



## **BOARD OF TRUSTEES MEETING**

**Thursday, August 24, 2023 at 5:00 PM**

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

**\* LIVE STREAM available at Town website \***

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### **AGENDA**

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

#### **Call to Order**

#### **Pledge of Allegiance**

#### **Roll Call**

#### **Introductions/Presentations**

1. Presentation - EPC Parks & Community Services - Fox Run Nature Center, Executive Director Todd Marts

#### **Consent Agenda**

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

- [2.](#) Minutes from August 10, 2023 Meeting
- [3.](#) Special Meeting Minutes from August 16, 2023
- [4.](#) Financials (July)

#### **Staff/Department Reports**

5. Attorney
6. Administrator/Clerk

#### **Public Hearing - To Begin at 6 PM**

*Mayor will introduce the item and hear from the applicant. Mayor will ask if any public member wishes to speak for or against the request. Public members should address the Board directly. Applicant may provide closing remarks and Board members may ask questions of the applicant. Mayor will close the hearing. Board members will discuss and consider each item under Business Items, unless the Board chooses to continue the hearing for more information to a future date.*

- [7.](#) Application to Annex and Rezone Parcel 7109013007 (J.Parco)

### **Business Items**

- [8.](#) Resolution 60-2023 Making Findings of Fact Relative to Eligibility for Annexation (Parco)
- [9.](#) Ordinance 18-2023 to Annex and Rezone Parcel 7109013007 (Parco)
- [10.](#) Request to Disconnect Property to El Paso County (Fitzgerald)
- [11.](#) Special Event Application - .5k Event, APL (10/15)
- [12.](#) Resolution 57-2023 to Appoint New Parks Commission Member (Magner)
- [13.](#) Resolution 56-2023 to Appoint New Parks Commission Member (Nilson)
- [14.](#) Resolution 58-2023 to Authorize Development Agreement for Greeley Property (Water Taps)
- [15.](#) Resolution 55-2023 to Authorize Lease Agreement with L/R Willan for Elephant Rock 2.8 Acres
- [16.](#) Resolution 59-2023 to Adopt Community Wildfire Protection Plan
- [17.](#) Consider Support Letter for CORE's Petition of Appeal

### **Public Comment**

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

### **Board Reports**

#### **Next Meeting (9/6 workshop; 9/14) and Future Items**

#### **Convene to Executive Session**

*For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – lease agreement.*

#### **Reconvene to Open Session**

#### **Adjourn**

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### **Americans with Disabilities Act**

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



## **BOARD OF TRUSTEES MEETING**

### **Thursday, August 10, 2023 at 6:00 PM**

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

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### **MINUTES**

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**Call to Order.** Mayor Havenar called the meeting to order at 6:05 pm.

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

#### **Pledge of Allegiance**

#### **Presentation**

1. Recognize Town Employees for Years of Service - 5 years (Bartter, King, Stevens, Hoyhtya), 10 years (Dosch). Mayor Havenar thanked employees for their years of service to the town.

#### **Consent Agenda**

MOTION (Farr, Dreher) to approve the consent agenda including 2) Minutes from July 27, 2023 Meeting. Roll call vote – aye 7; nay 0. Motion passed.

#### **Staff/Department Reports**

3) Water; 4) Public Works including Roads & Park Maintenance; 5) Police; 6) Fire; 7) Administration. Mayor Havenar expressed thanks to Police for the less lethal weapon instruction at the past citizen academy class as well as the Firefighter volunteer.

8) Attorney

9) Administrator/Clerk – Collins noted and acknowledged Palmer Lake Historical Society for the installation of the Rockland Hotel in town hall. She reported the water rate and tier structure modifications are being worked on to be effective with the 9/15-10/15 customer billing. A staffing update was provided, including posting for a Public Works Equipment Operator and a Deputy Town Clerk. An additional posting is being assembled to hire a Court/Accounting Clerk. She explained that Maria is transitioning Fromm's regular accounting functions in house and learning Great Plains, and that assistance is provided by resident Jane Garrabrant for bookkeeping tasks and thanked her. Collins stated that an RFP and RFQ will be issued for two projects – the design for the pedestrian safety and parking through the downtown corridor funded by MMOF and the revision critical issues of land use code identified by Planning Commission funded by DOLA.

**Business Items**

10. Special Event Application - Lewis Palmer MS Cross Country Meet (9/13). Mr. Bill Kissell explained the plans for the middle school cross country meet in September and reviewed his responsibilities. MOTION (Padgett, Dreher) to approve the event and waive the application fee. Roll call vote – aye 7; nay 0. Motion passed.
11. Special Event Application - Melodrama Play, Arts Council (10/6, 10/8). Ms. Amy Hutson reviewed the performance planned for October 6 at 7p and October 8 at 2p and 6p. MOTION (Padgett, Stern) to approve the event and waive the application fee. Roll call vote – aye 7; nay 0. Motion passed. Ms. Hutson also mentioned the AI art show opening taking place at the Western Mining Museum and on display through August.
12. Resolution 52-2023 to Approve the Parks Commission Centennial Park Master Plan. Parks Chair Reid Wiecks approached the Board and members thanked him and the Commissioners for completing the Centennial Park Master Plan. MOTION (Padgett, Farr) to approve Resolution 52-2023 adopting the Centennial Park Master Plan. Mr. Wiecks thanked the board and his co-commissioners for the teamwork. Roll call vote – aye 7; nay 0. Motion passed.
13. Resolution 55-2023 to Approve Lease Agreement (Willans, Elephant Rock property). Mayor Havenar and Attorney Krob explained the change of the agreement in the prior week, and it was suggested to continue this item to the next meeting following a complete staff review of the new lease agreement and two additional agreements. Ms. Cyndee Henson inquired about plans to follow the same regulations that other developments do by code. She expressed concern of having a completed master plan prior to moving forward. Discussion arose about possible use of the cabins. Mayor Havenar stated that the Board never considered plans for anything to be used as dwelling units. Trustee Farr stated the master plan will encompass what is currently moving forward to develop further into the future. Attorney Krob reminded the Board that there is a motion to table. MOTION (Padgett, Stern) to table this item until staff has a complete review of the documents. Roll call vote – aye 7; nay 0. Motion passed.
14. Ordinance 18-2023 to Prohibit Motor Vehicles on Undeveloped Right of Way. Attorney Krob provided an explanation of this draft ordinance while the RV ordinance was being drafted. He explained the liability of an undeveloped right of way and the state motor vehicle traffic code. Discussion took place about optional language to strictly prohibiting vehicles on undeveloped right of way. Discussion about current private driveway agreements ensued. Board members questioned how to consider regulations and rules around the use of town right of way, especially in areas of the Glen. Attorney Krob addressed some of the legal concerns if the town allows this use. MOTION (Padgett, Dreher) to table to a future meeting and set a workshop to discuss further. Roll call vote – aye 7; nay 0. Motion passed. Mr. Kent Hutson explained his use of the undeveloped right of way to access his back lot and he contacts PD. Mr. Jim Andrews stated he has used Loveland Slope and Fowler Branch for 27 years to access his back lot and gardens. Trustee Dreher asked for his address. Mayor Havenar stated that a workshop will be scheduled.
15. Ordinance 19-2023 Regulating RV Storage and Use. Attorney Krob explained the draft ordinance for public use per the Board discussion and direction at the prior meeting. Trustee Padgett inquired about private use. Discussion began about private use and storage of RVs. Attorney Krob stated the Board can separate the ordinance for public property and work through discussion about the private property regulations. Ms. Jeanie Kelley inquired about use in her driveway to assist family

members in a time of need. Mayor Havenar suggested a separate discussion of private property use and storage and encouraged the public to participate. Mr. Brandon Hamschin suggested that many towns allow someone to live in an RV while a dwelling is being constructed. Mayor Havenar and Attorney Krob responded that is considered with this ordinance. MOTION (Padgett, Stern) to approve Ordinance 19-2023 amended to add Chapter 10.14 with sections .010 and .020 and .050 only. Roll call vote – aye 7; nay 0. Motion passed. Mr. Hamschin cautioned the Board that there are online applications that communicate where RVS can park for a 24-hour minimum. Attorney Krob noted it is for loading and unloading in front of a residence.

16. Consider Basic Analysis of Fees to Begin Discussion of Stormwater Enterprise Fund. Trustee Padgett stated she is glad to see this beginning. MOTION (Ball, Padgett) to initiate a fee analysis with GMS. Roll call vote – aye 6; nay 1 (Farr). Motion passed.

### Public Comment

Ms. Lindsay Willan apologized for missing the earlier item and inquired about the next steps for the agreement review. Collins noted that staff will review all three agreements, get comments back to Willans and counsel by August 18 for a possible phone review on August 21 or 22 and will notice the agreements on the next Board agenda on August 24.

**Board Reports.** Trustee Jessica Farr and Nick Ehrhardt noted that Nick will step in for Jessica with Parks Commission. Trustee Ball expressed gratitude to the PD for the citizens academy.

### Next Meeting (8/24) and Future Items

**Convene to Executive Session.** For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – lease agreement; possible annexation (Ben Lomand); and personnel matter under C.R.S. 24-6-402(4)(f) - Town Administrator evaluation. MOTION (Stern, Farr) to convene to executive session at 7:33 pm. Roll call vote – aye 7; nay 0. Motion passed. Attorney Krob noted there will not be discussion about the lease agreement.

**Reconvene to Open Session.** MOTION (Stern, Dreher) to reconvene to open at 9:01 pm. Roll call vote – aye 7; nay 0. Motion passed.

**Adjourn.** MOTON (Stern, Dreher) to adjourn at 9:02 pm. Motion passed.

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*Mayor Glant Havenar*

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*ATTEST: Dawn A. Collins, Town Clerk*



## BOARD OF TRUSTEES - SPECIAL MEETING (VIRTUAL)

Wednesday, August 16, 2023 at 5:00 PM

Microsoft Teams meeting

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### MINUTES

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**Call to Order.** Mayor Havenar called the meeting to order at 5:13 PM.

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

**Convene to Executive Session.** For the purpose of a conference with attorney(s) for the local public body to receive legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) - HR Complaint; and personnel matters under C.R.S. 24-6-402(4)(f) - Police Chief. Attorney Krob requested that the executive session item relating to personnel matters be removed from the agenda for a later date. MOTION (Stern, Ball) to remove the personnel issue from the agenda as requested. Roll call vote – aye 6; nay 1 (Padgett). Motion passed. MOTION (Stern, Padgett) to convene to executive session at 5:19 PM. Roll call vote – aye 7; nay 0. Motion passed.

**Reconvene to Open Session.** MOTION (Padgett, Dreher) to reconvene to open session at 5:50 PM. Roll call vote - aye 7; nay 0. Motion passed.

1. After Action from Executive Session Discussion. No action considered.

**Adjourn.** MOTION (Ball, Farr) to adjourn at 5:56 PM. Motion passed.

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*Mayor Glant Havenar*

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*ATTEST: Dawn A. Collins, Town Clerk*

**TOWN OF PALMER LAKE**  
**Financial Statements**  
**July 2023**  
**Unaudited**



# CASH POSITION

July 31, 2023



<b>TOWN OF PALMER LAKE</b>				
<b>Schedule of Cash Position</b>				
<b>July 31, 2023</b>				
<b>FINANCIAL INSTITUTION</b>	<b>TYPE OF ACCOUNT</b>	<b>CHECKING / SAVINGS</b>	<b>BANK RATE</b>	<b>BALANCE</b>
<b>OPERATING FUNDS:</b>				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,167,187
<i>* Restricted - Operating Reserve - 3 months (\$582,475)</i>				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,255,442
<i>* Restricted - Operating Reserve - 3 months (\$236,018)</i>				
Colorado Trust (ColoTrust)	General Fund	Savings	5.29%	\$ 1,465,814
<b>Subtotal - Operating Funds</b>				<b>\$ 3,888,443</b>
<b>RESTRICTED FUNDS:</b>				
Colorado Trust (ColoTrust)	Water Reserve 2010	Savings	5.29%	\$ 186,715
Colorado Trust (ColoTrust)	Water Loan Reserve	Savings	5.29%	\$ 206,852
Colorado Trust (ColoTrust)	Water Savings	Savings	5.29%	\$ 207,495
Colorado Trust (ColoTrust)	Police CIP Reserve	Savings	5.29%	\$ 7
Colorado Trust (ColoTrust)	Fire CIP Reserve	Savings	5.29%	\$ 62,297
Colorado Trust (ColoTrust)	CTF Reserve	Savings	5.29%	\$ 28,368
Colorado Trust (ColoTrust)	Roads CIP Reserve	Savings	5.29%	\$ 10,375
<b>Subtotal - Restricted Funds</b>				<b>\$ 702,109</b>
<b>TOTAL</b>				<b>\$ 4,590,552</b>

**GENERAL FUND**  
**July 2023**



# TOWN OF PALMER LAKE

Item 4.

## SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL GENERAL FUND For the Seven Months Ended July 31, 2023 UNAUDITED

	2023 Amended Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 58%)
<b>REVENUE</b>				
Taxes	\$ 3,664,377	\$ 1,653,102	\$ (2,011,275)	45%
Fees and Licenses	261,435	165,159	(96,276)	63%
Intergovernmental	6,000	6,929	929	115%
Fines	90,000	36,673	(53,327)	41%
Interest income	43,000	50,767	7,767	118%
Departmental	49,500	37,350	(12,150)	75%
Grants and Donations	395,182	76,821	(318,361)	19%
Miscellaneous income	117,200	73,344	(43,856)	63%
Total Revenue	\$ 4,626,694	\$ 2,100,145	\$ (2,526,549)	45%
<b>EXPENDITURES</b>				
General and Administrative				
Salaries and Benefits	\$ 274,996	\$ 124,580	\$ 150,416	45%
Professional Services	305,475	114,544	190,931	37%
General Administration	585,317	180,315	405,002	31%
Total General and Administrative	\$ 1,165,788	\$ 419,439	\$ 746,349	36%
Police Department				
Salaries and Benefits	\$ 781,175	\$ 346,326	\$ 434,849	44%
Professional Services	-	2,953	(2,953)	0%
General Administration	122,399	30,903	91,496	25%
Total Police Department	\$ 903,574	\$ 380,182	\$ 523,392	42%
Fire Department				
Salaries and Benefits	\$ 867,644	\$ 287,941	\$ 579,703	33%
Professional Services	-	2,335	(2,335)	0%
General Administration	289,420	41,892	247,528	14%
Total Fire Department	\$ 1,157,064	\$ 332,168	\$ 824,896	29%
Public Works Department - Roads				
Salaries and Benefits	\$ 315,186	\$ 128,007	\$ 187,179	41%
Professional Services	30,000	5,207	24,793	17%
General Administration	756,875	92,945	663,930	12%
Total Roads Department	\$ 1,102,061	\$ 226,159	\$ 875,902	21%
Public Works Department - Parks				
General Administration	\$ 83,165	\$ 18,887	\$ 64,278	23%
Total Parks Department	\$ 83,165	\$ 18,887	\$ 64,278	23%
Grants & Donations	\$ 395,182	\$ 277,824	\$ 117,358	70%
Total Expenditures	\$ 4,806,833	\$ 1,654,659	\$ 3,152,175	34%
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>				
	\$ (180,139)	\$ 445,486	\$ 625,626	
<b>FUNDS BALANCE - BEGINNING OF YEAR</b>				
		\$ 2,880,403		
<b>FUNDS BALANCE - END OF YEAR</b>				
		\$ 3,325,889		
<b>Less:</b>				
Restricted:				
Operating Reserve - 3 months		(582,475)	<i>Note 1</i>	
Fire and Roads - CIP Reserve		(72,672)		
<b>FUNDS AVAILABLE - END OF YEAR - Unrestricted</b>				
		\$ 2,670,742		

*Note 1: A 12 Month Operating Reserve would be Optimum*

# WATER ENTERPRISE FUND

## July 2023



# TOWN OF PALMER LAKE

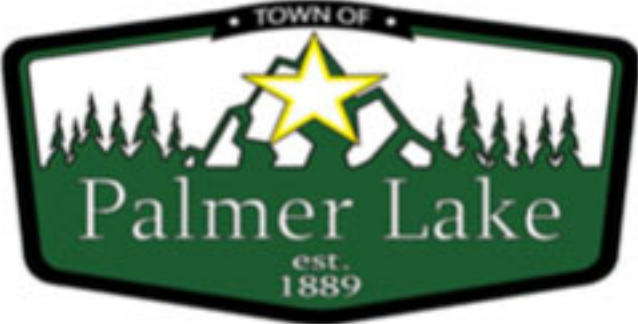
## SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - BUDGET AND ACTUAL WATER ENTERPRISE FUND For the Seven Months Ended July 31, 2023 UNAUDITED

	2023 Amended Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 58%)
<b>REVENUE</b>				
Water Revenue	\$ 1,156,000	\$ 667,449	\$ (488,551)	58%
Water Fees	55,000	32,709	(22,291)	59%
Water Taps	100,000	8,271	(91,729)	8%
Late Fees/ Service Fees	14,000	11,157	(2,843)	80%
Water Meters	3,000	1,300	(1,700)	43%
ARP Funds	259,238	54,326	(204,912)	21%
Interest	14,000	17,132	3,132	122%
Miscellaneous	10,200	730	(9,470)	7%
Total Revenue	<u>\$ 1,611,438</u>	<u>\$ 793,074</u>	<u>\$ (818,364)</u>	<u>49%</u>
<b>EXPENDITURES</b>				
Salaries and Benefits	\$ 562,906	\$ 225,357	\$ 337,549	40%
Professional Services	183,225	70,946	112,279	39%
Administrative	200,570	105,585	94,985	53%
Operations	222,270	81,811	140,459	37%
Capital	388,525	54,326	334,199	14%
Debt Service	183,229	91,570	91,659	50%
Total Expenditures	<u>\$ 1,740,725</u>	<u>\$ 629,595</u>	<u>\$ 1,111,130</u>	<u>36%</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<u>\$ (129,287)</u>	<u>\$ 163,479</u>	<u>\$ 292,766</u>	
<b>FUNDS AVAILABLE - BEGINNING OF YEAR</b>		<u>\$ 958,494</u>		
<b>FUNDS AVAILABLE - END OF YEAR</b>		<u>\$ 1,121,973</u>		
<b>Less:</b>				
Restricted:				
Operating Reserve - 3 months (CWR&PDA Loan Requirement)		(236,018)	<i>Note 1</i>	
Water Loan Reserve		(206,852)		
Water Reserve - 2010		<u>(186,715)</u>		
<b>FUNDS AVAILABLE - END OF YEAR - Unrestricted</b>		<u><u>\$ 492,388</u></u>		

*Note 1: A 12 Month Operating Reserve would be Optimum*

# CONSERVATION TRUST FUND

July 2023



# TOWN OF PALMER LAKE

## STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND For the Seven Months Ended July 31, 2023 UNAUDITED

	2023 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 58%)
<b>REVENUE</b>				
State Shared Revenue	\$ 36,140	\$ 19,573	\$ (16,567)	54%
Interest/Miscellaneous income	400	809	409	202%
<b>Total Revenue</b>	<u>\$ 36,540</u>	<u>\$ 20,382</u>	<u>\$ (16,158)</u>	<u>56%</u>
<b>EXPENDITURES</b>				
Salaries and Benefits	\$ 20,866	\$ -	\$ 20,866	0%
Administrative	15,674	23,000	(7,326)	147%
<b>Total Expenditures</b>	<u>\$ 36,540</u>	<u>\$ 23,000</u>	<u>\$ 13,540</u>	<u>63%</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ -</u>	<u>\$ (2,618)</u>	<u>\$ (2,618)</u>	
<b>FUND BALANCE - BEGINNING OF YEAR</b>		<u>\$ 37,609</u>		
<b>FUND BALANCE - END OF YEAR - Restricted</b>		<u><u>\$ 34,991</u></u>		

# GRANTS AND DONATIONS

July 2023



# GRANTS & DONATIONS SCHEDULE

For Information Purposes Only

Item 4.

7.31.23

Actual

2023  
Budget

## REVENUE

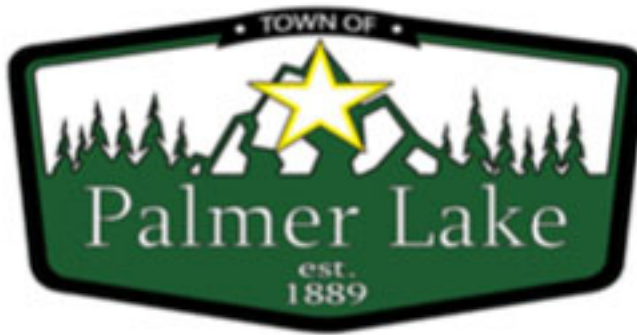
Colo. State Historical Society ADA Door	\$ 42,000	\$ -
Police Donations/ Grants	5,000	9,699
CDOT PL Elementary Road Improvement	145,682	16,061
Fire Mitigation Grant	-	48,721
CDOT Overlay Maint.	200,000	-
Parks Donations/ Grants	2,500	2,340
Total Revenue	<u>\$ 395,182</u>	<u>\$ 76,821</u>

## EXPENDITURES

General Administrative		
Colo. State Historical Society ADA Door	\$ 42,000	\$ -
Total General Administrative Expenditures	<u>\$ 42,000</u>	<u>\$ -</u>
Police Department Expenditures		
Grant Expense	\$ 5,000	\$ 7,271
Total Police Department Expenditures	<u>\$ 5,000</u>	<u>\$ 7,271</u>
Fire Department Expenditures		
Grants Expense	\$ -	\$ 541
Total Fire Department Expenditures	<u>\$ -</u>	<u>\$ 541</u>
Roads Department Expenditures		
CDOT Overlay Maint.	\$ 200,000	\$ 241,940
CDOT PL Elementary Road Improvements	145,682	25,900
Total Roads Department Expenditures	<u>\$ 345,682</u>	<u>\$ 267,840</u>
Parks Department Expenditures		
Parks Committee (donations)	\$ 2,500	\$ 2,172
Total Parks Department Expenditures	<u>\$ 2,500</u>	<u>\$ 2,172</u>
Total Expenditures	<u>\$ 395,182</u>	<u>\$ 277,824</u>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<u>\$ -</u>	<u>\$ (201,003)</u>

