



## BOARD OF TRUSTEES MEETING

Thursday, October 12, 2023

Executive Session at 5:00 PM / Regular Meeting at 6:00 PM

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

\*LIVE STREAM available at Town website\*

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### AGENDA

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

#### Call to Order & Roll Call

**Convene to Executive Session** - *For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – potential sale of public property; and for the purpose of conference with Town Attorney(s) for the local body to receive legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) - PD complaint; HR complaint.*

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#### Reconvene to Open Session to Open Doors at 5:45 PM for Regular Meeting at 6:00 PM

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#### Roll Call

#### Pledge of Allegiance

#### Consent Agenda

*Items under the consent agenda may be acted upon by one motion. If, in the judgment of a board member, a consent agenda item requires discussion, the item can be placed on the regular agenda for discussion and/or action.*

- [1.](#) Minutes from September 28, 2023 Meeting
- [2.](#) Minutes from October 4, 2023 Special Meeting
3. Checks over \$15,000 - Meyer & Sams (\$24,480.90); Trojan Technologies (\$29,816.19)

#### Staff/Department Reports

- [4.](#) Water
- [5.](#) Public Works including Roads & Park Maintenance
- [6.](#) Police
- [7.](#) Fire
- [8.](#) Administration

- 9. Attorney
- 10. Administrator/Clerk

**Business Items**

- [11.](#) Special Event Application - 2nd Annual Town Christmas Tree Lighting (12/2)
- [12.](#) Special Event Application - Christmas Musical Review, Arts Council (12/15-16)
- [13.](#) Discussion/Direction on Ordinance Relating to RV Storage and Use on Private Property
- [14.](#) Discussion/Direction on Ordinance Relating to Motor Vehicles on Undeveloped Right of Ways
- [15.](#) Discussion/Direction Relating to Board Questions/Concerns of the Final Draft Sign Code
- [16.](#) Direction on Request to Waive Fees for Pickleball Court Meetings in Town Hall (APL)
- [17.](#) Distribute the Draft 2024 Budget, Review Schedule, & Set Hearing Date

**Public Comment** - *Public comments are encouraged to be emailed to the Town office at [info@palmer-lake.org](mailto:info@palmer-lake.org) with subject line of Public Comment (24 hours prior to meeting) and shall be distributed and read at the meeting. Otherwise, please step to the microphone, state your name and address for the record, and address the Board on matters not on the agenda. Please note that the Board will not take action on your comment but may refer it to staff and/or a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!*

**Board Reports****Next Meeting (10/26) and Future Items**

**Convene to Executive Session for any unfinished discussion**

**Reconvene to Open Session**

**Adjourn**

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**Americans with Disabilities Act**

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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.



## BOARD OF TRUSTEES MEETING

Thursday, September 28, 2023

Executive Session at 5:00 PM / Regular Meeting at 6:00 PM

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

### MINUTES

**Call to Order.** Mayor Havenar called the meeting to order at 5:01 pm.

**Roll Call.** Present: Mayor Glant Havenar; Trustees Nick Ehrhardt, Shana Ball, Kevin Dreher, Sam Padgett, Jessica Farr, Dennis Stern.

**Convene to Executive Session.** For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – Town Administrator Employment Agreement; ER property lease; and for personnel matter under C.R.S. 24-6-402(4)(f) - Town Administrator evaluation. MOTION (Padgett, Dreher) to convene to executive session. Roll call vote – aye 7; nay 0. Motion passed.

**Reconvene to Open Session.** MOTION (Ball, Ehrhardt) to reconvene to open at 5:50 pm. Roll call vote – aye 7; nay 0. Motion passed.

Mayor took a short recess to open doors to start the regular meeting.

**Roll Call.** All members present.

**Pledge of Allegiance.** Trustee Dreher led the pledge.

**Consent Agenda.** MOTION (Ball, Farr) to approve the consent agenda including items 1) Minutes from September 14, 2023, Meeting; 2) Checks over \$15,000 to Meyer & Sams dba GMS; Bradley Excavating; CIRSA; 3) Financials for August. Roll call vote – aye 7; nay 0. Motion passed.

**Staff/Department Reports.** Mayor Havenar inquired with Chief Vincent about the recent burning taking place. Chief Vincent explained the Rampart range burning to take place over the next week.

4. Attorney – none.

5. Administrator/Clerk. Collins offered sympathy to the Hoyhtya family; stated the new water billing effective this cycle; mentioned the Board will receive the draft budget electronically; provided an update on new hires; inquired about other meeting minutes being incorporated to the Board meeting packet; announced the Yule Log annual dinner on December 13 and hunt on December 17.

