



PLANNING COMMISSION

Wednesday, May 15, 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 April 17, 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 for Landscape Yard in C2 Zone (Greater Grounds)
3. Application to Replat Interior Lot Lines and Easements, 91-97 Greeley (Allgood)
4. Application for Replat of Lot Line - 278 Lower Glenway

Business Items

5. Recommendation on Replat Interior Lot Line and Easements Greeley Avenue
6. Recommendation on Replat Lot Line, 278 Lower Glenway (Engel)
7. Sign Permit Application - SecurCare (Hwy 105)
8. Preview of Primrose/Columbine Mixed Use Site Plan (Claar)
9. Request to Extend Temporary Conditional Use (Diacut, Hayco)
10. Update - Advisory Committee for Elephant Rock Vision Plan
11. Language to Consider for Conditional Use

Next Meeting (June 19, 2024) and Future Item

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.

Adjourn

Following meeting convene to Workshop to review/discuss draft subdivision code.

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, April 17, 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 pm.

Roll Call. Present: Commissioners Lindsay Zapalac, Susan Miner, Tim Caves, Amy Hutson, Bill Fisher, Charlie Ihlenfeld. Excused: Mark Bruce.

Approval of Minutes

1. Minutes from March 20, 2024. MOTION (Hutson, Fisher) to approve the minutes as presented. Motion passed 6-0.

Public Hearing

2. Continued Hearing - Conditional Use for Landscape Yard, Greater Grounds (Illumination Point). Collins reported that the applicant is working with CDOT on access and did not have new material to present, requesting that the hearing be continued. MOTION (Caves, Hutson) to continue the hearing to the May 15 meeting. Motion passed 6-0.

Business Items

3. Review/Recommendation on Conditional Use Permit - Greater Grounds. No action.

4. Sign Permit Application - Rockhouse (24 Hwy 105). Mr. Jeff and Mrs. Sharon Goldman were present to speak to the new Rockhouse sign installed – same size and location with an overlay and updated text. MOTION (Zapalac, Miner) to approve the sign as requested. Motion passed 6-0.

5. Sign Permit - Crossfit (856 Hwy 105). Mr. Mark Vandermeer explained the sign for the unit over the entrance. He noted that it can be illuminated. Discussion took place about the facility hours and a shut off time of 11p. Discussion ensued about the allowed size for buildings and making notes of future code revisions. MOTION (Hutson, Zapalac) to approve the sign as requested with illumination to be off by 11p. Motion passed 6-0.

6. Update on Advisory Committee for Vision of Elephant Rock Property. Ms. Susan Miner reviewed the scheduled task list, membership, and the procedure for the advisory committee. The first organizational meeting will be 4/22 and meet every other week with individual work groups or teams with assignments in between reporting meetings. Discussion took place about timeline and considering a professional planner to lead the effort. The advisory committee meetings will function as a workshop – noticed and open to the public but not recorded.

7. Discussion on Conditional Use Permit Language Relating to Expiration. Collins explained the direction of the Board and considering expiration language for conditional use permits when the use of a conditional use permit does not come to fruition by the applicant. Discussion ensued about various questions – conditional use be reviewed if business changes hands; tie the permit to the applicant (if tenant) not property; and it was suggested that multiple options be provided for consideration.

8. Discussion/Revision of R4 Zoning Code. Collins explained the direction of the Board to consider amending the R4 zoning code to assist with multi-family development that may be designed in a cluster vs. individual lots. Discussion took place about amending the section relating to septic to comply with County Health Department regulations. Discussion further ensued about setbacks and lot size requirements if the development is on one large lot. It was requested to research other municipalities with cluster style multi-family development to review.

Public Comment – None.

Next Meeting (May 15) and Future Items - Ch 16 Subdivision Workshop. It was agreed that a workshop will follow the next regular meeting.

Adjourn. MOTION (Zapalac, Miner) to adjourn at 6:34 pm. Motion passed.

Minutes by: Dawn A. Collins, Town Clerk

Dawn Collins

From: Jared Whiteley <jared@greatergroundslc.com>
Sent: Friday, May 10, 2024 11:00 AM
To: Dawn Collins
Subject: 650 Illuminatin Pt - Submission
Attachments: GG GRADING-SITE PLAN & EC.pdf; GG SWMP.pdf; Greater Grounds Landscape Materials - Site Plan.pdf; 2024_DustRX_Hydro Brochure Sheet.pdf; 650 Illumination Pt - Notes.pdf; GG Reference - 02.pdf; GG Reference - 03.pdf; GG Reference - 01.pdf

-----**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.**-----

Hello Dawn

I believe everything is here with exception of the CDOT access permit.

I am asking for a 30-day PC extension since CDOT does not have my access permit ready. After multiple attempts to reach the Region 2 office I reached out to Arthur Gonzales, he is taking care of everything for this.

If the board has any questions, I am happy to address.

Everything they requested from the last meeting is addressed in these documents, with exception of the access permit.

Let me know if you need anything else.

Thank you,

Jared Whiteley
Operations Manager
(719) 313-9577
www.GreaterGroundsLLC.com



NOTICE OF PUBLIC HEARING

TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, May 15, 2024, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider an application to replat lot lines and easements at 91, 93, 95, 97 Greeley, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on Thursday, May 30 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



TOWN OFFICE USE ONLY	
Date Received: <u>4/24/24</u>	By: <u>TU</u>
Amount: \$ <u>1000.00</u>	Pmt Type: <u>ck 1092</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: _____
Expires: _____	By: _____

VACATION & REPLAT APPLICATION

Name of Applicant/Property Owner: Randy Allgood

Name of Proposal: 95 Greeley

Address: 95 Greeley City: Palmer Lake State: CO Zip: 80133

Email: alwaysallgood@gmail.com Tax Schedule #: 7108105013

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

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

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

Location of Property: 95 Greeley

Nearest Street Intersection: Spring st Existing Subdivision: pine crest youth Ranch

Current Zoning and Uses of Surrounding Property: N: _____

E: _____

S: _____

W: _____

Signature of Owner: [Signature] Date: 24 APR 24

Applicants Name: Randy Allgood

Address/Location: 138 Starview circle PL 80133

Dawn Collins

From: Randy Allgood <alwaysallgood@gmail.com>
Sent: Wednesday, April 24, 2024 7:29 AM
To: Dawn Collins
Subject: Re: 95 GREELEY
Attachments: image001.png

Follow Up Flag: Flag for follow up
Flag Status: Flagged

-----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.-----

To: Town of Palmer lake

From: Randy Allgood

Subject: 95 Greeley

Town of Palmer lake,
I purchased property known as 95 greeley
In Palmer lake 18 March 2024.
The property has an approved PUD with four lots to build four houses set in motion by the previous owners. I am going to continue with this plan with some minor changes.
The minor changes are, vacating some existing easements and creating new ones to accommodate an approved new shared access point for the four proposed houses.
Each of the four houses will be single family 2 story, 4 bedroom, approximately 2400sf homes with attached 2 car garages.
These changes will be installed with a vacation and replat with the Town of Palmer lake.

Regards,

Randy Allgood
Owner/builder

On Mon, Apr 22, 2024, 4:29 PM Dawn Collins <dawn@palmer-lake.org> wrote:

Jim and Randy,

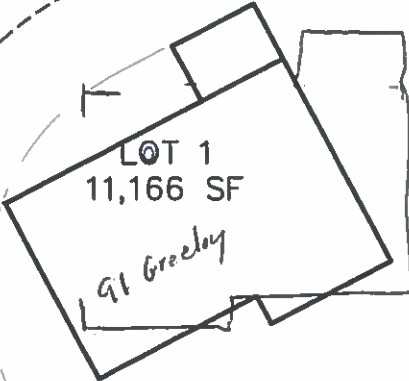
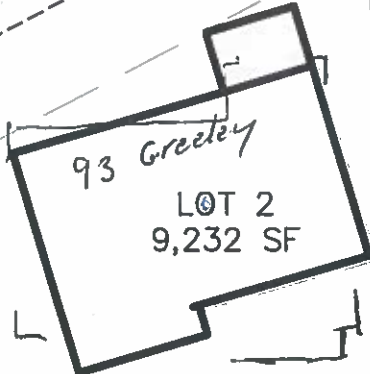
COPY

GREELEY BOULEVARD
(50' ROW)

10' PUBLIC IMPROVEMENT EASEMENT

R=64.54' L=101.85'

N62°29'26"E 155.53'



3' PUBLIC UTILITY & DRAINAGE EASEMENT

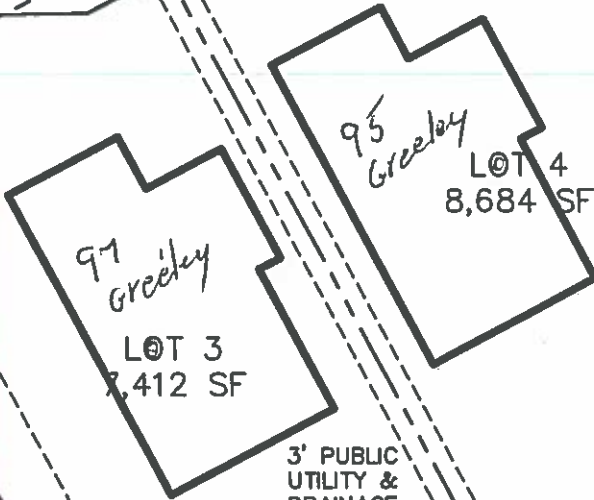
24' PRIVATE ACCESS, PRIVATE UTILITY & DRAINAGE EASEMENT

N00°35'36"W 285.33'

7.5' PUBLIC UTILITY & DRAINAGE EASEMENT

R=25'

N27°55'23"E 143.82'



3' PUBLIC UTILITY & DRAINAGE EASEMENT

15' CORE ELECTRIC EASEMENT

S89°23'54"W 100.78'

15' CORE ELECTRIC EASEMENT

7.5' PUBLIC UTILITY & DRAINAGE EASEMENT

Call to clarify) 91, 93
(95)
Mon 10a.
EXT. LU ✓ exp
mod. LOT 3 -
transfer 97 -> mod.

**A REPLAT OF LOT 1, BLOCK 2,
PINE CREST YOUTH RANCH SUBDIVISION, AMENDMENT NO. 1**
BEING A PORTION OF THE NORTHEAST ONE-QUARTER OF SECTION 8,
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M.

BE IT KNOWN BY THESE PRESENTS:

That RANDY ALLGOOD, being the Sole owner of the following described tract of land to wit:
Lots 1, 2, 3 and 4, a Replat of LOT 1, BLOCK 2, PINE CREST YOUTH RANCH SUBDIVISION in the TOWN OF PALMER LAKE (Reception number 219714305, El Paso County records, El Paso County, Colorado), as corrected by SURVEYORS AFFIDAVIT (Reception number 224019378, said El Paso County records) Being a portion of the Northeast One-Quarter of Section 8, Township 11 South, Range 67 West of the 6th P.M., El Paso County, State of Colorado

Containing a computed area of 36,494 square feet or 0.8378 acres.

DEDICATION:

The above owner has caused said tract of land to be surveyed and platted into lots and easements as shown on the accompanying plot. The undersigned does hereby dedicate, grant, and convey to the Town of Palmer Lake those Public Easements as shown on the plat, and further restricts the use of all said Public Easements to the Town of Palmer Lake and/or its assigns, provided however, that the sole right and authority to release or quit claim all or any such Public Easements shall remain exclusively vested in the Town of Palmer Lake. This tract of land as herein platted shall be known as "A REPLAT OF LOT 1, BLOCK 2, PINE CREST YOUTH RANCH SUBDIVISION, AMENDMENT NO. 1," in the Town of Palmer Lake, County of El Paso, State of Colorado.

IN WITNESS WHEREOF:

The aforementioned, RANDY ALLGOOD, has executed this instrument
this _____ day of _____, 20____ A.D.

RANDY ALLGOOD

NOTARIAL:
STATE OF COLORADO }
COUNTY OF EL PASO } SS

The above and aforementioned was acknowledged before me this _____ day of _____, 20____ A.D., by RANDY ALLGOOD.

