



PLANNING COMMISSION

Wednesday, April 17, 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 March 20, 2024

Public Hearing

2. Continued Hearing - Conditional Use for Landscape Yard, Greater Grounds (Illumination Point)

Business Items

3. Review/Recommendation on Conditional Use Permit - Greater Grounds
- [4.](#) Sign Permit Application - Rockhouse (24 Hwy 105)
- [5.](#) Sign Permit - Crossfit (856 Hwy 105)
6. Update on Advisory Committee for Vision of Elephant Rock Property
- [7.](#) Discussion on Conditional Use Permit Language Relating to Expiration
- [8.](#) Discussion/Revision of R4 Zoning Code

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 (May 15) and Future Items - Ch 16 Subdivision Workshop

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, March 20, 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 Lindsey Zapalac, Tim Caves, Mark Bruce, Amy Hutson, Bill Fisher, Charlie Ihlenfeld. Excused: Susan Miner.

Approval of Minutes

1. Minutes from February 21, 2024. Commissioner Fisher requested minutes for item 11 include a reference of directional versus advertising. MOTION (Fisher, Caves) to approve minutes with the amendment. Motion passed 6-0.

Public Hearing

2. Application for Conditional Use Permit - Landscape Yard in C2 Zone (Greater Grounds) – continued. Mr. Jared Whiteley, owner of Greater Grounds, spoke about the retail landscape sales and the various areas the Commission previously requested – a dust control plan, of which Commissioner Caves asked for a written plan; screening with fence, of which discussion ensued about an 8 ft fence and tree planting near the property; review of anticipated increased traffic, of which Commissioner Caves referred to the original CDOT access permit for the site; and the grading plan. Chair Ihlenfeld inquired about a site plan designating the drive area. Commissioner Fisher raised the question whether a conditional use permit will be recommended for approval or not. He referenced the preservation in the community master plan for rural landscape and explained the County requirements for trees. Commissioner Hutson raised concern of safety and knowing CDOT feedback about increased traffic. No other person spoke for or against the item. Chair Ihlenfeld closed the hearing.

Business Items

3. Consider Recommendation on Conditional Use in C2 Zone, Landscape Yard (Greater Grounds). Discussion continued about information the members wanted prior to recommending approval. MOTION (Fisher) to approve the conditional use with a provision of screening of trees along the fencing. No second was had. MOTION (Caves, Hutson) to continue the hearing until the April meeting with request of engineered plan to grade, 8 ft fencing with tree planting along property line, a written dust control plan, and CDOT response about access. Motion passed 6-0.

4. Sign Permit Application - Mountain Paws Grooming LLC, Illumination Point (628 Hwy 105). Owners, Melissa and Ryan, spoke to their request for a sign in addition to the window decals.

Discussion took place about the need to cover the windows from inside distraction for animals and health issues with fabric covering. Discussion ensued with members about the quantity of signs. MOTION (Zapalac, Bruce) to allow the window clings as a deviation of the quantity and approve the sign contingent that the sign be within the framework above the door. Motion passed 6-0.

5. Review Illumination of Signs for SecurStorage (Approved 2/21/24). Ms Kara Knott, Pinnacol Signs, reviewed the prior approval for illuminated signs for her client. Collins noted that both signs were identified as illuminated in the PPRBD plans for installation. Discussion reviewing the location and color of the signs took place, and it was agreed to add a timer ending the illumination before 11 pm. MOTION (Zapalac, Hutson) to allow the illumination of signs with a timer to turn lighting off by 11 pm. Motion passed 6-0.

6. Revised Directional Sign for Alpine Essentials. Ms Brenda Woodward described the deviation for a directional sign within the 4x6 ft size. Discussion took place about the 2-sided design, size and placement of the sign. The deviation is that the sign is off premises. The size allowed for directional is 6 sq ft. Discussion ensued about the Board allowing use of town property. MOTION (Hutson, Bruce) to approve the deviation of a directional sign off premises contingent on Board approval of the sign location. Motion passed 6-0.

7. Consider Amendment to Elephant Rock Property Planned Unit Development (PUD). Collins explained the code reference of the Planning Commission determining whether a modification to a PUD plan is minor or major. Minor change material is submitted and reviewed administratively, and a major change requires the PUD plan amendment submittal to come before the Commission and Board. Discussion ensued about a master plan for the elephant rock property. Collins referenced the confusion of the master plan language not meaning the same as the land use code. Mr. Richard Willans reviewed the changes – the gymnasium being rented for public use of the annex; former pool being renovated to spa; and amphitheater renovation. MOTION (Fisher, Ihlenfeld) that the changes are minor to the elephant rock property PUD. Motion passed 4-2 (no – Caves, Hutson). Discussion was had about a joint meeting with the Planning Commission and Board of Trustees to explain the plans for the elephant rock property.