### Public Hearing.

6. Application for Conditional Use for Residential Dwelling in C1 Zone. Ms. Ruiz requested a conditional use to build a single-family home on a C1 zone parcel. No person spoke for or against the request. Mayor closed the hearing.

7. Consider Revised Application to Vacate El Moro Town Right of Way. Collins explained the revised application with all abutting property owners included, which is a change from the original request of the vacation that was not filed. Collins requested that application fees be waived due to the amount of work with exhibits. No person spoke for or against the request. Mayor closed the hearing.

#### **Business Items**

8. Resolution 68-2023 to Approve Conditional Use for a Residential Dwelling in C1 Zone, Vale St. It was stated that the bulk of the area is single or multi-family residential. MOTION (Padgett, Farr) to approve Resolution 68-2023 granting the conditional use for a single-family dwelling in a C1 zone. Roll call vote – aye 7; nay 0. Motion passed.

9. Ordinance 21-2023 to Vacate Portion of El Moro Right of Way. MOTION (Dreher, Ball) to approve Ordinance 21-2023 to vacate the El Moro right of way in the traditional manner and waive the application fee as requested. Roll call vote – aye 7; nay 0. Motion passed.

10. Resolution 61-2023 to Appoint Board Member to the Community Development Advisory Board (CDAB). Mayor Havenar thanked Trustee Padgett for considering the appointment. MOTION (Ball, Stern) to approve Resolution 61-2023 authorizing the appointment of Trustee Padgett to the CDAB. Roll call vote – aye 7; nay 0. Motion passed.

11. Resolution 66-2023 to Authorize Professional Service Agreement for Accounting Service (Kelly Books). Collins explained the process of the accounting work that Maria Kelly is doing including assisting with training an accounting clerk once hired. MOTION (Stern, Farr) to approve Resolution 66-2023 to authorize an agreement with Kelly Books LLC as presented. Roll call vote – aye 7; nay 0. Motion passed.

12. Resolution 67-2023 to Authorize a Professional Service to Rewrite Land Use Critical Issues (CMI). Collins explained the agreement with CMI to revise the land use critical issues with the Planning Commission. MOTION (Ball, Padgett) to approve Resolution 67-2023. Roll call vote – aye 6; nay 1 (Farr). Motion passed.

13. Resolution 55-2023 to Authorize Lease Agreement for 2.8 Acres at Elephant Rock Property. Attorney Krob reviewed the slight modification to the agreement language where termination was addressed, and further explained that the lease is the first step to providing Willans a right to plan to amend the PUD. Mayor Havenar opened the floor to the public. Ms. Amy Hutson inquired about the option to purchase and to sell. Attorney Krob explained that regardless of who owns the 2.8 acres, the authority of the use lies with the Planning Commission and Board of Trustees, being zoned Planned Unit Development (PUD). He further explained the process to amend the use of the property. Discussion took place about possible deed restrictions on the property, which could come at the time of the sale. MOTION (Ball, Padgett) to approve Resolution 55-2023 authorizing the lease agreement for 2.8 acres with Willans. Roll call vote – aye 7; nay 0. Motion passed.

14. Ordinance 22-2023 to Regulate RV Storage and Use on Private Property. Discussion ensued about storing RVs on vacant property and using undeveloped right of way to access. Questions were raised about using a waiver or a temporary build of the roadway and limiting use. Discussion also took place about considering the roadway standards. Attorney Krob suggested checking with Town insurance (CIRSA) about using undeveloped right of ways. Trustee Ball inquired with Chief Vincent about fire access. MOTION (Stern, Ball) to table the item for the next meeting with more information. Roll call vote – aye 6; nay 1 (Farr). Motion passed.

15. Consider Letter of Support for CPW Non-motorized Grant for Parks Commission. Trustee Ehrhardt explained the program and funding to design and build bridges for the trail. Board consensus was to create a letter to support the grant.

16. Consideration to Support a Board Appointment to a Wildfire Resiliency Code Board (Division of Fire Prevention & Control) - Trustee Ball. Discussion took place about a possible appointment to the Board. MOTION (Dreher, Stern) to support both Trustee Ball and Farr to be considered for the appointment. Roll call vote – aye 7; nay 0. Motion passed.

**Public Comment** – none.

**Board Reports.** Trustee Ehrhardt invited anyone to join the Creek Week – Service Day on Sat., 9/30. Trustee Stern noted that he was unable to attend the recent PPRBD meeting. Mayor Havenar reported on the Board of Health meeting, noting that another spike is anticipated for cold/flu this season.

