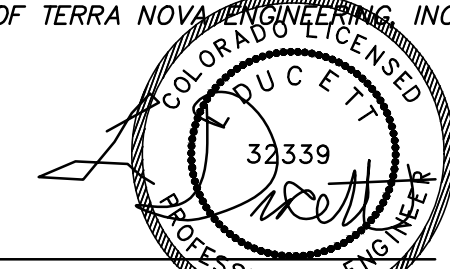
DURING CONSTRUCTION AND AT ALL TIMES THEREAFTER, PARTICULARLY PRIOR TO THE ESTABLISHMENT OF VEGETATION, ALL DISTURBED AREAS NOT COVERED BY STRUCTURES, DRIVEWAY OR OTHER HARD SURFACES SHALL BE PROTECTED FROM EROSION.

ALL DISTURBED AREAS SHALL BE VEGETATED WITH
EROSION CONTROL GRASSES, SHRUBS AND/OR TREES.

ALL REQUIRED LANDSCAPING INCLUDING REVEGETATION AND RETAINING WALLS SHALL BE CONSTRUCTED AND/OR INSTALLED PRIOR TO OCCUPANCY OF THE PREMISES EXCEPT AS PROVIDED IN SECTION 17.50.100(C). (ORD. 3-1989, §1, 1989; ORD. 2-1986, §6, 1986)



THIS DESIGN WAS PREPARED UNDER MY DIRECT SUPERVISION
FOR AND ON BEHALF OF TERRA NOVA ENGINEERING, INC.



L DUCETT, PROFESSIONAL ENGINEER
COLORADO P.E. NO. 32339

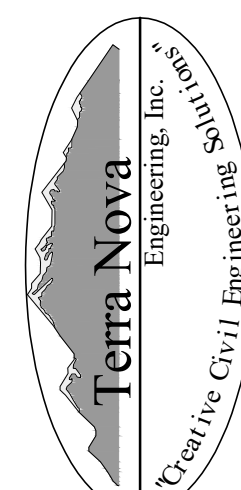
2/14/2024

[illegible]

UNTIL SUCH TIME AS THESE
DRAWINGS ARE APPROVED
BY THE APPROPRIATE
REVIEWING AGENCIES,
TERRA NOVA ENGINEERING,
INC. APPROVES THEIR USE
ONLY FOR THE
PURPOSES DESIGNATED BY
WRITTEN AUTHORIZATION.

PREPARED FOR:
JARED WHITELEY
ATTN:

(719) 313-9577



721 S. 23RD STREET
COLORADO SPRINGS, CO 80904
OFFICE: 719-635-6422
FAX: 719-635-6426
www.tnesinc.com

650 ILLUMINATION POINT

GRADING PLAN

DESIGNED BY	JF
DRAWN BY	JF
CHECKED BY	LD
H-SCALE	AS SHOWN
V-SCALE	N/A
JOB NO.	2405.00
DATE ISSUED	2/14/24
SHEET NO.	1 OF 1



ENVIRONMENTALLY FRIENDLY DUST CONTROL

FOR CONSTRUCTION, TRANSPORTATION, AND RENEWABLE ENERGY DEVELOPMENT

DustRX Hydro is specifically formulated for application using both watering trucks and hydroseeding equipment providing you a way to extend your season and offer more services.

This USDA Certified Biobased Product offers an environmentally friendly solution to fugitive dust control. Profile Products' soil health experts took an agronomic approach to create a formula that doesn't degrade soils, impede vegetation or introduce synthetic polymers to the environment, all while eliminating challenges in the loading, mixing and application process.

DustRX Hydro offers a dust suppression solution for construction sites, unpaved light-traffic roads, parking lots and recreational venues. Free of solvents and chlorides, DustRX Hydro is non-corrosive on hydroseeding equipment and water trucks.



- Maintains soil and vegetation health
- Environmentally friendly
- 100% Biodegradable and Non-toxic
- Water Truck or Hydroseeder-applied formulation
- Water Soluble
- Optimal Bonding and Elasticity when applied to fine materials
- Effective at high dilution rates



Solutions for your Environment®





DustRX Hydro represents a groundbreaking, environmentally friendly dust control solution that is entirely biodegradable and engineered for utilization in conventional water trucks and hydroseeders. The fine particles are coated with a proprietary agent that briefly delays the hydration process upon introduction into the water tank. This unique feature ensures that the product disperses uniformly in water before becoming a soluble, yielding a seamless, clump-free mixture ideal for a variety of dust control applications.

Agronomic Solution

Setting out to develop a temporary solution to fugitive dust, Profile Products created an agronomically and environmentally responsible formulation. Unlike salt-based or synthetic polymer alternatives, DustRX Hydro does not degrade soil, adversely affect surrounding vegetation, or introduce synthetic polymers to the jobsite.

Dust Suppression Performance

With greater functional longevity than traditional watering practices, you benefit from reduced water usage and fuel consumption on the jobsite. Experience cost savings on construction sites, maintenance roads, mining and energy development sites. DustRX Hydro is also a great solution for recreational venues, fair sites and equine arenas.

Ease of Application

DustRX Hydro is specifically formulated for use in watering trucks and hydroseeders. Spray from the hydroseeder tower or hose without fear of clumping, fisheyes or corrosive wear on equipment.

Formulated with a temporary dye, gain visibility of your coverage when applying. This helps installers to ensure uniform coverage and avoid over-application inefficiencies. See where the products is applied – then watch the color fade away and become a clear dust control solution as it dries.

Fugitive dust on jobsites can increase maintenance costs, decrease productivity and adversely affect the health of workers and the surrounding community. By controlling dust, contractors, mine, and transport operators can better meet environmental, regulatory and community requirements and reduce profit loss on projects.

PHYSICAL CHARACTERISTICS

Toxicity	Non-toxic
Application Color	Green on application; fades to clear
Solubility	Water Soluble
Compliance	PM2.5 and PM10 compliant

PACKAGING AND SHIPPING DATA

Bag Weight	50 lb [22.7 kg] Bags; 40 bags per pallet
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PHYSICAL DESCRIPTION

Moisture	6 – 11%
pH	7.5% +/- 1%

APPLICATION RATE

100 lbs/acre [112 kg / Hectare]	Dependent on soil composition and site condition
---------------------------------	--

MIXING RATE

Hydroseeder Application	50 lbs/1,000 gallons of water [22.7 kg/ 3,790 liters of water]
Water Truck Application	50 lbs/1,000 gallons of water [22.7 kg/ 3,790 liters of water]



Solutions for your Environment®

Phone: 800-545-1755
www.profileproducts.com

Profile Products LLC
22110 S. State Route 27 • Rockford, WA 99030

Profile is a registered trademark
of PROFILE Products LLC. Solutions

January 17, 2024

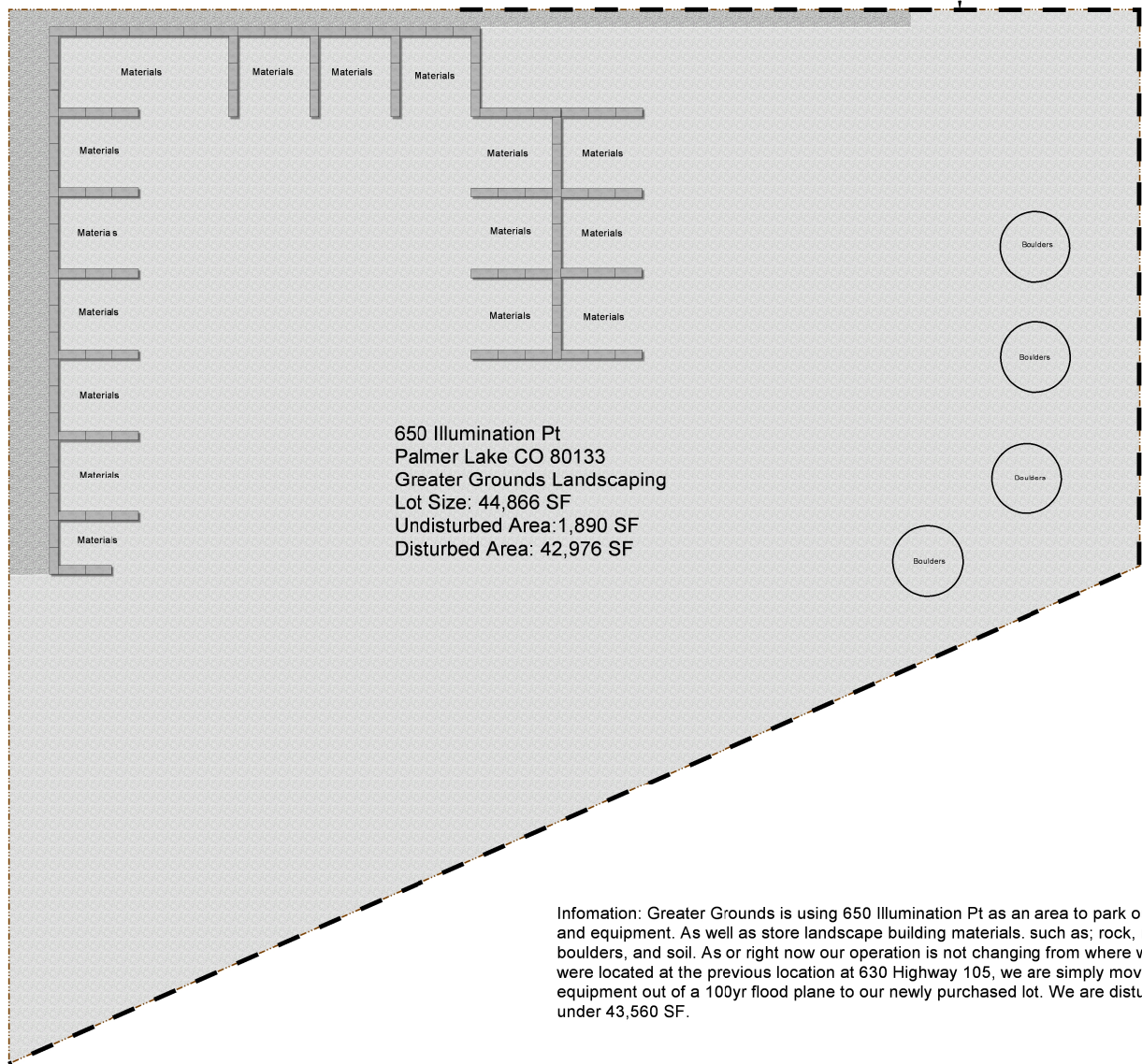
To: Palmer Lake Planning Commission

Re: Jared Whiteley
Greater Grounds owner

As a property owner adjoining the Greater Grounds Property, and having utilized their services, I believe their request to add additional services compatible with their existing business is a positive use of their property. I support approval of their request. This should also add a clean, non-polluting sales tax revenue source to the town of Palmer Lake.

Lynn E. Jack

18805 Clovenhoof Dr.
700 Highway 105
Palmer Lake, CO 80133
719-963-0342



Information: Greater Grounds is using 650 Illumination Pt as an area to park our trucks and equipment. As well as store landscape building materials. such as; rock, mulch boulders, and soil. As or right now our operation is not changing from where we were located at the previous location at 630 Highway 105, we are simply moving our equipment out of a 100yr flood plane to our newly purchased lot. We are disturbing under 43,560 SF.

Proposed Fence - 6' weld wire fence w/ screening



Landscape bin block material 6'x2'x2'



Pickup Dust Control w/ hose reel



This document and the plan contained within are the intellectual property of Greater Grounds Landscaping LLC. Unauthorized distribution or use of this plan for the purposes of construction or estimates by any person or entity other than Greater Grounds Landscaping LLC, is strictly prohibited. Limited use of this work for educational or research purposes is allowed as long as all work is properly attributed to Greater Grounds Landscaping or its Designers. Any violation of the above terms will be considered a copyright infringement and legal action will be taken to recover any and all lost revenue from that infringement.