8. Consider Amendment to Greeley Planned Unit Development (PUD). Mr. Randy Allgood addressed the changes he anticipates to the Greeley PUD of four single family units, including slight modification of access easement and utility easements which will be detailed with the new construction land use plans. MOTION (Zapalac, Fisher) that the changes are minor for the Greeley PUD. Motion passed 6-0.

9. Review of Centennial Park Site Map (Master Plan). Commissioner Fisher stated the park should include paths for accessible access to all parts within the park and recommended that trees be added. He referenced County requirements of trees for park land. Commissioner Caves stated there is a landscape plan for the pickleball courts. MOTION (Fisher, Caves) to accept and incorporate the site map to the master plan with a recommendation that ADA compliant paths and trees be considered. Motion passed 6-0.

10. Update on Land Use Code Critical Issues. Collins provided an update about the current activity referenced in the packet memos from CMI, with the next review being subdivision section.

Public Comment. None.

Next Meeting (Joint Training 4/3; April 17) and Future Items: Discussion of "Unused" Conditional Use Permit(s). Collins noted upcoming meetings and the topic of non-use of conditional use permits previously approved being reviewed by legal for future discussion.

Adjourn. MOTION (Zapalac, Bruce) to adjourn at 7:23 pm. Motion passed.

Minutes by: Dawn A. Collins, Town Clerk



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: <u>3/21/24</u>	By: <u>AG</u>
Payment #: <u>online</u>	Fee: \$ <u>100.00</u>
<input type="checkbox"/> Approved	By: _____
<input type="checkbox"/> Denied	Date: _____

Item 4.

TOWN OF PALMER LAKE SIGN PERMIT APPLICATION

PAID

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: Jeff Goldman

Phone: 7193514620 Email: rockhouseicecreamcandyandmore@gmail.com

Street Address: 24 Highway 105 City: Palmer Lake State: CO Zip: 80133

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

Mailing Address (if different than physical location): P.O. Box 111

City: Palmer Lake State: CO Zip: 80133

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 Free-Standing Multi-Faced
- Projecting Single-Faced Wall-Mounted

SIGN CATEGORY (check all that apply):

- Business Comprehensive Sign Plan Directory Sign
- Marquee Master Plan PUD Sign
- Temporary Sign Other: _____

Sign Wording: Rock House Ice Cream Candy and More

Specific Location of Sign: Front of Building

Dimensions of Sign: L _____ x W _____ x H _____ Dimensions of Sign Structure: L 96" x W 1.5" x H 20"

Colors: Blue, Pink, Yellow, Purple, Green Materials: Carved HDU

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

How will the sign be mounted/affixed? _____

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.

Signature Jeff Goldman 03/21/24
Printed Name Date

TOWN OFFICE USE ONLY

Scheduled PC meeting date: 4/17



ROCK HOUSE
ICE CREAM
CANDY SHOP



Solbakken
FIBER
STUDIO





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: <u>1/31/23</u>	By: <u>WBC/TT</u>
Payment #: _____	Fee: \$ _____
<input type="checkbox"/> Approved	By: _____
<input type="checkbox"/> Denied	Date: _____

TOWN OF PALMER LAKE SIGN PERMIT APPLICATION

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

APPLICANT/BUSINESS OWNER INFORMATION

Business Name/Owner: Crossfit 7070

Phone: 719-917-7070 Email: mark@crossfit7070.com

Street Address: 868 Hwy 105 City: Palmerlake State: CO Zip: 80133

Legal Address: Lot(s): _____ Block: _____ Subdivision: Condominium unit 868
Villa Toscana

Mailing Address (if different than physical location): _____

City: _____ State: _____ Zip: _____

Applicant Name (if other than owner): Elite Signs & Design, Inc.

Phone: 719-424-0939 Email: denise.elitesignco@gmail.com

Street Address: 5735 Industrial pl City: Colo. Spg State: CO Zip: 80916

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
- Free-Standing
- Multi-Faced
- Projecting
- Single-Faced
- Wall-Mounted

SIGN CATEGORY (check all that apply):

- Business
- Comprehensive Sign Plan
- Directory Sign
- Marquee
- Master Plan
- PUD Sign
- Temporary Sign
- Other: _____

Sign Wording: CrossFit 7070

Specific Location of Sign: Front elevation building fascia

Dimensions of Sign: L 10' x W 8" x H 1'-7" Dimensions of Sign Structure: L 10' x W 8" x H 1'-7"