# Check Register

July 2023



Ranges:	From:	To:	From:	To:
Check Number	First	Last	7/1/2023	7/31/2023
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
48989	COREELECTRICCOO	CORE ELECTRIC COOPERATIVE	7/3/2023	COBANK-CKG 9495	PMCHK00000106	\$8,770.29
48990	SCHMIDTCONSTRUC	Schmidt Construction Company	7/11/2023	COBANK-CKG 9495	PMCHK00000107	\$241,939.50
48991	ACMEFIRE&SAFETY	Acme Fire & Safety Equipment C	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$187.00
48992	ACTIVE911,INC.	Active911, Inc.	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$375.00
48993	AMCOBI	AmCobi	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$1,848.57
48994	AMCOBIIT	AMCOBI	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$3,772.50
48995	ANTHONYCREWS	ANTHONY CREWS	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$75.00
48997	BCSERVICESINC	BC SERVICES, INC	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$542.76
48998	BILLMYHREN	BILL MYHREN	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$75.00
48999	CENTURYLINK	CENTURYLINK	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$220.02
49000	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$150.00
49001	BIRKELAND,CHRIS	CHRISTI BIRKELAND	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$9.99
49002	CHUCKKUKULA	CHUCK KUKULA	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$200.00
49003	CIRSA	CIRSA	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$30,876.59
49004	CIVICPLUSLLC	CIVICPLUS LLC	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$4,267.51
49005	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$90.00
49006	CKT	COMMON KNOWLEDGE TECHNOLOGY	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$2,348.00
49007	COREANDMAIN	CORE & MAIN LLP	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$140.16
49008	DANAKEPNERCOMPA	DANA KEPNER COMPANY, LLC	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$12,155.26
49009	DUKESELECTRIC	DUKES ELECTRIC, INC.	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$23,000.00
49010	ELPASOCOCLERK	EL PASO CO. CLERK & RECORDER	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$1,710.86
49011	EMBLEMAUTHORITY	EMBLEMS, INC. DBA THE EMBLEM A	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$925.00
49012	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$32.03
49013	ESO	ESO SOLUTIONS, INC.	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$208.53
49014	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$1,463.00
49015	FAC	FROMM & COMPANY LLC	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$16,783.00
49016	GALLS	GALLS, LLC	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$126.73
49017	GREEN&ASSOCIATE	GREEN & ASSOCIATES LLC	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$16,100.00
49018	HABITATMANAGEME	HABITAT MANAGEMENT	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$3,322.28
49019	HIGHPOINTNETWORK	HIGH POINT NETWORKS	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$165.00
49020	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$637.50
49021	VINCENT,JOHN	JOHN VINCENT	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$310.05
49022	JOYCESUMPTER	JOYCE SUMPTER	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$100.00
49023	LEADENSCONTRACT	LEADENS CONTRACTING, INC.	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$4,255.00
49024	LEAHSLAY	LEAH SLAY	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$100.00
49025	MARTHABRODZIK	MARTHA BRODZIK	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$0.50
49026	MCCORDSGARDENCE	MCCORD'S GARDEN CENTER AND LAN	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$196.00
49027	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$2,319.80
49028	MUNICIPALTREATM	MUNICIPAL TREATMENT EQUIPMENT	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$1,040.00
49029	FLEETCENTER	MYFLEETCENTER.COM	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$222.23
49030	OASISLANDSCAPE	OASIS LANDSCAPE & IRRIGATION I	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$242.00
49031	PALMERLAKESANIT	PALMER LAKE SANITATION	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$2,437.58
49032	PIONEER	PIONEER	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$8,705.26
49033	RICKAUSMSTRUCK	RICK AUSMUS TRUCKING	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$562.50
49034	STERICYCLE	STERICYCLE, INC.	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$38.59
49035	T2SYSTEMS	T2 SYSTEMS CANADA INC.	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$70.00
49036	TARABRUGGEMAN	TARA BRUGGEMAN	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$75.00
49037	GAZETTE	THE GAZETTE	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$135.21
49038	KNASTERTECHNOLO	THE KNASTER TECHNOLOGY GROUP	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$252.00
49039	TLECC	TIMBER LINE ELECTRIC & CONTROL	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$1,766.25
49040	TRILAKESSERVICE	TRI-LAKES SERVICE CENTER	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$340.05
49041	WATTSUPFITTINGI	WATTS UPFITTING INC.	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$7,648.20
49042	BERRY,WILLIAM	WILLIAM BERRY	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$49.00
49043	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$201.90
49044	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	7/18/2023	COBANK-CKG 9495	PMCHK00000109	\$3,000.00
49045	KNASTERTECHNOLO	THE KNASTER TECHNOLOGY GROUP	7/18/2023	COBANK-CKG 9495	PMCHK00000110	\$950.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
49046	AIRGAS	AIRGAS USA, LLC	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$110.68
49047	BBAWATERCONSULT	BISHOP-BROGDEN ASSOCIATES, INC	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$677.35
49048	CENTURYLINK	CENTURYLINK	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$220.20
49049	HAVENAR, GLANT	GLANT HAVENAR	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$65.00
49050	HABITATMANAGEME	HABITAT MANAGEMENT	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$9,206.93
49051	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$872.03
49052	IVANABAILEY	IVANA BAILEY	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$75.00
49053	CICCOLELLAJOHNS	JOHN CICCOLELLA	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$320.00
49054	LYONGSADDIS	LYONS GADDIS	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$882.00
49055	NAPAAUTOPARTS	NAPA AUTO PARTS	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$136.49
49056	OASISLANDSCAPE	OASIS LANDSCAPE & IRRIGATION I	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$320.83
49057	REPUBLICSERVICE	REPUBLIC SERVICES #653	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$90.00
49058	SLWS	SALT LAKE WHOLESALE SPORTS	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$3,471.38
49059	SAMANTHAVERSTEE	SAMANTHA VERSTEEGT	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$75.00
49060	SHARIDANCARTER	SHARIDAN CARTER	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$75.00
49061	UNCC	UTILITY NOTIFICATION CENTER OF	7/25/2023	COBANK-CKG 9495	PMCHK00000111	\$32.25
49062	CHANDRAENOS	CHANDRA ENOS	7/25/2023	COBANK-CKG 9495	PMCHK00000112	\$75.00
49063	AWAKEPALMERLAKE	AWAKE PALMER LAKE	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$150.00
49064	BLUETREEELLC	BLUE TREE, LLC	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$500.00
49065	CENTURYLINK	CENTURYLINK	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$1,018.94
49066	CIRSA	CIRSA	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$364.50
49067	CKT	COMMON KNOWLEDGE TECHNOLOGY	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$90.00
49068	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$6,630.00
49069	DANIELSCHWENKEE	DANIEL SCHWENKEE	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$75.00
49070	FAC	FROMM & COMPANY LLC	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$7,814.50
49071	HIGHPOINTNETWOR	HIGH POINT NETWORKS	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$1,402.50
49072	KAYLAHURBIS	KAYLA HURBIS	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$75.00
49073	LUMEN	LEVEL 3 COMMUNICATIONS, LLC	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$548.41
49074	PIKESPEAKCHIEFS	PIKES PEAK CHIEFS FORUM	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$100.00
49075	RICKAUSMSTRUCK	RICK AUSMUS TRUCKING	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$285.00
49076	KNASTERTECHNOLO	THE KNASTER TECHNOLOGY GROUP	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$108.00
49077	REINALT-THOMASC	THE REINALT-THOMAS CORPORATION	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$1,138.00
49078	VETERANSTOWINGA	VETERAN'S TOWING AND RECOVERY	7/31/2023	COBANK-CKG 9495	PMCHK00000113	\$99.90

Total Checks: 89

Total Amount of Checks: \$444,639.09

# Voided Check Register

July 2023



Town of Palmer Lake  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Item 4.

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	7/1/2023
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount	
<hr style="border-top: 1px dashed black;"/>							
* 48996	ASPENAUTOCLINIC	ASPEN AUTO CLINIC MONUMENT	7/18/2023	COBANK-CKG 9495	PMCHK00000108	\$1,201.41	
* 49079	AIRGAS	AIRGAS USA, LLC	7/31/2023	COBANK-CKG 9495	PMCHK00000115	\$116.48	
						<hr style="border-top: 1px dashed black;"/>	
Total Checks:	2					Total Amount of Checks:	\$0.00
						<hr style="border-top: 1px dashed black;"/>	

# ACH Register

July 2023



Town of Palmer Lake  
 ACH REGISTER REPORT  
 Payables Management

ACH Date                      From:                      To:  
 7/1/2023                      7/1/2023                      7/31/2023  
 Checkbook ID                COBANK-CKG 9495        COBANK-CKG 9495

Sorted By: Date

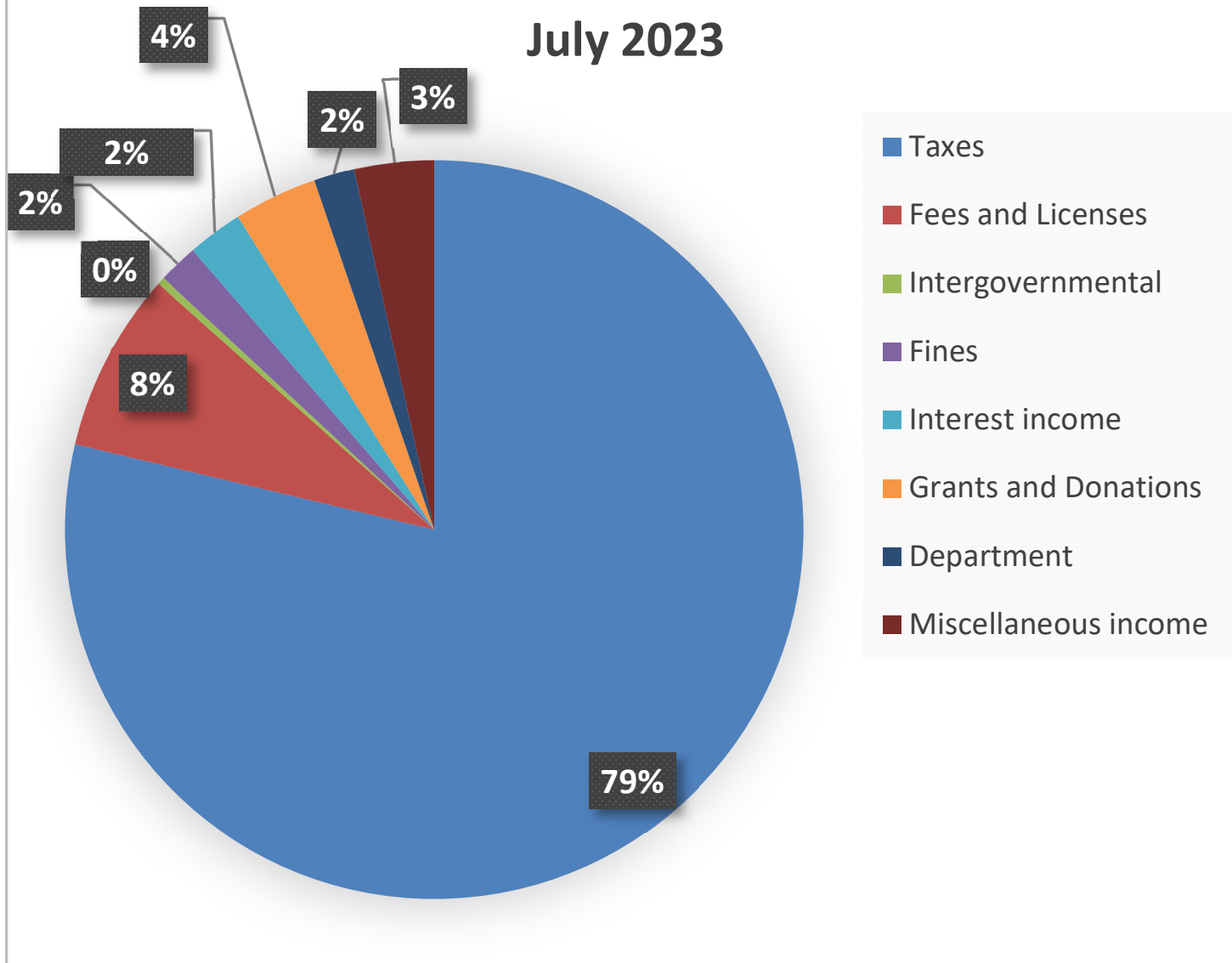
Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
7/6/2023	CMTRX00000064	Bank Transaction Entry	WDL000000736	WEX	\$2,700.95
7/7/2023	CMTRX00000063	Bank Transaction Entry	WDL000000726	Humana	\$1,081.50
7/10/2023	CMTRX00000063	Bank Transaction Entry	WDL000000727	Black Hills	\$85.06
7/11/2023	CMTRX00000063	Bank Transaction Entry	WDL000000728	Pinnacol	\$8,272.00
7/11/2023	CMTRX00000063	Bank Transaction Entry	WDL000000729	ABG	\$2,015.36
7/12/2023	CMTRX00000063	Bank Transaction Entry	WDL000000730	Black Hills	\$523.09
7/12/2023	CMTRX00000063	Bank Transaction Entry	WDL000000731	FPPA	\$6,081.42
7/13/2023	CMTRX00000061	Bank Transaction Entry	WDL000000708	Paycom	\$65,002.21
7/18/2023	CMTRX00000063	Bank Transaction Entry	WDL000000732	Health Equity	\$5.00
7/19/2023	CMTRX00000063	Bank Transaction Entry	WDL000000733	ABG	\$1,945.16
7/21/2023	CMTRX00000063	Bank Transaction Entry	WDL000000734	Card Member Service	\$19,631.33
7/24/2023	CMTRX00000063	Bank Transaction Entry	WDL000000735	FPPA	\$6,273.36
7/26/2023	CMTRX00000064	Bank Transaction Entry	WDL000000737	Anthem	\$6,407.71
7/27/2023	CMTRX00000061	Bank Transaction Entry	WDL000000709	Paycom	\$55,849.42
Total ACHs:		14	Total Amount of ACHs:		\$175,873.57

