



PLANNING COMMISSION

Wednesday, April 16, 2025 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.

The Commission values public comment on issues relevant to Town government. To permit the fair and orderly expression of such comments, the Commission will adhere to the following rules for public comment, whether for an agenda item or during public comment for non-agenda items brought by the public.

A speaker must be recognized by the Chair to step to the podium, sign in, use the microphone, state name and address for the record, and address comments solely to the Commission, as a whole.

Each speaker is limited to 3 minutes, cannot pool time with another, and each speaker may only speak once per topic. Civility and respect is required. Comments should not be directed to Town staff, individual Commission members or to public members. Comments or disruption from audience members not recognized by the Chair are prohibited. Points already made should not be duplicated. Only written comments limited to one page will be permitted. Public members are also invited to submit comments by email to be distributed to the Commission separately. Note that comments submitted to the Town Commission are public record. Please understand that the Commission will listen and consider public comments; however, members will not discuss or take action on your comment but may refer it to staff and/or a future meeting for discussion.

Thank you for your cooperation.

Call to Order

Roll Call

Pledge of Allegiance

Approval of Minutes

- [1.](#) Minutes from March 19, 2025 Meeting

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 Replat/Resubdivision of Largo Terrace, Poco Ave -- applicant requested to continue the hearing until June

Business Items

- [3.](#) Sign Permit Application - Three Farm Girls
- [4.](#) Consideration of (Temporary) Conditional Use for Diacut, Hayco (Hwy 105)
5. Review/Direction for Critical Land Use Code Rewrite

Public Comment - *This time is reserved for the public to speak to items not on the agenda.*

Next Meeting (5/21) and Future Items

Adjourn

Americans with Disabilities Act

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



PLANNING COMMISSION

Wednesday, March 19, 2025 at 5:00 PM

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

MINUTES

Call to Order. Chair Ihlenfeld called the meeting to order at 5:03 pm.

Roll Call. Present: Commissioners Andre Bergeron, Mike Beeson, Herb Tomitsch, Matt Stephen, Bill Fisher, Lindsey Zapalac, and Charlie Ihlenfeld. Others present: Trustee Tim Caves, Administrator Dawn Collins.

Pledge of Allegiance

Approval of Minutes

1. Minutes from February 19, 2025 Meeting. MOTION (Fisher, Stephen) to approve the minutes as presented. Motion passed 7-0.

Public Hearing

2. Application for Replat/Resubdivision of Largo Terrace - Poco Ave (Applicant) -- *applicant request to continue until April*. MOTION (Ihlenfeld, Beeson) to continue to the hearing until April 16. Motion passed 7-0.

Business Items

3. Sign Application (3) - RAD Extracts, 870 Commercial Ln.

4. Sign Permit Application - Three Farm Girls Local Artisan Shop & Eatery, 292 Hwy 105.

Neither applicant was present, and Administrator Collins will contact the business owners. Members identified that a site plan was needed for both applications, and additional detail was requested for the sign for Three Farm Girls. The applications will be forwarded to the April meeting.

5. Administer Oath of Office. Administrator Collins administered the oath of office to all members.

6. Explanation of Community Master Plan, Three Mile Plan, and Planning Commission Authority. Administrator Collins reviewed the authority of Planning Commission members and reviewed for clarification the prior approval of the Three Mile Plan map and Future Land Use Map.

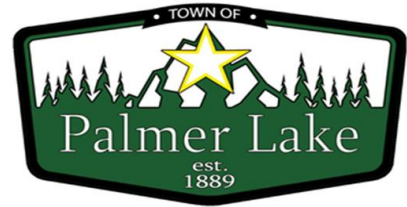
7. Update on Land Use Critical Issues (CMI). The status of the land use code rewrite was discussed. Collins will forward all members the packet of Articles 1 and 2 for review and future virtual workshop to address questions with Community Matters Institute.

Public Comment – none.

Next Meeting (April 16) and Future Items. Chair Ihlenfeld reminded members of the potluck gathering of town officials on April 1.

Adjourn. MOTION (Zapalac, Beeson) to adjourn at 5:40 pm. Motion passed.

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



Item 3.

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

DATE: April 2025	ITEM NO.	SUBJECT: Three Farm Girls Local Artisan Shop & Eatery
Presented by: Town Administrator/Clerk		

Background

The Town of Palmer Lake has received a sign permit application from Three Farm Girls Local Artisan Shop & Eatery. This would be a double-faced free-standing business sign. Illustration of the sign with a spotlight reflecting on it are attached.

Enclosed is permission from the property owner; illustration and dimensions; and a representative will be present for questions.