Colors: White, Purple Materials: acrylic, aluminum, LED's

Will sign be illuminated? Yes No If yes, describe: LED's concealed

How will the sign be mounted/affixed? 3/8" toggles

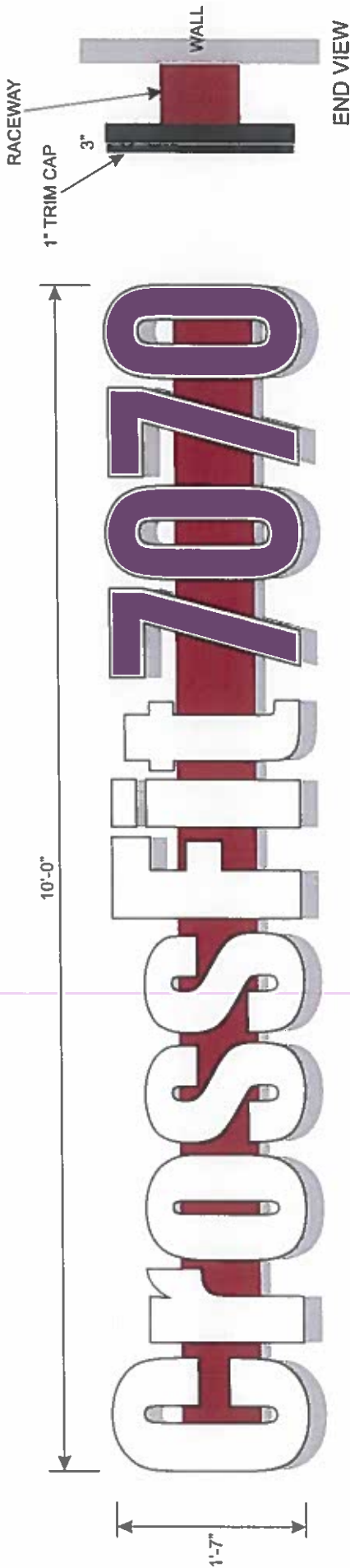
THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS.

Denise de la Cruz
Signature

Denise de la Cruz
Printed Name

1/30/23
Date

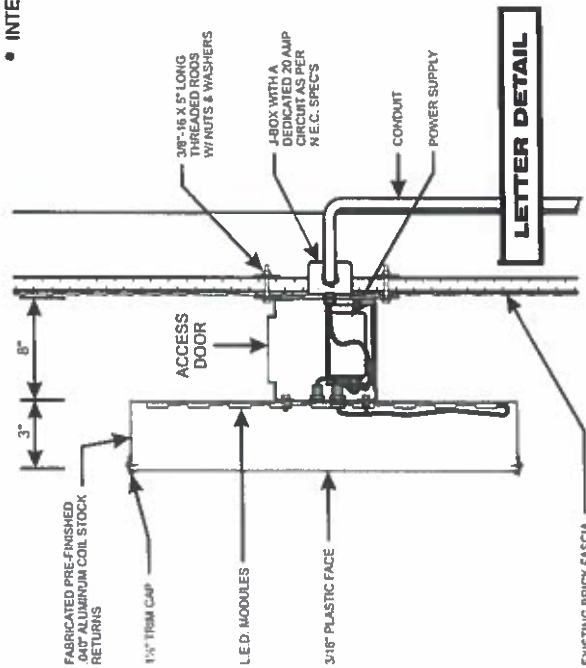
TOWN OFFICE USE ONLY
Scheduled PC meeting date: 4/17



END VIEW

ILLUMINATED CHANNEL LETTERS DISPLAY

- BLAC ALUMINUM BACKS WITH 3" BLACK ALUMINUM RETURNS.
- WHITE PLEX FACES OVERLAID WITH 3630-2622 PLUM PURPLE TRANSLUCENT VINYL, 1" BLACK TRIM CAP.
- INTERNALLY ILLUMINATED WITH WHITE LEDs.

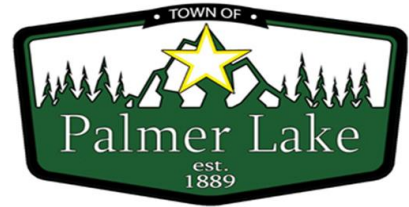


LOCATION

TITLE: CROSSFIT 7070	DRWG NO: 1122-398
SCALE: 3/4"=1'-0"	CUSTOMER APPROVAL:
SALES: DENISE DE LA CRUZ	
DESIGN BY: J. BOND	

THIS DESIGN IS EXCLUSIVE PROPERTY OF ELITE SIGNS & DESIGN, LLC AND CANNOT BE REPRODUCED EITHER IN WHOLE OR IN PART WITHOUT THEIR WRITTEN CONSENT.