**Next Meeting (10/4 workshop; 10/12 meeting) and Future Items.** It was inquired and agreed that the October 4 workshop be virtual to review sign code and Trustee Dreher asked about the potholes on Hwy 105 at Vale – CDOT is scheduled to replace the French drain in the next week.

**Convene to Executive Session.** For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – Town Administrator Employment Agreement; ER property lease; and for personnel matter under C.R.S. 24-6-402(4)(f) - Town Administrator evaluation. MOTION (Padgett, Dreher) to move to executive session to complete discussions at 7:06 pm. Roll call vote – aye 7; nay 0. Motion passed.

**Reconvene to Open Session.** MOTION (Dreher, Ball) to reconvene to open session at 8:02 pm. Roll call vote – aye 7; nay 0. Motion passed.

17. Consideration of Employment Agreement for Town Administrator/Clerk. MOTION (Padgett, Dreher) to table this item for a special meeting on October 4 or when available. Roll call vote – aye 7; nay 0. Motion passed.

**Adjourn.** MOTION (Padgett, Farr) to adjourn at 8:03 pm. Motion passed.

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Mayor Glant Havenar

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ATTEST: Dawn A. Collins, Town Clerk



## BOARD OF TRUSTEES SPECIAL MEETING

Wednesday, October 04, 2023 at 6:30 PM

Remote - Virtual Meeting

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### MINUTES

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**Call to Order.** Mayor Havenar called the special meeting to order at 6:48 pm.

**Roll Call.** Present: Mayor Glant Havenar; Trustees Nick Ehrhardt, Kevin Dreher, Dennis Stern, Sam Padgett. Excused: Trustee Jessica Farr. Trustee Shana Ball was attempting to get into the virtual meeting.

**Convene to Executive Session.** For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – Town Administrator Employment Agreement. MOTION (Stern, Padgett) to convene to executive session. Roll call vote – aye 5; nay 0. Motion passed.

**Reconvene to Open Session.** MOTION (Stern, Dreher) to reconvene to open session at 7:32 pm. Roll call vote – aye 6; nay 0. Motion passed.

1. Consideration of Employment Agreement for Town Administrator/Clerk. MOTION (Dreher, Stern) to direct Attorney to draft addendum to renew contract with terms of five years and increase wage to \$120,000 to review annually. Roll call vote – aye 5; nay 1 (Padgett). Motion passed. Trustee Stern inquired about Trustee Padgett's vote. Trustee Padgett requested that a notification be made to the Board how the funds will be supported for public inquiry.

**Adjourn.** MOTION (Padgett, Dreher) to adjourn at 7:44 pm. Motion passed.

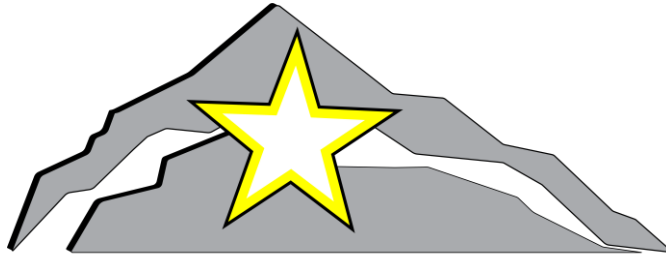
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Mayor Glant Havenar

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ATTEST: Dawn A. Collins, Town Clerk

Town of Palmer Lake Monthly Water Usage			Month Year	Sept. 2023
	Gallons	Acre Ft		
Surface Water	2,207,000	6.77		
Well A2	0	0		
Well D2	3,106,000	9.53		
Total	5,313,000	16.3		
Avg. Gal/Day	177,000	0.54		
Release To Lake 8.27 AF Max Allowed = 8.4 AF / Month				
Release Glen Park Evaporation 0 AF				
Water system 0 AF				
	Total	0 AF		