After reviewing the application, staff find that the proposed signage aligns with the town’s sign regulations and does not conflict with existing code. Therefore, staff recommends approval of the sign permit application as submitted.

Recommended Action

Approve the sign permit application as submitted for Three Farm Girls Local Artisan Shop & Eatery.



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: 3/2025 By: WAC
 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: Irene Ortiz-Colella
 Phone: (303) 842-9984 Email: Threefarmgirls.shop@gmail.com
 Street Address: 292 Highway 105 City: Palmer Lake State: CO Zip: 80133
 Legal Address: Lot(s): _____ Block: _____ Subdivision: _____
 Mailing Address (if different than physical location): _____
 City: _____ State: _____ Zip: _____
 Applicant Name (if other than owner): Irene Ortiz-Colella
 Phone: (303) 842-9984 Email: Threefarmgirls.shop@gmail.com
 Street Address: 11571 Spring Valley Rd City: Larkspur State: CO Zip: 80118

SIGN & FEE INFORMATION

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

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

TYPE OF SIGN (check all that apply):

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

SIGN CATEGORY (check all that apply):

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

Sign Wording: Three Farm Girls Local Artisan Shop & Eatery

Specific Location of Sign: in front of porch (fronting walkway)

Dimensions of Sign: L 53 x W 33 x H 60 Dimensions of Sign Structure: L 84 x W 60 x H 90

Colors: Natural wood color with black metal. Materials: wood & metal

Will sign be illuminated? Yes No If yes, describe: spot light reflecting on sign.

How will the sign be mounted/affixed? Attached to sign structure with 3 post.

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.

Irene Ortiz-Colella
Signature

Irene Ortiz-Colella 3/17/25
Printed Name Date

TOWN OFFICE USE ONLY
Scheduled PC meeting date: 4/16/25

Dawn Collins

From: April Veley <veley9@hotmail.com>
Sent: Thursday, March 27, 2025 8:51 PM
To: Dawn Collins
Subject: Written consent for property use

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.-----

Hi Dawn,

Writing you on behalf of Irene and 3 Farm Girls Market and Eatery, we plan on entering into a lease in the very near future and have no issue with signage being placed at 292 hwy 105.

Please let me know if you need anything from me.