Witness my hand and seal _____
My commission expires _____

NOTICE IS HEREBY GIVEN:

That the area included in the plat described herein is subject to the code of the Town of Palmer Lake. No building permits shall be issued for building sites within this plat until all required fees have been paid and all required public and private improvements have been installed as specified by the Town of Palmer Lake, or, alternatively, until acceptable assurances, including but not limited to, letters of credit, cash, subdivision bonds or combinations thereof, guaranteeing the completion of all required public and private improvements, including but not limited to drainage, street and erosion control, and all private have been placed on file with the Town of Palmer Lake.

APPROVAL:

Heard and recommended for approval on the ___ day of _____, 2023
by the Planning Commission, Town of Palmer Lake.

Chair, Planning Commission

Heard and approved on the ___ day of _____
by the Board of Trustees for the Town of Palmer Lake.

Mayor, Board of Trustees

Attest by: _____
Town Clerk

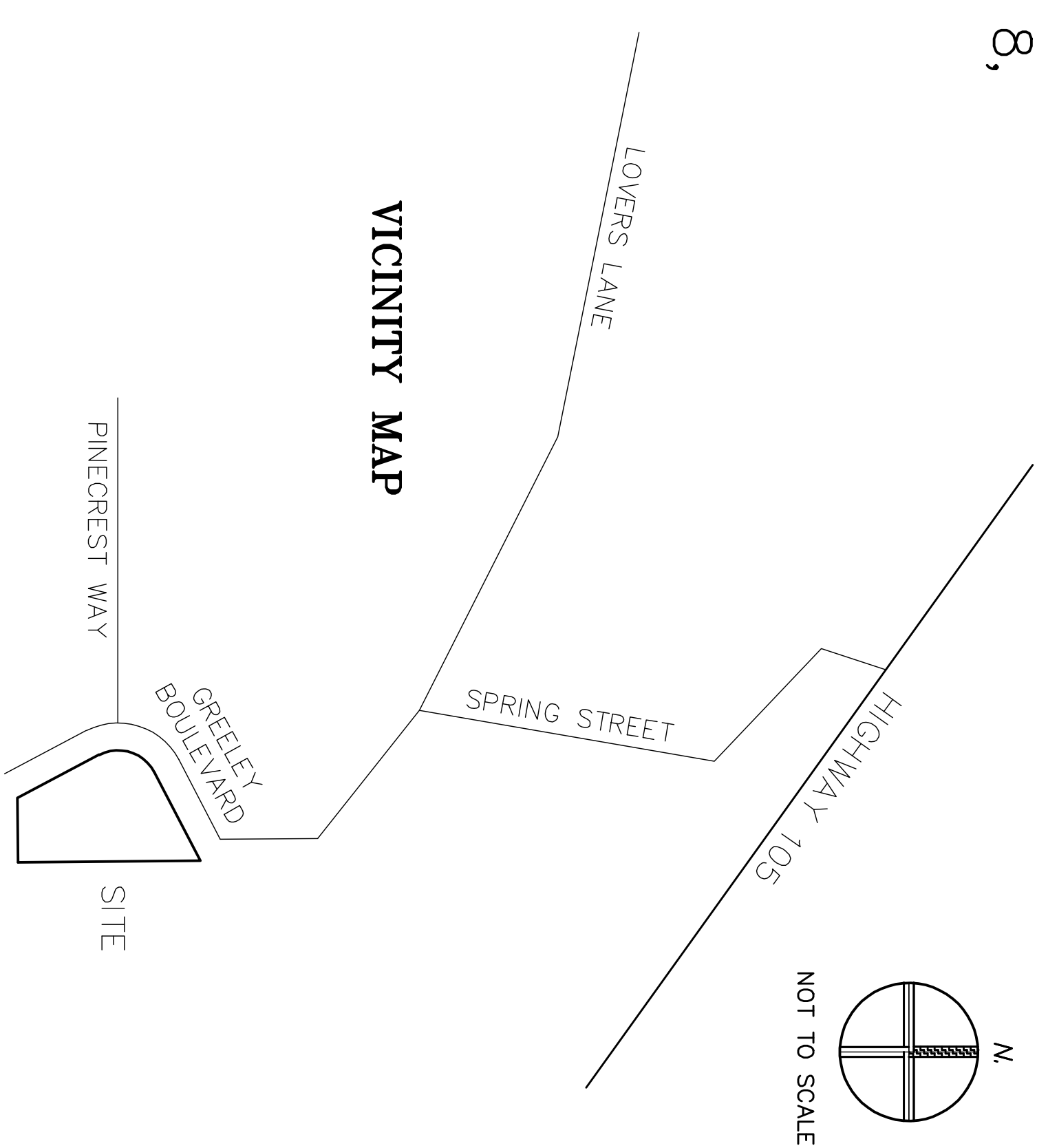
NOTES:

1. o - Indicates a set #4 rebar with Surveyor's Cap, P.L.S. #37631.
• - Indicates recovered survey monument as noted.
2. * - Indicates not a part of this subdivision.
3. This Survey was conducted without the benefit of a Title Commitment and is based on the legal description provided. Therefore easements or rights-of-way of record affecting the subject property, if any, may not be shown hereon. No additional research was performed by CROSSED PATHS SURVEYING SERVICES, INC.
4. The approval of this replat vacates all prior plats for the area described by this replat.
5. Basis of Bearings: All bearings shown are relative to the Easterly Line of said Lot 1, Block 2, monumented as shown and assumed to bear S00°35'36"E, a distance of 254.72 feet.
6. NOTICE: According to Colorado Law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.
7. All Lots subject to possible private water, sewer, and electric service line Easements.

RECORDING:

STATE OF COLORADO }
COUNTY OF EL PASO } SS
I hereby certify that this instrument was filed for record in my office at _____ o'clock _____ M.,
this _____ day of _____, 20____ A.D., and is duly recorded under
Reception No. _____ of the records of El Paso County, Colorado.
SURCHARGE: _____
FEE: _____
BY: _____
Steve Schlicker, Recorder

BY: _____ Deputy



EASEMENTS:

UNLESS SHOWN GREATER IN WIDTH THE SIDES OF ALL LOT LINES SHALL BE PLATTED WITH A FIVE FOOT (5') EASEMENT FOR PUBLIC UTILITIES & DRAINAGE PURPOSES, AND ALL REAR LOT LINES SHALL BE PLATTED WITH A SEVEN AND ONE-HALF FOOT (7.5') EASEMENT FOR PUBLIC UTILITIES AND DRAINAGE PURPOSES. THE MAINTENANCE OF SAID EASEMENTS SHALL BE VESTED WITH THE INDIVIDUAL OWNERS.

SURVEYOR'S CERTIFICATION:

The undersigned Colorado Registered Professional Land Surveyor licensed in the State of Colorado, hereby states and declares that the accompanying plat was surveyed and drawn under his responsible charge and accurately shows the described tract of land, and replat thereof, and that the requirements of Title 38 of the Colorado Revised Statutes, 1973, as amended, have been met to the best of his professional knowledge, belief and opinion.

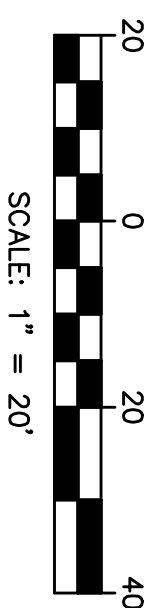
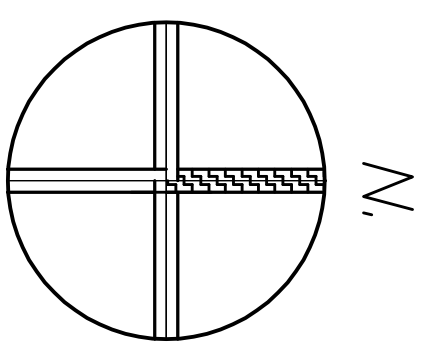
James P. Brinkman
Colorado Professional Land
Surveyor No. 37631

**PRELIMINARY
FOR REVIEW**

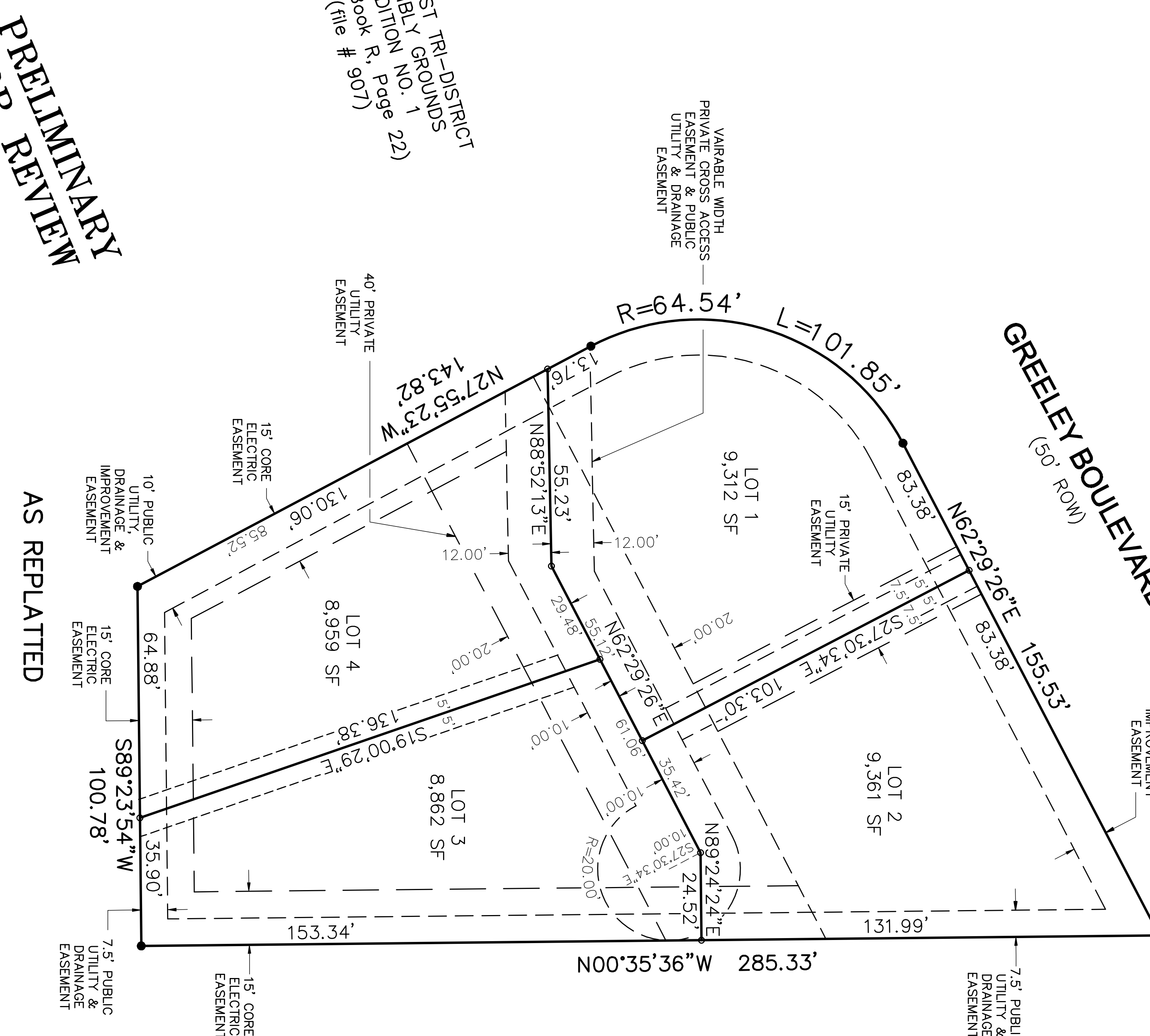
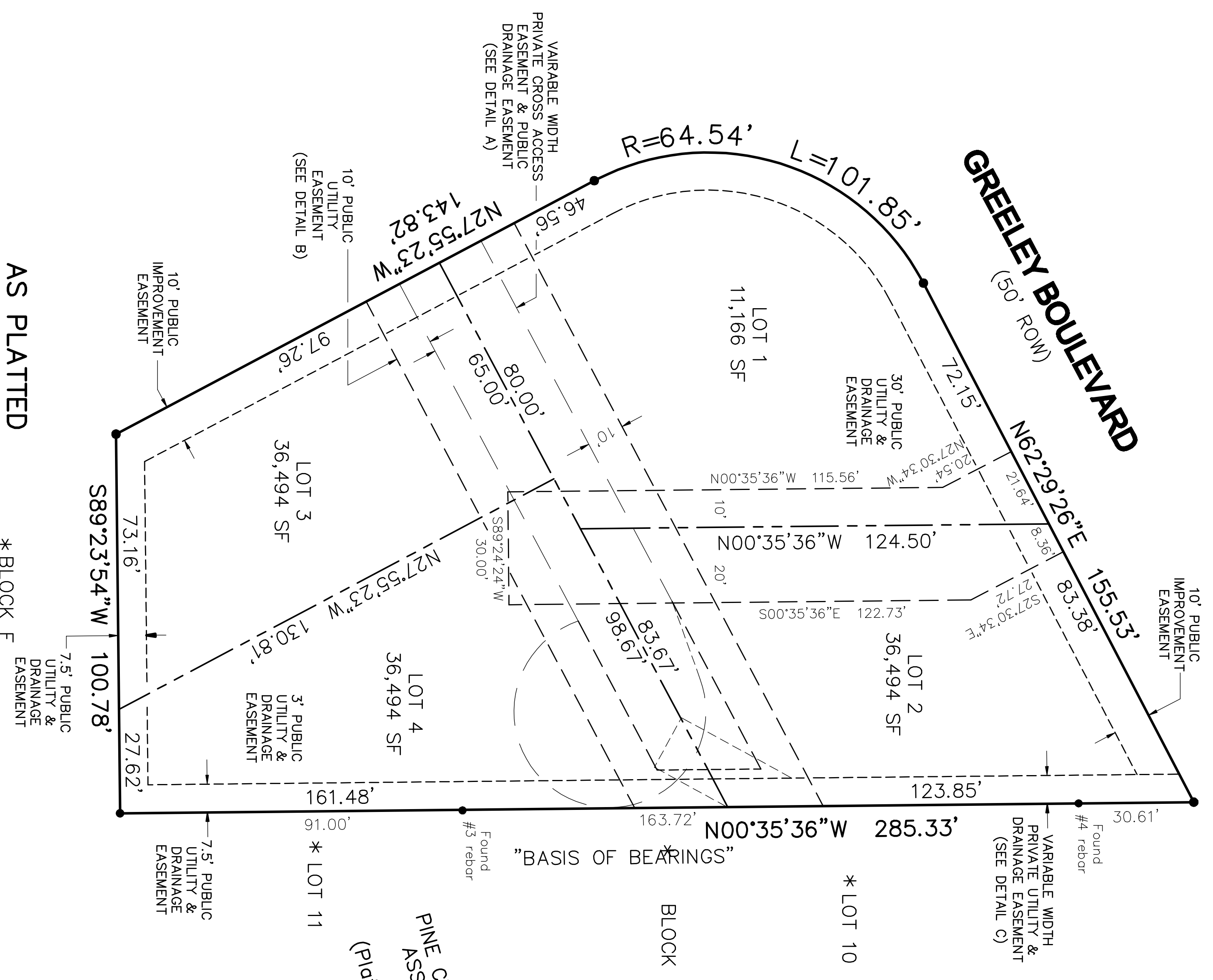
**A REPLAT OF LOT 1,
BLOCK 2, PINE CREST
YOUTH RANCH SUBDIVISION,
AMENDMENT NO. 1**