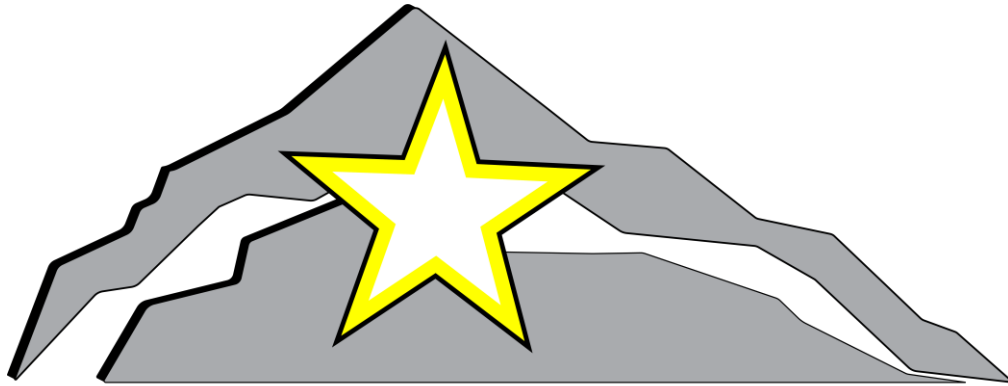


# Town of Palmer Lake

## *Board of Trustees Summary Sheet*

	<b>September 2023</b>
<b>Title</b>	<b>Public Works Monthly Report</b>
<b>Date</b>	10/12/2023
<b>Contact</b>	Supervisor Jason Dosch
<b>Summary</b>	<p>Applying dust control            Cleaned drainage ditches after heavy rains            Patched potholes            Cut tree limbs from ROW            Replaced and repaired street signs            Performed routine maintenance on equipment and playground equipment            Mowed grass in Town Parks            Emptied trash cans at Lake Rec. area            Performed playground inspections            Maintained area around the Town office and Town Hall            Set up and tear down seating and tables at Town Hall for meetings and events            Attended Parks Committee meetings            Attended Special Event permit meetings            Attended TAC meeting at PPACG            Performed maintenance on parking kiosk at Trailhead parking lot            Responded to citizen complaints of drainage issues            Assisted Water Dept on new water main install on Buena Vista            Repair/replaced door at the County bathroom            Interviewed for equipment operator position(s)            Put on snowplows and sanders to prep for snow season</p>
<b>Training</b>	Ongoing safety training
<b>Other Activity</b>	<p>Working on design phase on Palmer Lake Elementary School Project            Working with GMS on design of Circle Rd. &amp; Circle Dr. for construction planned summer of 2024            Working on PW (Road, Parks) 2024 draft budget</p>





# Town of Palmer Lake

## *Board of Trustees Summary Sheet*

	<b>August 2023</b>
Title	<b>PARKS Report</b>
Date	October 2023
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 32 Clerical (email, calls, grants, spreadsheets) : 49 Miscellaneous Meetings (other than Parks) : 14.5
Total Volunteer Time	Total = 95.5 hours
Upcoming Activity	Continued Trail and Grant activity

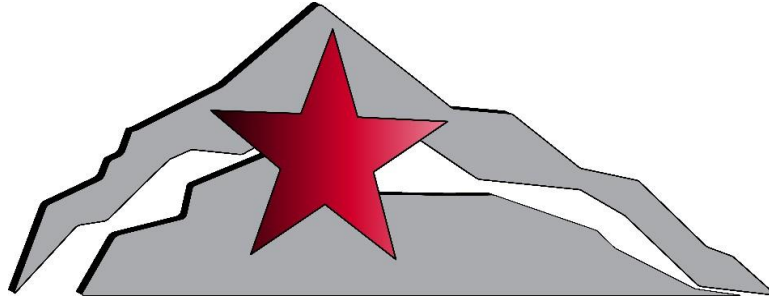


### *Board of Trustees Summary Sheet*

	<b>October 2023</b>
Title	<b>Police Monthly Report</b>
Action	N/A
Date	9/1-9/30/2023
Contact	J. Vanderpool
Summary	In the Month of September 2023, the PLPD conducted 95 traffic stops and issued 64 citations. 2 parking tickets were issued for nonpayment at the kiosk. Also, in the month of September, 1 Harassment, 1 DUI, and 2 Domestic Violence arrests were made.
Training	Officers attended training for Crime Scene Investigation, ARIDE, SFST and INTOX. Sex Offender Registration training was also attended.
Photographs	The Photograph(s) is of Officer Bentley with the elementary school class that he gave a presentation to.
Other Actions	Officer Bentley gave a presentation to an elementary school class at Kilmer Elementary. Officers also participated in High Visibility DUI enforcement.
Active investigations	Palmer Lake PD officers continue actively investigate active cases that have occurred this month.
Calls for	Officers responded to 354 calls for service this month.

service	329 of these calls were in the Town of Palmer Lake, 25 were outside of town.
Code Enforcement	Code enforcement officers have been working with town residents to correct several violations. The code enforcement officer is continuing her work getting the local businesses up to date with their business licenses.
S.T.E.P.	S.T.E.P. was instituted in March of last year and has made a great impact on police operations and overall street safety of Palmer Lake. Accidents are more infrequent and speeds through town have slowed dramatically during these shifts. This program has provided a consistent avenue for extra duty while keeping speeds down and the streets safer for residents.