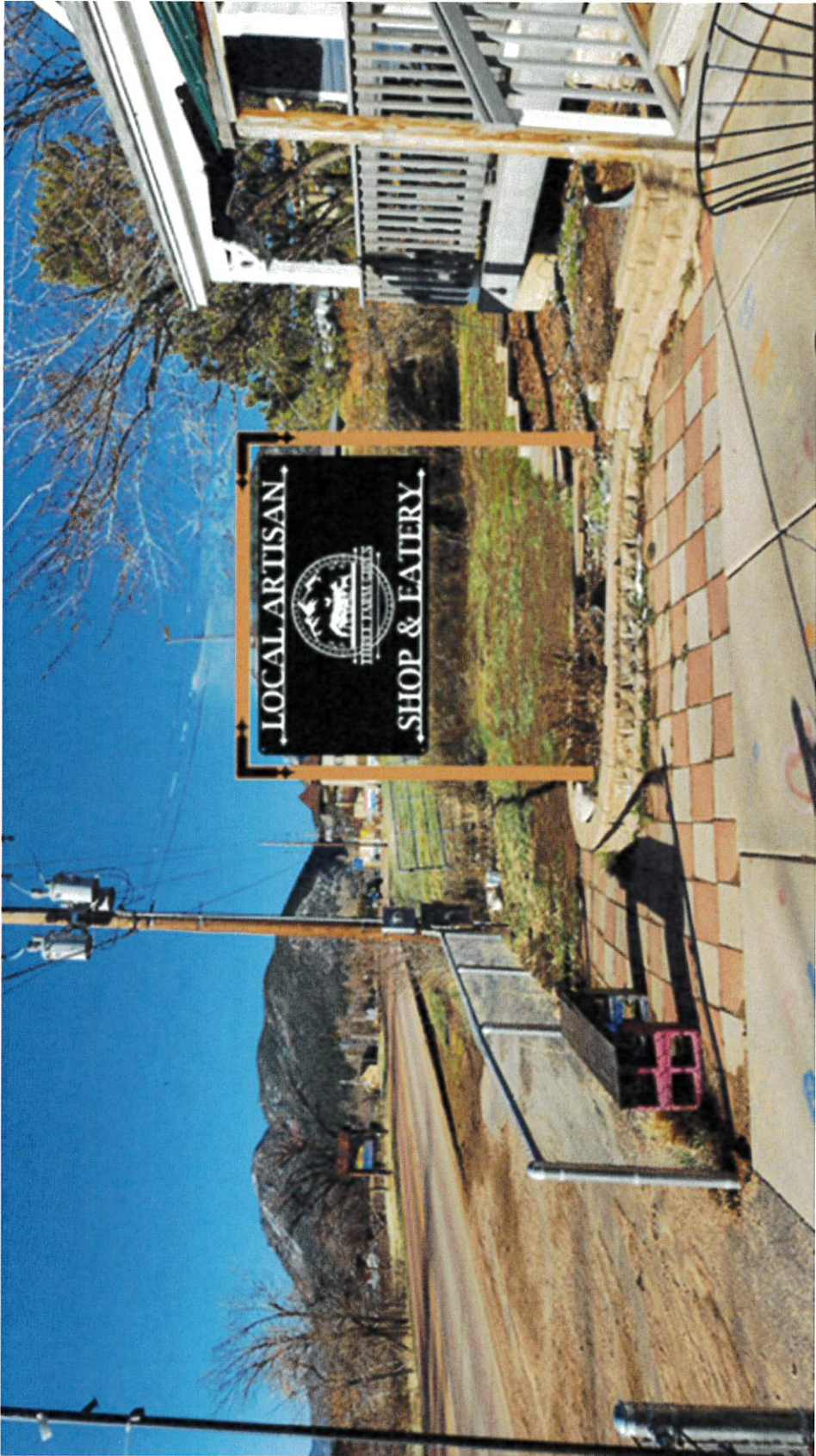
Thanks
April Fullman
719-323-8816

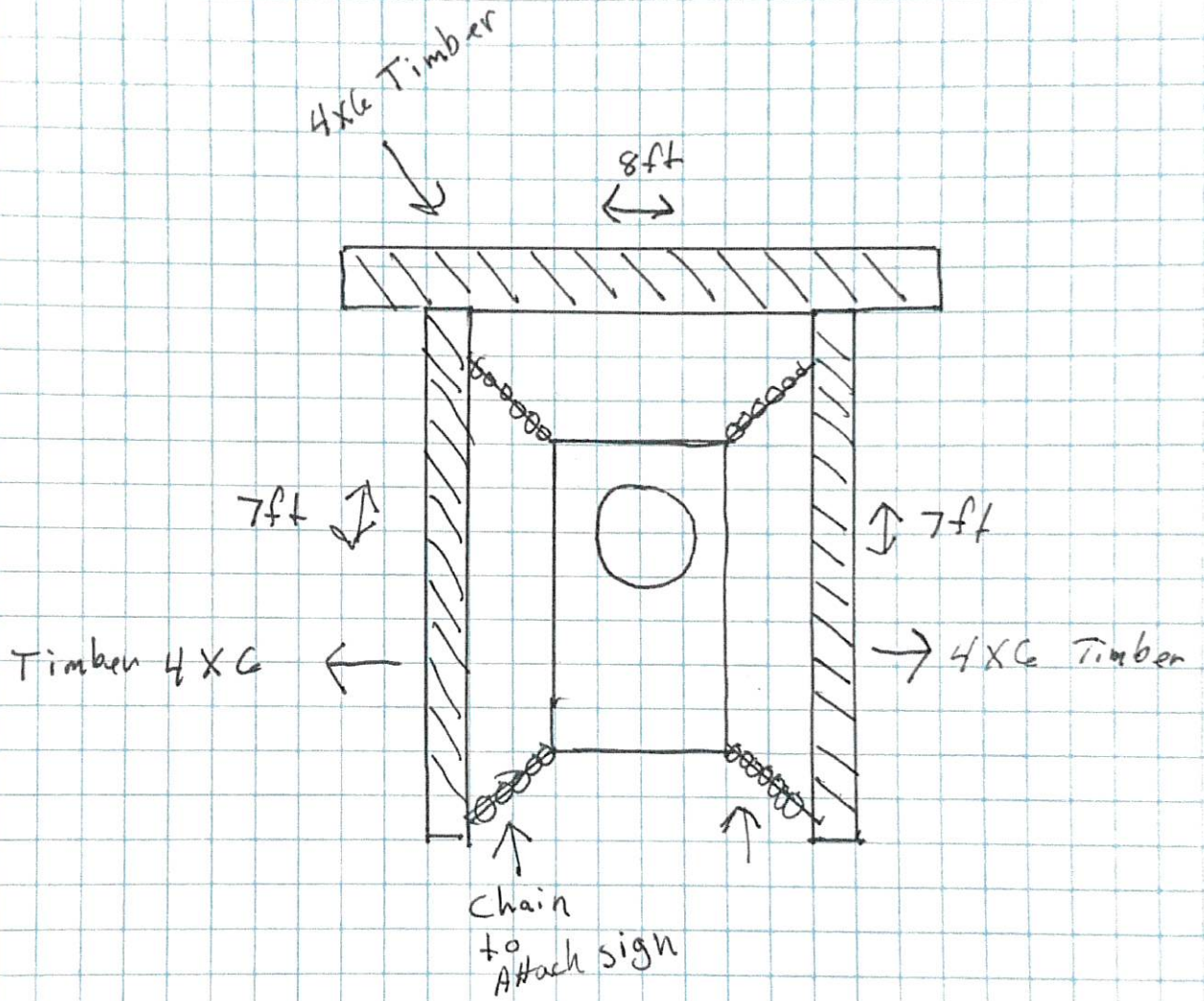
Sent via the Samsung Galaxy A13, an AT&T 4G LTE smartphone
[Get Outlook for Android](#)