# CHARTS

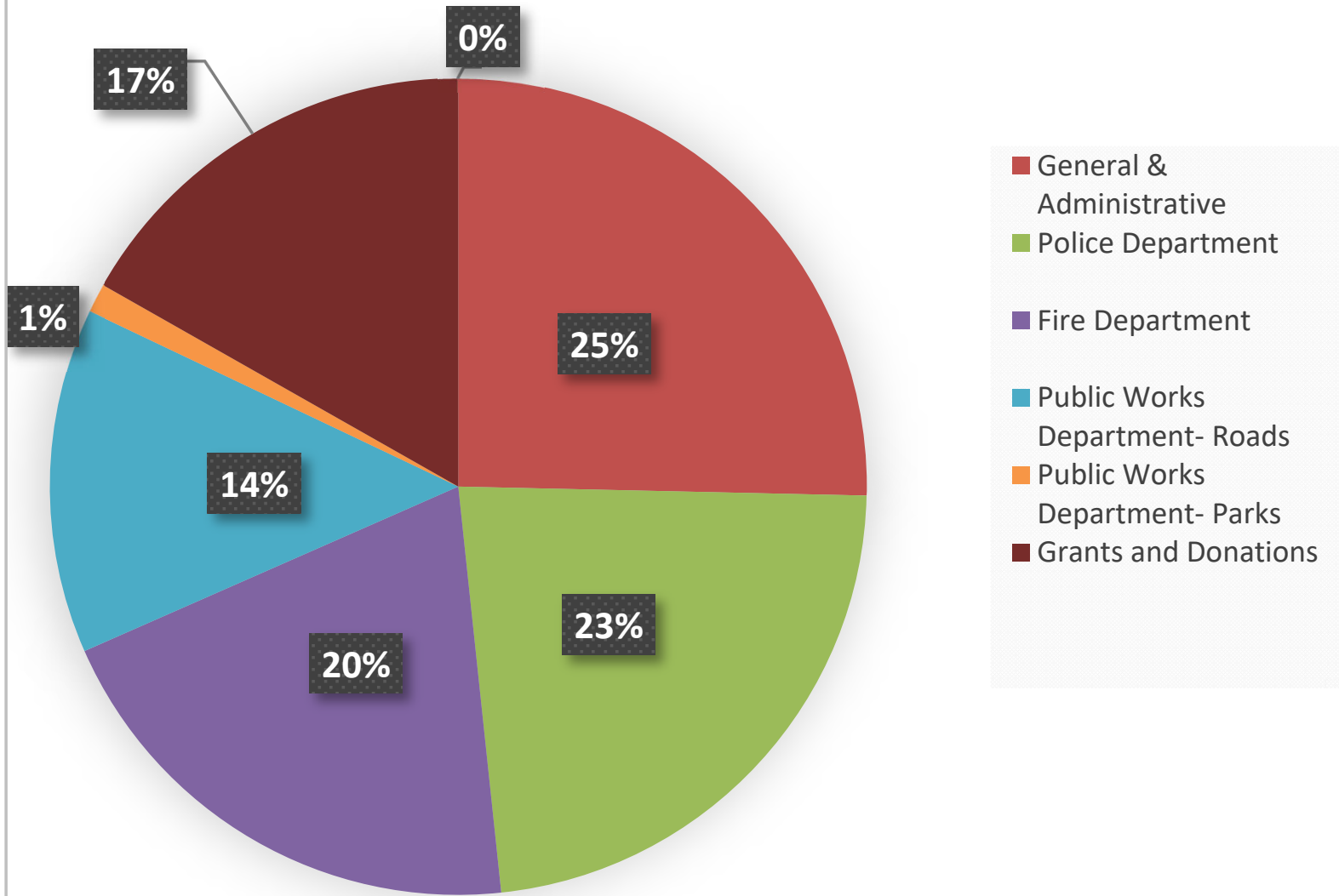
## July 2023



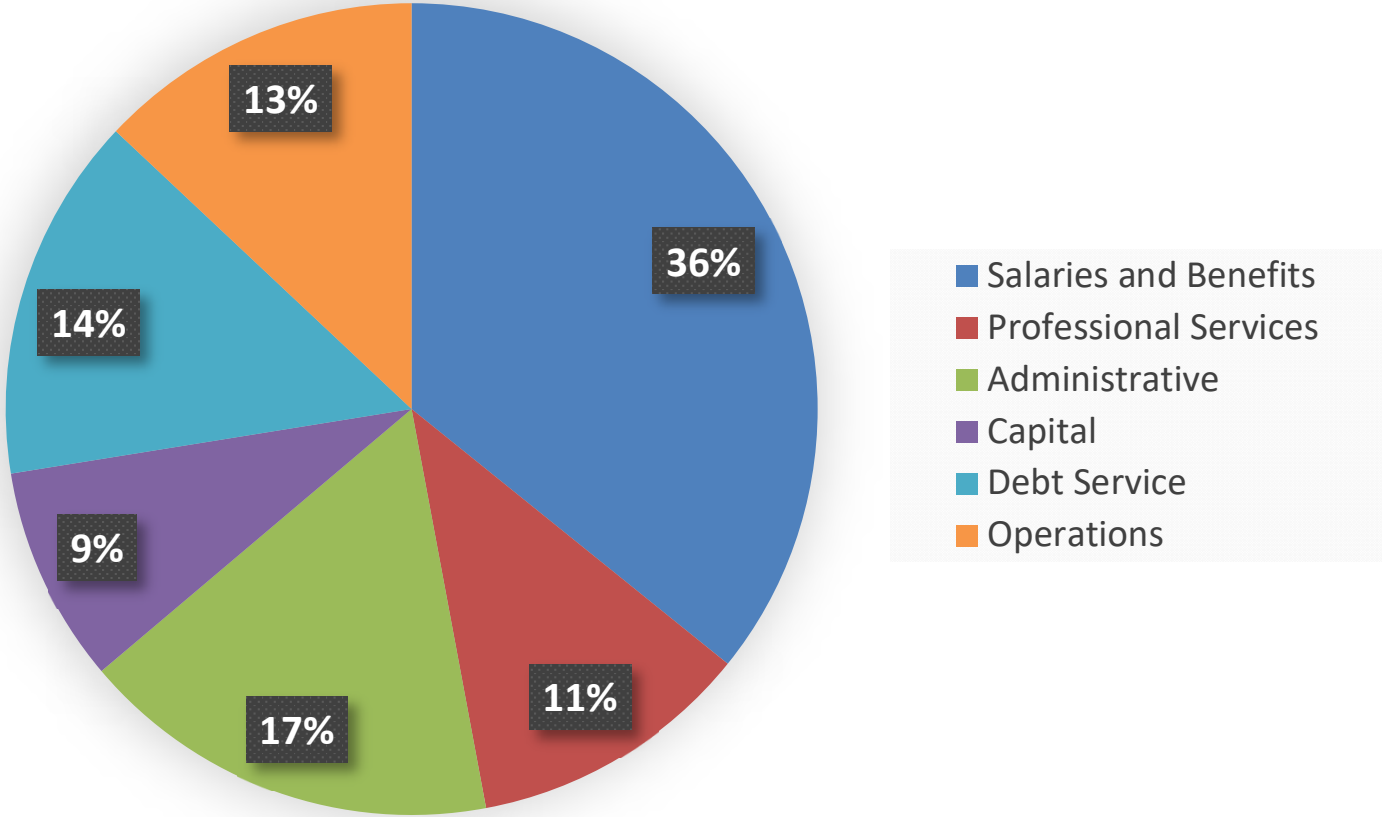
# General Fund Revenue Breakdown July 2023



# General Fund Expenditure Breakdown July 2023



# Water Enterprise Fund Expenditure Breakdown July 2023





42 Valley Crescent  
PO Box 208  
Palmer Lake, CO 80133  
719-481-2953 - Office

**Office Use Only**

Date: ck 3268 6/29

Fees: \$1000.00

Check #: pd 3268

Rec'd By: MAC

\*Minimum submittal of 30 days

*Aug PC*

### Annexation / Rezoning Application Form

Name of Applicant: JAMES E. PARCO

Applicant's Address: 19105 FOREST VIEW RD Phone #: 719-694-4242

Applicant's Email: JIMPARCO@MAC.COM

Name of Proposal: PARCO - FITZGERALD ANNEXATION / DE-ANNEXATION PETITION

Tax Schedule #: 7109013007 (ANNEX) AND 7109013008 (DE-ANNEX)

*Rezoning of existing or annexation of property* – A request for a change in the existing designated zoning or property annexation. This request must be accompanied by those items outlined in the Palmer Lake Zoning requirements (section 17.12.030).

Nearest Street Intersection: FOREST VIEW RD Existing Subdivision: COLD WATER  
at DOUGLAS AVE

Current Zoning and Uses of Surrounding Property: *R-1 / R1E* N: RR-5 *EP County* RESIDENTIAL (BROWN)  
 E: RR-5 RESIDENTIAL (FITZGERALD)  
 S: RR-5 RESIDENTIAL (FITZGERALD)  
 W: RR-5 RESIDENTIAL (PARCO)

*James Parco*  
Signature of Owner

6/12/2023  
Date

## PROCEDURAL CHECKLIST FOR REZONING

All initial application will be submitted to the Town office a minimum of 30 days before the regular Planning Commission.

Planning Commission meetings are held the 3<sup>rd</sup> Wednesday of each month.  
Town Board of Trustees meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month.

*All submittals are required to be in compliance with the corresponding Palmer Lake Municipal Code.  
Coordination is required with staff/Departments.*

**\*Recommend United Notification Cost Center (UNCC) be Contacted Prior to Submittal - 811\***

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

**Criteria for Rezoning – A preliminary meeting with Town staff is required prior to submittal.**

**A Letter of Intent should include:**

- ✓ Plot Plans 1- 24"x36"
- ✓ 1- electronic file
- ✓ Complete Application
- ✓ Letter of Intent
- ✓ Fee (\$500)
  
- ✓ The proposed rezoning promotes the health, safety or welfare of the inhabitants of the Town – (17.04.030)
- ✓ The proposed zoning is consistent with the goals of the Master/Comp Plan
- ✓ There has been a material change in the character of the neighborhood or in the Town, so that the proposed zoning would be in the public interest and consistent with the change
- ✓ The proposal, as evidenced by the Site Plan, is compatible with surrounding uses or in the case of redevelopment that the proposal is an improvement to the area (section 17.12.070)
- ✓ The proposal enhances significant natural characteristics of the site by preservation or incorporating the features into the development's open space plan if applicable

<p>Day of Submittal \$500.00 Fee payment (non-refundable)</p> <p>Any additional fees will be paid by the applicant (outsourced reviews)</p>	<p>Application is reviewed by the Town staff for completeness – application will not be scheduled for the Planning Commission until all required documentation is complete.</p>
<p>Once completed application materials are received, review process begins by staff.</p>	<p>Planning Commission will receive application at least 1 week prior to the meeting/hearing.</p>
<p>The property is posted and notice of Public Hearings will be published at least 15 days prior to the Planning Commission and Board of Trustee meetings.</p>	<p>Applicant shall notify by certified mail all surrounding property owners from the boundary of the subject properties.</p>
<p>The third Wednesday of the month the Planning Commission will have a Public Hearing and make a recommendation to the Board of Trustees. A second hearing may be required.</p>	<p><b>APPLICANT MUST BE PRESENT</b></p>
<p>On the second Thursday following the Planning Commission meeting/hearing and recommendation, the Board of Trustees will hold a Public Hearing and take action on the application.</p>	<p>Board of Trustees will hear comments from the developer and the public. The Board can decide or continue the hearing/action.</p> <p><b>APPLICANT MUST BE PRESENT</b></p>

Application Received: 6/29/23

Planning Commission Meeting: 8/16

Board of Trustees Meeting: 8/24

## ANNEXATION PETITION TOWN OF PALMER LAKE

The undersigned landowners (hereafter "Petitioners"), in accordance with the provisions of Section 31-12- 101 et. seq. C.R.S., and known as the Municipal Annexation Act of 1965, as amended, hereby petition the Board of Trustees of the Town of Palmer Lake for the annexation of Parcel 7109013007 (hereafter "Parcel A") into the Town of Palmer Lake.