***PALMER LAKE FIRE DEPARTMENT***

*Board of Trustees Summary Sheet*

Title	<b>Fire Department Report- September 2023</b>
Date	October 12, 2023
Contact	John Vincent, Chief
Summary	<p>Fire Department RMS on-boarding continues.</p> <p>One firefighter successfully completed their Firefighter-2 written test.</p> <p>Significant Diesel Soot removed from apparatus bays (note photo).</p>
Training	71.5 Hours
Photographs	Fire Station Apparatus Bay Cleaning
Other Activity	
Inspections	









## Board of Trustees Summary Sheet

	<b>Sep-Oct 2023</b>																																						
Title	<b>Administration</b>																																						
Date	10/12/2023																																						
Contact	Admin personnel																																						
Kiosk Revenue	<div>September Collections for the Kiosk / Transactions: 1070</div> <div><div>\$ 5,671.00</div><div>Gross Collections</div></div> <div><div>\$ 321.00</div><div>Fees</div></div> <div><div>\$ 70.00</div><div>Monthly T2 Svc charge</div></div> <div><div>\$ 6,062.00</div><div>Net Collections - September</div></div> <div>Collections 2023 YTD / YTD Transactions: 7.287</div> <div><div>\$ 38,621.10</div><div>Gross Collections</div></div> <div><div>\$ (805.90)</div><div>Fees</div></div> <div><div>\$ (394.00)</div><div>Monthly T2 Svc charge</div></div> <div><div>\$ 37,421.20</div><div>Net Collections</div></div> <div><div>\$ 1,199.90</div><div>Total Fees</div><div>3%</div></div>																																						
Contact Us (online)	<table><tr><th>Submitted Time</th><th>First Name</th><th>Subject</th></tr><tr><td>9/6/2023</td><td>Kenneth</td><td>Palmer lake pavilion</td></tr><tr><td>9/10/2023</td><td>Bryan</td><td>Sunday pavilion</td></tr><tr><td>9/10/2023</td><td>Bryan</td><td>Sunday pavilion</td></tr><tr><td>9/14/2023</td><td>Beth</td><td>Small wedding potential reservation</td></tr><tr><td>9/16/2023</td><td>Sandra</td><td>Lighting of the star</td></tr><tr><td>9/16/2023</td><td>Sandra</td><td>Lighting of the star</td></tr><tr><td>9/20/2023</td><td>Malorie</td><td>ADA - Handicap Parking</td></tr><tr><td>9/22/2023</td><td>Marycarol</td><td>Rental of the pavilion at palmer lake</td></tr><tr><td>9/22/2023</td><td>Hana</td><td>Business grants</td></tr><tr><td>9/24/2023</td><td>Sharon</td><td>Kindly review my article pitch</td></tr><tr><td>9/30/2023</td><td>Frank</td><td>Picnic pavilion</td></tr></table>			Submitted Time	First Name	Subject	9/6/2023	Kenneth	Palmer lake pavilion	9/10/2023	Bryan	Sunday pavilion	9/10/2023	Bryan	Sunday pavilion	9/14/2023	Beth	Small wedding potential reservation	9/16/2023	Sandra	Lighting of the star	9/16/2023	Sandra	Lighting of the star	9/20/2023	Malorie	ADA - Handicap Parking	9/22/2023	Marycarol	Rental of the pavilion at palmer lake	9/22/2023	Hana	Business grants	9/24/2023	Sharon	Kindly review my article pitch	9/30/2023	Frank	Picnic pavilion
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Land  
Use  
permits  
issued

### September 2023

Type: Single Family; Qty: 0  
Other; Qty: 1  
Total water taps issued: **1038**

Business  
Licenses

BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE	2023	2023
	Sep	Sep
Business Type	STR	other
New Licenses	0	9
Licenses Renewed	0	10
Licenses Expired	0	0
Businesses Closed	0	0
<b>CURRENT BUSINESS LICENSES BY BUSINESS TYPE</b> (New + Renewed)	43	166
<b>TOTAL CURRENT BUSINESS LICENSES</b> (New + Renewed)	209	

### SCHEDULED TO RENEW IN NOVEMBER:

BUSINESS NAME
Becoming One Events, LLC dba Pinecrest Weddings and Event Center
Colorado Sign Installation
Gun Cleaners of Colorado, LLC dba Gun Cleaners of Colorado
Native Sun Construction
Perfectly Elevated Café & Gallery
Powur PBC
Precision Light Fabrication, Inc.
Protech Roofing
Sterisil, Inc.
Tesla Energy Operations, Inc.
Tri-Lakes Dent Clinic
Vogue Hair Studio
Wonders of Nature Forest School
Yellow Hammer Racing