**GREATER
GROUND**
LANDSCAPING

Greater Grounds Landscaping
630 Highway 105 Palmer Lake, CO 80133
719-313-9577
jared@greatergroundslc.com

Design by:
Jared Whiteley

650 Illumination Pt
Palmer Lake CO 80133
Greater Grounds Land

To Whom it May Concern,

I am writing in support of the Greater Grounds Landscaping Rock Yard.

Our 7 acre horse pasture on Clovenhoof Drive adjoins the Greater Grounds Property. We have owned the property for almost 4 years and during this time, Greater Grounds Landscaping has been a great neighbor. Their property has always been kept up very well and is always clean. Whenever we had any concerns about their work or their trucks parking near our fence line, they were immediately willing to do the neighborly thing.

The new landscape yard they've constructed looks great. I can't think of a single reason not to support their new yard.

Please feel free to contact me with any questions.

Joe Polonsky
719-325-6014

**TUCKER ENTERPRISES, LLC**

PO Box 1843, Monument, CO 80132 719-439-0844 or 719-439-0845

January 5, 2024

To Whom This May Concern,

We are writing this letter of recommendation for Greater Grounds Landscaping, LLC, owner, Jared Whitley, in regards to the land he owns adjacent from our Illumination Point Building, also know as lot 1, located at 636 Highway 105, Palmer Lake, CO 80133.

We do not have any issues with the work he is doing or plans to do on his newly procured land. He is a responsible person and business owner and is very consciences and considerate of all other land owners adjacent to his lot. As our tenant as well, he shows great responsibility and conducts his business in an orderly, functioning, and professional manner.

Sincerely,

Michael & Lynnette Tucker
Owners
Tucker Enterprises, LLC

GREATER GRUNDS LANDSCAPING

Item 2.

Lot Address: 650 Illumination Point, Palmer Lake CO 80133

Dust Control:

- Applying Dust R/X Hydro as need to mitigate dust from blowing
- Dedicated pickup mounted water truck to apply to ground as needed incase of last-minute dust control measures are needed

Screening:

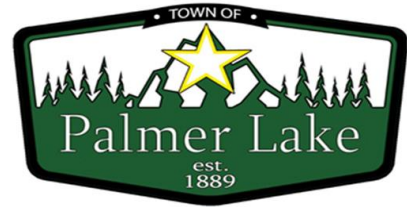
- 6' weld wire fence will have privacy screen
- After CDOT replaces removed trees along Hwy 105, possibly planting more trees on Tucker Enterprises property to provide additional screening

Traffic:

- Work with CDOT on placing a "trucks turning" sign on the 105-hill descending to the illumination pointe entrance
- Dedicated roadway entrance/exit will be from Illumination Pointe
- Traffic is projected to increase approx. 15-25 vehicles a day.

Fit for the zone:

- Zoning states "building materials"
- What is being sold, falls under the definition of building materials/building supplies
- Providing competitively priced landscape materials for the Town and citizens of Palmer Lake



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

DATE: March 2024	ITEM NO.	SUBJECT: Consider Recommendation on Conditional Use Permit in C2 Zone, Landscape Yard, Illumination Point - Hwy 105
Presented by: Town Administrator /Clerk		

Background

Greater Grounds purchased a lot at the Illumination Point site. It is in a C2 zone district, found here - https://library.municode.com/co/palmer_lake/codes/code_of_ordinances?nodeId=COOR_TIT17ZO_CH17.48C2GEBUCOZO

The C2 zone does not specify outside storage (found in the M1 zone); however, with approval of a conditional use permit, can operate as requested.

The owner has been cooperative in completing the process to request a conditional use permit for a landscape yard including the outdoor storage of material. Additionally, the landowner is working on a land use application for the site improvement.

At the January meeting, the PC approved to continue the hearing to March for the following –

MOTION (Miner, Hutson) to continue the hearing for the applicant to bring back a site plan showing appropriate screening from Hwy 105 and residential areas of the landscape material, a designated roadway to the business, a fit to the zone district, and a detailed dust control plan for the March meeting.

Enclosed in the packet is the material received by Mr. Whiteley.

A memo from the town stormwater consultant is forthcoming. I will distribute a copy to the Commission members upon receipt and add to the packet.


Recommended Action

Consider a recommendation to the Board of Trustees for conditional use in a C2 zone as requested.



DATE: March 18, 2024

TO: Dawn Collins, Town Administrator/Clerk

FROM: John B. Chavez 

CC: Mark Morton (GMS Engineering)

RE: Greater Grounds Initial Plan Submittal Review

On March 13, 2024, I received via email a group of six (6) documents provided by Jared Whitely, Operations Manager of Greater Grounds Landscaping, located at 650 Illumination Pointe, Palmer Lake, Colorado 80133. The documents were submitted to the Town for consideration at the Town of Palmer Lake Planning Commission meeting to be held on March 22, 2024.

The following documents were reviewed:

- 1) GG Grading-Site Plan (1).pdf
- 2) Greater Grounds Landscape Material – Site Plan.pdf
- 3) 2024_DustRX_Hydro Brochure Sheet.pdf
- 4) GG Reference – 01.pdf
- 5) GG Reference – 02.pdf
- 6) GG Reference – 03.0df

No comments are provided on documents 4,5, and 6.

Background

On November 16, 2023, I was called to respond to a complaint of land disturbances occurring at 640 Illumination Pointe. The complaint was that land disturbing activities were occurring without the appropriate permitting. Upon arriving at the location and investigation of the complaint I observed land disturbing activities had recently occurred at 650 Illumination Pointe. At that time I learned that Greater Grounds had created a landscaping storage yard at 650 Illumination Pointe. The site had landscaping materials and equipment located on site. Most site grading was completed. No land use permit approvals had been issued by the Town of Palmer Lake.

GG Grading Site Plan (1)

A one (1) page grading plan was developed under the professional engineer stamp of L. Ducett, Colorado P.E. No. 32339. The stamped plans are dated 2/14/24.

The grading plan is significantly inadequate and does not contain most of the elements required by Town of Palmer Lake criteria. There are too many items missing to list out. Checklists are provided with these comments, which the applicant can use to direct the engineer to develop a complete and adequate Grading and Erosion Control Plan.

The grading plan should be noted that it is for “illustration purposes” only. Based on the photos taken of the site on November 16, 2023, there was no indication that any of the sediment and erosion control measures identified in the provided plan were used during the grading of the site. Please see attached photos.

Greater Grounds Landscape Material – Site Plan

This one page document provides a graphic representation of the site. The site plan contains a note which states the lot size is 44,866 SF; the disturbed area is 42,976 SF; and the undisturbed area is 1,890 SF. An additional note is provided that states, “We are disturbing under 43,560 SF.”

Although the total disturbed area of the site is slightly under one (1) acre in size (i.e. 0.98 acres), the parcel is part of a common development site that will be disturbing more than one (1) acre of land. Therefore the Greater Grounds site is an applicable construction activity and an applicable development site as defined in Title 17.68.030 and Title 16.08.010 of Palmer Lake municipal code, respectively.

2024_DustRX_Hydro Brochure Sheet

This two page document is a manufacturer's specification sheet for a dust control product. I believe this document was provided to satisfy the Planning Commission's requirement to submit a dust control plan. This document should be an attachment or appendix to a dust control plan. By itself it does not contain the required elements of a standard dust control plan.

Conclusion

The documents provided do not constitute a complete submittal. A complete submittal for an applicable construction activity and an applicable development site includes the following documents:

- Land Use Application New Construction
- Grading and Erosion Control Plan
- Stormwater Management Plan

Two additional checklists are provided, which the applicant may use to determine if exemptions to the definitions of applicable construction activity and applicable development site may apply to this site. The engineer of record should complete and certify the two applicability checklist and provide them for review with the second submittal.

GREATER GROUNDS INSPECTION PHOTOS



Figure 1. Northeast property corner, looking south down east property line. No stormwater control measures in use.



Figure 2. Northeast property corner looking southwest.



Figure 3. Overview of storage area.



Figure 4. North of property line looking southeast.



GRADING AND EROSION CONTROL PLAN CHECKLIST

Revised: May 5, 2021

PROJECT NAME:		Date:	
1. GRADING AND EROSION CONTROL PLAN		Yes	No
a	Vicinity map.		
b	Adjacent city/town/jurisdictional boundaries, subdivision names, and property parcel numbers labeled.		
c	North arrow and acceptable scale (1"=20' to 1"=100').		
d	Legend for all symbols used in the plan.		
e	Existing and proposed property lines. Proposed subdivision boundary for subdivision projects.		
f	All existing structures.		
g	All existing utilities.		
h	Construction site boundaries.		
i	Existing vegetation (notes are acceptable in cases where there is no notable vegetation, only grasses/weeds, or site has already been stripped).		
j	FEMA 100-yr floodplain.		
k	Existing and proposed water courses including springs, streams, wetlands, detention ponds, stormwater quality structures, roadside ditches, irrigation ditches and other water surfaces. Show maintenance of pre-existing vegetation within 50 feet of a receiving water.		
l	Existing and proposed contours 2 feet or less (except for hillside).		
m	Limits of disturbance delineating all anticipated areas of soil disturbance.		
n	Identify and protect areas outside of the construction site boundary with existing fencing, construction fencing or other methods as appropriate.		
o	Offsite grading clearly shown and called out.		
p	Areas of cut and fill identified.		
q	Conclusions from soils/geotechnical report and geologic hazards report incorporated in grading design (slopes, embankments, materials, mitigation, etc.)		
r	Proposed slopes steeper than 3:1 with top and toe of slope delineated. Erosion control blanketing or other protective covering required.		
s	Stormwater flow direction arrows.		
t	Location of any dedicated asphalt / concrete batch plants.		
u	Areas used for staging, storage of building materials, soils (stockpiles) or wastes. The use of construction office trailers requires PCD permitting.		
v	All proposed temporary construction control measures, structural and non-structural. Temporary construction control measures shall be identified by phase of implementation to include "initial," "interim," and "final" or shown on separate phased maps identifying each phase.		
w	Vehicle tracking provided at all construction entrances/exits. Construction fencing, barricades, and/or signage provided at access points not to be used for construction.		