In support of this Petition, the petitioners allege and submit the following and make the within a request that it is desirable and necessary to create a single parcel of record with the El Paso County Assessor's Office, for each of the Petitioners from the Cold Water Subdivision replat (Lots 1 & 2), as recorded in the El Paso County Clerk and Recorder's Office on 9 June 2015, reception number 215713630, as shown on Exhibit A, by annexing the property shown on Exhibit B, attached hereto, as Parcel A, comprising a total of 0.18159 acres (7,910 square feet) more or less, into the Town of Palmer Lake.

2) That the area sought to be annexed to the Town of Palmer Lake meets the requirements of section 31-12-104 and 105 C.R.S. of the Municipal Annexation Act of 1965, as amended, in that:

- a. Not less than one-sixth of the perimeter of the described property is contiguous to the Town of Palmer Lake. The property for which annexation is sought has a total of approximately 480.48 feet, more or less, contiguous to the Town of Palmer Lake.
- b. The area for which annexation is sought shares a community of interest with the Town of Palmer Lake.
- c. The area for which annexation is sought will be urban in character (residential);
- d. The area for which annexation is sought is integrated with or is capable of being integrated with the Town of Palmer Lake;
- e. Within the area for which annexation is sought, no lands held in identical ownership shall be divided into separate lots or parcels without the written consent of the landowners thereof;
- f. No land held in identical ownership comprising twenty (20) acres or more shall be included within the annexation without the written consent of the landowners thereof;
- g. The annexation which is sought will not result in a detachment of area from any school district and will not result in the attachment of the annexed area to another school district other than that in which it already is;
- h. The annexation of the area proposed to be annexed will not have the effect of extending the boundary of the Town of Palmer Lake more than three miles in any direction from any point of the Town's boundary in any one year.

3) That the signers of this Petition comprise the landowners of one hundred percent (100%) of the territory included in the area for which annexation is sought.

4) That the petitioners request that the Town of Palmer Lake approve this annexation.

5) That the legal description of the territory proposed to be annexed is attached hereto as Exhibit C.

6) The names and addresses of adjacent property owners to the property for which annexation is sought and within 300 feet of the boundary of the property for which annexation is sought are attached as Exhibit D; the applicant must inform each property owner within 300 feet of the boundary of the property of the annexation petition by way of certified mail or FedEx with the return receipts and/or proof of delivery, will be required to complete the applicants file.

7) No annexation proceedings have been commenced for the annexation to another municipality of part or all of the territory proposed to be annexed.


8) If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the area to be annexed.

9) Upon annexation, property owners must dedicate water rights, based on proposed water use to the Town of Palmer Lake (Ordinance 8-1985).

10) The Town of Palmer Lake will distribute a copy of the annexation plat to the affected agencies for comment, including public entities of school district and various utilities (i.e., gas, cable, sewer).

11) That upon the Annexation Ordinance becoming effective, all lands within the area sought to be annexed shall become subject to the Colorado Revised Statutes and all ordinances, resolutions, and regulations of the Town of Palmer Lake.

WHEREFORE, the undersigned petitioners request that the Town of Palmer Lake approve the annexation of the Property.

 12 Jun 2023  
James E. Parco, Petitioner Date  
Co-owner, Lot 1, Coldwater Subdivision

 6/12/23  
Pamela S. Parco, Petitioner Date  
Co-owner, Lot 1, Coldwater Subdivision

**[NOTARIZATION OF PETITONER SIGNATURES ON THE FOLLOWING PAGE]**

STATE OF COLORADO )  
 ) ss.  
COUNTY OF DENVER )

Subscribed and sworn to before me this 12<sup>th</sup> day of <sup>June</sup> ~~June~~ June, by James Edward Parco.

[Signature]  
Notary Public

ZACHARY J WEISS  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20204013742  
MY COMMISSION EXPIRES APRIL 15, 2024

My commission expires: April 15, 2024

STATE OF COLORADO )  
 ) ss.  
COUNTY OF DENVER )

Subscribed and sworn to before me this 12<sup>th</sup> day of June 2023, by Pamela Sue Parco.

[Signature]  
Notary Public

ZACHARY J WEISS  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20204013742  
MY COMMISSION EXPIRES APRIL 15, 2024

My commission expires: April 15, 2024



## Jim & Pam Parco

19105 Forest View Rd  
 Monument, CO 80132  
[jimparco@msn.com](mailto:jimparco@msn.com)

June 12, 2023

Town of Palmer Lake  
 42 Valley Crescent St  
 Palmer Lake, CO 80133

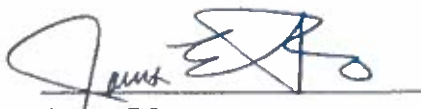
To whom it may concern,

In 2014, we (Jim and Pam Parco, who live at 19105 Forest View Rd) worked together with our neighbors, (Jim and Laurra Fitzgerald, who live at 19055 Forest View Rd) to change the interior property line between our parcels. In doing so, Jim and Laurra transferred a 7,910 square foot parcel (Parcel A in the plat) to us, and simultaneously, Pam and I transferred a 7,910 square foot parcel (Parcel B in the plat) to them. This resulted in both parties keeping their Lots the exact same size after the action as compared to before.

Collectively, we filed the replat of our subdivision (Cold Water) with the El Paso County Clerk & Recorder's office on 9 June 2015, under reception number 215713630. On 2 November 2021, the Fitzgeralds deeded Lot 1 to the Parcos, and simultaneously on the same date, the Parcos deeded Lot 2 to the Fitzgeralds.

The only remaining issue that Parcel A of Lot 1 (19105 Forest View Rd owned by the Parcos) remains located within unincorporated El Paso County, whereas Parcel B of Lot 2 (19055 Forest View Rd owned by the Fitzgeralds) remains located within the town limits of Palmer Lake. Because of the different taxing jurisdictions, the final step to create a single parcel of record with El Paso County is to petition the Town of Palmer Lake to annex Parcel A into the town limits (this annexation application), and de-annex Parcel B into unincorporated El Paso County (the Fitzgerald letter of deannexation request), placing the entirety of Lot 1 in the Town of Palmer Lake and the entirety of Lot 2 in unincorporated El Paso County. After meeting with Town Staff on this issue, we were provided the application to petition the Town of Palmer Lake to change the town limits by the adjustment needed from the swap of these two parcels.

After meeting with Dawn Collins on this issue back in November 2022, and a legal review by Town Attorney Krob in April, 2023, we respectfully submit the attached Annexation Petition request (for Parcel A), along with a letter from the Fitzgeralds to simultaneously requesting deannexation (Parcel B). Attached to this letter are all of the required documents to submit our application for your consideration.

  
 James E Parco

  
 Pamela S Parco

Jim & Laura Fitzgerald  
19055 Forest View Rd  
Monument, CO 80132  
[jamesfitzgeraldjr@mac.com](mailto:jamesfitzgeraldjr@mac.com)

Town of Palmer Lake  
42 Valley Crescent St  
Palmer Lake, CO 80133

16 June 2023

To whom it may concern,


In 2014, we (Jim and Laura Fitzgerald, who live at 19055 Forest View Rd) worked together with our neighbors, (Jim and Pam Parco who live at 19105 Forest View Rd) to change the interior property line between our parcels. In doing so, we transferred a 7,910 square foot parcel (Parcel A in the plat) to the Parcos, and simultaneously, the Parcos transferred a 7,910 square foot parcel (Parcel B in the plat) to us. This resulted in both parties keeping their Lots the exact same size after the action as compared to before.

Collectively, we filed the replat of our subdivision (Cold Water) with the El Paso County Clerk & Recorder's office on 9 June 2015, under reception number 215713630. On 2 November 2021, the Fitzgeralds deeded Lot 1 to the Parcos, and simultaneously on the same date, the Parcos deeded Lot 2 to the Fitzgeralds.

The only remaining issue that Parcel A of Lot 1 (19105 Forest View Rd owned by the Parcos) remains located within unincorporated El Paso County, whereas Parcel B of Lot 2 (19055 Forest View Rd owned by the Fitzgeralds) remains located within the town limits of Palmer Lake. Because of the different taxing jurisdictions, the final step to create a single parcel of record with El Paso County is to petition the Town of Palmer Lake to annex Parcel A into the town limits, and de-annex Parcel B into unincorporated El Paso County, placing the entirety of Lot 1 in the Town of Palmer Lake and the entirety of Lot 2 in unincorporated El Paso County.

After a legal review by Town Staff on this issue in April 2023, we were subsequently advised to provide this deannexation request, by letter, to accompany the Parco's annexation request.

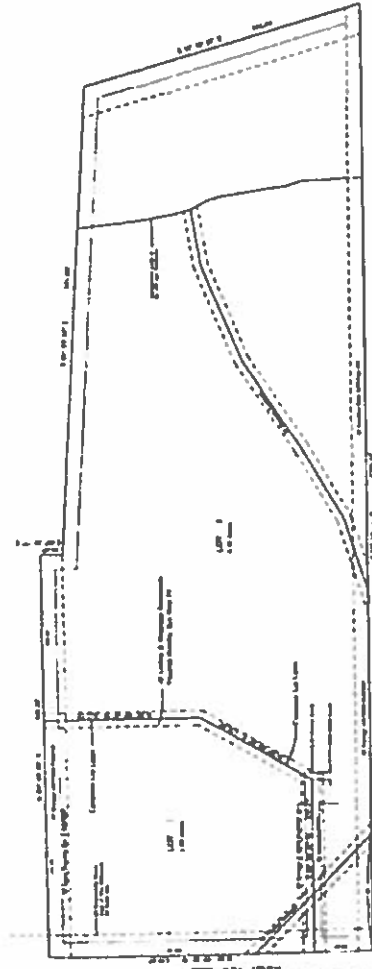
The purpose of this letter is to formally request that Parcel B be deannexed from the Town of Palmer Lake, concurrently, with the Annexation Petition filed by Jim and Pam Parco.