LOCAL ARTISAN SHOP
&
EATERY

Irene





Local
Artison
Eatery
&
Shop

Opening of Three Farm Girls Local Artisan Shop & Eatery

Introduction

I am thrilled to announce the upcoming opening of our new venture, **Three Farm Girls Local Artisan Shop & Eatery**, in the charming town of Palmer Lake, Colorado. This picturesque location, with its warm small-town feel and welcoming community, provides the perfect backdrop for our unique culinary concept.

Our Vision

Multicultural and Allergy-Friendly Foods

At Three Farm Girls, our mission is to introduce a variety of multicultural foods while catering to individuals with dietary restrictions. As a seasoned manufacturer of gluten-free foods, I am committed to offering allergy-friendly options to our customers. Our store will provide a haven for those seeking delicious, safe food choices.

Supporting Local Artisans

We aim to create a platform for other local artisans who specialize in allergy-friendly cuisines. By inviting them to prepare and sell their meals in our shop, we hope to foster a collaborative environment that emphasizes quality and creativity. Our shop will act as a communal space where artisans can showcase their talents and connect with the community.

The Concept

Grab-and-Go Meals

Three Farm Girls will primarily operate as a grab-and-go eatery, offering pre-prepared meals for busy individuals and families. Our concept is designed to accommodate those who need a quick meal solution without sacrificing quality or flavor. Whether you're in a rush or simply prefer not to cook, our meals will provide a convenient yet satisfying option.

Weekend Hot Meals

On weekends, we will expand our offerings to include hot meals, allowing customers to enjoy a warm, freshly prepared dish. While our indoor space is dedicated to our grab-and-go offerings, we will provide outdoor seating for those who wish to enjoy their meal on-site. Customers can also choose to take their meals home for a cozy dining experience.

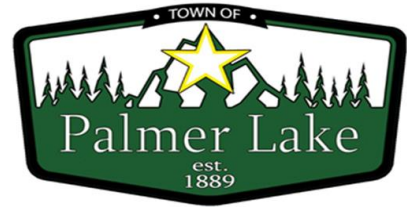
Community Integration

Having already introduced some of our gluten-free products in a local Palmer Lake store, we have received positive feedback and support from the residents. We are excited to deepen our connection with the community through this new endeavor. Our vision at Three Farm Girls Local Artisan Shop & Eatery becomes a beloved addition to Palmer Lake, where we can contribute to the community's culinary diversity and support local talent.

Conclusion

We look forward to welcoming you to Three Farm Girls Local Artisan Shop & Eatery. Thank you, Palmer Lake, for your warm embrace and support as we embark on this exciting journey.





Item 4.

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

DATE: April 2025	ITEM NO.	SUBJECT: Consider (Temporary) Conditional Use – Diacut (Hayco)
Presented by: Town Administrator/Clerk		

Background

Prior temporary conditional use was approved for the Diacut property, rented by Hayco for sales. The temporary conditional use was extended, as noted in the enclosed resolutions (2022, 2023 and in 2024).

Also enclosed for reference are the minutes from the Planning Commission discussion and final approval by the Board in 2024. Note that the final resolution approved requires any additional consideration of the conditional use to become permanent (no longer temporary) in meeting code requirements.