x	Temporary sediment ponds provided for disturbed drainage areas greater than 1 acre.		
y	Dewatering operations to include locations of diversion, pump and discharge(s) as anticipated at time of design.		
z	All proposed temporary construction control measure details. Custom or other jurisdiction's details used must meet or exceed EPC standards.		
aa	Any offsite stormwater control measure proposed for use by the project and not under the direct control or ownership of the Owner or Operator.		
bb	Existing and proposed permanent storm water management facilities, including areas proposed for stormwater infiltration or subsurface detention.		
cc	Existing and proposed easements (permanent and construction) including required off site easements.		
dd	Retaining walls (not to be located in Town ROW unless approved via license agreement). Design by P.E. and building permit from Regional Building Department required for walls greater than or equal to 4 feet in height, series of walls, or walls supporting a surcharge.		
ee	Plan certified by a Colorado Registered P.E., with EPC standard signature blocks for Engineer, Owner and EPC.		
ff	<p>Engineer's Statement (for standalone GEC Plan): This Grading and Erosion Control Plan was prepared under my direction and supervision and is correct to the best of my knowledge and belief. Said Plan has been prepared according to the criteria established by the Town for Grading and Erosion Control Plans. I accept responsibility for any liability caused by any negligent acts, errors or omissions on my part in preparing this plan.</p> <p>_____ Engineer of Record Signature Date</p>		
gg	<p>Engineer's Statement (for GEC Plan within Construction Drawing set): These detailed plans and specifications were prepared under my direction and supervision. Said plans and specifications have been prepared according to the criteria established by the Town for detailed roadway, drainage, grading and erosion control plans and specifications, and said plans and specifications are in conformity with applicable master drainage plans and master transportation plans. Said plans and specifications meet the purposes for which the particular roadway and drainage facilities are designed and are correct to the best of my knowledge and belief. I accept responsibility for any liability caused by any negligent acts, errors or omissions on my part in preparation of these detailed plans and specifications.</p> <p>_____ Engineer of Record Signature Date</p>		
hh	<p>Owner's Statement (for standalone GEC Plan): I, the owner/developer have read and will comply with the requirements of the Grading and Erosion Control Plan.</p> <p>_____ Owner Signature Date</p>		



ii	<p>Owner's Statement (for GEC Plan within Construction Drawing set):</p> <p>I, the owner/developer have read and will comply with the requirements of the grading and erosion control plan and all of the requirements specified in these detailed plans and specifications.</p> <hr/> <p>Owner Signature _____ Date _____</p>		
jj	<p>Town of Palmer Lake (standalone GEC Plan):</p> <p>Town plan review is provided only for general conformance with Town Design Criteria. The Town is not responsible for the accuracy and adequacy of the design, dimensions, and/ or elevations which shall be confirmed at the job site. The Town through the approval of this document assumes no responsibility for completeness and/ or accuracy of this document. Filed in accordance with the requirements of the Town of Palmer Lake Municipal Code, Drainage Criteria Manual Volumes 1 and 2, and Engineering Criteria Manual, as amended.</p> <p>In accordance with ECM Section 1.12, these construction documents will be valid for construction for a period of 2 years from the date signed by the Town of Palmer Lake Engineer. If construction has not started within those 2 years, the plans will need to be resubmitted for approval, including payment of review fees at the Planning and Community Development Director's discretion.</p> <hr/> <p>Town Project Engineer Signature _____ Date _____</p>		

2. ADDITIONAL REPORTS/PERMITS/DOCUMENTS

a	Soils report / geotechnical investigation as appropriate for grading/utilities/drainage/road construction.		
b	Use Agreement/easement between the Owner or Operator and other third party for use of all offsite grading or stormwater control measures, used by the owner or operator but not under their direct control or ownership.		
c	Floodplain Development Permit		
d	USACE 404/wetlands permit/mitigation plan		
e	FEMA CLOMR		
f	State Engineer's permit/Notice Of Intent to Construct		
g	Stormwater Management Plan (SWMP)		
h	Financial Assurance Estimate (FAE) (signed)		
i	Erosion and Stormwater Quality Control Permit (ESQCP) (signed)		
j	Pre-Development Site Grading Acknowledgement and Right of Access Form (signed)		
k	Conditions of Approval met?		

3. STANDARD NOTES FOR TOWN OF PALMER LAKE GRADING AND EROSION CONTROL PLANS



1	Stormwater discharges from construction sites shall not cause or threaten to cause pollution, contamination, or degradation of State Waters. All work and earth disturbance shall be done in a manner that minimizes pollution of any on-site or off-site waters, including wetlands.		
2	Notwithstanding anything depicted in these plans in words or graphic representation, all design and construction related to roads, storm drainage and erosion control shall conform to the standards and requirements of the most recent version of the relevant adopted Town of Palmer Lake standards, including the Town of Palmer Lake Municipal Code, the Engineering Criteria Manual, the Drainage Criteria Manual, and the Drainage Criteria Manual Volume 2. Any deviations from regulations and standards must be requested, and approved, in writing.		
3	A separate Stormwater Management Plan (SMWP) for this project shall be completed and an Land Use Permit issued prior to commencing construction. Management of the SWMP during construction is the responsibility of the designated Qualified Stormwater Manager or Certified Erosion Control Inspector. The SWMP shall be located on site at all times during construction and shall be kept up to date with work progress and changes in the field.		
4	Once the Land Use Permit is approved and a "Notice to Proceed" has been issued, the contractor may install the initial stage erosion and sediment control measures as indicated on the approved GEC. A Preconstruction Meeting between the contractor, engineer, and Town of Palmer Lake will be held prior to any construction. It is the responsibility of the applicant to coordinate the meeting time and place with Town staff.		
5	Control measures must be installed prior to commencement of activities that could contribute pollutants to stormwater. control measures for all slopes, channels, ditches, and disturbed land areas shall be installed immediately upon completion of the disturbance.		
6	All temporary sediment and erosion control measures shall be maintained and remain in effective operating condition until permanent soil erosion control measures are implemented and final stabilization is established. All persons engaged in land disturbance activities shall assess the adequacy of control measures at the site and identify if changes to those control measures are needed to ensure the continued effective performance of the control measures. All changes to temporary sediment and erosion control measures must be incorporated into the Stormwater Management Plan.		
7	Temporary stabilization shall be implemented on disturbed areas and stockpiles where ground disturbing construction activity has permanently ceased or temporarily ceased for longer than 14 days.		
8	Final stabilization must be implemented at all applicable construction sites. Final stabilization is achieved when all ground disturbing activities are complete and all disturbed areas either have a uniform vegetative cover with individual plant density of 70 percent of pre-disturbance levels established or equivalent permanent alternative stabilization method is implemented. All temporary sediment and erosion control measures shall be removed upon final stabilization and before permit closure.		
9	All permanent stormwater management facilities shall be installed as designed in the approved plans. Any proposed changes that effect the design or function of permanent stormwater management structures must be approved by the Town Engineer prior to implementation.		
10	Earth disturbances shall be conducted in such a manner so as to effectively minimize accelerated soil erosion and resulting sedimentation. All disturbances shall be designed, constructed, and completed so that the exposed area of any disturbed land shall be limited to the shortest practical period of time. Pre-existing vegetation shall be protected and maintained within 50 horizontal feet of a waters of the state unless shown to be infeasible and specifically requested and approved.		



11	Compaction of soil must be prevented in areas designated for infiltration control measures or where final stabilization will be achieved by vegetative cover. Areas designated for infiltration control measures shall also be protected from sedimentation during construction until final stabilization is achieved. If compaction prevention is not feasible due to site constraints, all areas designated for infiltration and vegetation control measures must be loosened prior to installation of the control measure(s).		
12	Any temporary or permanent facility designed and constructed for the conveyance of stormwater around, through, or from the earth disturbance area shall be a stabilized conveyance designed to minimize erosion and the discharge of sediment off site.		
13	Concrete wash water shall be contained and disposed of in accordance with the SWMP. No wash water shall be discharged to or allowed to enter State Waters, including any surface or subsurface storm drainage system or facilities. Concrete washouts shall not be located in an area where shallow groundwater may be present, or within 50 feet of a surface water body, creek or stream.		
14	During dewatering operations of uncontaminated ground water may be discharged on site, but shall not leave the site in the form of surface runoff unless an approved State dewatering permit is in place.		
15	Erosion control blanketing or other protective covering shall be used on slopes steeper than 3:1.		
16	Contractor shall be responsible for the removal of all wastes from the construction site for disposal in accordance with local and State regulatory requirements. No construction debris, tree slash, building material wastes or unused building materials shall be buried, dumped, or discharged at the site.		
17	Waste materials shall not be temporarily placed or stored in the street, alley, or other public way, unless in accordance with an approved Traffic Control Plan. control measures may be required by Town of Palmer Lake Engineering if deemed necessary, based on specific conditions and circumstances.		
18	Tracking of soils and construction debris off-site shall be minimized. Materials tracked off-site shall be cleaned up and properly disposed of immediately.		
19	The owner/developer shall be responsible for the removal of all construction debris, dirt, trash, rock, sediment, soil, and sand that may accumulate in roads, storm drains and other drainage conveyance systems and stormwater appurtenances as a result of site development.		
20	The quantity of materials stored on the project site shall be limited, as much as practical, to that quantity required to perform the work in an orderly sequence. All materials stored on-site shall be stored in a neat, orderly manner, in their original containers, with original manufacturer's labels.		
21	No chemical(s) having the potential to be released in stormwater are to be stored or used onsite unless permission for the use of such chemical(s) is granted in writing by the ECM Administrator. In granting approval for the use of such chemical(s), special conditions and monitoring may be required.		
22	Bulk storage of allowed petroleum products or other allowed liquid chemicals in excess of 55 gallons shall require adequate secondary containment protection to contain all spills onsite and to prevent any spilled materials from entering State Waters, any surface or subsurface storm drainage system or other facilities.		
23	No person shall cause the impediment of stormwater flow in the curb and gutter or ditch except with approved sediment control measures.		



24	Owner/developer and their agents shall comply with the “Colorado Water Quality Control Act” (Title 25, Article 8, CRS), and the “Clean Water Act” (33 USC 1344), in addition to the requirements of the Land Development Code, DCM Volume II and the ECM Appendix I. All appropriate permits must be obtained by the contractor prior to construction (1041, NPDES, Floodplain, 404, fugitive dust, etc.). In the event of conflicts between these requirements and other laws, rules, or regulations of other Federal, State, local, or County agencies, the most restrictive laws, rules, or regulations shall apply.		
25	All construction traffic must enter/exit the site only at approved construction access points.		
26	Prior to construction the permittee shall verify the location of existing utilities.		
27	A water source shall be available on site during earthwork operations and shall be utilized as required to minimize dust from earthwork equipment and wind.		
28	The soils report for this site has been prepared by _____ and shall be considered a part of these plans.		
29	At least ten (10) days prior to the anticipated start of construction, for projects that will disturb one (1) acre or more, the owner or operator of construction activity shall submit a permit application for stormwater discharge to the Colorado Department of Public Health and Environment, Water Quality Division. The application contains certification of completion of a stormwater management plan (SWMP), of which this Grading and Erosion Control Plan may be a part. For information or application materials contact: Colorado Department of Public Health and Environment Water Quality Control Division WQCD – Permits 4300 Cherry Creek Drive South Denver, CO 80246-1530 Attn: Permits Unit		

4. Applicant Comments:

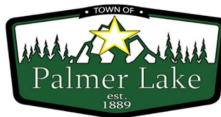
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5. Checklist Review Certifications:

a	<p>Engineer of Record:</p> <p>The Grading and Erosion Control Plan was prepared under my direction and supervision and is complete and correct to the best of my knowledge and belief. Said Plan has been prepared according to the criteria established by the Town for Grading and Erosion Control Plans.</p> <p>_____</p> <p>Engineer of Record Signature Date</p>		
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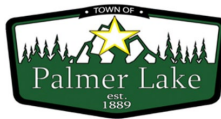
b	<p>Town Engineer: The Grading and Erosion Control Plan was reviewed and found to meet the checklist requirements except where otherwise noted or allowed by an approved deviation request.</p> <p>_____ Town Engineer</p> <p>_____ Date</p>		
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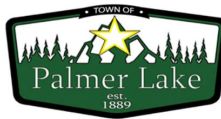
STORMWATER MANAGEMENT PLAN CHECKLIST