Water  
Billing

Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
2022	Jan-Dec	1015	87,118,100	11
2023	Jan	1010	9,514,500	0
	Feb	1010	9,625,800	0
	Mar	1011	8,698,800	0
	Apr	1014	9,591,600	0
	May	1014	10,463,700	0
	Jun	1014	10,970,400	5
	Jul	1017	13,255,839	0
	Aug	1018	13,263,939	0
	Sept	1018	14,638,350	0
	YTD		100,022,928	5

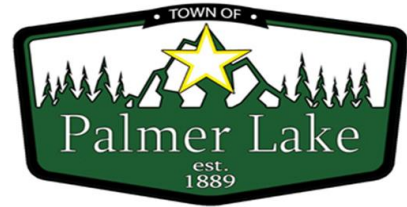
Grant  
Activity  
Updates

Dept	Grantor - Grant/Award Name	Grant Purpose	Grant Amount	Match/ Cost Sharing	STATUS/NEXT STEPS
<i>Parks</i>	<i>CPW - Non-Motorized Program</i>	3 trail bridges	\$60,000	10% in cash, 15% in kind	Submitted 10/3.

Admin  
Activity

Staff updates:  
 Offer accepted for Equipment Operator, Mr. Stacy DeLozier (started 10/3)  
 Offer accepted for Accounting Clerk, Ms. Julie Cole (scheduled to start 10/23)  
 Conditional offer extended for FT Firefighter  
 Interviews being scheduled for Deputy Town Clerk (four candidates)

Note enclosed memo relating to Town Administrator contract renewal.



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - MEMO SUMMARY**

<b>DATE:</b> October 12, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> SPECIAL EVENT APPLICATION – 2 <sup>nd</sup> Annual Town Tree Lighting
<b>Presented by:</b>  Town Administrator/Clerk		

**Background**

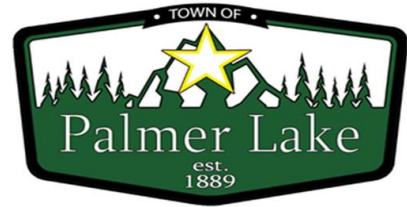
Along with the Arts Council, a committee is planning the 2<sup>nd</sup> annual town tree lighting for December 2, on the Village Green and an ugly sweater contest will take place inside town hall.

Staff will review the event prior to the Board meeting and address any concerns from departments.

It is requested that the special event fee is waived.

**Recommended Action**

Approve the event to take place at the Town Hall / Village Green as presented.



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - MEMO SUMMARY**

<b>DATE:</b> October 12, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> SPECIAL EVENT APPLICATION – Christmas Musical Review
<b>Presented by:</b>  Town Administrator/Clerk		

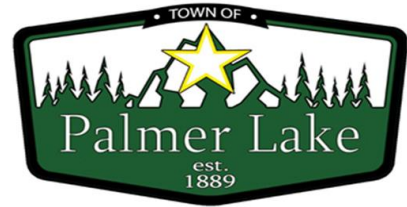
**Background**

The Arts Council is planning a Christmas musical review for the weekend of December 15-16 in the town hall. Staff will review the event plans to address any concerns or assistance from departments.

It is requested that the special event fee is waived.

**Recommended Action**

Approve the event to take place at the Town Hall as presented.



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

<b>DATE:</b> October 12, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Discussion/Direction on Ordinance to Regulate RV Use/Storage on Private Property
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

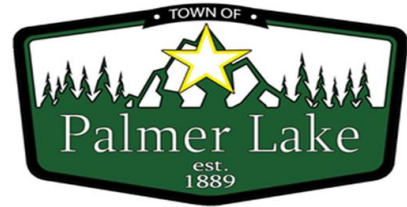
As previously discussed, the Board provided direction for ordinance language to regulate RVs on private property.

For reference, the following was the prior town code used for “house car parking” on private property –

*5.20.080 House Cars - On Private Property.*

*No person shall maintain or permit to be maintained any house car upon any private property within the Town of Palmer Lake when the same is used for living purposes unless the same shall be licensed as a tourist camp.*

Attorney Krob will review the draft ordinance.



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

<b>DATE:</b> October 12, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Discussion/Direction on Ordinance Relating to Vehicles on Undeveloped Right of Way
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

As previously discussed, the Board initiated discussions about prohibiting vehicles on undeveloped right of way due to the various requests of landowners utilizing undeveloped roadways to access property.