Recommended Action

Direction for the continued conditional use on Diacut property for Hayco.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 26-2022

A RESOLUTION TO AMEND A CONDITIONAL USE PERMIT TO ALLOW FOR TEMPORARY OUTSIDE USE FOR A WHOLESALE BUSINESS USE ON A PROPERTY CURRENTLY ZONED C-2 GENERAL BUSINESS AND COMMERCIAL ZONE DISTRICT AND LOCATED AT 773 SOUTH HIGHWAY 105 (“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 17.37.020 of the Palmer Lake Municipal Code provides that Wholesale Businesses is determined a conditional use in the C-2 General Business and Commercial 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 April 20, 2022 the Palmer Lake Planning Commission recommended approval of the conditional use for twelve (12) months.

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 amended to allow outside storage and wholesale operation on the property currently zoned C-2 General Business and Commercial Use and located at 773 South Highway 105 is hereby approved with the following condition:

The outside storage and use of the property as presented to the Planning Commission and the Board is granted and will be allowed for twelve (12) months, expiring on May 1, 2023. 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.

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 28TH DAY OF APRIL 2022.

ATTEST:

TOWN OF PALMER LAKE, COLORADO



Dawn A Collins
Town Administrator/Clerk

BY: 

William Bass
Mayor

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

**TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO**

RESOLUTION NO. 34 - 2024

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

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, Diacut is the owner of certain real property located at 773 South Highway 105 (“the Property”); and

WHEREAS, the Property is located in the C-2 General Business and Commercial Zone district; and

WHEREAS, Hayco uses the Property to operate a wholesale business including outside storage; and

WHEREAS, wholesale business including outside storage is allowed as a conditional use in the C-2 district; and

WHEREAS, on April 28, 2022, the Board of Trustees adopted Resolution 26-2022, approving a temporary conditional use permit for the operation of Hayco’s wholesale business including outdoor storage on the Property for 12 months, subject to specified conditions; and

WHEREAS, on May 25, 2023, the Board of Trustees adopted Resolution 41-2023, approving a one year extension of the temporary conditional use permit, to May 31, 2024; and

WHEREAS, the property and business owner have requested another extension for up to two years for the temporary conditional use on the Property; and

WHEREAS, the Planning Commission heard the request on May 15, 2024, and recommended the Board extend the conditional use permit for another 12 months, subject to certain additional conditions, set forth below.

WHEREAS, on June 13, 2024, the matter was heard by the Board of Trustees, who sent the matter back to the Planning Commission for clarification of an issue related to screening of materials on the Property; and

WHEREAS, on June 19, 2024, the Planning Commission recommended that Applicant be required to install screening 36 feet wide and five and one half feet tall, using green privacy screening.

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 temporary conditional use permit for the Property is extended for another period of twelve (12) months, to and including May 31, 2025, subject to the conditions set forth in Resolutions 26-2022 and 41-2023, and subject to the following additional conditions:

1. All vehicles, Connex, and other equipment on the Property must be screened from view from Highway 105 behind green privacy screening a minimum of 36 feet wide and 5 feet tall on or before August 1, 2024.
2. On or before May 31, 2025, the Applicants must submit an application for a permanent conditional use permit that fully complies with all applicable Town regulations, including but not limited to screening and/or structure to enclose materials. Such application will be subject to review and recommendation by the Planning Commission and approval by the Board. If no such application is submitted by May 31, 2025, or if such application is not approved, then Applicants must immediately cease use of the Property for the temporary conditional use.

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 27TH DAY OF JUNE 2024.

TOWN OF PALMER LAKE, COLORADO



 Grant Havenar, Mayor

ATTEST:

By: 

 Dawn A. Collins, Town Administrator/Clerk



PLANNING COMMISSION

Wednesday, May 15, 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 5:03 pm.

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

Approval of Minutes

- Minutes from April 17, 2024. MOTION (Caves, Zapalac) to approve the minutes. Motion passed 5-0.

Public Hearing

- Application for Conditional Use Permit for Landscape Yard in C2 Zone (Greater Grounds) - *request to continue*. Collins reviewed the status of the applicant submittal to the Town and to CDOT, currently under review. MOTION (Zapalac, Fisher) to continue the hearing to the June meeting. Motion passed 5-0.
- Application to Replat Interior Lot Lines and Easements, 91-97 Greeley (Allgood). Mr. Randy Allgood addressed the members and explained the slight modifications to the interior lot lines and easements on the site. Chair Ihlenfeld opened the floor to the public. Ms. Diane DeKeyser expressed her concern about the hill eroding when construction starts. Mr. Allgood addressed his plans with the neighboring property owner. The hearing was closed.
- Recommendation on Replat Interior Lot Line and Easements Greeley Avenue. The members did not have questions. MOTION (Caves, Bruce) to recommend the Board approve the replat as presented. Motion passed 5-0.
- Application for Replat of Lot Line - 278 Lower Glenway. Mr. Jim Brinkman, surveyor for the property owner, explained the replat of multiple lots at Lower Glenway to two lots for one single family home development on one lot. Discussion took place about a seven foot discrepancy from one survey to another about the right of way location. Collins stated that it will be addressed prior to filing the replat. There was no public comment. The hearing was closed.
- Recommendation on Replat Lot Line, 278 Lower Glenway (Engel). The members did not have any questions. MOTION (Ihlenfeld, Zapalac) to recommend the Board approve the replat as presented. Motion passed 5-0.