Revised: November 2021

PROJECT NAME:		DATE:	
STORMWATER MANAGEMENT PLAN (SWMP)			
		Yes	No
1	Applicant (owner/designated operator), SWMP Preparer, Qualified Stormwater Manager, and Contractor Information. (On cover/title sheet)		
2	Table of Contents		
3	Site description and location to include: vicinity map with nearest street/crossroads description.		
4	Narrative description of construction activities proposed (e.g., may include clearing and grubbing, temporary stabilization, road grading, utility / storm installation, final grading, final stabilization, and removal of temporary control measures)		
5	Phasing plan – may require separate drawings indicating initial, interim, and final site phases for larger projects. Provide “living maps” that can be revised in the field as conditions dictate.		
6	Proposed sequence for major activities: Provide a construction schedule of anticipated starting and completion dates for each stage of land-disturbing activity depicting conservation measures anticipated, including the expected date on which the final stabilization will be completed.		
7	Estimates of the total site area and area to undergo disturbance; current area of disturbance must be updated on the SWMP as changes occur.		
8	Soil erosion potential and impacts on discharge that includes a summary of the data used to determine soil erosion potential		
9	A description of existing vegetation at the site and percent ground cover and method used to determine ground cover		
10	Location and description of all potential pollution sources including but not limited to: disturbed and stored soils; vehicle tracking; management of contaminated soils; loading and unloading operations; outdoor storage of materials; vehicle and equipment maintenance and fueling; significant dust generating process; routine maintenance activities involving fertilizers, pesticides, herbicides, detergents, fuels, solvents, oils, etc.; on-site waste management; concrete truck/equipment washing; dedicated asphalt, concrete batch plants and masonry mixing stations; non-industrial waste such as trash and portable toilets		
11	Material handling to include spill prevention and response plan and procedures.		
12	Spill prevention and pollution controls for dedicated batch plants		
13	Other SW pollutant control measures to include waste disposal and off site soil tracking		
14	Location and description of any anticipated allowable non-stormwater discharge (ground water, springs, irrigation, discharge covered by CDPHE Low Risk Guidance, etc.)		
15	Name(s) of ultimate receiving waters; size, type and location of stormwater outfall or storm sewer system discharge		
16	Description of all stream crossings located within the project area or statement that no streams cross the project area		
17	SWMP Map to include:		
17a	construction site boundaries		



17b	flow arrows to depict stormwater flow directions		
17c	all areas of disturbance		
17d	areas of cut and fill		
17e	areas used for storage of building materials, soils (stockpiles) or wastes		
17f	location of any dedicated asphalt / concrete batch plants		
17g	location of all structural control measures		
17h	location of all non-structural control measures		
17i	springs, streams, wetlands and other surface waters, including areas that require maintenance of pre-existing vegetation within 50 feet of a receiving water		
18	Narrative description of all structural control measures to be used. Modifications to EPC standard control measures must meet or exceed County-approved details.		
19	Description of all non-structural control measures to be used including seeding, mulching, protection of existing vegetation, site watering, sod placement, etc.		
20	Technical drawing details for all control measure installation and maintenance; custom or other jurisdiction's details used must meet or exceed EPC standards		
21	Procedure describing how the SWMP is to be revised		
22	Description of Final Stabilization and Long-term Stormwater Quality (describe nonstructural and structural measures to control SW pollutants after construction operations have been completed, including detention, water quality control measure etc.)		
23	Specification that final vegetative cover density is to be 70% of pre-disturbed levels		
24	Outline of permit holder inspection procedures to install, maintain, and effectively operate control measures to manage erosion and sediment		
25	Record keeping procedures identified to include signature on inspection logs and location of SWMP records on-site		
26	If this project relies on control measures owned or operated by another entity, a documented agreement must be included in the SWMP that identifies location, installation and design specifications, and maintenance requirements and responsibility of the control measure(s).		
	Please note: all items above must be addressed. If not applicable, explain why, simply identifying "not applicable" will not satisfy CDPHE requirement of explanation.		
2. <u>ADDITIONAL REPORTS/PERMITS/DOCUMENTS</u>			
a	Grading and Erosion Control Plan (signed)		
b	Land Use Permit (signed)		
3. <u>Applicant Comments:</u>			
a			
4. <u>Checklist Review Certifications:</u>			



a	<p>Engineer of Record: The Stormwater Management Plan was prepared under my direction and supervision and is correct to the best of my knowledge and belief. Said Plan has been prepared according to the criteria established by the County and State for Stormwater Management Plans.</p> <p>_____ Engineer of Record Signature Date</p>		
b	<p>Town Engineer: The Stormwater Management Plan was reviewed and found to meet the checklist requirements except where otherwise noted or allowed by an approved deviation request.</p> <p>_____ Town Engineer Date</p>		

Stormwater Permit Applicability Evaluation Form

This form is to be completed by the applicant. It will be used by Town of Palmer Lake Engineer to determine and document when a proposed construction project is an “applicable construction activity,” and if any exclusions to permitting apply. Save completed form in project file.

Part I. Project Information	
Project Name:	Project Owner:
Project Location:	Project Number:
Project Description:	

Part II. Determination of Applicable Construction Activities (Refer to Part I.E.3 of MS4 Permit for definitions then check appropriate <i>Yes</i> or <i>No</i> boxes)			
Questions:	Yes	No	Notes:
1. Does project meet definition of Construction Activity in MS4 permit?			
2. Does the project disturb ≥ 1 acre of land?			
3. Is project part of a larger common plan of development?			
4. Does the project disturb < 1 acre of land but discharges to a sensitive area? (refer to ECM Table I-2 for guidance)			
5. Project is Applicable Construction Activity? If: “Yes” to all questions; or “Yes” to 1 and 2; or “Yes to 1 and 3; or “Yes” to 1 and 4.			

If Part II #5 is yes, then continue to Part III.

Part III. Evaluation of Stormwater Permit Exclusions (check <i>Yes</i> or <i>No</i> boxes)			
Questions:	Yes	No	Notes:
1. Does project qualify for R-Factor Waiver? (see requirements in permit, Part I.E.3.a.i (A)) Waiver application available here: https://www.colorado.gov/pacific/sites/default/files/RWAIVER%20app.pdf			If Yes, must submit waiver application to CDPHE for approval
2. Is project a large single-family residential lot, or agricultural zoned land larger than 2.5 acres with total site imperviousness ≤ 10 percent?			
3. Is project associated with oil and gas exploration, production, processing, treatment or transmission in Non-Urban Areas?			See MS4 permit Part I.E.3.a.i (C)
4. Do exclusions apply to this project? Check “Yes” if answered “Yes” to any question in this part.			

Part IV. Final Determination if Stormwater Permit Required

Questions:	Yes	No
Is project an Applicable Construction Activity?		
Do any exclusion apply to this project?		
<p>If project is an Applicable Construction Activity and no exclusion apply, the applicant must acquire Land Use Permit, develop a Grading and Erosion Control Plan, Stormwater Management Plan, and acquire CDPHE permit prior to beginning land disturbing activity</p> <p>An additional assessment must be completed using the Post-Construction Stormwater Management Applicability Evaluation. This form will determine whether project will be required to implement post-construction (permanent) stormwater control measure.</p> <p>If permit is not required, temporary sediment and erosion control measures must still be implemented.</p>		

Part V. Notes

I have performed the MS4 permit applicability evaluation for the project identified in Part 1 of this form. I have reviewed the project information and completed the form to the best of my knowledge.

Signature and Stamp of Engineer of Record

Date

Signature of Town of Palmer Lake Engineer

Date

Post Construction Stormwater Management Applicability Evaluation Form

This form is to be completed by the applicant. It will be used by the Town of Palmer Lake Engineer to evaluate applicable construction activities to determine if the activity(ies) meet the criteria for applicable development sites. Part II of the form is used to evaluate and document if a site is eligible for an exclusion to permanent stormwater quality management requirements. Part III of the form is used to identify and document which allowable control measure design standard is used for required structures. Please save completed form with project file.

Part I. Project Information	
Project Name:	Project Owner:
Project Location:	Project Number:
5. Project Description:	
If project is located within the Town of Palmer Lake MS4 Permit Area,	

Part II. Exclusion Evaluation: Determine if Post-Construction Stormwater Management exclusion criteria are met. Note: Questions A thru K directly correlate to the MS4 permit Part I.E.4.a.i (A) thru (K). If Yes, to any of the following questions, then mark Not Applicable in Part III, Question 2.				
Questions	Yes	No	Not Applicable	Notes:
A. Is this project a "Pavement Management Site" as defined in Permit Part I E.4.a.i. (A)?				This exclusion applies to "roadways" only. Areas used primarily for parking or access to parking are not included.
B. Is the project "Excluded Roadway Development"?				
• Does the site add less than 1 acre of paved area per mile?				
• Does the site add 8.25 feet or less of paved width at any location to the existing roadway?				
C. Does the project increase the width of the existing roadway by less than 2 times the existing width?				For redevelopment of existing roadways, only the area of the existing roadway is excluded from post-construction requirements when the site does not increase the width by two times or more. <i>This exclusion only excludes the original roadway area it does NOT apply to entire project.</i>
D. Is the project considered an aboveground and Underground Utilities activity?				Activity can NOT permanently alter the terrain, ground cover or drainage patterns from those present prior to the activity

E. Is the project considered a “Large Lot Single-Family Site”?				Must be a single-residential lot or agricultural zoned land, ≥ 2.5 acres per dwelling and total lot impervious area < 10 percent.
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Questions (cont'd)	Yes	No	Not Applicable	Notes
F. Do Non-Residential or Non-Commercial Infiltration Conditions exist? (Post-development surface conditions do not result in concentrated stormwater flow or surface water discharge during an 80 th percentile stormwater runoff event.)				Exclusion does not apply to residential or commercial sites for buildings. A site specific study is required and must show: rainfall and soil conditions; allowable slopes; surface conditions; and ratios of imperviousness area to pervious area.
G. Is the project land disturbance to Undeveloped Land where undeveloped land remains undeveloped following the activity?				Project must be on land with no human made structures such as buildings or pavement.
H. Is the project a Stream Stabilization Site?				Standalone stream stabilization projects are excluded.
I. Is the project a bike or pedestrian trail?				Bike lanes for roadways are not included in this exclusion, but may qualify if part of larger roadway activity is excluded in A, B or C above.
J. Is the project Oil and Gas Exploration?				Activities and facilities associated with oil and gas exploration are excluded.

Part III. Post Construction (Permanent) Stormwater Control Determination		
Questions	Yes	No
1. Is project an Applicable Construction Activity?		
2. Do any of the Exclusions (A-K in Part II) apply?		
<p>If the project is an Applicable Construction Activity and no Exclusions apply, then the site is an “Applicable Development Site” and Post-Construction (Permanent) Stormwater Management is required.</p> <p>Complete the applicable sections of Part IV below and then coordinate signatures for form and place in project file.</p> <p>If the project is not an Applicable Construction Activity, or Exclusion(s) apply then Post-Construction (Permanent) Stormwater Management is NOT required. Coordinate signatures for form and place in project file.</p>		

Part IV: Onsite PWQ Requirements, Documentation and Considerations	Yes	No
1. Check which Design Standard(s) the project will utilize. Standards align with Control Measure Requirements identified in the MS4 permit Part I.E.4.a.iv.		
A. Water Quality Capture Volume (WQCV) Standard		
B. Pollutant Removal/80% Total Suspended Solids Removal (TSS)		

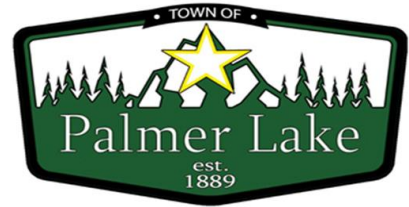
C. Runoff Reduction Standard		
D. Applicable Development Site Draining to a Regional WQCV Control Measure		
E. Applicable Development Site Draining to a Regional WQCV Facility		
F. Constrained Redevelopment Sites Standard		
G. Previous Permit Term Standard		
2. Will any of the project permanent stormwater control measure(s) be maintained by another MS4? If Yes, you must obtain a structure specific maintenance agreement with the other MS4 prior to advertisement.		
3. Will any of the project permanent stormwater control measures be maintained by a private entity or quasi-governmental agency (e.g. HOA or Special District, respectively)? If Yes, a Private Detention Basin/Stormwater Quality Best Management Practice Maintenance Agreement and Easement must be recorded with the Town of Palmer Lake Clerk and Recorder.		