  
James E. Fitzgerald, Petitioner      Date  
Co-owner, Lot 2, Coldwater Subdivision      6/16/23

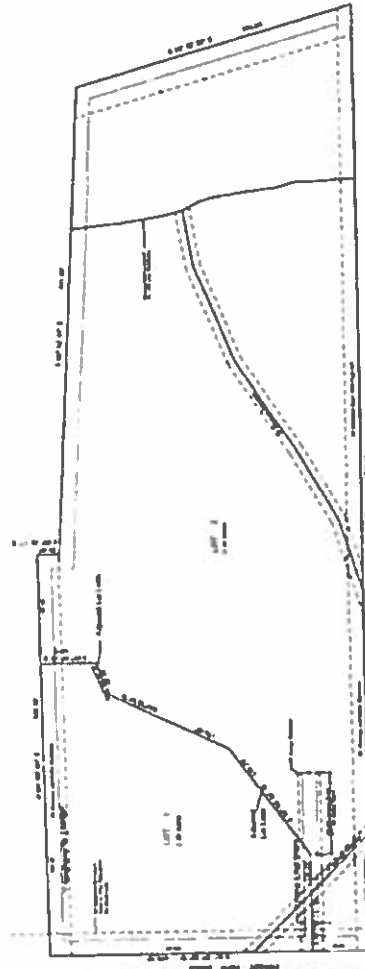
  
Laura B. Fitzgerald, Petitioner      Date  
Co-owner, Lot 2, Coldwater Subdivision      6/16/23

# COLD WATER SUBDIVISION AMENDMENT No. 1

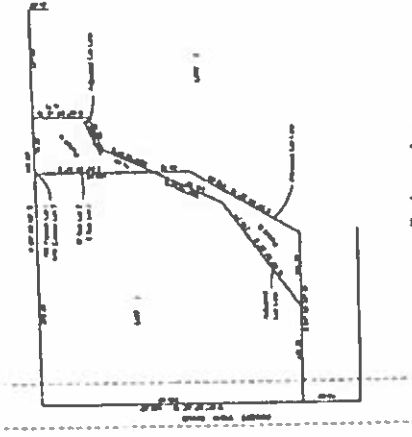
## Adjusting the Lot Line common to Lots 1 & 2, Cold Water Subdivision in Section 9, T 11 S, R 67 W, 6th P.M., El Paso County, Colorado



Cold Water Subdivision As Currently Platted  
1"=30'



As Hereby Replatted into Cold Water Subdivision Amendment No 1  
1"=30'



Exchange Area  
1"=30'

### PROPERTY DESCRIPTION PARCEL A

1) Parcel A is 1916 square feet, Parcel B is 1916 square feet.  
 2) Parcel A is the part of Lot 1, Cold Water Subdivision, which is bounded on the north by the boundary line of Lot 2, on the east by the boundary line of Lot 2, on the south by the boundary line of Lot 2, and on the west by the boundary line of Lot 2.  
 3) Parcel B is the part of Lot 2, Cold Water Subdivision, which is bounded on the north by the boundary line of Lot 1, on the east by the boundary line of Lot 1, on the south by the boundary line of Lot 1, and on the west by the boundary line of Lot 1.  
 4) Parcel A and Parcel B are adjacent to each other and share a common boundary line.  
 5) Parcel A and Parcel B are both located within the boundaries of Cold Water Subdivision.

### PROPERTY DESCRIPTION PARCEL B

1) Parcel B is 1916 square feet, Parcel A is 1916 square feet.  
 2) Parcel B is the part of Lot 2, Cold Water Subdivision, which is bounded on the north by the boundary line of Lot 1, on the east by the boundary line of Lot 1, on the south by the boundary line of Lot 1, and on the west by the boundary line of Lot 1.  
 3) Parcel A is the part of Lot 1, Cold Water Subdivision, which is bounded on the north by the boundary line of Lot 2, on the east by the boundary line of Lot 2, on the south by the boundary line of Lot 2, and on the west by the boundary line of Lot 2.  
 4) Parcel A and Parcel B are adjacent to each other and share a common boundary line.  
 5) Parcel A and Parcel B are both located within the boundaries of Cold Water Subdivision.

### Notes

- 1) Parcel A and Parcel B are both located within the boundaries of Cold Water Subdivision.
- 2) Parcel A and Parcel B are both located within the boundaries of Cold Water Subdivision.
- 3) Parcel A and Parcel B are both located within the boundaries of Cold Water Subdivision.
- 4) Parcel A and Parcel B are both located within the boundaries of Cold Water Subdivision.
- 5) Parcel A and Parcel B are both located within the boundaries of Cold Water Subdivision.

**EL PASO COUNTY**  
 EL PASO COUNTY RECORDS  
 119-041-0392 - PAR. 11-0-01-0011  
 11/17/2011 1:00 PM  
 119-041-0392 - PAR. 11-0-01-0011  
 11/17/2011 1:00 PM  
 119-041-0392 - PAR. 11-0-01-0011  
 11/17/2011 1:00 PM  
 119-041-0392 - PAR. 11-0-01-0011  
 11/17/2011 1:00 PM

Copy!

**Dawn Collins**

---

**From:** jimparco@icloud.com  
**Sent:** Monday, July 17, 2023 12:24 PM  
**To:** Dawn Collins  
**Cc:** Jim Fitzgerald; Pam Parco  
**Subject:** !! AFFIRMATION OF NOTICE TO SURROUNDING LANDOWNERS: Town of Palmer Lake application #710 901 3007 (James E and Pamela S Parco)  
**Attachments:** 2023-07-17 12-07.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.-----

Hi Dawn,

Happy Monday.

This email serves as notice to the Town, that we (Parcos and Fitzgeralds) have now sent out the *Notice of Public Hearing* to all required local neighbors, by USPS Certified Mail with Return Receipt.

**Below you will find, as proof of the notice sent out today (Monday, 17 July 2023):**

- (1) USPS Certified Mail receipt showing the name and address of all six recipients;*
- (2) Picture of the contents of each envelope sent out (all six mailings were identical in contents);*
- (3) A copy of the USPS payment receipt showing the tracking number for both the notice as well as the return receipt.*

**We ask that you kindly reply acknowledging receipt of this email.**

Please let us know if there is anything else you require of us at this time. Otherwise, Jim Fitzgerald and I will be at Town Hall on **Wednesday, 16 Aug at 5pm** for the Planning Commission meeting, and then the following week on **Thursday, 24 Aug at 6pm** for the Town Council meeting.

Until then, be well!

Best,

Jim & Pam (and Jim & Laurra)

--

Jim Parco  
719-694-4242  
jimparco@mac.com

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Palmer Lake, CO 80133

Certified Mail Fee \$4.35  
 Extra Services & Fees (check box, add fee as appropriate)  
 Return Receipt (hardcopy) \$3.55  
 Return Receipt (electronic) \$0.00  
 Certified Mail Restricted Delivery \$0.00  
 Adult Signature Required \$0.00  
 Adult Signature Restricted Delivery \$0.00  
 Postage \$9.65  
 Total Postage and Fees \$17.55

0082  
 MONTEBELLO POST OFFICE  
 Here  
 Postmark  
 JUL 17 2023  
 DENVER CO 80221  
 07/17/2023  
 1 NY V Wd 8 11 01 6 7 8 9 10

Sent To  
 JAMES + SUSAN Mc CRIMMON  
 Street and Apt. No., or PO Box No.  
 P.O. Box 1634  
 City, State, ZIP+4®  
 PALMER LAKE, CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8354 3854

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

Item 7.

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Palmer Lake, CO 80133

Certified Mail Fee \$4.35  
 Extra Services & Fees (check box, add fee as appropriate)  
 Return Receipt (hardcopy) \$3.55  
 Return Receipt (electronic) \$0.00  
 Certified Mail Restricted Delivery \$0.00  
 Adult Signature Required \$0.00  
 Adult Signature Restricted Delivery \$0.00  
 Postage \$9.65  
 Total Postage and Fees \$17.55

0082  
 MONTEBELLO POST OFFICE  
 Here  
 Postmark  
 JUL 17 2023  
 DENVER CO 80221  
 07/17/2023  
 1 NY V Wd 8 11 01 6 7 8 9 10

Sent To  
 D+B FAMILY TRUST  
 Street and Apt. No., or PO Box No.  
 P.O. Box 567  
 City, State, ZIP+4®  
 PALMER LAKE CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8354 3831

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
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For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Monument, CO 80132

Certified Mail Fee \$4.35  
 Extra Services & Fees (check box, add fee as appropriate)  
 Return Receipt (hardcopy) \$3.55  
 Return Receipt (electronic) \$0.00  
 Certified Mail Restricted Delivery \$0.00  
 Adult Signature Required \$0.00  
 Adult Signature Restricted Delivery \$0.00  
 Postage \$9.65  
 Total Postage and Fees \$17.55

0082  
 MONTEBELLO POST OFFICE  
 Here  
 Postmark  
 JUL 17 2023  
 DENVER CO 80221  
 07/17/2023  
 1 NY V Wd 8 11 01 6 7 8 9 10

Sent To  
 ROBERT + KIM GUTIERREZ  
 Street and Apt. No., or PO Box No.  
 601 FOREST VIEW WAY  
 City, State, ZIP+4®  
 MONUMENT CO 80132

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8354 3848

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Monument, CO 80132

Certified Mail Fee \$4.35  
 Extra Services & Fees (check box, add fee as appropriate)  
 Return Receipt (hardcopy) \$3.55  
 Return Receipt (electronic) \$0.00  
 Certified Mail Restricted Delivery \$0.00  
 Adult Signature Required \$0.00  
 Adult Signature Restricted Delivery \$0.00  
 Postage \$9.65  
 Total Postage and Fees \$17.55

0082  
 MONTEBELLO POST OFFICE  
 Here  
 Postmark  
 JUL 17 2023  
 DENVER CO 80221  
 07/17/2023  
 1 NY V Wd 8 11 01 6 7 8 9 10

Sent To  
 JEFF + SUE VOYZEY  
 Street and Apt. No., or PO Box No.  
 603 FOREST VIEW WAY  
 City, State, ZIP+4®  
 MONUMENT, CO 80132

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8354 3853

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For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Monument, CO 80132

Certified Mail Fee \$4.35  
 Extra Services & Fees (check box, add fee as appropriate)  
 Return Receipt (hardcopy) \$3.55  
 Return Receipt (electronic) \$0.00  
 Certified Mail Restricted Delivery \$0.00  
 Adult Signature Required \$0.00  
 Adult Signature Restricted Delivery \$0.00  
 Postage \$9.65  
 Total Postage and Fees \$17.55

0084  
 MONTEBELLO POST OFFICE  
 Here  
 Postmark  
 JUL 17 2023  
 DENVER CO 80221  
 07/17/2023  
 1 NY V Wd 8 11 01 6 7 8 9 10

Sent To  
 CATHERINE FISH-WILCOX  
 Street and Apt. No., or PO Box No.  
 599 FOREST VIEW WAY  
 City, State, ZIP+4®  
 MONUMENT CO 80132

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8354 3886

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Palmer Lake, CO 80133

Certified Mail Fee \$4.35  
 Extra Services & Fees (check box, add fee as appropriate)  
 Return Receipt (hardcopy) \$3.55  
 Return Receipt (electronic) \$0.00  
 Certified Mail Restricted Delivery \$0.00  
 Adult Signature Required \$0.00  
 Adult Signature Restricted Delivery \$0.00  
 Postage \$9.65  
 Total Postage and Fees \$17.55

0082  
 MONTEBELLO POST OFFICE  
 Here  
 Postmark  
 JUL 17 2023  
 DENVER CO 80221  
 07/17/2023  
 1 NY V Wd 8 11 01 6 7 8 9 10

Sent To  
 MARCIA BROWN  
 Street and Apt. No., or PO Box No.  
 P.O. Box 220  
 City, State, ZIP+4®  
 PALMER LAKE CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8354 3855



# ATTACHMENT TO CERTIFIED LETTER ANNEXATION & DE-ANNEXATION PROPOSAL WITH SURROUNDING NEIGHBORS WITHIN 300'



This letter was sent on 12 June 2023 via USPS, tracking # 7021 2720 0000 8354 3602



## Jim & Pam Parco

19105 Forest View Rd  
Monument, CO 80132  
[jimparco@msn.com](mailto:jimparco@msn.com)

## Jim & Laurra Fitzgerald

19055 Forest View Rd  
Monument, CO 80132  
[jamesfitzgeraldjr@mac.com](mailto:jamesfitzgeraldjr@mac.com)

June 9, 2023

D&B Family Trust (% Dave and Beverly Miller)  
P.O. Box 567  
Palmer Lake, CO 80133

Dear Mr & Ms Miller,

In 2014, we (Jim & Laurra Fitzgerald, who live at 19055 Forest View Rd, in collaboration with Jim and Pam Parco, who live at 19105 Forest View Rd) worked together to change the interior property line between our respective lots. In doing so, Jim and Laurra transferred a 7,910 square foot parcel (Parcel A in the plat) to the Parcos, and simultaneously, Pam and Jim transferred a 7,910 square foot parcel (Parcel B in the plat) to the Fitzgeralds. This resulted in both of parties keeping their Lots the exact same size after the action as compared to before. On the reverse of this letter is a diagram reflecting the property line change.