ACTUAL SIZE OF SIGN AND COPY FROM SCALED DRAWING MAY VARY 1"±
 COLOR ON THIS PRESENTATION DOES NOT REPRESENT THE EXACT MATERIAL COLOR SPECIFIED. SEE CHART(S) FOR EXACT APPEARANCE OF COLORS SPECIFIED.



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

DATE: April 2024	ITEM NO.	SUBJECT: Discussion relating to Approved Conditional Use Permits
Presented by: Town Administrator /Clerk		

Background

There have been several approved conditional use permits (CUP) that have not come to fruition as approved for the property. Recent examples include:

- Slapshot hockey lanes at Hwy 105 – a lease was not agreed upon
- The Movement Church at TLCA – moved elsewhere
- Mixed use of residential/commercial and fabrication studio at Hwy 105/Page St – no sale

Staff suggested the Board consider adding a provision in the code about time to commence or general language that allows the Board to approve the permit with a provision for an effective timeline of the conditional use permit. The purpose is to alleviate any future confusion to property owners when a CUP does not take effect.

Recommendation

Attorney Krob suggested that language be vague to provide latitude for consideration on a case by case basis. This item is discussion to bring a draft of amended code to the next meeting for recommendation to the Board of Trustees to consider.



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

DATE: April 2024	ITEM NO.	SUBJECT: Discussion relating to Amending R4 Zoning Code
Presented by: Town Administrator /Clerk		

Background

With the approval of a conditional use permit for multi and single family residential development, it was noted the R4 zoning code prohibits septic tanks. R4 zoning district is not currently established within town boundaries. The Resolution approved by the Board referenced that the R4 zoning code will be considered for possible amendment.

The following are possible points to consider –

- allow minimum of a duplex, or triplex, to install a OWTS (onsite wastewater treatment system) meeting the requirements of Regulation 43 (CRS 25-10-101, OWTS Act)
- lot arrangement and size of units
- modification of setbacks for a cluster development

Recommendation

Consider modification of the R4 zoning code to meet the needs of multi family cluster style development.

CHAPTER 17.40. R4 HIGH DENSITY RESIDENTIAL ZONE

17.40.010. Principal permitted uses.

Permitted uses in the R4 zone are as follows:

- (1) Multiple-family dwelling units.
- (2) Single-family dwellings and accessory use.

(Code 1973, § 17.32.010; Ord. No. 5-1999, §§ 2, 7, 1999; Ord. No. 6-1999, § 7, 1999)

17.40.020. Conditional uses.

The following conditional uses may be permitted as specified:

- (1) Professional offices as defined.
- (2) Rest homes, clinics, nurseries, hospitals, provided that there is 50 feet between the neighboring lot line, that the design is in keeping with the residential character of the neighborhood, and that appropriate screening will be provided.
- (3) All conditional uses permitted in an R3 zone, including foster homes, subject to the home being licensed by the state and subject to receipt by the town of notification in writing by the licensing authority that the occupant of the home is licensed and for how many children.

(Code 1973, § 17.32.020; Ord. No. 15-1973, § III:9:b, 1973; Ord. No. 15-1978; Ord. No. 1-1986, § 20, 1986)

17.40.030. Lot sizes and dimensions.

The sizes and dimensions for a lot in an R4 zone are as follows:

- (1) Minimum lot size: 15,000 square feet.
- (2) Minimum lot width: 100-foot street frontage.
- (3) Minimum front yard setback from property line: 25 feet.
- (4) Minimum side yard setback from property line: ten feet.
- (5) Minimum rear yard setback from property line.

(Code 1973, § 17.32.030; Ord. No. 15-1973, § III:9:b, 1973; Ord. No. 15-1978)

17.40.040. Structure height, area and density.

The structure height, area and density requirements in an R4 zone are as follows:

- (1) Maximum building height: 30 feet.
- (2) Maximum area covered by structure: 35 percent of lot.

(3) Maximum density: not to exceed 12 units per net residential acre.

(Code 1973, § 17.32.040; Ord. No. 15-1973, § III:9:d, 1973)

17.40.050. Required off-street parking.

For required off-street parking for an R4 zone, see chapter 17.84.

(Code 1973, § 17.32.050; Ord. No. 15-1973, § III:9:e, 1973)

17.40.060. Signs.

Signs in the R4 zone are permitted provided they comply with chapter 17.76.

(Code 1973, § 17.32.060; Ord. No. 15-1973, § III:9:f, 1973; Ord. No. 18-2000, § 10, 2000)

17.40.070. Sewerage.

Septic tanks are not permitted.

(Code 1973, § 17.32.070)