Part V Notes (attach an additional sheet if you need more space)

Project design is complete to include the construction plans, drainage report, specifications, and maintenance and access agreements as required. The engineering, drainage considerations and information used to complete these documents is complete, true, and accurate to the best of my belief and knowledge.

Signature and Stamp of Engineer of Record

Date



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

DATE: March 2024	ITEM NO.	SUBJECT: Sign Permit Application for Mountain Paws Grooming
Presented by: Town Administrator /Clerk		

Background

The business owner will be represented to speak to this application. Note there are currently two window signs and an overhead sign that is requested.

The sign will be installed above the door on the metal framework with metal self tapping screws. The material of the sign is made out of double sided aluminum with a plastic middle core. This is typical for exterior signs.

Please consider the sign application for Mountain Paws Grooming.



42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133
Phone: (719) 481-2953
Fax: (719) 488-9305
www.townofpalmerlake.com

TOWN OFFICE USE ONLY

Date Received: 1/24 By: JK
Payment #: none Fee: \$100-
☐ Approved By: _____
☐ Denied Date: _____

2/21

TOWN OF PALMER LAKE SIGN PERMIT APPLICATION

The following application is pursuant to Municipal Code Chapter 14.50 and must be completed for all types of signage in the Town of Palmer Lake. The application fee is \$100.00, which includes a nonrefundable \$15.00 fee for application processing, regardless of approval, denial, or applicant withdrawal.

The following documents must be submitted for this application to be considered:

- ☐ Completed Sign Permit Application
- ☐ Applicable fees
- ☐ Sketch of sign, including colors, dimensions, wording, and specific location of sign

This application and all required associated documents shall be submitted to the Town of Palmer Lake prior to scheduling before the Planning Commission. The Planning Commission meets monthly on the third Wednesday. Submission of application does not guarantee approval.

Note: A minimum of 10 days is required to process this application.

APPLICANT/BUSINESS OWNER INFORMATION

Business Name/Owner: Mountain Paws Grooming LLC / Melissa Pogue

Phone: 719-322-8469 Email: m.shive@hotmail.com

Street Address: 628 CO-105 City: Palmer Lake State: CO Zip: 80133

Legal Address: Lot(s): _____ Block: _____ Subdivision: _____

Mailing Address (if different than physical location): 4060 Doolittle Rd.

City: Monument State: CO Zip: 80132

Applicant Name (if other than owner): _____

Phone: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip: _____

SIGN & FEE INFORMATION

The fee for this application is \$100.00. If requesting more than one sign, a separate application must be completed for each sign.

A sketch of the intended sign, including colors, dimensions, and location of the building or structure to which the sign will be attached, must be included with this application.

TYPE OF SIGN (check all that apply):

☐ Double-Faced
☐ Projecting

☐ Free-Standing
☒ Single-Faced

☐ Multi-Faced
☒ Wall-Mounted

SIGN CATEGORY (check all that apply):

☒ Business
☐ Marquee
☐ Temporary Sign

☐ Comprehensive Sign Plan
☐ Master Plan
☐ Other: _____

☐ Directory Sign
☐ PUD Sign

Sign Wording: Mountain Paws Grooming (Arround a pawprint)
(47" circle size)

Specific Location of Sign: Right above front door on store front.

Dimensions of Sign: L 47 x W circle x H _____ Dimensions of Sign Structure: L _____ x W _____ x H _____

Colors: Blue & white Materials: Alupanel

Will sign be illuminated? ☐ Yes ☒ No If yes, describe: _____

How will the sign be mounted/affixed? Bolting ~~into~~ it to iron
framework.

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS.

Melissa Pogue

Signature

Melissa Pogue

Printed Name

11/13/23

Date

TOWN OFFICE USE ONLY

Scheduled PC meeting date: _____





Dawn Collins

From: Melissa Shive <m.shive@hotmail.com>
Sent: Friday, March 15, 2024 8:19 AM
To: Dawn Collins
Subject: Re: Sign Permit

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Yes the window signs will stay. I'll see if my step dad might be able to be there but not sure if he would be much help with answering any question.

Sent from my iPhone

On Mar 14, 2024, at 7:00 PM, Dawn Collins <dawn@palmer-lake.org> wrote:

Can you tell me whether the window signs will also remain after the new sign is installed above the door?

Can anyone else be present to represent you?

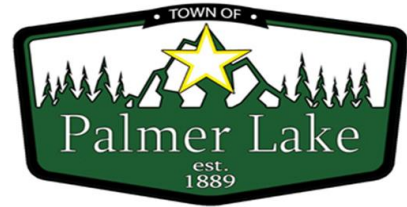
Thank you for this, it helps,

Dawn Collins
 Town of Palmer Lake

From: Melissa Shive <m.shive@hotmail.com>
Sent: Thursday, March 14, 2024 5:12 PM
To: Dawn Collins <dawn@palmer-lake.org>
Subject: Re: Sign Permit

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-

Thank you! I will check with them on how they will apply the sign and with what material. I unfortunately won't be able to make the meeting I have to work. Here is a picture of where the sign will go.



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

DATE: March 2024	ITEM NO.	SUBJECT: Update on SecurStorage Signs at Peak Blvd
Presented by: Town Administrator /Clerk		

Background

At the February meeting, Ms. Kara Knott stated at the start of her presentation that the owners will consider not illuminating the signs if preferred, but that detail was not addressed in the discussion. I heard it as an offer of the applicant, until the building permit came up from PPRBD to approve, and I noticed the signs to be illuminated. When I contacted Ms. Knott, she stated that it was approved as presented. I checked in with the PC Chair and he was unaware of approving illuminated signs.

Following was the motion at the February Planning Commission meeting –

Sign Permit Application - SecurCare Self Storage, 2525 Peakview Blvd. Ms. Kara Knott presented the storage and office signs. MOTION (Miner, Caves) to approve the signs as presented and to remove the current banners. Motion passed 6-0.

Ms. Knott has been patient and responded as follows to my question about the illumination –

The signs that are built for Palmer Lake SecurCare are not able to be dimmed. The average LED building sign is rated at 85 foot candles on the brightness scale. For example, Fountain, CO has a limit of 100 foot candles for their local signage. My customer's description: "These are just LED lights that save energy instead of lamps or regular bulbs...nothing to dim or turn down. It's just like a normal light bulb in brightness."

This item is before you to provide a full explanation of what is approved prior to my signing off on the permit with PPRBD.



PROPOSED ELEVATION SIZE & PLACEMENT ILLUSTRATION IS APPROXIMATE
Shown For Illustration / Concept



- Copy new vinyl 3030-143 (Pantone 1700C)
- Storage Letters
Black Perforated Vinyl (Black Day/ White Night)
- Dark Red Vinyl 3630-73 (Pantone 7621C)
- Yellow Vinyl 3630-015 (Pantone 116C)
- Black Vinyl
- Raceway (s)
Painted To Match Facade
Exact Color T.B.D



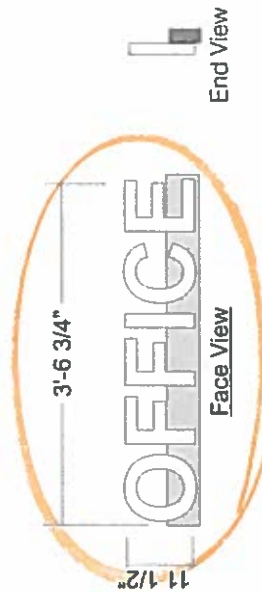
Face View

Side View
Not to Scale
(Visual Reference Only)

Proposed:
Remove All Existing Signage

Proposed: 15 Sq. Ft.
Individual Channel Letters & Logo (Raceway Mounted)
Flat White PCB Face(s) w/ Vinyl Overlay
Internally Illuminated w/ White LED Modules.
Black Trim & Returns.

19.5 Sq. Ft. Total New Signage



Face View

End View

Proposed: 4.5 Sq. Ft.
Mfg. and Install New

White Channel Letters Raceway Channel Letters (Bottom Mounted) Raceway Painted to Match Painted Facade.
SW 7073 Network Gray Shown. Exact Color T.B.D.
Internally Illuminated w/ White LED Modules
Exact Size and Location T.B.D.

Pantone 468C Shown. Exact Color T.B.D.

Prior to Manufacturing and Installation.

- Actual Sign Dimensions & Sign Placement To Be Field Verified (survey / equipment i.e bucket truck maybe required at additional cost)
- (Dimensions and placement are Approximate and for illustration only) Location To Be Approved by Customer.
- Actual Artwork/Colors/Font to be Supplied or Approved By Customer (Artwork/ Color/ Font Shown is for illustration/Pricing only)
- Be Advised!** Production of Product Will Not Begin Until This Drawing or Subsequent Drawing is Approved by Customer or Authorized Representatives Signature and Dated. Artwork, Colors & Dimensions Listed on Final Approved Drawing Will Be Used To Produce Product

Color renderings are for presentation only and should not be considered as manufacturing drawings.

SecurCare Self Storage
2925 Peakview Blvd.
Monument CO. 80132

Customer: iStorage

Created: 05.11.2022

Revised:

Dwg: Pres 102 Peakview Blvd Monument

Scale: Proportional

Illustrated by: Roland

This is an original unpublished drawing created by Complete Signs. It is submitted for your personal use. In connection with a project being planned for you. It is not to be shown to anyone outside your organization, nor is it to be used, reproduced, or exhibited in any fashion without the consent of Complete Signs. This proposal is the exclusive property of Complete Signs and is approved and accepted thru purchase by the named.

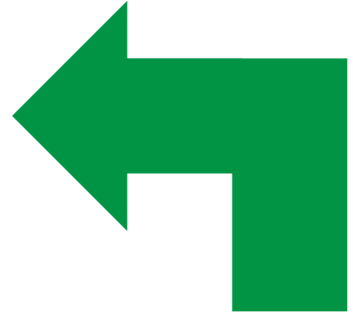
Item 5.

Complete Signs

P.O. Box 8881 Dorton, AL 35304 P 888 823 9005
F 334 556 0218 signs@completesigns.net www.completesigns.net

Alpine Essentials

Item 6.



*Dispensary
Next Left*

Alpine Essentials

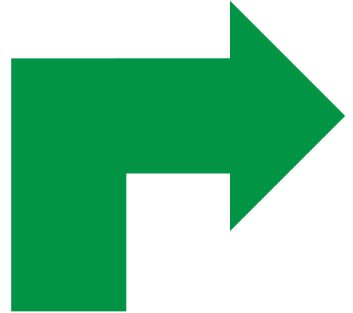
Item 6.



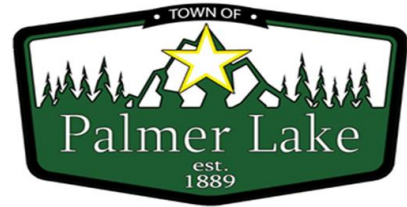
*Dispensary
Turn Around*

Alpine Essentials

Item 6.



*Dispensary
Next Right*



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

DATE: March 2024	ITEM NO.	SUBJECT: Consider PUD Amendment at Elephant Rock - Hwy 105
Presented by: Town Administrator /Clerk		

Background

Pursuant to the current town code, section 17.72.100, the modification of a portion of the PUD zoned elephant rock property is fairly minor. The former gymnasium will be used/rented similarly, known now as annex. The pool area is intended to be modified into a spa, and the amphitheater will be used as such.