Business Items

- Sign Permit Application - SecurCare (Hwy 105). Ms Kara Knott with Pinnacle Sign explained her client's one additional sign to the other two previously approved. Discussion took place about layout of the

buildings, visibility from Hwy 105, and the illumination with cabinet style diffusing it. MOTION (Zapalac, Bruce) to approve the one additional sign with the same illumination time ending at 11p. Motion passed 5-0.

8. Preview of Primrose/Columbine Mixed Use Site Plan (Claar). Mr. Curtis Claar, property owner, explained the original approval of his conditional use for mixed use requiring a review of the site plan. He explained the position of the commercial/residential structure on the corner lot. Discussion took place about setbacks, the intent of mixed use, and breaking up the three sides of the structure.

Mr. Claar pointed out that the resolution requires approval. Additional discussion ensued about the character of the structure with final construction plans. MOTION (Bruce, Fisher) to approve the site plan as presented with a request that the suggestions be considered to break up the building. Motion passed 5-0.

9. Request to Extend Temporary Conditional Use (Diacut, Hayco). Property owner, Mr. Bruno Furrer and Hayco tenant, Loren Burlage, addressed the members about an extension of the temporary conditional use. Commission members expressed concern about screening regulations and this property not following the same rules. It was clarified whether this is a permanent or temporary location. Mr. Burlage confirmed that the location is temporary and he continues to seek a permanent location. Discussion ensued about the connex and other equipment on the property. It was stated that unused equipment will be sold in near future. Collins explained that any change to a conditional use must be reviewed for approval of the change or added use. Discussion continued about the temporary conditional use becoming permanent and, therefore, requiring permanent fencing and screening. No public members spoke to the subject. MOTION (Fisher, Caves) to recommend the Board approve the temporary conditional use for one additional year, with the condition that any equipment, vehicle, connex, etc., must be screened from Hwy 105 view by July 1, and any additional time beyond the one year extension must be brought back to the Planning Commission and will be considered permanent and abide by town regulations as determined by the Commission. Motion passed 5-0.

10. Update - Advisory Committee for Elephant Rock Vision Plan. Mr. Bill Fisher provided an update in place of Susan Miner. He explained the site plan meeting and review of 60 public ideas. He stated that members continue to work on a vision statement for the property, noting that rural, open space with benefit to the community is evident. Discussion generally took place about a possible public safety facility. The next committee meeting is May 20 to finalize a vision statement.

11. Language to Consider for Conditional Use. Collins noted that following the distribution of Attorney Krob's memo, CMI provided several comments and suggested that staff revisit the comments to incorporate into one draft for the Commission at the next meeting.

Next Meeting (June 19) and Future Item. Chair Ihlenfeld noted he will not be at the June meeting.

Public Comment – none.

Adjourn. MOTION (Zapalac, Ihlenfeld) to adjourn at 6:50 pm and begin the workshop.

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

Minutes by: Dawn A. Collins, Town Clerk



PLANNING COMMISSION-

Wednesday, June 19, 2024 at 5:00 PM

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

MINUTES

Call to Order. Vice Chair Fisher called the meeting to order at 5:01 pm.

Roll Call. Commission members present: Vice Chair Bill Fisher, Lindsey Zapalac, Susan Miner, Amy Hutson, Mark Bruce. Excused: Charlie Ihlenfeld, Tim Caves.

Approval of Minutes

1. Minutes from May 15, 2024. MOTION (Bruce, Zapalac) to approve the minutes. Motion passed 5-0.

Public Hearing

2. Application for Replat - Lot Line Adjustment, 812-814 Meadow Ln. Mr. Matt Ehrhardt presented application on behalf of Kurt Ehrhardt (applicant), Elephant Rock Acres property owner. Mr. Ehrhardt spoke about the floodplain area and location of Dales Trail. The request is to reduce lot 38 and add it to lot 37. Lot 38 will remain just over 5000 sq. ft. If this request is approved, the intended open space will be allowed to continue. No other person spoke about the matter. The hearing was closed.
3. Application for Conditional Use - Landscape Yard, Greater Grounds (Illumination Point, Hwy 105) - *Request to continue by applicant.* No comment taken. MOTION (Zapalac, Hutson) to approve applicant's request to continue the Conditional Use hearing. Motion Passed.