no.	date	revisions	scale:	drawn by:	checked by:
1	April 27, 2024		1" = 20'	JPB	
2					
3					

CROSSED PATHS SURVEYING SERVICES, INC.
COLORADO SPRINGS, CO 80908
PHONE: 719-661-2348
EMAIL: info@crossedpaths.com



**A REPLAT OF LOT 1, BLOCK 2,
PINE CREST YOUTH RANCH SUBDIVISION, AMENDMENT NO. 1**
BEING A PORTION OF THE NORTHEAST ONE-QUARTER OF SECTION 8,
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M.



**PRELIMINARY
FOR REVIEW**

AS REPLATTED

AS PLATTED

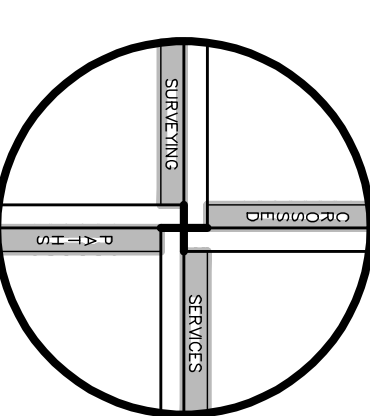
PINE CREST TRI-DISTRICT
ASSEMBLY GROUNDS
PLAT BOOK # 897
(file # 897)

PINE CREST TRI-DISTRICT
ASSEMBLY GROUNDS
ADDITION NO. 1
PLAT BOOK # 907
(file # 907)

**A REPLAT OF LOT 1,
BLOCK 2, PINE CREST
YOUTH RANCH SUBDIVISION,
AMENDMENT NO. 1**

no.	date	revisions	scale	by
3			1" = 20'	
2				
1				

drawing date: April 27, 2024
drawn by: JPB
dwg. file: 1212100A07R1.dwg
project no: 1212100A.07
sheet 1 of 2



CROSSED PATHS SURVEYING SERVICES, INC.
COLORADO SPRINGS, CO 80908
PHONE: 719-661-2348
EMAIL: info@crossedpaths.com

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, May 15, 2024, at 5 PM at the Town Hall at 26 Valley Crescent, Palmer Lake, to consider an application to replat lot lines and easements at 91, 93, 95, 97 Greeley, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on Thursday, May 30 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

Published in the Tri-Lakes Tribune May 1, 2024.

Item 3.

I, Kate Dickens, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper **1 time(s) to wit 05/01/2024**

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



Kate Dickens
Sales Center Agent

Subscribed and sworn to me this 05/01/2024, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires June 23, 2026.



Karen Hogan
Notary Public
The Gazette

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

Document Authentication Number
20224024441-548329



Item 4.

TOWN OFFICE USE ONLY

Date Received: 4/15/24 By: CLB
 Amount: \$ 1000.00 Pmt Type: CK # 1567
 Approved Denied Date: _____
 Expires: _____ By: _____

VACATION & REPLAT APPLICATION

Name of Applicant/Property Owner: Ethel Engel

Name of Proposal: Replat of 278 Lower Glenway St.

Address: PO Box 3 City: Palmer Lake State: CO Zip: 80133

Email: engelicecream@gmail.com Tax Schedule #: 7105309058

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

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

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

Location of Property: 278 Lower Glenway St., Palmer Lake, CO 80133

Nearest Street Intersection: Lower Glenway St. and High St. Existing Subdivision: Lavelett Properties Sub. & Palmer Lake Am'd Fil.

Current Zoning and Uses of Surrounding Property: N:	<u>R3</u>	<u>Borders Middle Glenway St.</u>
E:	<u>R3</u>	<u>Single Family Residential</u>
S:	<u>R3</u>	<u>Borders Lower Glenway St.</u>
W:	<u>R3</u>	<u>Single Family Residential</u>

Signature of Owner: Ethel Engel Date: 4-15-24

Applicants Name: Ethel Engel

Address/Location: PO Box 3 / 53 High St., Palmer Lake, CO 80133

PC-5/15

Letter of Intent

April 15, 2024

Ethel Engel
53 High St.
PO Box 3
Palmer Lake, CO 80133

Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133

Re: Replat of 278 Lower Glenway Street (Tax Schedule 7105309058)

I am respectfully requesting a replat of property I own at 278 Lower Glenway Street. The legal description of said property is *LOTS 4-6 INC BLK C PALMER LAKE AMENDED FIL, TOG W/LOT 1 LAVELETT PROPERTIES SUB*. I am requesting the property be replat into two lots in order to sell the East Lot (Lot 1) to my granddaughter and her husband, Amanda and Michael Wilkinson, for them to build a house.

The proposed property line dividing the two lots will be nine feet West of the existing Lot 1 property line to give more room on the existing lot for a reasonably sized house within the R3 zoning code setback requirements. This requires jogging the dividing property line around the East side of the existing barn in order to meet the setback requirements of 7.5 feet for side property lines. This keeps the barn on the West lot with the existing house that I will retain (Lots 4-6, which will be Lot 2 with the replat).

The East portion of 278 Lower Glenway St. has been sitting vacant up until now and is one of the last few good lots to build a home in the area called Residential Old Town in the 2022 Palmer Lake Community Master Plan. The future house on this site built by Amanda and Michael will follow all R3 zoning code requirements, and their new build will add another charming house to add to the unique character of the Residential Old Town area. They intend to connect to the Town's water and sewer systems. Water drainage will not change due to this replat until a new improvement is built, at which time the proposed drainage compliance will be provided with a land use application.

I have been a resident of Palmer Lake all my life and would love to give my granddaughter the chance of a more permanent residence in this Residential Old Town area. This replat will preserve the unique historical improvements currently on the lot,

while also allowing new residential use of the unused lot. Thank you for your consideration in this matter.



Ethel Engel
719-481-3772

Attachments:

1. Replat Application
2. Site Plan
3. Letter of Authorization for Representation

April 15, 2024

Ethel Engel
53 High St.
PO Box 3
Palmer Lake, CO 80133

Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133

Letter of Authorization

Regarding: A Colorado property legally described real estate in the County of El Paso as *LOTS 4-6 INC BLK C PALMER LAKE AMENDED FIL, TOG W/LOT 1 LAVELETT PROPERTIES SUB*, known as 278 Lower Glenway St., Palmer Lake, CO 80133.

I am the owner of record for the referenced property. I hereby grant Jeannine Engel permission to represent me and act on my behalf to request replat approval from the Town of Palmer Lake.

Ethel Engel

Printed Name (Ethel Engel)

Ethel Engel

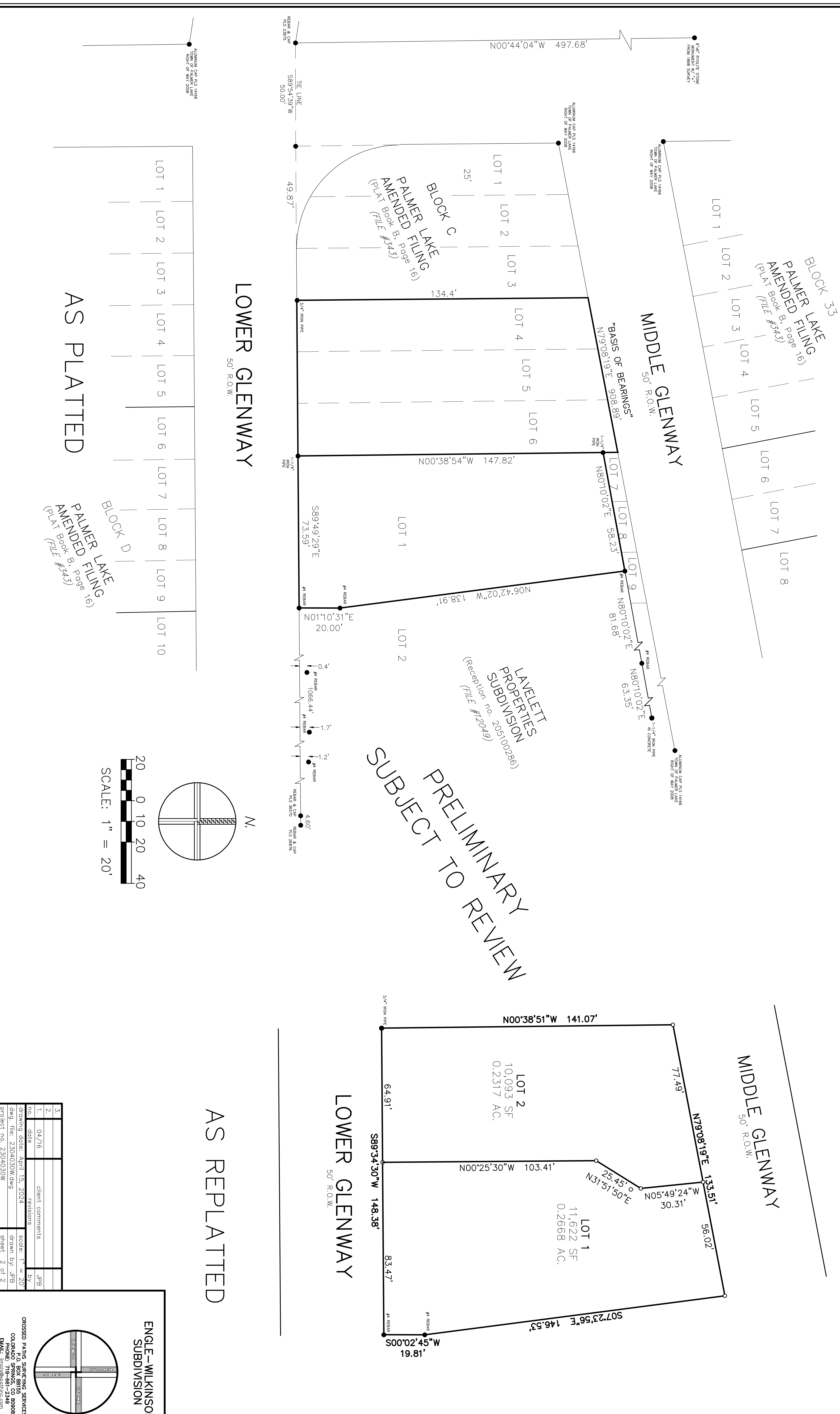
Signature (Ethel Engel)