Note the following town code:

Amendments to the approved PUD plan. Minor changes in siting of buildings, interior access, or arrangement of parking or open space may be approved by the planning commission. **Determination of whether an amendment to the approved PUD plan is necessary shall be made by the planning commission.** Major changes as described below require an amendment to the PUD plan to be resubmitted, reviewed by the planning commission and approved by the board of trustees. **If changes are slightly in excess of the criteria below but would result in minimal impact on the development and its surroundings, the requirement for an amendment may be waived by the planning commission.**

- a.Increased density.
- b.Relocation of points of access. (NA)
- c.Decreased perimeter setbacks. (NA)
- d.Major changes in building location, arrangement of parking, or open space.
- e.Change in unit type (townhouse to apartments, etc.). (NA)
- f.In projects over 20 acres:
 - 1.Over ten percent reduction in area of open space.
 - 2.Over ten percent increase in building lot coverage.
- g.In projects under 20 acres:
 - 1.Over five percent reduction in area of open space.
 - 2.Over five percent increase in building lot coverage.

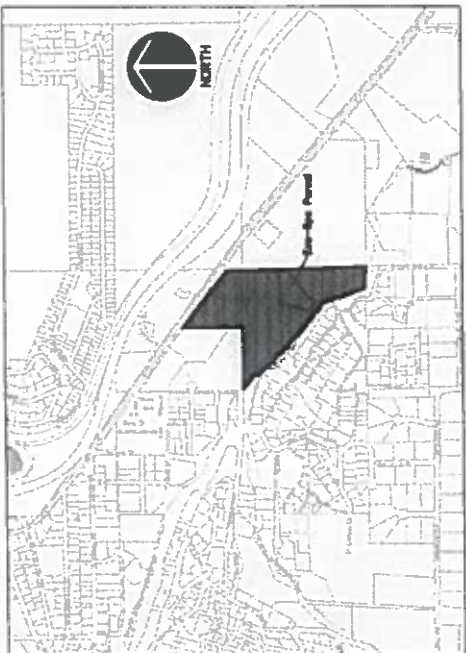


Staff does not see a major change (NA noted above) from the original with exception to being open to the public and the future arrangement and requirements for parking.

ECO-SPA P.U.D. AMENDMENT

AN AMENDMENT TO THE SALVATION ARMY CAMP ELEPHANT ROCK P.U.D. MASTER PLAN AND AN AMENDMENT TO THE "LIVING WORD CHAPEL AMENDMENT" LYING IN THE SE1/4 OF SECTION 5 AND THE NE1/4 OF SECTION 8 TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6th. P.M., TOWN OF PALMER LAKE, COUNTY OF ELPASO, STATE OF COLORADO

ECO-SPA SITE DATA	
SPECIFIC USES : SPA THERAPY AND OTHER ASSOCIATED SPA DEPENDENCIES	
ACCESS : EXISTING ROADWAY FROM HIGHWAY 105	
PARKING : 3 ADA COMPLIANT HANDICAP PARKING SPACES, AND 20 STANDARD PARKING SPACES FOR VISITORS	



VICINITY MAP
NO SCALE

ECO-SPA SITE INFORMATION
LOCATION : PART OF THE P.U.D. MASTER PLAN FOR SALVATION ARMY CAMP ELEPHANT ROCK IN THE NORTHWEST QUARTER OF SECTION 5, T.11 S., R.67 W. OF THE 6th P.M.
USE : SPA THERAPY AND OTHER ASSOCIATED SPA DEPENDENCIES ON 2.8 ACRES WITHIN THE MASTER P.U.D.

PLANNING COMMISSION APPROVAL CERTIFICATE
THE AMENDMENT TO P.U.D. MASTER PLAN WAS RECOMMENDED FOR APPROVAL BY THE TOWN OF PALMER LAKE PLANNING COMMISSION ON _____ DAY OF _____, 20____.
SIGNED BY CHAIRPERSON _____ ATTEST BY _____ DATE _____

BOARD OF TRUSTEES APPROVAL CERTIFICATE
THE AMENDMENT TO P.U.D. MASTER PLAN IS APPROVED BY THE TOWN OF PALMER LAKE BOARD OF TRUSTEES, AND THE AMENDMENT IS HEREBY RECORDED IN THE PUBLIC RECORDS OF THE TOWN OF PALMER LAKE, COUNTY OF ELPASO, STATE OF COLORADO, AND FOR ACCEPTANCE BY THE TOWN FOR ANY USES SHOWN HEREON.
SIGNED BY MAYOR _____ ATTEST BY _____ DATE _____

CLERK and RECORDER CERTIFICATE
COUNTY OF ELPASO)
STATE OF COLORADO)
I HEREBY CERTIFY THIS PLAT WAS FILED FOR THE RECORD ON THE _____ DAY OF _____, 20____ AT _____ AM/PM AND DAILY RECORDED AT RECEPTION NUMBER _____
CLERK OR DEPUTY _____

PREPARED BY:
PRISM
DESIGN & CONSULTING GROUP
P.O. BOX 47170
ALBUQUERQUE, NM 87147
ALBUQUERQUE, NM 87147
DATE : JANUARY 2024
J.N. 722-028

ECO-SPA P.U.D. AMENDMENT

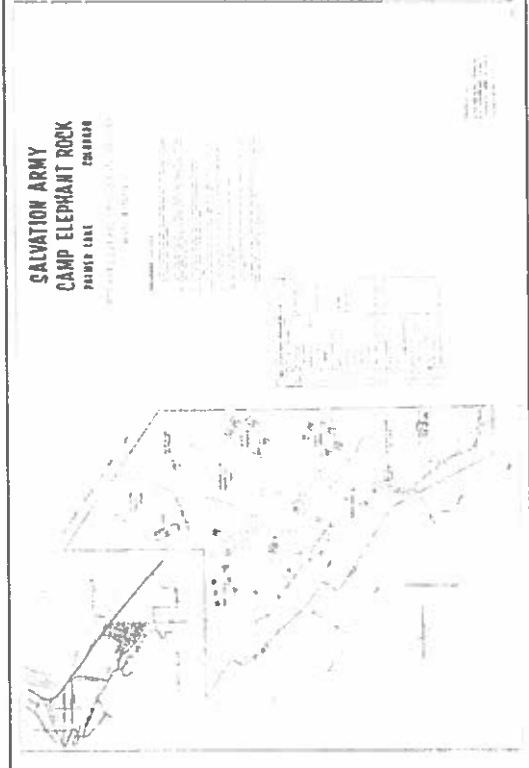
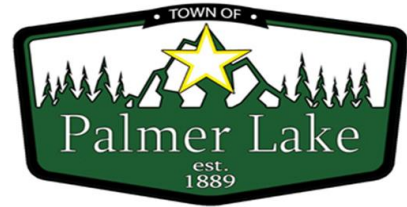


Image of Originating P.U.D. Master Plan (1986)



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

DATE: March 2024	ITEM NO.	SUBJECT: Consider PUD Amendment at Greeley Property
Presented by: Town Administrator /Clerk		

Background

Pursuant to the current town code, section 17.72.100, the modification of an easement of the PUD zoned Greeley property is fairly minor.

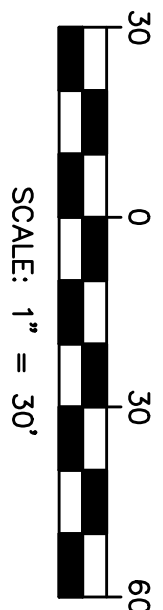
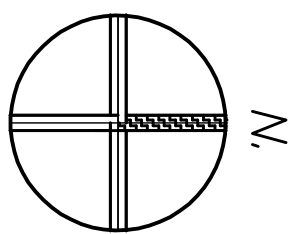
Note the following town code:

Amendments to the approved PUD plan. Minor changes in siting of buildings, interior access, or arrangement of parking or open space may be approved by the planning commission. **Determination of whether an amendment to the approved PUD plan is necessary shall be made by the planning commission.** Major changes as described below require an amendment to the PUD plan to be resubmitted, reviewed by the planning commission and approved by the board of trustees. **If changes are slightly in excess of the criteria below but would result in minimal impact on the development and its surroundings, the requirement for an amendment may be waived by the planning commission.**

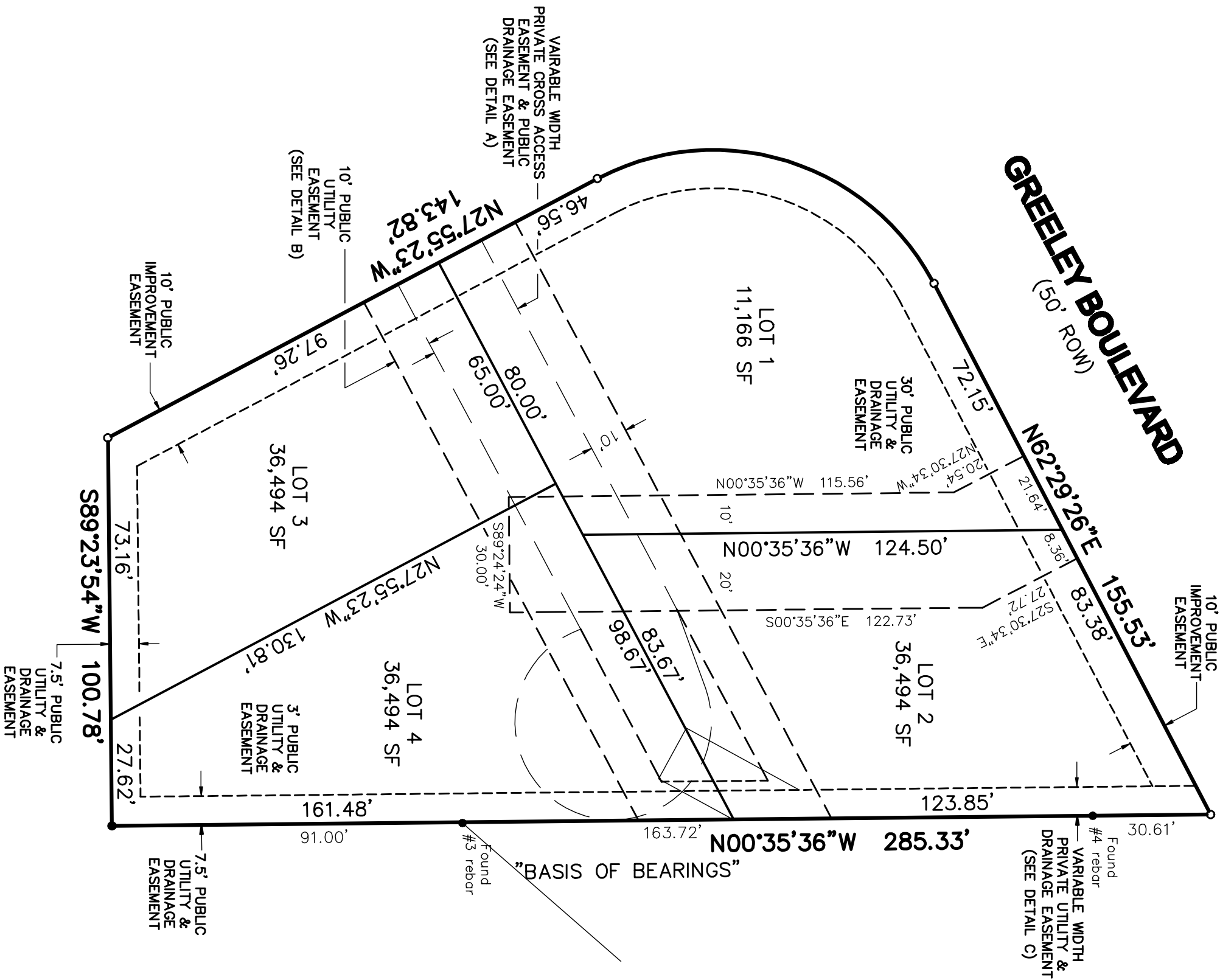
- a.Increased density. (NA)
- b.Relocation of points of access. (NA)
- c.Decreased perimeter setbacks. (NA)
- d.Major changes in building location, arrangement of parking, or open space.
- e.Change in unit type (townhouse to apartments, etc.). (NA)
- f.In projects over 20 acres:
 - 1.Over ten percent reduction in area of open space.
 - 2.Over ten percent increase in building lot coverage.
- g.In projects under 20 acres:
 - 1.Over five percent reduction in area of open space.
 - 2.Over five percent increase in building lot coverage.