A previous Board directed staff to initiate the development of roadways instead of ongoing private driveway agreements to access property to the roadway standards adopted in 2021.

For a land use application to be considered, the access roadway is required to be developed.

Attorney Krob will review the legal aspects and the draft ordinance.

## PALMER LAKE, COLORADO

### ORDINANCE NO. X-2023

#### AN ORDINANCE AMENDING TITLE 10 OF THE PALMER LAKE MUNICIPAL CODE BY CREATING A NEW CHAPTER, CHAPTER 10.30, PROHIBITING THE USE OF MOTOR VEHICLES ON UNDEVELOPED RIGHT OF WAYS WITHIN THE TOWN OF PALMER LAKE

**WHEREAS**, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

**WHEREAS**, the Board previously adopted regulations relating to vehicles and traffic, with such regulations appearing in Title 10 of the Palmer Lake Town Code; and

**WHEREAS**, the Board of Trustees has determined that it is necessary to prohibit the use of motor vehicles on undeveloped right of ways within the Town in order to preserve the health safety, and general welfare of the citizens of the Town of Palmer Lake.

**NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO, THAT:**

#### **Section 1.**

Title 10 of the Palmer Lake Municipal Code is here by amended by adding a new chapter, Chapter 10.30, with such Chapter to read in its entirety as follows:

#### **CHAPTER 10.30. – NO MOTOR VEHICLES ON UNDEVELOPED RIGHT OF WAYS**

##### **10.30.010. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section:

*Motor Vehicle* shall have the same meaning as defined in C.R.S. 42-1-102 as may be amended from time to time.

##### **10.30.020. Use of Motor Vehicles on Undeveloped Right of Ways Prohibited.**

Motor Vehicles are prohibited from traveling, parking, driving, or otherwise using in any manner, an undeveloped right of way, undeveloped street, path, trail, or easement owned by the Town.

##### **10.30.030. Penalty.**

Any persons and/or company who violates any provision of this Chapter shall, upon conviction, be punished in accordance with the general penalty in Chapter 1.12.

**Section 2.**

Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Town Board hereby declares that it would have passed this ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

**Section 3.**

Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this ordinance.

**INTRODUCED, READ AND PASSED AT A FIRST READING AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 10<sup>TH</sup> DAY OF AUGUST, 2023.**

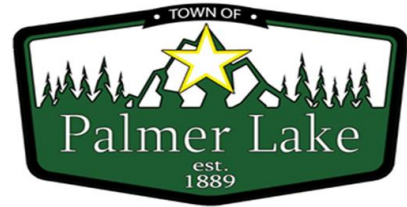
ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
Glant Havenar  
Mayor





**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

<b>DATE:</b> October 12, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Discussion/Direction for the Final Draft Sign Code
<b>Presented by:</b>  Town Administrator /Clerk		

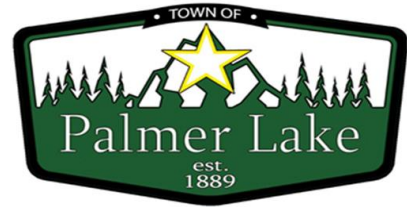
**Background**

The Planning Commission drafted a new sign code. On August 23, the Planning Commission held a workshop and special meeting to finalize the draft code and recommended the Board adopt the code.

The draft sign code has been posted to the town website following the Planning Commission special meeting found here - <https://www.townofpalmerlake.com/administration/page/update-new-sign-code-public-review>

Since presentation to the Board, concerns/questions were raised about the code. General clarification to address non-conforming (legal and illegal) signs and the exception process was requested as well as a legal review. A workshop was held on October 4th to review the final draft sign code and these and additional questions were raised.

Attorney Krob will lead members with questions to address the ordinance language.



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

<b>DATE:</b> October 12, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Direction on Request to Waive Fees for Meetings (Pickleball Court Project)
<b>Presented by:</b>  Town Administrator /Clerk		

**Background**

The Board approved the Pickleball Courts/restroom project for Awake Palmer Lake at Centennial Park.

A Memo of Understanding (MOU) will be drafted to reflect the responsibilities of both parties – ie., hold funds for water line replacement (APL); offer in-kind services – water taps, dirt, grading (Town).

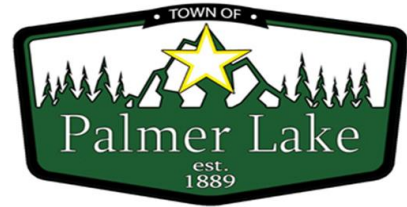
APL is requesting that, when meetings are required for the project, the reservation fee be waived for this project.