4-15-24

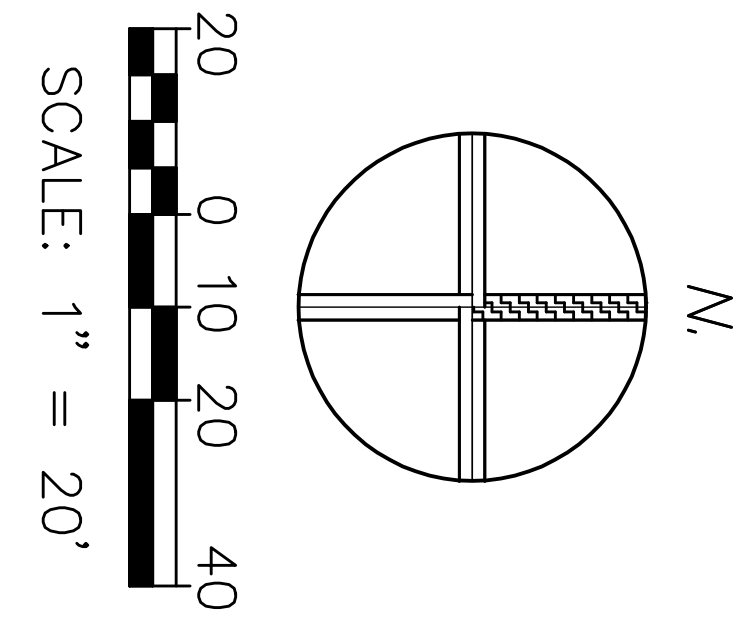
Date Signed

ENGEL-WILKINSON SUBDIVISION

A VACATION AND REPLAT OF LOTS 4, 5, 6 AND THE REMAINING PORTIONS OF LOTS 7, 8, 9 ALL IN BLOCK C, PALMER LAKE AMENDED FILING to the Town of Palmer Lake, together with LOT 1, LAVELETT PROPERTIES SUBDIVISION, being a portion of the Southwest One-Quarter of Section 5, Township 11 South, Range 67 West of the 6th P.M., in the Town of Palmer Lake, El Paso County, Colorado



PRELIMINARY
SUBJECT TO REVIEW



AS REPLATTED

AS PLATTED

no.	date	revisions	client comments	by
1	04/16			JPB

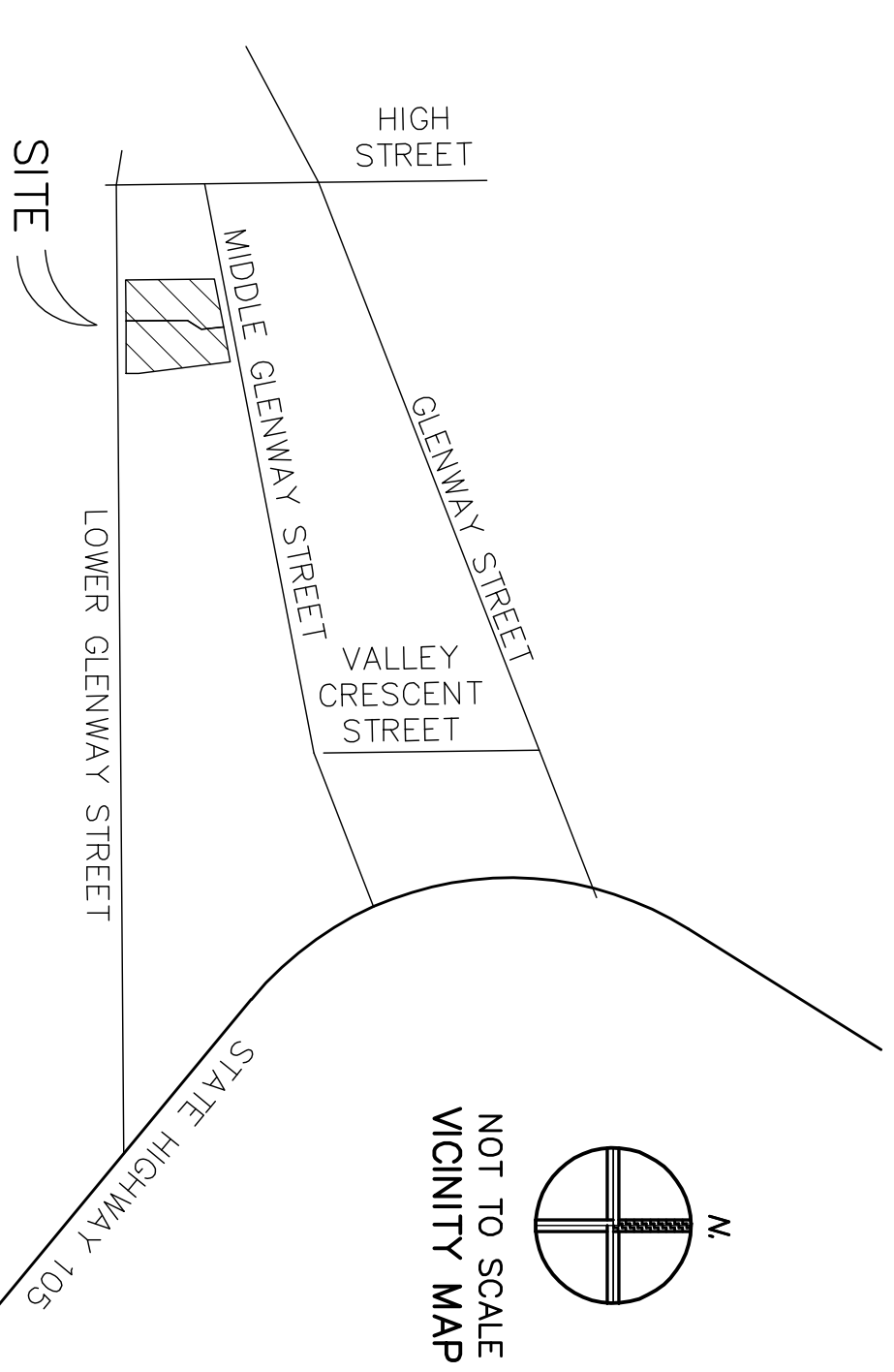
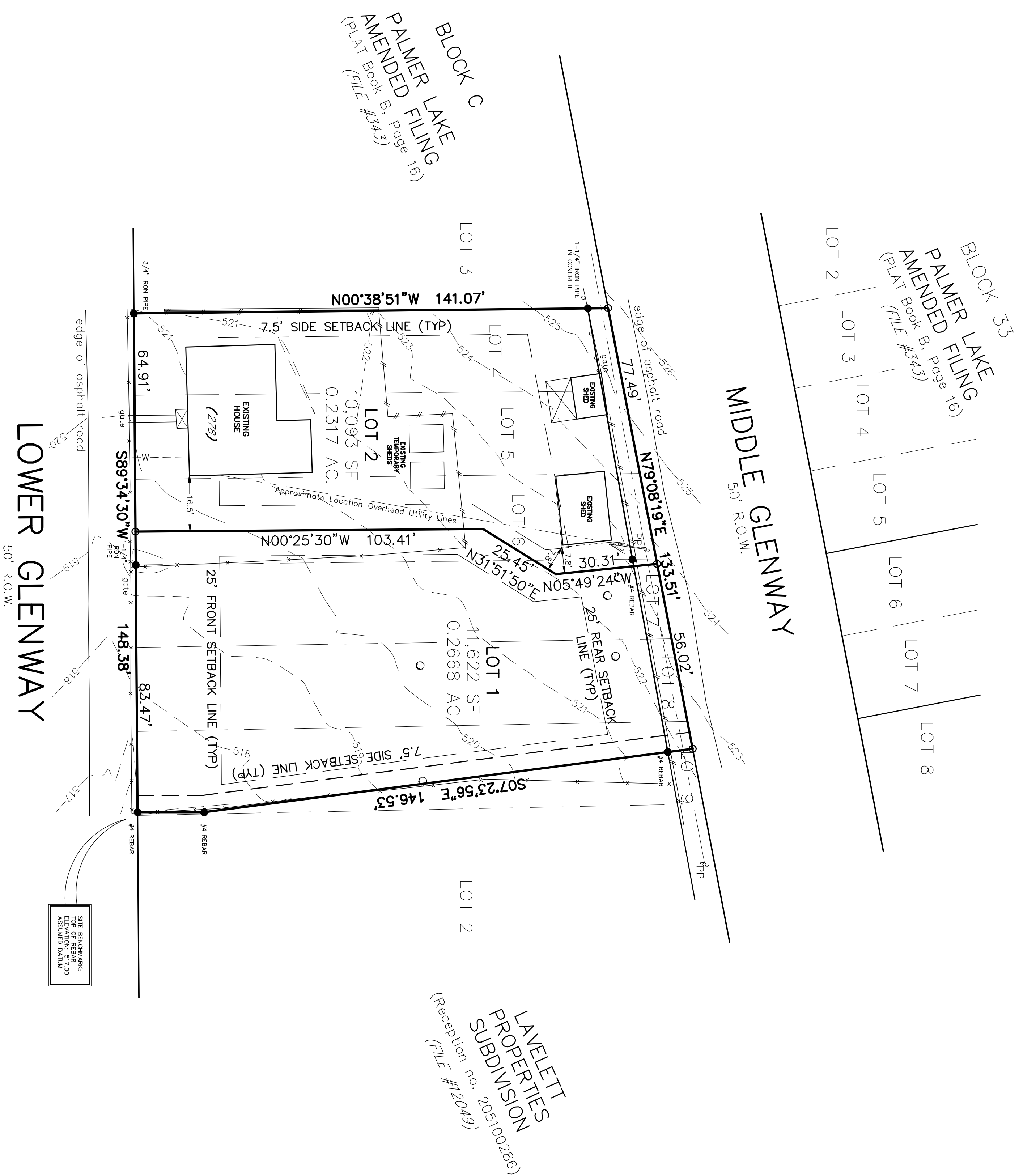
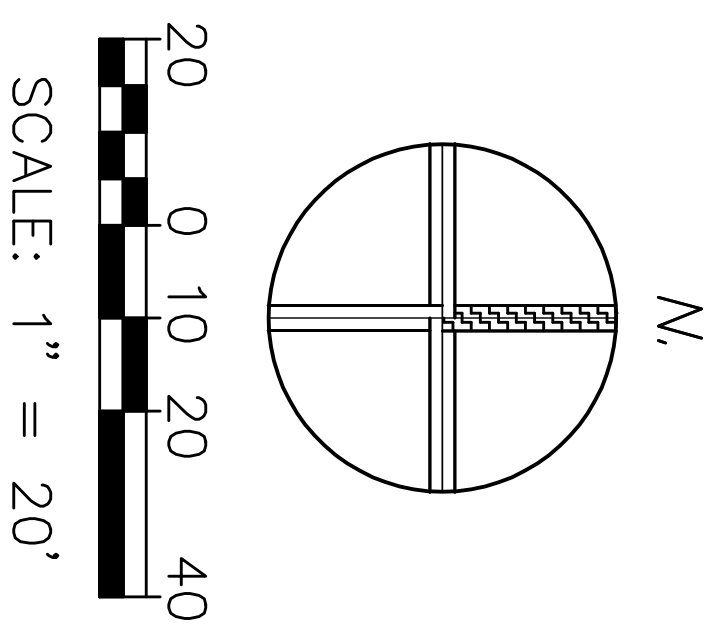
drawing date: April 15, 2024
 scale: 1" = 20'
 drawn by: JPB
 sheet 2 of 2