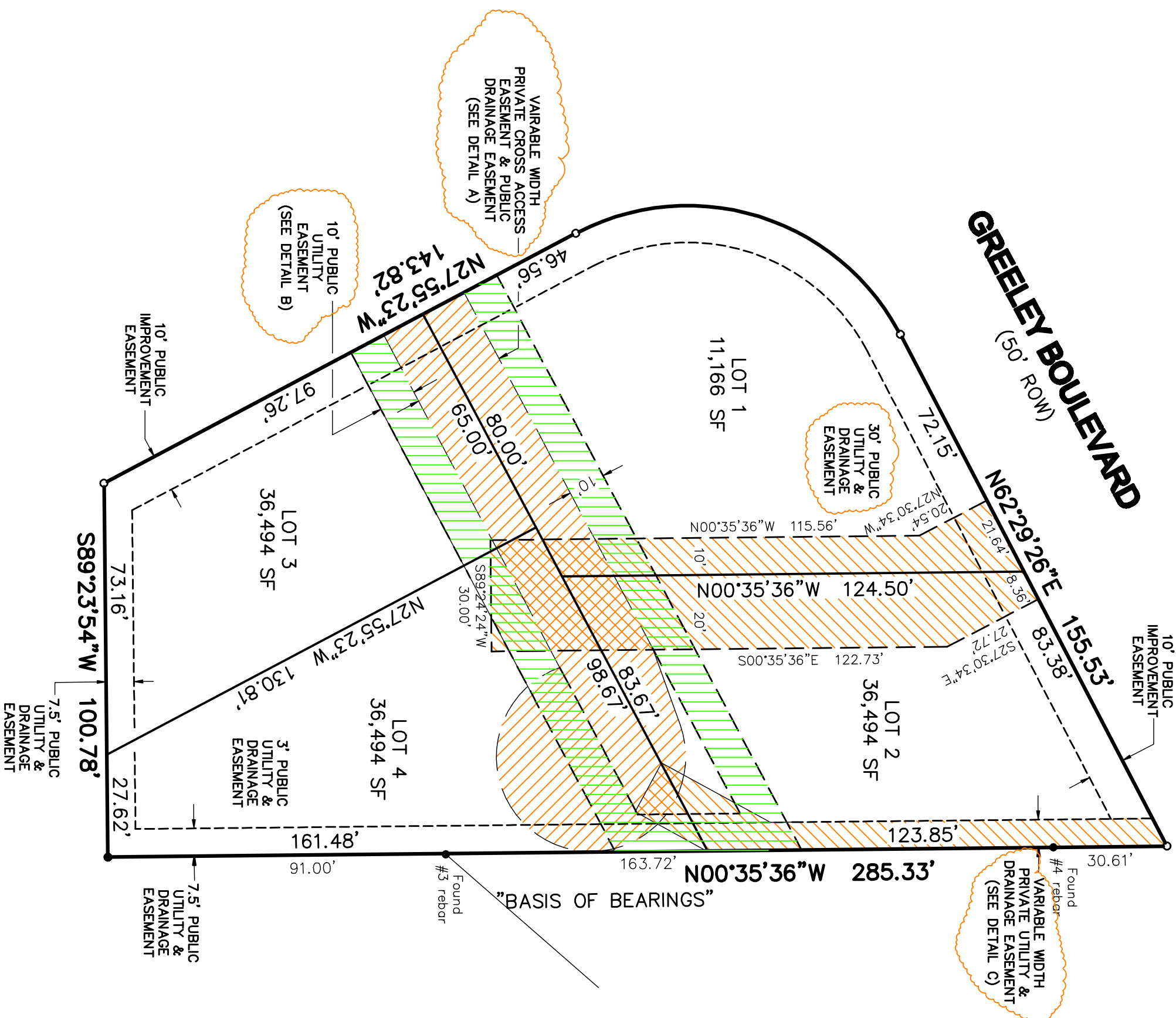
Staff does not see a major change (NA noted above) from the original; however, a memo from engineering is forthcoming on this item.



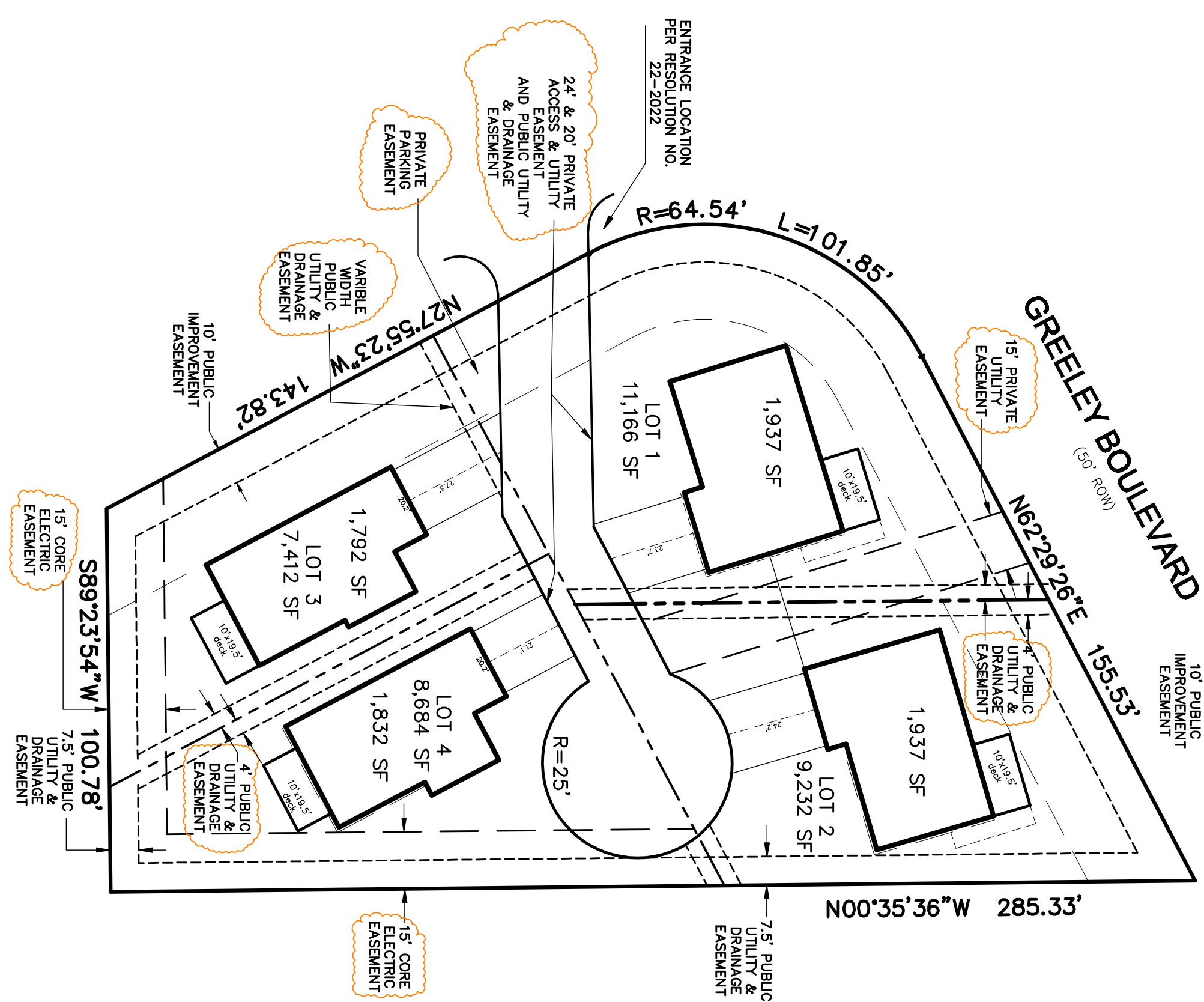
SURVEY EXHIBIT
ADJUSTMENT TO EASEMENTS
A REPLAT OF LOT 1, BLOCK 2,
PINE CREST YOUTH RANCH SUBDIVISION



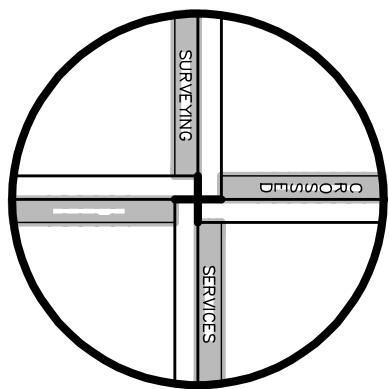
AS REPLATTED



AS REPLATTED TO BE
VACATED



AS REPLATTED
WITH REVISED
(PROPOSED)
EASEMENTS



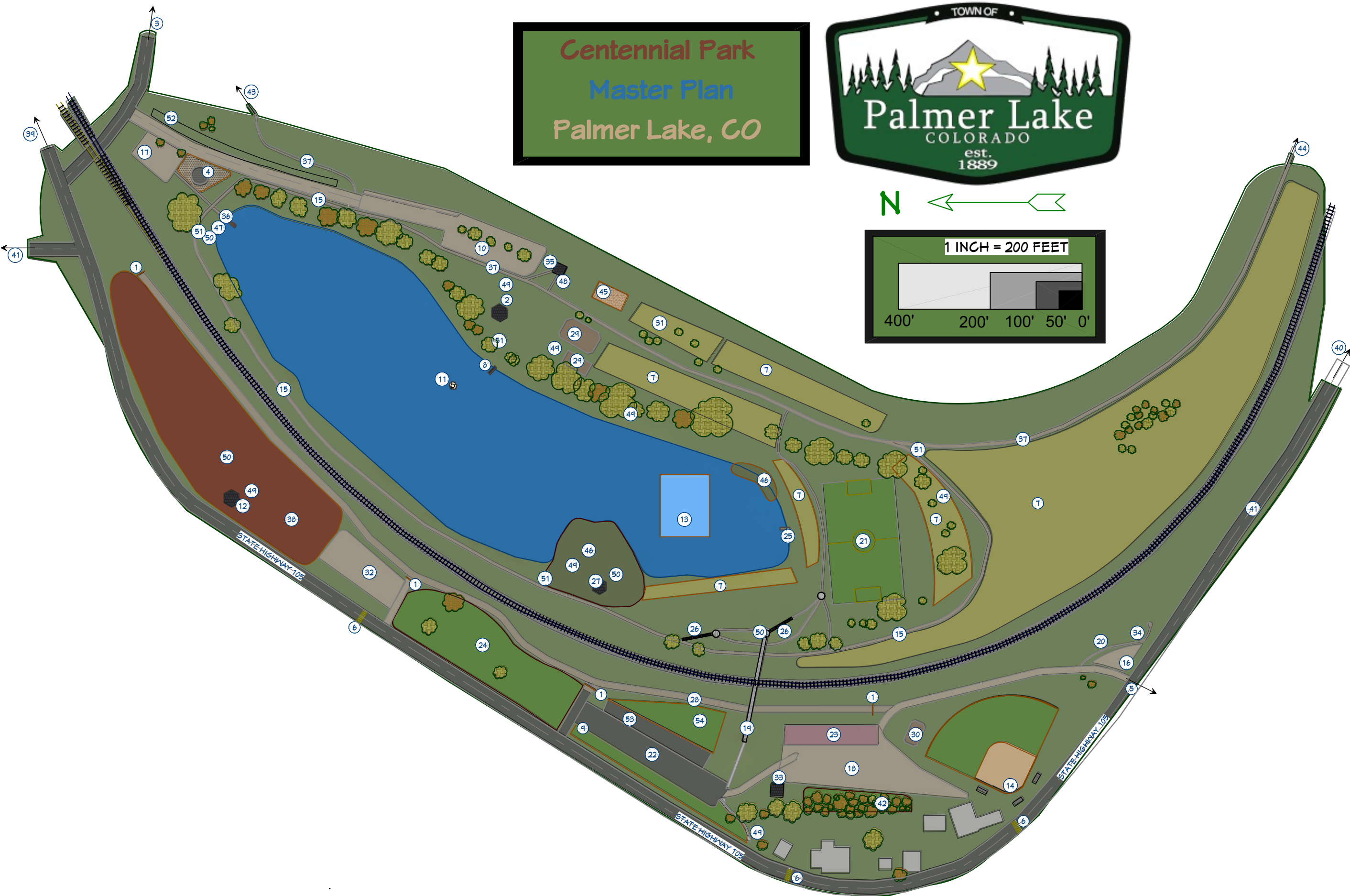
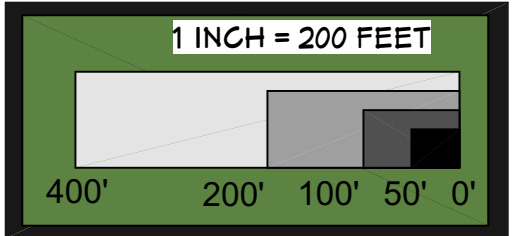
SURVEY EXHIBIT