Collectively, we filed the replat of our subdivision (Cold Water) with the El Paso County Clerk & Recorder's office on 9 June 2015, under reception number 215713630. On 2 November 2021, the Fitzgeralds deeded Lot 1 to the Parcos, and simultaneously on the same date, the Parcos deeded Lot 2 to the Fitzgeralds.

The only remaining issue is that Parcel A of Lot 1 (19105 Forest View Rd owned by the Parcos) remains located within unincorporated El Paso County, whereas Parcel B of Lot 2 (19055 Forest View Rd owned by the Fitzgeralds) remains located within the town limits of Palmer Lake. Because of the different taxing jurisdictions, the final step to create a single parcel of record with El Paso County is to petition the Town of Palmer Lake to annex Parcel A into the town limits, and de-annex Parcel B into unincorporated El Paso County, placing the entirety of Lot 1 in the Town of Palmer Lake and the entirety of Lot 2 in unincorporated El Paso County. After meeting with Town Staff on this issue, we were provided the application to petition the Town of Palmer Lake to change the town limits by the adjustment needed from the swap of these two parcels.

As part of the requirements of the town's zoning application, we are required to send this letter via certified mail to all property owners within 300 feet of the affected area. As your property was determined to be within the 300' radius, we are sending this to you ahead of our application to the town.

Sincerely,



Jim Parco



Jim Fitzgerald

This letter was sent on 12 June 2023 via USPS, tracking # 7021 2720 0000 8354 364

JUL 05 2023

Allen D. (Dave) & Beverley B. Miller  
 D & B Miller Family Trust  
 P.O. Box 567, Palmer Lake, CO 80133  
 719-481-2003

June 30, 2023

Jim & Pam Parco  
 19105 Forest View Rd.  
 Monument, CO 80132

Jim & Laura Fitzgerald  
 19055 Forest View Rd.  
 Monument, CO 80132

**Subject: Certified Parco-Fitzgerald Letter, dated June 9, 2023**

**Dear Parcos and Fitzgeralds:**

Per your attached Certified June 9, 2023 letter, we have no objection to Parcel A, now owned by Parcos's, to be transferred to El Paso County, and Parcel B, now owned by the Fitzgerald's, to remain in Town of Palmer Lake.

However, it should be noted that since our original sale of the total property to the Fitzgeralds, the Town of Palmer Lake has paved its Douglas Avenue, and created a 2½ feet Drainage Easement along the north side of our 30 foot wide Access Easement to our Miller's five acre property in Town of Palmer Lake. This 2½ foot Palmer Lake Drainage Easement also crosses the Fitzgerald's lower property, that remains in Town of Palmer Lake.

It should be noted that Town of Palmer Lake's north side Douglas Avenue Drainage needs to be physically realigned under Forest View Road to properly connect to the Town's recently established drainage easement along our originally recorded 30 foot wide access easement.

Thank you for considering these fundamental facts and drainage requirements.

Sincerely,



Allen D. Miller



Beverley B. Miller

encl: Certified June 9, 2023 letter from Parco-Fitzgerald

cc: All Leaders and Staff, Town of Palmer Lake, and El Paso County

P.S. All Parco installed gates, rises, and other artificial obstructions should be immediately removed from our original and permanent 30 foot wide access easement to our five acre parcel in Town of Palmer Lake. Thank you!

NOTICE OF PUBLIC HEARING

TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, August 16, 2023, at 5 PM at the Town Hall, 28 Valley Crescent, Palmer Lake, to consider an application for annexation and rezone of Parcel 7109013007 from El Paso County to the Town of Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled for Thursday, August 24, 2023, beginning 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

**Dawn Collins**

---

**Sent:** Tuesday, August 15, 2023 11:34 AM  
**To:** cfconstruction; bill@fisharch.com; carmarkb; Amy Hutson; susanminer.twinpine; l.zapalac12@gmail.com; Tim & Laurie Caves  
**Subject:** PC Item 2-3 re: Annexation Request  
**Attachments:** dm.annx.pdf; easemt.pdf

All,  
Note the enclosed letter from Mr/s Miller relating to the requested annexation to be heard on 8/16. Also included is a map displaying the recorded drainage easements (highlighted).

Staff reviewed this letter as well as the drainage and access easement areas on Mr. Parco’s property and confirm the following –

- Mr/s Miller have no authority over Mr. Parco’s use of private property, in compliance with town zoning
- Changes made in 2013 for access were agreed to, do not prohibit Mr. Miller access, and subsequently the easement was properly filed in 2015
- Any consideration of drainage is a completely unrelated issue from this request to annex
- Activity on County property is authorized by El Paso County, not the Town

Copies of this information will also be on your tabletop for the meeting.  
Thank you,

Dawn A. Collins, CMC  
Town Administrator/Clerk



Town of Palmer Lake  
42 Valley Crescent  
PO Box 208  
Palmer Lake CO 80133  
719.481.2953  
[dawn@palmer-lake.org](mailto:dawn@palmer-lake.org)  
[www.townofpalmerlake.com](http://www.townofpalmerlake.com)

Allen D. (Dave) & Beverley B. Miller  
 D & B Miller Family Trust  
 PO Box 567, Palmer Lake, CO 80133  
 719-481-2003

August 7, 2023

Board of Trustees &  
 Planning Commission  
 Town of Palmer Lake  
 Palmer Lake, CO 80133

Commissioners & Planners  
 El Paso County  
 200 S. Cascade Ave.  
 Colorado Springs, CO 80903

**Subject: Parco Requested Annexation Into Town of Palmer Lake (August 16, 2023 Planning Meeting)**

**Dear Board of Trustees, Commissioners & Planners:**

As former owners of the Fitzgerald property in El Paso County, and the Parco property now in Town of Palmer Lake, we have no objection to the Parco-Fitzgerald exchange and annexation of 7,910 square feet of Parco Property into Town of Palmer Lake. However, as nearby property owners and developers in both El Paso County and Town of Palmer Lake, our approvals are conditioned on the following Town of Palmer Lake and El Paso County restrictions:

- None of the exchanged Parco-Fitzgerald properties shall be used for construction of additional buildings, or outside storage of any vehicles, equipment, motor homes, and other items of any kind;
- None of the exchanged properties shall be used for creation, sale, and/or distribution of any products and/or equipment;
- Any owner-caused changes to natural property elevations and vegetation shall be restored to original natural conditions;
- The Miller's thirty feet wide Access Easement may only be used for Miller-approved purposes;
- If either the Town or County wishes to include a Drainage Easement within Miller's Access Easement to their five (5) acre property within the Town of Palmer Lake, this Easement shall be confined in an appropriately sized pipeline located on either the extreme north or south side of Miller's recorded Access Easement. This drainage pipeline shall also be sized and physically connected to properly handle any and all drainage from the Town of Palmer Lake's recently paved Douglas Avenue and adjacent properties;
- Although the Douglas Avenue Drainage Easement is primarily a Town of Palmer Lake responsibility, El Paso County drainage experts shall also assure proper drainage through the Fitzgerald's lower property in El Paso County.

Many thanks for both Palmer Lake and County officials for objectively honoring these comments involving properties, easements, and drainage within both jurisdictions.

Sincerely,

  
 Allen D. (Dave) Miller

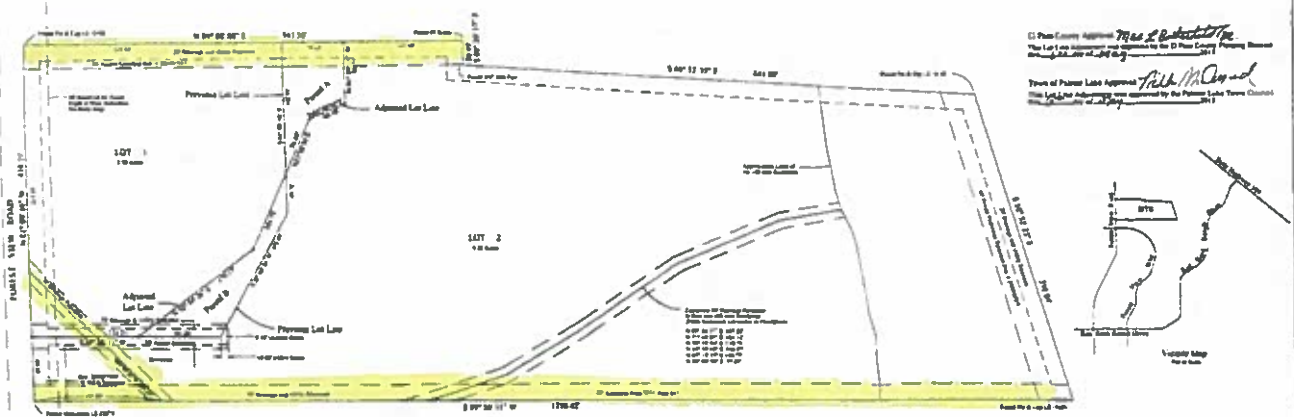
  
 Beverley B. Miller

cc: Please forward copies of this letter to Parco's and Fitzgerald's prior to Palmer Lake's Planning Meeting.

13630

# COLD WATER SUBDIVISION AMENDMENT No. 1

## Adjusting the Lot Line common to Lots 1 & 2, Cold Water Subdivision in Section 9, T 11 S, R 67 W, 6th P.M., El Paso County, Colorado



El Paso County Approval: *Mick & Robert [Signature]*  
The Lot Line Amendment and Approval by the El Paso County Planning Board  
Resolution No. 44-03-03  
Town of Palmer Lake Approval: *Trish McQuinn [Signature]*  
The Lot Line Amendment was approved by the Palmer Lake Town Council  
Resolution No. 11-03-03

0 50 100  
Scale in feet

**Notes**  
1. The survey was conducted in accordance with the provisions of the Colorado Surveying Act, C.R.S. 24-101-101, and the rules and regulations of the Board of Surveying and Mapping, Colorado State Board of Registration for Professional Surveyors.  
2. The survey was conducted in accordance with the provisions of the Colorado Surveying Act, C.R.S. 24-101-101, and the rules and regulations of the Board of Surveying and Mapping, Colorado State Board of Registration for Professional Surveyors.  
3. The survey was conducted in accordance with the provisions of the Colorado Surveying Act, C.R.S. 24-101-101, and the rules and regulations of the Board of Surveying and Mapping, Colorado State Board of Registration for Professional Surveyors.