ENGEL-WILKINSON SUBDIVISION

CROSSED PATHS SURVEYING SERVICES, INC.
 COLORADO SPRINGS, CO 80908
 PHONE: 719-661-2348
 EMAIL: info@crossedpaths.com

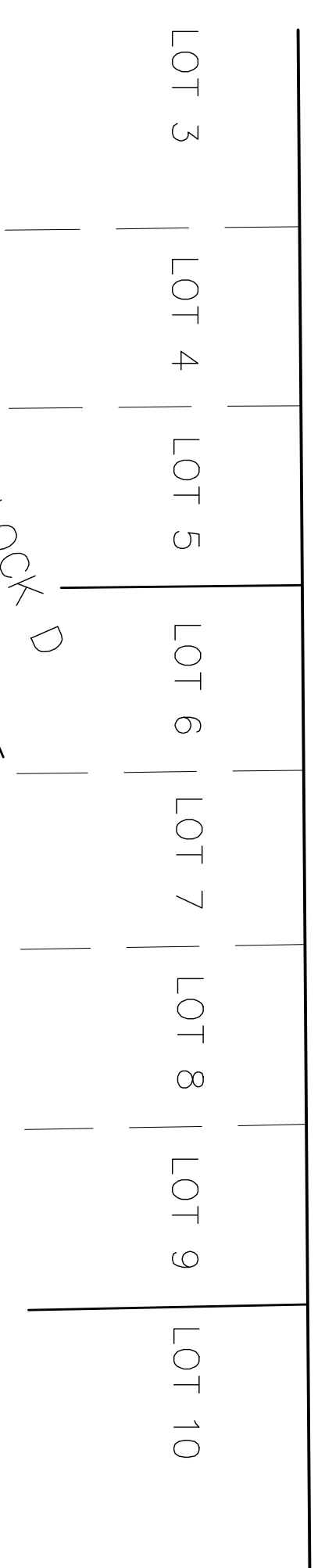
PRELIMINARY PLAT ENGEL-WILKINSON SUBDIVISION

A VACATION AND REPLAT OF LOTS 4, 5, 6 AND THE REMAINING PORTIONS OF LOTS 7, 8, 9 ALL IN BLOCK C,
PALMER LAKE AMENDED FILING to the Town of Palmer Lake, together with LOT 1, LAVELETT PROPERTIES SUBDIVISION, being a portion of the
Southwest One-Quarter of Section 5, Township 11 South, Range 67 West of the 6th P.M., in the Town of Palmer Lake, El Paso County, Colorado



NOTES:
1. Topography based on assumed datum.

- LEGEND:**
- W— existing underground water line
 - S— existing underground sewer line
 - G— existing underground gas line
 - FH— existing fire hydrant
 - WV— existing water valve
 - PP— existing power pole
 - TPED— existing electric pedestal
 - tree
 - chain link fence
 - x— wire fence
 - x— wood fence
 - found corner as shown
 - corner to be set



NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

3.			
Z.	04/16	client comments	JPB
1.		revisions	by
no.	date		
drawing date:	April 15, 2024	scale: 1" = 20'	drawn by: JPB
dwg. file:	2304030W.dwg		
project no.:	2304030W	sheet:	1 of 1

**PRELIMINARY PLAT
ENGEL-WILKINSON
SUBDIVISION**

CROSSED PATHS SURVEYING SERVICES, INC.
COLORADO SPRINGS, CO 80908
PHONE: 719-661-2348
EMAIL: info@crossedpaths.com

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

Public Notice
TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, May 15, 2024, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider an application to replat lot lines at 278 Lower Glenway, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on Thursday, May 20 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
Published in the Tri-Lakes Tribune May 1, 2024.

I, Kate Dickens, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper **1 time(s) to wit 05/01/2024**

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



Kate Dickens
Sales Center Agent

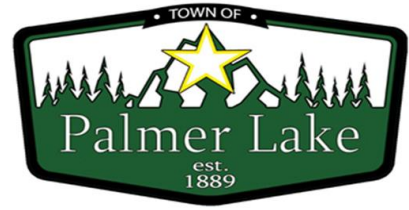
Subscribed and sworn to me this 05/01/2024, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires June 23, 2026.



Karen Hogan
Notary Public
The Gazette

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

Document Authentication Number
20224024441-550063



Item 5.

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

DATE: May 2024	ITEM NO.	SUBJECT: Replat of Interior Lot Line and Easements, Greeley
Presented by: Town Administrator /Clerk		

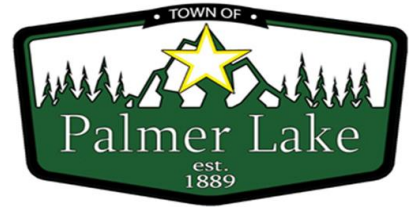
Background

This site is an approved PUD for four units; however, as previously reviewed by the Planning Commission, the slight site modifications require a replat of the interior lot lines to accommodate small modification to the structures and modification of easements.

Mr. Randy Allgood and/or Surveyor Jim Brinkman may be present to review the changes.

Recommended Action

Staff reviewed and supports the replat for the Greeley site. Consider a recommendation to approve the replat.



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

DATE: May 2024	ITEM NO.	SUBJECT: Replat of Lot Line, Lower Glenway
Presented by: Town Administrator /Clerk		

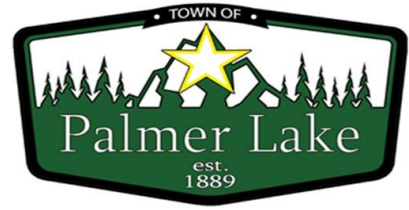
Background

The property at 278 Lower Glenway consists of multiple lots and is owned by Ms. Ethel Engel. The request is to replat to two lots as laid forth with a property line to accommodate setbacks with existing structures.

Mr. Mike Wilkinson and/or Surveyor Jim Brinkman may be present to review the requested replat.

Recommended Action

Staff reviewed and supports the replat for the property. Consider a recommendation to approve the replat.



Item 7.

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

DATE: May 2024	ITEM NO.	SUBJECT: Additional Sign Permit Application - SecurCare
Presented by: Town Administrator /Clerk		

Background

Ms. Kara Knott, Pinnacle Signs, reached out to inform staff that multiple signs were missed with her original request. She will be present to speak to the additional signs as submitted.



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

Item 7.

Date Received: _____ By: _____
 Payment #: _____ Fee: \$ _____
 Approved By: _____
 Denied Date: _____

**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: El Paso County Signs (DBA, Pinnacle Signs and Graphics)

Phone: (719) 597-0601 Email: office@pinnaclesigns.org

Street Address: 2275 Waynoka Rd, Ste L City: Colorado Spring State: CO Zip: 80915

Legal Address: Lot(s): Same as above Block: _____ Subdivision: _____

Mailing Address (if different than physical location): Same as above

City: _____ State: _____ Zip: _____

Applicant Name (if other than owner): 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: SecurCare-see attached documents

Specific Location of Sign: North Facade-see attached documents for location and sizes

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

Colors: black, red and white Materials: _____

Will sign be illuminated? Yes No If yes, describe: (1) CABINET, (2) CHANNEL LETTER SIGNS

How will the sign be mounted/affixed? mounted to building with bolts and backer plates

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.

Kara D Knott
Signature

Kara D Knott
Printed Name

5/7/2024
Date

TOWN OFFICE USE ONLY
Scheduled PC meeting date: _____



2121 PEAK VIEW BLVD
MONUMENT, CO 80132
Parcel: 7115201013



Sign Type A

Signet Sign

10.00

9.5

Sign B

6 Channel Sign

10.00

8.21

Sign C

6 Channel Sign

10.00

5

Building Frontage: 302 ft

Please be advised that color will differ from monitor to monitor and from monitor to device. If you have concerns, Pinnacle Signs & Graphics can provide a color sample upon request for an additional fee.

This drawing and the designs herein are prepared under our Copyright and are limited to the property of Pinnacle Signs and may be used or reproduced in whole or any manner without the express written consent of Pinnacle Signs.

APPROVED:

Name

Signature

Date



QTY: 2 - LED ILLUMINATED BY WALL MOUNT



Sign Type A



2025 PEAK VIEW BLVD,
MONUMENT, CO, 80132

Parcel: 7115201013

Net Signs
Quantity (1)

-19.5

g Frontage: 302 ft

Please be advised that color will differ from monitor to monitor and device to device. If you have concerns Pinnacle Signs & Design can provide a color sample upon request for an additional fee.

This drawing and the design herein are protected under US Copyright Law and shall remain the property of Pinnacle Signs and may be used, reproduced or copied in any manner without the express written consent of Pinnacle Signs.

APPROVED:

Name

Signature

Date

This sign is positioned at the east end of the north facing facade

Sign A (New request)



2121 PEAK VIEW BLVD
 MONUMENT, CO 80132
 Parcel:7115201013

Sign Type A

Cabinet Sign

Noted

9.5

Sign B

Channel Sign

Noted

8.21

Sign C

FACE Channel Sign

Noted

5

Building Frontage: 302 ft

Please be advised that color will differ from monitor to monitor and between devices. If you have concerns. Pinnacle Signs & Design can provide a color sample upon request at an additional fee.

This drawing and the design herein are protected under US Copyright Law and shall remain the property of Pinnacle Signs and may be used or reproduced in whole or any manner without the express written consent of Pinnacle Signs.

APPROVED:

Name

Signature

Date

Sign Type B

Channel Letters
 Quantity (1)



Please be advised that color will differ from monitor to monitor and printer to device. If you have concerns Pinnacle Signs & Design can provide a color sample upon request for an additional fee.

This drawing and the design herein are protected under US Copyright Law and shall remain the property of Pinnacle Signs and may be used or reproduced in whole or in part without the express written consent of Pinnacle Signs.

APPROVED:

Name

Signature

Date

Signs are positioned over entrance at center of north facade.

2121 PEAK VIEW BLVD
 MONUMENT, CO 80132
 Parcel: 7115201013



Sign Type A

Channel Sign

Noted

9.5

Sign B

Channel Sign

Noted

8.21

Sign C

Channel Sign

Noted

5

29

Building Frontage: 302 ft

Please be advised that color will differ from monitor to monitor and device to device. If you have concerns, provide flags to design and provide a color sample upon request at an additional fee.

This drawing and the design herein are protected under US Copyright Law and shall remain the property of Pinnacle Signs and may be fully reproduced or copied in any manner without the express written consent of Pinnacle Signs.

APPROVED:

Name

Signature

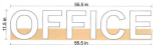
Date

Sign Type C

2025 PEAK VIEW BLVD,
 MONUMENT, CO, 80132

Parcel: 7115201013

QTY 1 - SET LED ILLUMINATED FRONT LIT FACE MOUNTED CHANNEL LETTERS



Channel Letters
 Quantity (1)

-13.21

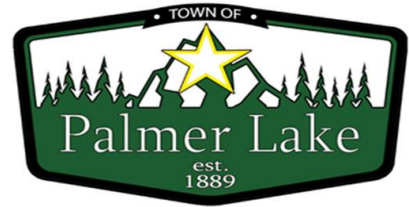
ing Frontage: 302 ft

Please be advised that color will differ from monitor to monitor and between devices. If you have concerns Pinnacle Signs & Design can provide a color sample upon request for an additional fee.

This drawing and the design herein are protected under US Copyright Law and shall remain the property of Pinnacle Signs and may be used, reproduced or copied in any manner without the express written consent of Pinnacle Signs.

APPROVED:

 Name Signature Date



Item 8.

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

DATE: May 2024	ITEM NO.	SUBJECT: Requested Site Plan at Columbine/Primrose Property Per Conditional Use Approval (2023)
Presented by: Town Administrator /Clerk		

Background

Mr. Curtis Claar, owner of the triangular lot at Columbine/Primrose, is providing the site plan as requested with the approval of the conditional use for mixed use on this property.