Business Items

4. Recommendation on Replat of Lot Line 812-814 Meadow Lane (Ehrhardt). Mr. Matt Ehrhardt presented the application. The size of lot 38 was addressed and satisfied requirement of minimum of 5000 sq. ft. MOTION (Hutson, Miner) to approve the replat application for the lot line adjustment, the trail easement is to be recorded. Motion passed.
5. Referred Review of Conditions for the Temporary Conditional Use (Diacut/Hayco). Mr. Loren Burlage addressed the Commission members regarding clarification from the Board of Trustees for a height requirement on the condition for screening. The Commission members discussed the screening, and Mr. Burlage spoke to the slope of the property and the difficulty to completely screen all vehicles, Connex and other equipment. Mr. Burlage proposed a plan for the best screening to meet the condition set forth. Members discussed the proposed plan. MOTION (Miner, Zapalac) to recommend to the Board of Trustees privacy screening of a minimum of 36 feet wide and 5 – 5.5 feet in height with green privacy screening. Motion passed.

6. Update on Advisory Committee ER Vision. Ms. Susan Miner presented an update to the Commission for the Elephant Rock Vision. Ms. Miner provided percentage updates on the groups and their tasks. She commented on a one, three, and five-year plan. It was brought up by the Commission that this is park and open space land, and the intent is to keep the existing buildings and get productive use from them. Ms. Miner mentioned that she is awaiting items that were sent for legal review from Collins. The Advisory Committee ER Vision will make a presentation to the Board of Trustees on July 10, 2024.

7. Direction on Draft Subdivision Code. Commission members discussed the memo and updates to the Subdivision draft code. Members had concerns on minimum road width, the required turnaround area for fire department, access points required and reference to El Paso Road standards. Discussion about the best way to move forward took place. MOTION (Hutson, Bruce) to hold a workshop after the July 17th meeting and forward items to be addressed to staff prior to the workshop. Motion passed.

Public Comment – None.

Next meeting (July 17, 2024) and Future Item

Adjourn MOTION (Hutson, Zapalac) to adjourn at 6:19 pm. Motion passed.

Minutes by: Grace McNeil, Deputy Town Clerk



BOARD OF TRUSTEES MEETING

Thursday, June 27, 2024 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 6 PM.

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

Pledge of Allegiance - Led by Mr. Matt Ehrhardt.

Consent Agenda. MOTION (Farr, Stern) to approve the consent agenda including items 1) Minutes from June 13, 2024 Meeting; 2) Checks over \$15,000 - Bradley Excavating (\$45,526.24); CIRSA (\$35,602.73); 3) Financials (May). Roll call vote – aye 5; nay 0. Motion passed.

Staff/Department Reports

4. Attorney. Attorney Krob reported on an accessibility bill effective July 1 for the town website, in which the staff are planning for. Staff will follow up to ensure that all requirements are met.
5. Administrator/Clerk. Collins highlighted a few items on the May financials. She reported that the insurance assessment of town property took place and explained projects taking place. The CORE EV chargers will be completed and invites for a ribbon cutting will be distributed. Status of the pickleball court installation was given. Comments were made about the location of ballot collection boxes nearest Palmer Lake for the fall election.

Public Hearing

6. Application for Conditional Use Permit for Landscape Yard in C2 Zone (Greater Grounds) - *continued by Planning Commission to July 17 meeting.* MOTION (Farr, Dreher) to continue the hearing as requested. Roll call vote – aye 5; nay 0. Motion passed.
7. Application for Replat, Lot Line Adjustment (Meadow Lane). Mr. Nick Ehrhardt recused himself from the discussion and action on the item. Mr. Matt Ehrhardt explained the request to adjust a lot line. No person spoke for or against the item. Mayor Havenar closed the hearing.

Business Items

8. Resolution 32-2024 to Approve Lot Line Adjustment, Meadow Lane. MOTION (Farr, Dreher) to approve the replat as presented. Roll call vote – aye 4; nay 0; abstain 1 (Ehrhardt). Motion passed.
9. Resolution 33-2024 to Approve Appointment to Parks and Trails Commission. Collins stated Mr. Caleb Stone was recommended for appointment at the special meeting on Tuesday. MOTION (Farr,

Ehrhardt) to approve the resolution appointing Mr. Stone to fill the vacancy. Roll call vote – aye 5; nay 0. Motion passed.