Staff suggests that, if the Board agrees to the request, it be specifically addressed in the MOU and not generally waive fees. Every other non-profit pays a reservation fee at a 50% discount for use of town hall.

Additionally, there may be meetings that staff will be included and thus, it can be reserved as staff use.

**Recommended Action**

Consider directing staff, if agreeable, to include the use of the town hall in the MOU.



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

<b>DATE:</b> October 12, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Distribute the Draft 2024 Budget, Review Schedule, and Set Hearing Date
<b>Presented by:</b>  Town Administrator /Clerk		

### **Background**

By state statute, the Town must introduce a proposed budget to the Board of Trustees by October 15 each year. The proposed budget for 2024 will be distributed electronically to Board members and a copy posted to the website.

The Board and department supervisors will review the budget at a deeper level at a workshop on Fri., October 13. The workshop is intended to collectively review the documents in detail, ask questions, provide feedback for revisions, etc. Revenue has not shown as expected for 2023. Thus, it will be important to prioritize funding for capital projects with the departments. The draft budget is a working document to be developed with Board input.

It is also a goal of management to collaborate to develop goals and objectives of the Board for the future of the town. This development will assist departments when considering projects in future years. Going forward, it will be important to plan work sessions to further define and clarify the direction the Board desires for the community. These goals and objectives will assist in future budget planning.

The public hearing is suggested for November 9th and the date of November 16 is also identified if an additional meeting is needed. Please note the enclosed schedule and draft notice of hearing. The Board will be asked to adopt the budget at the December 14 meeting. As needed, please do not hesitate to contact staff to review any specific questions about the budget.

Staff is working diligently on the financial data so that town staff can utilize the accounting program Great Plains in daily operations. The budget documents will be electronically distributed and please do not hesitate to request copies as needed.

### **Recommended Action**

Move to set the hearing date for November 9 and direct staff to publish the appropriate hearing notice.

### Schedule for Town of Palmer Lake 2024 Budget

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Department Distribution of 2024 Budget Docs	~ August financials <i>including July 2022 Revenue</i>
Department reviews: All departments	<i>September</i> Tue., Sep 19 and Tue., Oct 10
<hr/>	
<b>Distribute Draft Budget to Board:</b> <i>**due by 10/15 per statute</i>	<b>Thu., October 12 Board Meeting</b> <b>Set hearing date (November 9)</b>
<b>Department Presentation of Draft 2024 Budget</b>	<b>Fri., October 13 workshop, Town Hall (9-3)</b>
<i>Publication for Hearing</i>	<i>Send Notice October 16 to Publish October 25</i>
<b><i>Distribute Revised Draft 2024 Budget</i></b>	<b><i>Thu., October 26 Board Meeting</i></b> <b><i>Review at 5PM</i></b>
<b>Review of Proposed 2024 Budget</b>	<b>Thu., November 9 Board Meeting – 5PM</b> <b>2024 Budget Public Hearing – 6 PM</b>
	<i>(Thu., November 16, special meeting if needed)</i>
	<i>*No meeting on November 23 (Thanksgiving)</i>
<b>2024 Budget Adoption</b>	<b>Thursday, December 14 Board Meeting</b>
	<i>*No meeting December 28 (Christmas)</i>
<i>File for 2024:</i>	<i>EPCounty – December 15 (mill levy certification)</i> <i>DOLA - January 31 (2024 budget)</i>

dc

**NOTICE OF PROPOSED BUDGET FOR 2024**

Notice is hereby given that the proposed budget for the ensuing year of 2024 has been submitted to the Town of Palmer Lake Board of Trustees and for public viewing. Such proposed budget will be considered and a Public Hearing will be held at the Board of Trustees regular meeting at the Town Hall, 28 Valley Crescent, Palmer Lake, Colorado on Thursday, November 9, 2023 at 6 PM. The meeting is in person although comments may be submitted at [info@palmer-lake.org](mailto:info@palmer-lake.org) at any time and a minimum of 24 hours prior to the meeting. Notice is further given that an amendment to the 2023 Town budget may be considered at this same meeting if necessary. Copies of the proposed 2024 Budget will be available for inspection at the Town office, 42 Valley Crescent, Palmer Lake, Colorado, during regular business hours, and a draft of the budget document can be found online at [www.townofpalmerlake.com](http://www.townofpalmerlake.com). Any interested elector of the Town of Palmer Lake may inspect the proposed budget and file or register any objection at any time prior to the final adoption of the budget. /s/ Dawn A. Collins, Town of Palmer Lake