COVER LETTER

PO Box 991
Palmer Lake CO 80133
May 7, 2024

Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133

Re: Conditional Use Resolution R-2023-45 for Primrose & Columbine corner lot

The Conditional Use Resolution referenced above was adopted June 22, 2023. The resolution approved mixed use for residential and commercial on the lot with the condition that the site plan for the development be presented for review and approval by the Planning Commission.

The site plan is attached for review and approval before submittal of building permit request.



Attachments:

- 02 Conditional Use Resolution R-2023-45
- 03 Site Plan Claar

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 45-2023

A RESOLUTION TO APPROVE A CONDITIONAL USE PERMIT TO ALLOW MIXED RESIDENTIAL DWELLING WITH COMMERCIAL ON A PROPERTY ZONED CONVENIENCE COMMERCIAL LOCATED AT PRIMROSE AND COLUMBINE (“PROPERTY”)

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, Section 17.52.020 of the Palmer Lake Municipal Code provides that Mixed-Residential Dwelling is determined a conditional use in the Convenience Commercial (CC) Zone District; and

WHEREAS, the Planning Commission makes recommendations of approval or denial of conditional uses to the Board of Trustees, which has the final authority to grant or deny such applications; and

WHEREAS, on June 21, 2023, the Palmer Lake Planning Commission recommended approval of the conditional use subject to a site plan review by the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:

1. The application for a conditional use permit is approved for mixed-residential dwelling and commercial use in a CC zone on parcel 7105214001, located at Primrose and Columbine, is hereby approved with the following condition:

The site plan for the mixed-use development will be presented for review and approval by the Planning Commission.

2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution 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 Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 22nd DAY OF JUNE 2023.

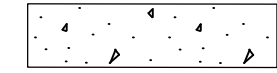
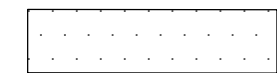
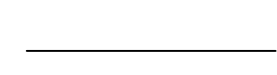
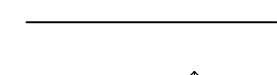

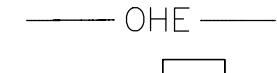


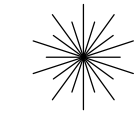
ATTEST:

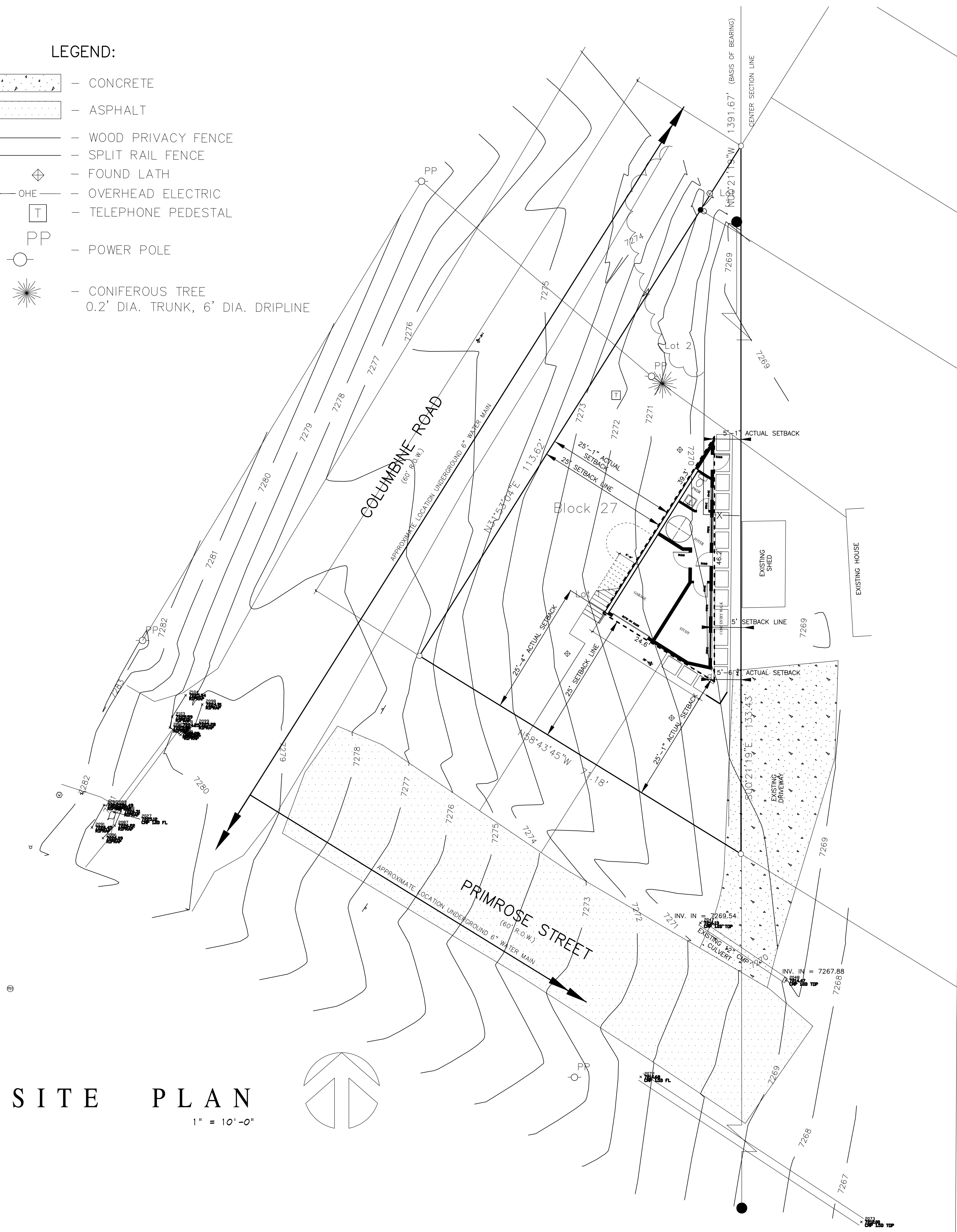
TOWN OF PALMER LAKE, COLORADO


Dawn A Collins
Town Administrator/Clerk

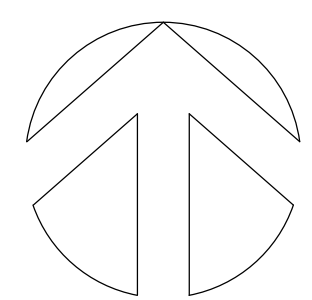
BY: 
Grant Havenar
Mayor

LEGEND:

-  - CONCRETE
-  - ASPHALT
-  - WOOD PRIVACY FENCE
-  - SPLIT RAIL FENCE
-  - FOUND LATH
-  - OVERHEAD ELECTRIC
-  - TELEPHONE PEDESTAL
-  - POWER POLE
-  - CONIFEROUS TREE
0.2' DIA. TRUNK, 6' DIA. DRIPLINE

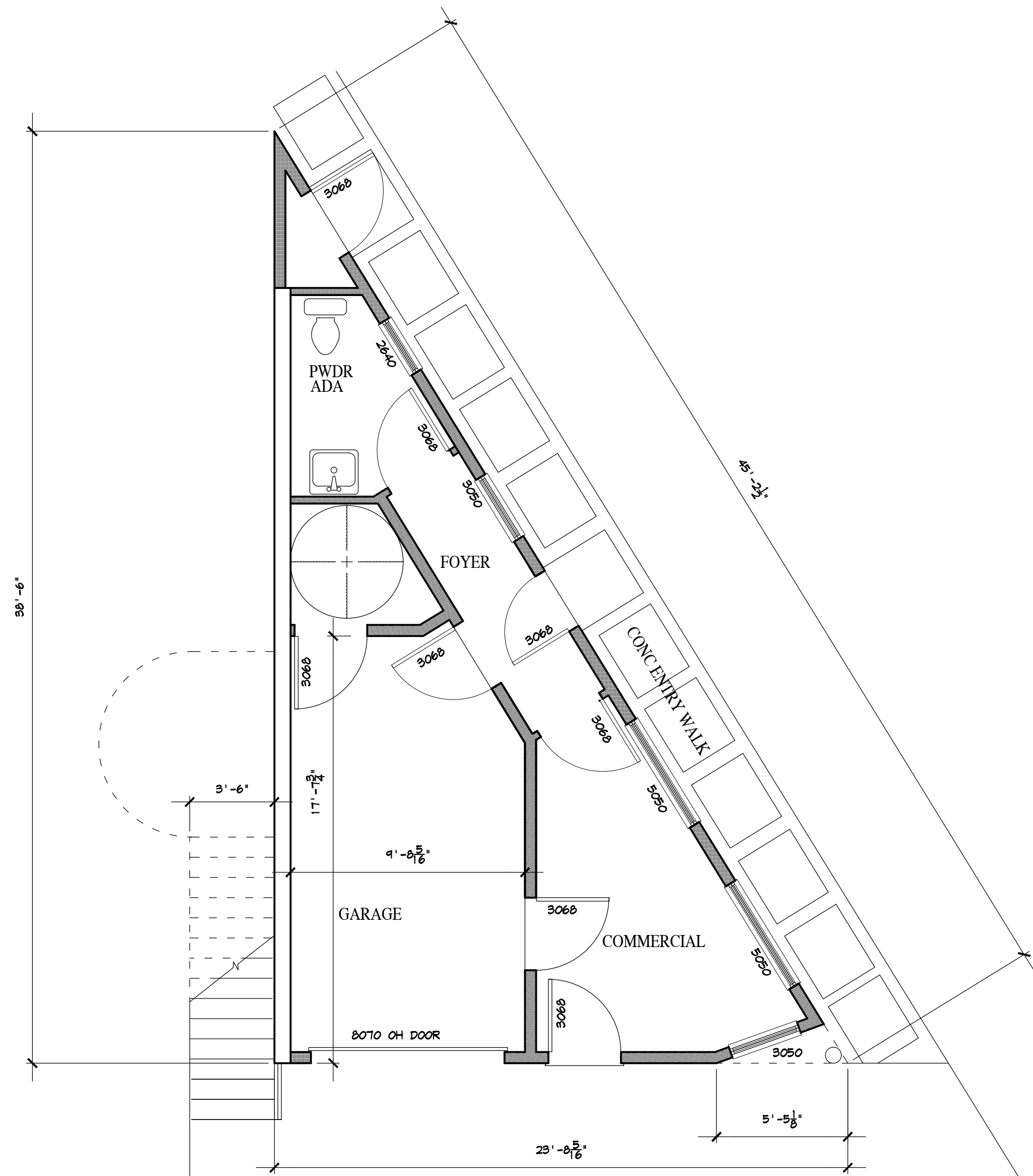


S I T E P L A N
1" = 10'-0"