10. Resolution 34-2024 to Approve Extended Temporary Conditional Use Permit with Condition (Diacut /Hayco). Mr. Bruno Furrer and Mr. Loren Burlage explained the screening requirements discussed with the Planning Commission, including 5.5 ft high and 36 ft wide to screen equipment. Attorney Krob noted the extended date to complete the screening and the expiration of the temporary conditional use on 5/31/2025 to consider permanent regulations for the zoning code. MOTION (Stern, Farr) to approve extension of the temporary conditional use as presented. Roll call vote – aye 5; nay 0. Motion passed.

11. Authorize Additional Funds for PLES Project. Mr. Mark Morton, GMS Engineering, explained the process of the bid request and submittal by West Fork Construction. He reviewed the additional funds needed to cover small additions to the scope of the project and contingency. Discussion took place about the fund balance in the general fund and water enterprise fund. Ms. Marty Brodzik inquired about the 12% applied to the water fund. She stated she will address it with staff. The estimated timeline for the project was reviewed.

12. Resolution 35-2024 to Authorize Award of Contract for PLES Water Line and Roadway Improvement. Mayor Havenar asked Attorney Krob about taking items 11 and 12 together. MOTION (Stern, Dreher) to approve the base bid and alternate bid award to the responsible bidder with the additional funds from the fund balance as presented. Roll call vote – aye 4; nay 1 (Farr). Motion passed.

13. Resolution 36-2024 to Approve a Memo of Understanding with Funky Little Theater Co. Mayor Havenar explained the agreement to support the Theater. MOTION (Farr, Ehrhardt) to approve the MOU. Roll call vote – aye 5; nay 0. Motion passed.

14. Resolution 37-2024 Regulating Carrying of Firearms. Mayor Pro Tem Stern explained the Senate Bill relating to concealed carry being allowed in sensitive areas. Discussion took place about local control. Trustee Ehrhardt expressed his opinion supporting less guns. MOTION (Stern, Dreher) to approve the resolution to allow concealed carry in specific areas. Roll call vote – aye 4; nay 1 (Ehrhardt). Motion passed.

15. Ordinance 5-2024 Creating Ch. 5.06 Relating to Special Events. Mayor Havenar reviewed prior discussions of the draft code. MOTION (Stern, Ehrhardt) to approve Ordinance 5 regulating special events. Roll call vote – aye 5; nay 0. Motion passed.

16. Ordinance 6-2024 Creating Ch. 5.10 Relating to Farmers Market. MOTION (Dreher, Stern) to approve Ordinance 6 regulating farmers markets. Roll call vote – aye 5; nay 0. Motion passed.

17. Discussion/Direction for Peddlers Permit Regulation. Discussion ensued generally about background checks on applicants. A final amended version with the modification to an annual permit will be brought back to a future meeting.

18. Update on Advisory Committee Elephant Rock Vision. Collins noted the presentation of the Advisory Committee vision is scheduled for July 10. Trustee Farr stated on record that not providing the material prior to the workshop as requested is disrespectful of the Board. Trustee Ehrhardt explained the concern of material being picked apart without hearing the presentation.

Public Comment. Mr. Atis Jurka commented about firearms, requesting that sensitive areas be specified or posted because some people are sensitive to guns in general.

Board Reports. Trustee Nick Ehrhardt reported the positive trail building activity. Trustee Kevin Dreher commented that the Walnut/Greeley parking looks great and suggests replacing rock with larger rock when we have it. Trustee Dennis Stern mentioned his attendance to the Pikes Peak Regional Advisory meeting and that residential permits are up. Mayor Havenar said the Board of Health meeting was review of financial audit and budget.

Next Meeting (July 10 workshop - presentation from Advisory Committee; July 11) and Future Items

Convene to Executive Session. Attorney Krob added possible acquisition of real property and to direct negotiators, pursuant to Sections 24-6-402(4)(a) and (e), C.R.S. MOTION (Farr, Stern) to convene to executive session at 7:33 pm. Roll call vote – aye 5; nay 0. Motion passed.

A) For the purpose of discussing a matter that is subject to negotiation and to direct negotiators with regard to possible development incentives pursuant to Section 24-6-402(4)(e), C.R.S.

B) For the purpose of discussing a matter that is subject to negotiation related to a possible annexation, pursuant to Section 24-6-402(4)(e), C.R.S.

Reconvene to Open Session

Adjourn. MOTION (Farr, Stern) to adjourn at 8:28 pm. Motion passed.



Mayor Glant Havenar



ATTEST: Dawn A. Collins, Town Clerk