NO.	DATE	REVISIONS	BY
1	MARCH 13, 2024	Scale: 1" = 30'	JFB
2		Drawn by: JFB	
3		Sheet 2 of 2	

CROSSED PATHS SURVEYING SERVICES, INC.
COLORADO SPRINGS, CO 80904-9742
PHONE: 719-681-2349
EMAIL: jmp@cpssinc.com

NOTE:
This EXHIBIT does not
represent a monumented
Land Survey, and is only
intended to depict the
attached Legal Description.

Centennial Park
Master Plan
Palmer Lake, CO



APPROXIMATE LOCATIONS/
DIMENSIONS
FOR MASTER PLAN PURPOSES.
ACCURACY NOT GUARANTEED.

Centennial Park Master Plan Site Map Legend (2-5-24)

1	Proposed road barrier(s) with emergency access	27	Small Gazebo (planned)
2	Centennial Park Pavilion	28	Walking / bike path (planned)
3	County Line Road to I-25	29	Playground
4	William Crawford Memorial - Medal of Honor Recipient	30	Playground (proposed)
5	Cross State Hwy 105 to Kent St. Connection Trail to Creekside Trail in Glen Park	31	Disc Golf holes (planned relocation to accommodate moving others)
6	Crosswalk	32	Parking (proposed paid, currently free)
7	Disc Golf holes	33	Restroom - west side (planned)
8	Canoe, SUP, and Kayak boat dock	34	Railroad observation hill - formalized w/bench & path (proposed)
9	E-V Charging Station (CORE)	35	Restroom - east side (EPCP owned, PL maintained)
10	EPCP Parking (42 spaces)	36	SUP, kayak, canoe launch area
11	Fountain (seasonal)	37	Santa Fe Regional Trail (EPCP)
12	Gazebo	38	Special Events area
13	Skating rink (seasonal)	39	Spruce Mountain Road to Larkspur (6 miles)
14	Youth baseball field	40	State HWY 105 to Monument (3 miles)
15	Palmer Lake Loop Trail	41	State HWY 105 to Sedalia (23 miles)
16	Parking (15 spaces)	42	Strip Park behind restaurants in trees, picnic tables (planned)
17	Parking (17 spaces)	43	To Greenland Open Space trail (.75 miles)
18	Parking (approx. 100 spaces)	44	To New Santa Fe Open Space along Santa Fe Reg. Trail (.5 miles)
19	Pedestrian Bridge over RR tracks	45	Sand Volleyball court (EPCP)
20	Picnic Table (proposed)	46	Wildlife area
21	Multi-Use youth field (proposed, GOCO grant)	47	Observation Deck with benches
22	Paved Parking (60 spaces) (planned)	48	Bicycle pump station
23	Pickle Ball Courts (6) (planned, grant funds)	49	Picnic table(s)
24	Planned relocation of Disc Golf holes 1 & 2 to create picnic area	50	Benches
25	SUP / kayak launch site (planned)	51	Pet Waste stations
26	Stone Steps down bridge path north & south sides	52	Parking (additional proposed to EPCP)
		53	1 row of car parking (possible)
		54	Grassy area with picnic tables and benches (possible)

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Community Matters Institute

Tel: ++303 730 0396

barbcole@communitymattersinstitute.org

M E M O

To: Palmer Lake Planning Commission
 Thru: Dawn Collins, CMC, Town Administrator/Clerk
 From: Barb Cole, Executive Director, CMI
 CC: Mike Davenport, CMI and Scott Krob, Town Attorney
 Date: Wednesday, February 21, 2024
 RE: Overview of Code Updates

In January we sent the Town a memo outlining a change in how we are approaching the critical updates to the Code. As discussed, Community Matters Institute (CMI) is under contract to undertake critical updates to the Subdivision and Zoning Ordinances. In that memo, we recommend that we change the ordering of the new articles that we are contracted to draft.

In the past two months, we have completed drafts of the following:

1. Total rewrite of the Subdivision Ordinance. This is under review by GMS and the Town attorney. The subdivision ordinance (Chapter 16) is over 50 years old and had ancient engineering standards, missing sections (including Plat Amendment, Plat correction, and resubdivision), and few clear procedures. For the time being Subdivision will remain a separate chapter. We may wish to revisit if we want to proceed with a unified land use development code since this has now been drafted.
2. We have just completed a new section on rezoning, again a gap in the current zoning regulations. We also added a provision for change of use, often required by the Fire Department as well as PPRBD.
3. We have also added a provision to allow the Town to adopt by resolution application forms so that we can fill numerous gaps in what is required for each application type. Mike is just completing a diagnosis of what is needed for both subdivision and zoning applications so we can finish the application forms.
4. As part of the additions to Section 17.12 we have added the following and these are in ordinance form from the Town Attorney and these sections have been renumbered.
 - Section 17.12.050 – Application Submittal and Completeness Review (existing)
 - Section 17.12.055 – Application fees, costs reimbursement agreement (existing)
 - Section 17.12.060 – Required Referrals
 - Section 17.12.065 – Certificate of zoning compliance (existing)
 - Section 17.12.070 – Plot Plan Required (new per Building Code)
 - Section 17.12.075 – Site Development Plan (expanded)



As noted in our January memo, instead of starting on Article 2: Zoning Districts, we are recommending that we start drafting Article 6. We believe that some of these items should be adopted as soon as feasible, particularly if there are pending development applications that may benefit from these needed amendments.

Article 6 per the accepted Table of Contents includes the following items:

Article 6: TYPES OF APPROVAL REQUIRED – SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

- A. Administration and Boards (need references to Board of Adjustment and Planning Commission found in Chapter 2)
- B. Public Hearings
- C. Notice of Public Hearing
- D. Administrative Approvals
- E. Site Plan Requirements
- F. Conditional Review Uses
- ~~G. Subdivision Requirements (new)~~
- H. Planned Unit Development Procedures
- I. Rezoning and Amendments
- J. Appeals
- K. Variances
- L. Administrative Exceptions

We will continue to work on the application forms and finalize the fee schedule as this work informs the critical amendments needed in three areas:

1. Missing or incomplete text regarding the types of applications (e.g. rezoning, replat, site development plan,)
2. Required submittal items, and
3. Procedural dates.

We believe that this is the most cost-effective manner to proceed.





Community Matters Institute

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Item 10.

M E M O

To: Palmer Lake Planning Commissioners
Thru: Dawn Collins, Town Administrator/Clerk for the Town of Palmer Lake
From: Barb Cole, Executive Director, Community Matters Institute (CMI)
CC: Mike Davenport, CMI; Mark Morton, GMS; Scott Krob, Krob Law
Date: March 15, 2024
RE: New Subdivision Ordinance and Checklists

Item #1: Critical Code Updates adopted by the Board of Trustees

As you are aware, several code amendments were made that did not get vetted by the Planning Commission. These were needed upon consultation with the Town Attorney in light of probable development submittals. These included the following amendments:

Section 17.12.050 – Application Submittal and Completeness Review - *minor edits*.

Section 17.12.055 – Application fees, costs reimbursement agreement - *allows Application forms to serve as required items for submittal*.

Section 17.12.060 – Required Referrals - *this was in the current Title 16 Subdivision but was not complete*.

Section 17.12.065 – Certificate of zoning compliance - *minor edits*.

Section 17.12.070 – Plot Plan Required - *missing but required by Building Code - this makes submittal simpler for SF applications including additions*.

Section 17.12.075 – Site Development Plan - *further explanation of what is required*.

Section 17.14.10 – Rezoning - *missing and critical*.

Section 17.14.20 – Text Amendments to the Land Use Code - *this was also missing and is a type of rezoning but only involves text amendments*.

Section 17.14.30 – Change of Use - *this was missing and of concern to PPRBD and the Fire Department*.

Item #2: Fee Schedule.

Fee schedules are updated on an annual basis by Colorado municipalities. The Palmer Lake Fee schedule was missing numerous parts/steps in code and the land use fees were substantially lower than those charged by like/nearby municipalities. CMI undertook a 'rationale nexus' comparison of six land use fee schedules and then suggested fees for the Board to consider. After a few work sessions, the fee schedule was adopted by the Board of Trustees. The adopted fee schedule is found here -

<https://www.townofpalmerlake.com/administration/page/town-fee-schedule>

Item # 3: Land Use Application Checklists

CMI is preparing land use application checklists that contain all required submittal items for both Title 16- Subdivision and Title 17- Zoning. CMI has attached the analysis that Mike Davenport

conducted noting missing sections in the current code and what will be added to the checklists. CMI will complete the checklists and Dawn will provide a few examples at the meeting.

Item 10.

Item #4: New Subdivision Ordinance

Our scope of services for Critical Code Updates did not include rewriting the Subdivision Ordinance. We had originally agreed that Title 16 would be merged with Title 17 to create one Title called Land Use Regulations. The subdivision regulations were very dated with many types of subdivision missing including resubdivision, plat amendment, and plat correction. As noted in our February memo to the Planning Commission, the subdivision ordinance had ancient engineering standards and few clear procedures.

While we have referenced the adopted El Paso County Engineering Criteria Manual, where applicable, GMS is still reviewing the subdivision engineering requirements.

We are in the process of adding the missing sections noted in the checklists, creating new definitions for the new Title 16, re-checking the review process times and several cross-references to Title 17, and adding any sections or correcting any engineering design standards as noted by GMS. We are planning to get to the Planning Commission the revised Title 16 one week prior to the April Planning Commission meeting for your review and comment.

Item #5: Land Use Code Administration and Procedures

CMI will start drafting Article 6 per the accepted Table of Contents including the following items once the Subdivision ordinance is on its way to the Board of Trustees. Since Subdivision is no longer in Article 5, article numbering may change.

Article 6: TYPES OF APPROVAL REQUIRED – SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

- A. Administration and Boards (need references to Board of Adjustment and Planning Commission found in Chapter 2)
- B. Public Hearings
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- E. Site Plan Requirements
- F. Conditional Review Uses
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:bc/dc