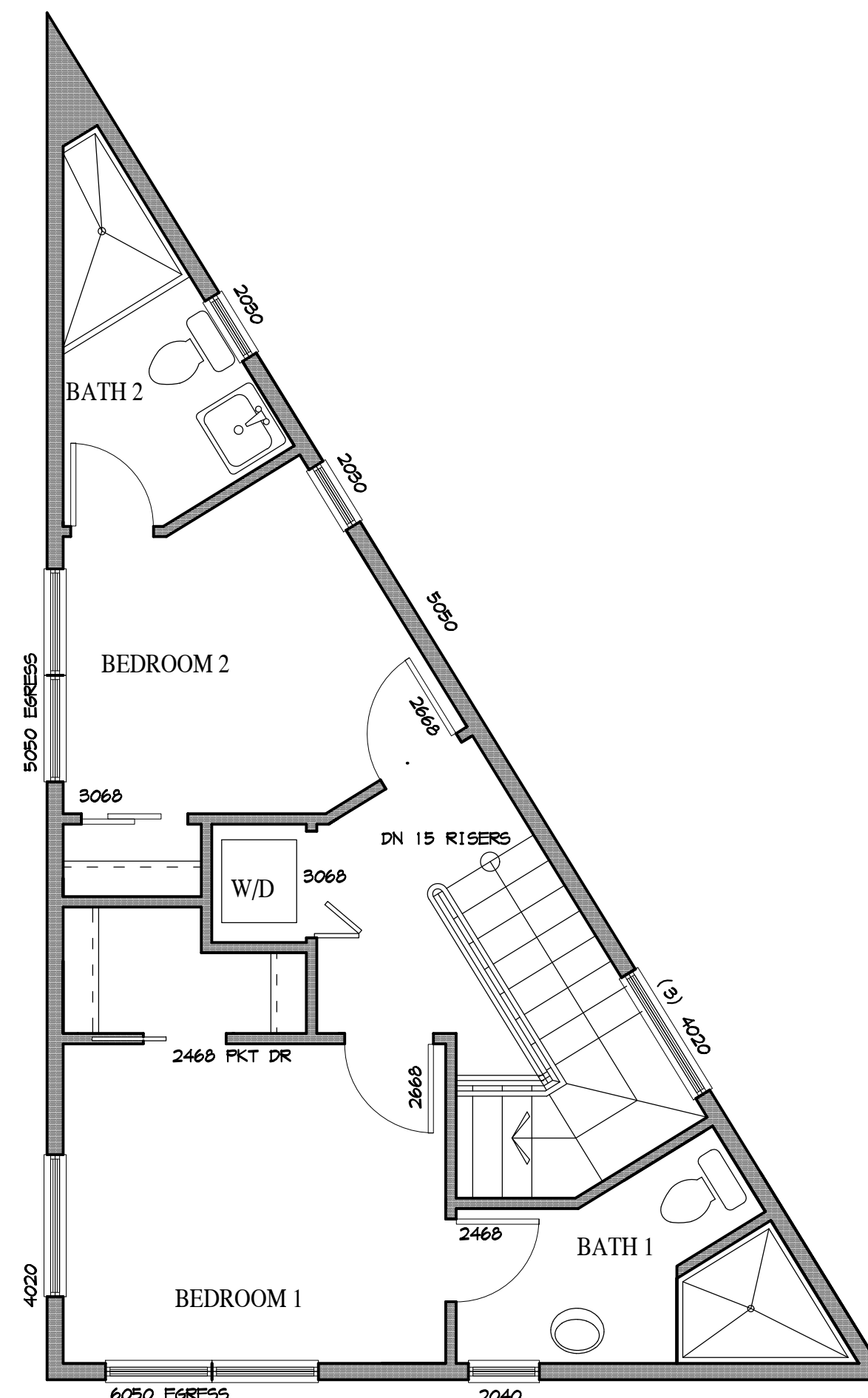


DATE : 4-27-2024
REVISION :
5-7-2024

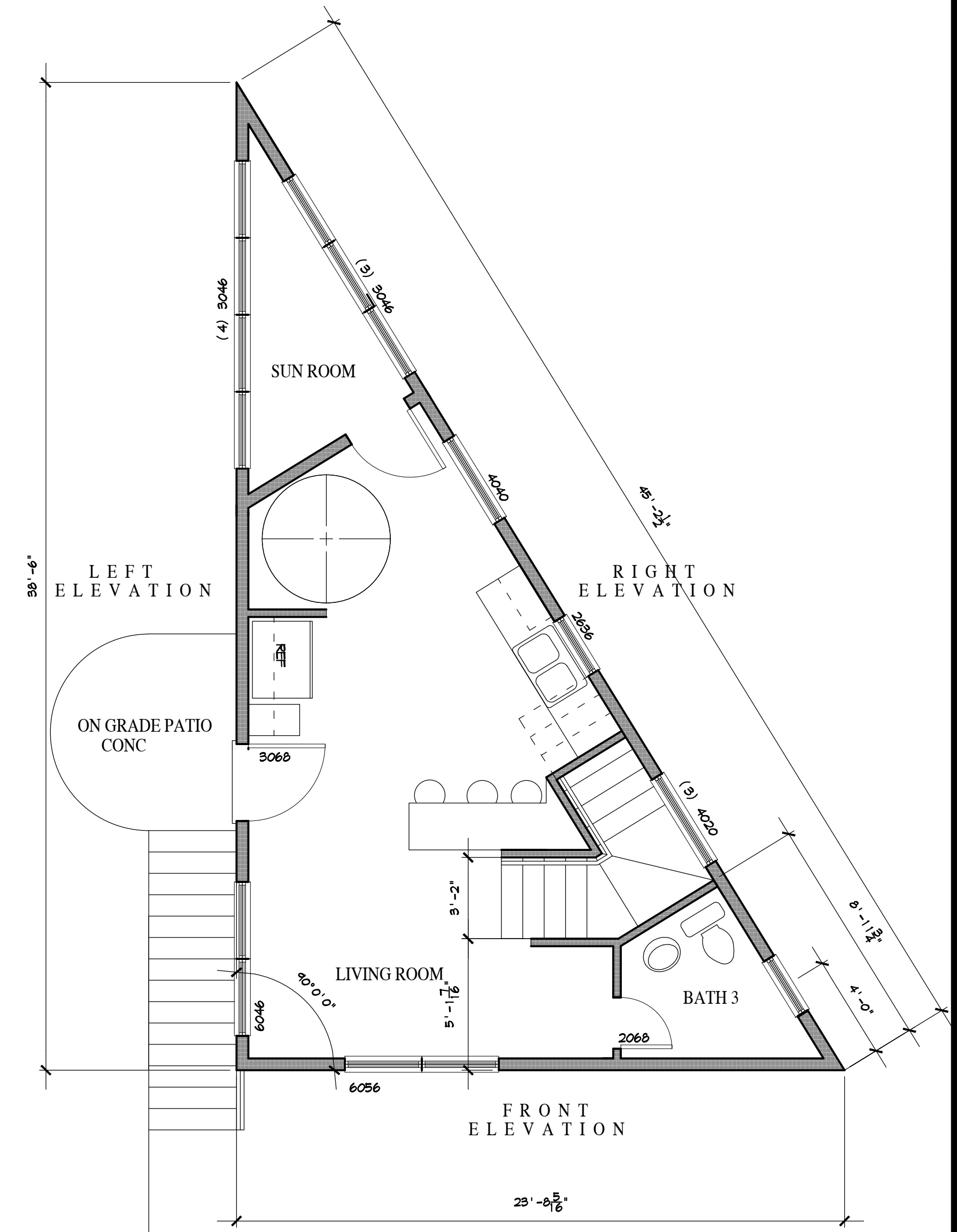
PROJECT
3450-24
SHEET
OF



BASEMENT PLAN
 1/4" = 1'-0"
 456 TOTAL SQ FEET
 252 FIN SQ FEET



UPPER LEVEL PLAN
 1/4" = 1'-0"

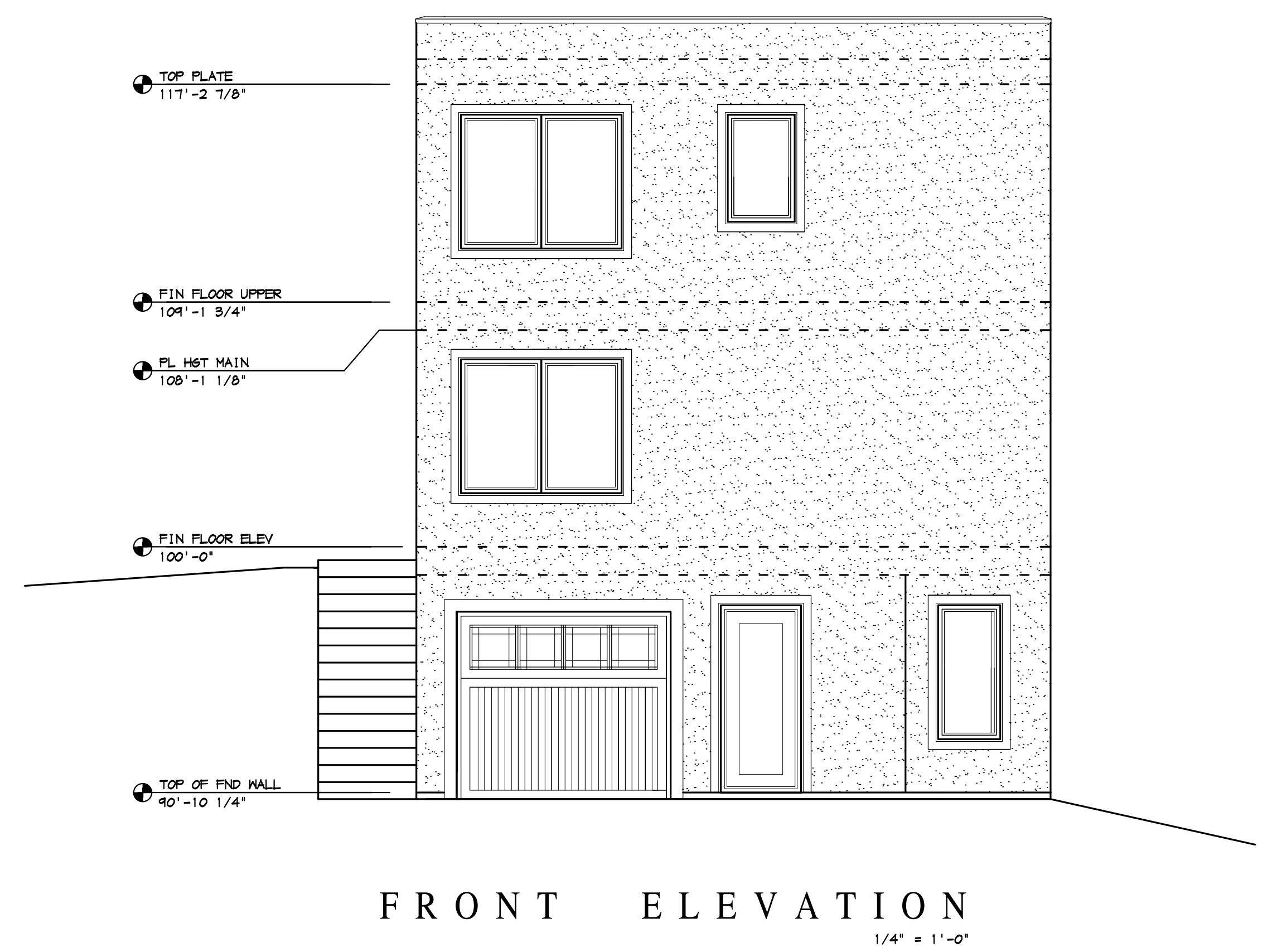
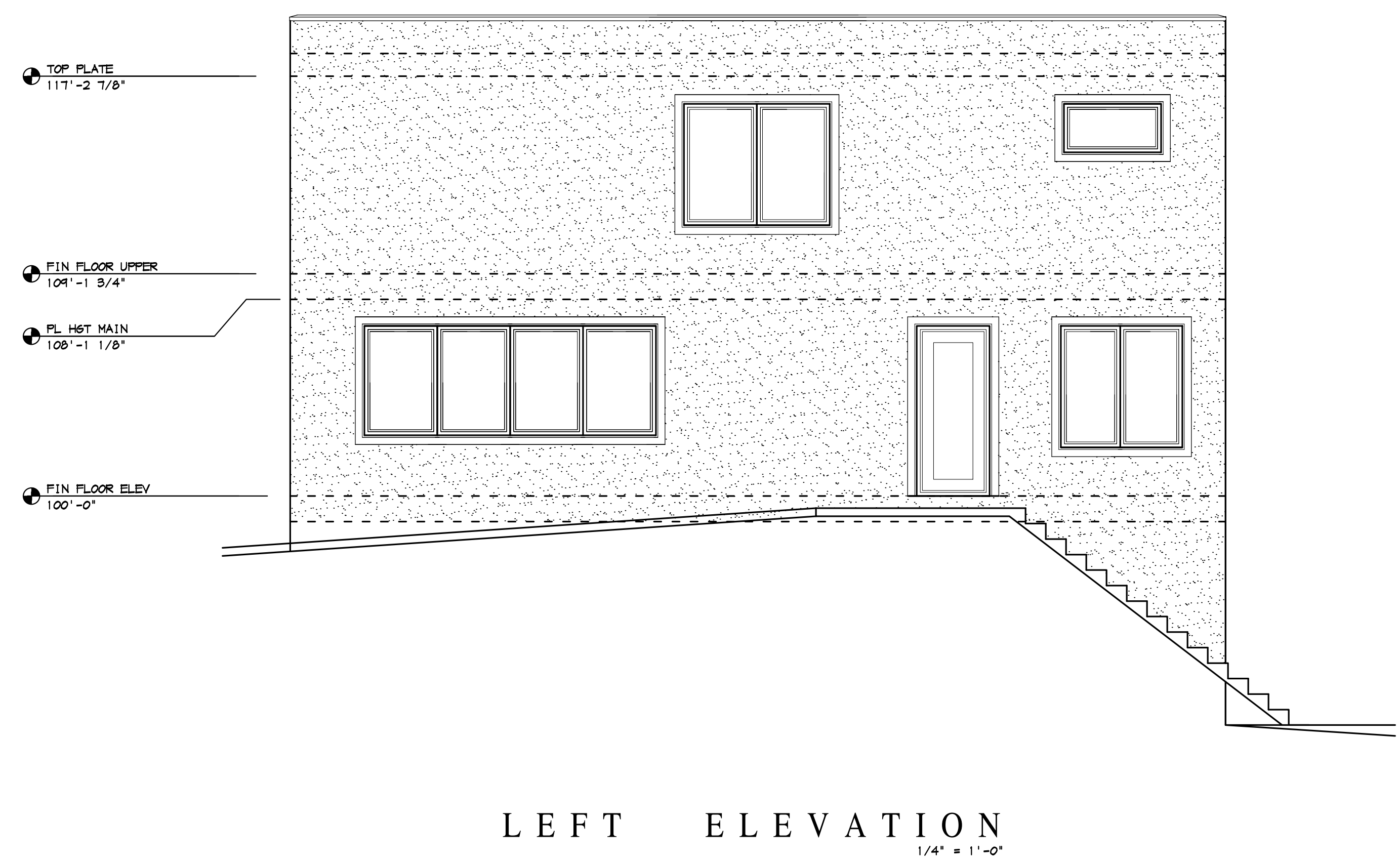
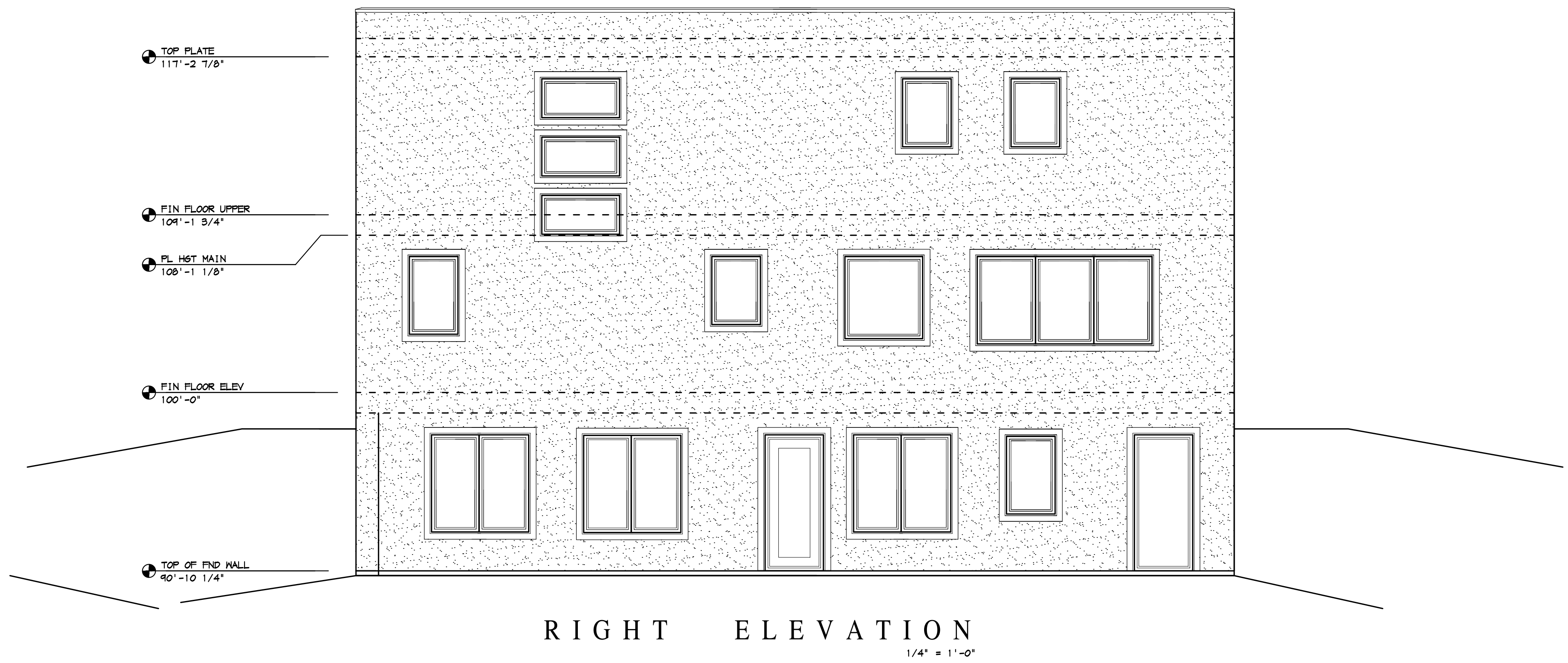


MAIN LEVEL PLAN
 1/4" = 1'-0"
 456 FIN SQ FEET

DATE : 4-27-2024
 REVISION :
 5-7-2024

PROJECT
 3450-24

SHEET
 OF



DATE : 4-27-2024
REVISION :
5-7-2024

PROJECT
3450-24

SHEET
OF

Dawn Collins

From: Loren Burlage <loren@hayco.us>
Sent: Wednesday, May 8, 2024 9:36 AM
To: Dawn Collins; Bruno Furrer
Subject: Renewal/Extension of Diacut Land

-----**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.**-----

Dawn,

Please see below HayCo's request and reasons to continue with the lease of the Diacut Property:

- **Securing entitlements on the potential Monument lot is at a stalemate, making purchase of the land not happening in the immediate future which is causing HayCo to seek out an alternative land purchase solution.
 - ** In addition the interest rate environment has not lessened the challenge of securing funding for a land purchase.
 - **HayCo asks for the Palmer Lake Board of Commissioners to recommend to the Board of Trustees approval for a minimum of one (1) year and would appreciate an extension of two (2) years to continue leasing the Diacut property mainly due to the current economic environment.
- HayCo,L.L.C. and Loren Burlage are thanking you in advance for your time, consideration, and subsequent approval.

Sincerely,

Loren H. Burlage
General Manager
HayCo, L.L.C.
P.O. BOX #34
Monument, CO 80132
719-339-3525

TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO

RESOLUTION NO. 41-2023

A RESOLUTION TO EXTEND A TEMPORARY CONDITIONAL USE PERMIT
FOR 12 MONTHS FOR 773 SOUTH HIGHWAY 105, PALMER LAKE, COLORADO

WHEREAS, Palmer Lake is a statutory Town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

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;

WHEREAS, a temporary conditional use was granted by Resolution 26-2022 for the operation of Hayco business on the Diacut property located at Hwy 105 for 12 months on April 28, 2022; and

WHEREAS, the property and business owner are requesting an extension for one to three years for the conditional use; and

WHEREAS, the Planning Commission heard the request and recommended the Board grant another 12 months of the temporary conditional use to Diacut-Hayco located at 773 South Highway 105.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE OF EL PASO COUNTY, COLORADO, AS FOLLOWS:

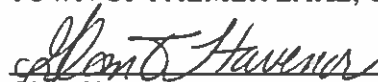
Section 1. The Board of Trustees extends the temporary conditional use permit for 773 South Highway 105 pursuant to the conditions from Resolution 26-2022 for a period of twelve (12) months, expiring May 31, 2024. Should the applicant need additional time, no less than 2 months prior to the deadline, the applicant will be required to report to the Planning Commission to seek a recommendation regarding extension of the Conditional Use Permit, with such final decision to be made by the Board.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution 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 Resolution. The Board of Trustees hereby declares that it would have passed this resolution 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 resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 25TH DAY OF MAY 2023.

TOWN OF PALMER LAKE, COLORADO


Grant Havenar, Mayor

ATTEST:
By: 
Dawn A. Collins, Town Administrator/Clerk



KROB LAW OFFICE, LLC
Attorneys at Law

MEMORANDUM

To: Palmer Lake Planning Commission

From: Scotty P. Krob, Town Attorney

Date: May 9, 2024

Re: Conditional Use Permits

Palmer Lake's existing code only provides guidance on what can and cannot be included as a condition of a conditional use permit in the definitions section of the code:

17.08 Definitions

Conditional Use means a use which within certain zoning districts specified in this Code is not permitted as a matter of right but may be permitted by approval by the board of trustees upon the recommendation of the planning commission. The planning commission shall recommend approval or denial of conditional uses to the board of trustees. The board of trustees shall have final authority to deny or grant such a conditional use. The applicant for conditional use shall follow the same procedure as set forth in an application for zone change including the publication of legal notice.

It is my understanding the Planning Commission may want to recommend to the Board of Trustees that it adopt a more robust, separate section addressing conditional use permits. The following draft section would allow the Planning Commission to recommend, and the Board of Trustees, to impose limitations on whether the CUP applies only to the applicant or it extends to successors or assigns; whether it is for a limited time period or perpetual, operational limitations (such as hours of operation or lighting limitations or noise limitations, for example), as well as design requirements. One condition that some of our municipalities routinely require for conditional use permits is that the applicant enter into a conditional use agreement with the Town. The benefit of having an agreement is that the Town then has

something it can point to that has been signed by the applicant and shows that the applicant knew of and agreed to the conditions associated with their specific use or property. I have included a provision allowing the Planning Commission and Board Of Trustees to consider whether to require a special use agreement in a particular case.

Here is some suggested language for your consideration:

Section _____ - Conditional use permit.

A. *Applicability and scope.* A conditional use permit provides flexibility for different uses within a zoning district and allows the potential for additional uses subject to specific conditions and a case-specific review. Approval of such uses may involve imposition of a variety of conditions, including but not limited to specific design, operational limitations, additional mitigation to ensure the use is appropriate in a specific location. A special use may be granted for a finite period of time or it may be permanent. It may be limited to a particular applicant and may or may not extend to their successors or assigns. The appropriate conditions shall be reviewed and recommended by the Planning Commission, and approved by the Board of Trustees, based on how the review criteria set forth below apply to the applicant and/or the property, A conditional use permit must be initiated by the property owner.

If conditions of a conditional use permit require site modifications, a site plan review may be required prior to commencement of the use.

B. *Review criteria.* A conditional use permit shall be reviewed according to the following criteria:

1. The use is identified as requiring a conditional use permit in Table _____, Section _____.
2. The application is consistent with the Master Plan such that the long-range plans for the surrounding area are not negatively impacted by the proposed use.
3. The application is compatible with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use, and other potential impacts on adjacent property.
4. The use will not have an adverse impact on surrounding property values.
5. The use is not likely to create a nuisance.
6. The on and off-site mitigation measures needed to alleviate impacts due to the development and operations of the use.
7. Any other criteria deemed appropriate by the Planning Commission or Board of Trustees.

C. *Review procedure.* In addition to the general requirements in Section _____, the following additional requirements are specific to conditional use permit applications:

1. Applications shall be accompanied by a narrative and conceptual site plan to review any performance criteria for the particular uses when applied to the site or building.
2. The planning commission may recommend and the board of trustees may require the applicant to enter into a written contract or other assurance which the board may, in its discretion, deem advisable as a condition for the granting of such conditional use permit.

D. *Effect of decision.* Approval of a conditional use permit shall authorize the applicant to apply for a building permit and other applicable development or construction permits.

E. *Revocation.* A conditional use permit may be revoked or suspended by the board of trustees at a public hearing upon a finding of one or more of the following:

1. Failure to obtain permits, or otherwise achieve substantial completion of improvements, or commence the conditional use as approved within three years of approval or a different amount of time specified in the approval resolution.
2. The conditions of approval have not been met, the site is out of compliance with the site plan, or that the use has otherwise violated the provisions of this Code.
3. Ceasing the use for a period of more than three (3) consecutive years.

F. Minor changes to an approved conditional use permit may be approved by the [Planning Commission/Board?] upon finding all of the following:

1. There is not a significant increase in the intensity of the use that could adversely impact adjacent property;
2. The change does not exceed the limits or violate any specific conditions of the original approval; and
3. The change complies with all other provisions of this Code, including the Site Plan criteria in Section _____

Any other changes to the use shall require an amendment to the conditional use permit as a new application.