**Property Description**  
Lot 1 and Lot 2, Cold Water Subdivision as recorded in the El Paso County Planning Board's Resolution No. 44-03-03, 2003, within Section 9, T 11 S, R 67 W, 6th P.M., El Paso County, Colorado.  
**Subdivision**  
Lots 1 and 2, Cold Water Subdivision as recorded in the El Paso County Planning Board's Resolution No. 44-03-03, 2003, within Section 9, T 11 S, R 67 W, 6th P.M., El Paso County, Colorado.  
**Surveyor's Certificate**  
I, *[Signature]*, Surveyor, do hereby certify that the above described property has been surveyed and found to be correct and accurate and that the same is in accordance with the provisions of the Colorado Surveying Act, C.R.S. 24-101-101, and the rules and regulations of the Board of Surveying and Mapping, Colorado State Board of Registration for Professional Surveyors.  
Witness my hand and the seal of my office this 11th day of March, 2003.  
*[Signature]*  
Surveyor

**Surveyor's Certificate**  
I, *[Signature]*, Surveyor, do hereby certify that the above described property has been surveyed and found to be correct and accurate and that the same is in accordance with the provisions of the Colorado Surveying Act, C.R.S. 24-101-101, and the rules and regulations of the Board of Surveying and Mapping, Colorado State Board of Registration for Professional Surveyors.  
Witness my hand and the seal of my office this 11th day of March, 2003.  
*[Signature]*  
Surveyor

**County Clerk and Recorder's Certificate**  
I, *[Signature]*, County Clerk and Recorder, do hereby certify that the above described property has been surveyed and found to be correct and accurate and that the same is in accordance with the provisions of the Colorado Surveying Act, C.R.S. 24-101-101, and the rules and regulations of the Board of Surveying and Mapping, Colorado State Board of Registration for Professional Surveyors.  
Witness my hand and the seal of my office this 11th day of March, 2003.  
*[Signature]*  
County Clerk and Recorder

**MAHON & ASSOCIATES, INC.**  
LAND SURVEYING AND PLANNING  
LAND DEVELOPMENT CONSULTANTS  
1100 W. 10th Street, Suite 100  
Fort Collins, CO 80521  
Phone: 970-221-1111  
Fax: 970-221-1112  
www.mahon.com

Conditional Preliminary Plat for the Cold Water Subdivision Amendment No. 1, El Paso County, Colorado

# AFFIDAVIT OF PUBLICATION

STATE OF COLORADO  
COUNTY OF El Paso

**Public Notice**  
**NOTICE OF PUBLIC HEARING**  
**TOWN OF PALMER LAKE**

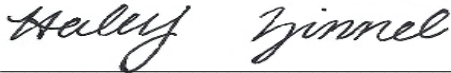
Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, August 16, 2023, at 5 PM at the Town Hall, 28 Valley Crescent, Palmer Lake, to consider an application for annexation and rezone of Parcel 7109013007 from El Paso County to the Town of Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled for Thursday, August 24, 2023, beginning 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 July 26, 2023.

I, Haley Zinnel, being first duly sworn, deposes and says that he 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 07/26/2023**

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.



Haley Zinnel  
Sales Center Agent

Subscribed and sworn to me this 07/26/2023, at said City of Colorado Springs, El Paso County, Colorado.

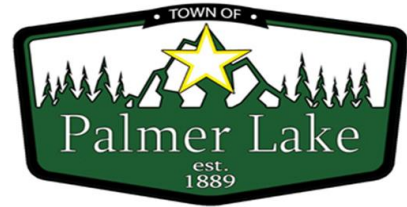
My commission expires June 23, 2026.



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  
20224024441-723952



TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO

<b>DATE:</b> August 24, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Application to Annex and Rezone Parcel for Parco
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

Noting (Town of Palmer Lake resident) Mr. Jim Parco’s explanation of a transfer of property with neighbor’s Fitzgerald (County resident), they each own a parcel outside their residing jurisdiction. Mr. Parco approached the town to assist in making this proper for tax purposes and incorporate into their existing lot, zoned R1.

This annexation and subsequent disconnect of Mr. Parco’s property will change the boundary line of the town but not officially increase or decrease property within the town boundary.

Staff reviewed the concerns from Mr/s Miller and included the staff memo for the record with no concern. The Planning Commission members reviewed this request, heard the concerns, and moved the following:

2. *Application to Annex and Rezone Parcel 7109013007 (J.Parco). Chair Ihlenfeld invited the applicant to address the Commission. Mr. Jim Parco, property owner and resident, explained the swap of property with his abutting neighbor, Mr. Jim Fitzgerald (County resident) in 2013. They are seeking to clean up the fact that each have an approximate 7000 sq ft portion of property in a different taxing jurisdiction. Mr. Parco provided the sequence of events and requested that the County portion be annexed and rezoned to his current town property, R1. No questions came from the Board. Chair Ihlenfeld opened the floor to the public. Mr. Dave Miller explained his background, formerly owning a large area of the property in the Town and El Paso County. He expressed concern about various equipment on the property and not wanting to see storage on the property. He stated the following concerns – access easement locked to his five-acre parcel and inadequate slope to the Fitzgerald property; drainage easement should differ to his property (EPC jurisdiction). Discussion took place about the location of a motor home. Mr. Miller reviewed the history of the property. Collins stated that staff met on the property and reviewed the issues presented by Mr. Miller and confirmed there is no issue with the access, the drainage, nor the storage of a trailer. Mr. Jim Parco stated that there is a gate to the access easement and the code was provided to the Millers multiple times. Mr. Parco stated there is no other activity on the property but temporarily storing an airstream on his property, which does not impact the access easement. Mr. Miller stated that the access is his and the lock is inconvenient. Discussion took place about the access easement on Mr. Parco’s property and keeping unwanted activity off the property. Chair Ihlenfeld thanked Mr. Miller for his comments and closed the hearing.*

**Business Items**

3. *Consider Request to Annex and Rezone Property. MOTION (Bruce, Miller) to recommend approval of the annexation request and rezone the parcel to R1. Motion passed 7-0.*

**Recommended Action**

Staff supports the Resolution Making Findings of Fact and the Ordinance to annex and rezone to R1 as requested.

**RESOLUTION 60 - 2023**

**A RESOLUTION MAKING FINDINGS OF FACT BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO, AND ITS CONCLUSIONS RELATIVE TO THE ELIGIBILITY FOR ANNEXATION TO THE TOWN OF PALMER LAKE, COLORADO, OF CERTAIN UNINCORPORATED PROPERTY OWNED BY JIM PARCO, PARCEL 7109013007**

**WHEREAS**, pursuant to the laws of the State of Colorado, a public hearing was held on August 24, 2023, as required by law, on the Petition for Annexation filed with the Town of Palmer Lake, Colorado, for the property described on the attached Exhibit A; and

**WHEREAS**, the public notice of such public hearing was given as required by law; and

**WHEREAS**, the public hearing on said annexation petition was conducted in accordance with the requirements of law, and

**WHEREAS**, pursuant to C.R.S. §31-12-110 the Board of Trustees of the Town of Palmer Lake, Colorado, is required to set forth its findings of fact and its conclusions as to the eligibility of the property described on the attached Exhibit A for annexation to the Town of Palmer Lake, Colorado.

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

That the Board of Trustees hereby sets forth its findings of fact and conclusions based on the public hearing with respect to the annexation of the property described on Exhibit A, attached hereto and incorporated herein by reference:

**FINDINGS OF FACT**

1. Not less than one-sixth of the perimeter of the area proposed to be annexed as described on the attached Exhibit A is contiguous with the existing boundaries of the Town of Palmer Lake, Colorado as required by law.
2. A community of interest exists between the area proposed to be annexed as described on the attached Exhibit A and the Town of Palmer Lake, Colorado and the area proposed to be annexed is urban or will be urbanized in the near future.
3. The area proposed to be annexed as described on the attached Exhibit A is integrated or is capable of being integrated with the Town of Palmer Lake, Colorado.
4. No land held in identical ownership, whether consisting of one tract or parcel of real estate or

two or more contiguous tracts of real estate, is divided into separate tracts or parcels without the written consent of the landowner or landowners thereof, unless such tracts or parcels are separated by a dedicated street, road or other public way.

5. No land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate comprising twenty (20) acres or more which, together with the buildings and improvements situated thereon, has a valuation for assessment in excess of \$200,000 for ad valorem tax purposes for the year next preceding the annexation, has been included without the written consent of the landowners.
6. No annexation proceedings have been commenced for the annexation to another municipality of part or all of that territory proposed to be annexed as described on the attached Exhibit A.
7. The proposed annexation of the real estate described on the attached Exhibit A will not result in the detachment of area from any school district and the attachment of the same to another school district.
8. The petition for annexation of the real estate described on the attached Exhibit A meets the requirements of law and is in proper order for annexation for the property proposed to be annexed as described on the attached Exhibit A.
9. The proposed annexation will not have the effect of extending a municipal boundary more than three (3) miles in any direction from any point of the Town boundary in any one year, or to the extent the proposed annexation extends beyond such three (3) mile limit, confining the annexation to such three (3) mile limit would have the effect of dividing a parcel of property held in identical ownership and at least fifty (50%) percent of the said property is within the three (3) mile limit.
10. The entire width of any public street or alley to be annexed is included within the proposed annexation.
11. The proposed annexation would not result in denial of reasonable access to landowners, owners of easements, or owners of franchises to use the Town's public ways.
12. The petition was signed by owners of 100% of the property to be annexed exclusive of streets and alleys.

**CONCLUSIONS**

- A. The property described in the attached Exhibit A is eligible for annexation to the Town of Palmer Lake, Colorado and all requirements of law have been met to make such property eligible for annexation, including the requirements of C.R.S. §31-12-104 and 31-12-105, as amended.
- B. No election is required pursuant to C.R.S. §31-12-107(2) or any other law of the State of Colorado.

**MOVED, SECONDED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO THIS 24<sup>TH</sup> DAY OF AUGUST, 2023.**

Votes Approving: \_\_\_\_\_  
 Votes Opposed: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Abstained: \_\_\_\_\_

S E A L

**THE TOWN OF PALMER LAKE**

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

By: \_\_\_\_\_  
 Glant Havenar  
 Mayor

## EXHIBIT A

### Legal Description

THAT PT LOT 1 COLD WATER SUB AMEND NO 1 DESC AS FOLS: COM AT NW COR LOT 1 SD SUB N 89<08'08" E 319.30 FT FOR POB, TH S 01<09'16" E 162.95 FT, N 23<52'34" E 74.69 FT, N 66<40'50" E 48.18 FT, N 01<09'16" W 76.71 FT S 89<08'08" W 76.22 FT TO POB

Said property is approximately 7910 Square Feet more or less.

**ORDINANCE NO. 18-2023****AN ORDINANCE ANNEXING CERTAIN LANDS TO THE TOWN OF PALMER LAKE, COLORADO AND ZONING SUCH LANDS LOW DENSITY RESIDENTIAL (R-1) AND DIRECTING THE PALMER LAKE ZONING MAP BE AMENDED ACCORDINGLY**

**WHEREAS**, Jim Parco, owner (the Applicant) filed with the Town Clerk a Petition for Annexation dated June 29, 2023 (the Petition) seeking to annex certain lands described in the Petition (the Property) to the Town of Palmer Lake, Colorado. A description of the Property is attached as Exhibit A; and

**WHEREAS**, on July 13, 2023, the Board of Trustees of the Town of Palmer Lake, Colorado set the matter for a public hearing to determine whether the proposed annexation complied with Section 31-12-104 and Section 31-12-105, C.R.S., or such parts thereof as may be required to establish eligibility under the terms of Section 31-12-101, C.R.S., et seq.; and

**WHEREAS**, on August 24, 2023, after a public hearing, the Board of Trustees of the Town of Palmer Lake, Colorado adopted Resolution 60-2023 finding and concluding, *inter alia*, that the Property is eligible for annexation to the Town of Palmer Lake, Colorado; and

**WHEREAS**, the Board of Trustees incorporates herein its findings and conclusions contained in Resolution 60-2023, as if fully set forth herein; and

**WHEREAS**, the Board concludes that it is in the best interest of the Town to annex the Property to the Town; and

**WHEREAS**, in connection with the annexation of the Property, the Applicant has requested that the Property be zoned Low Density Residential (R-1); and

**WHEREAS**, the proposed zoning of the Property was reviewed by the Town of Palmer Lake Planning Commission on August 16, 2023. The Planning Commission recommended that the Board of Trustees zone the Property Low Density Residential (R-1); and

**WHEREAS**, as part of its public hearing to consider whether the Property should be annexed to the Town of Palmer Lake, the Board of Trustees of the Town of Palmer Lake also considered whether the Property should be zoned Low Density Residential (R-1); and

**WHEREAS**, Zoning the Property Low Density Residential (R-1) is in substantial conformance with the Palmer Lake Comprehensive Plan, as amended, and is also consistent with and in harmony with the zoning and land uses of adjacent property and property in the immediate area.

**NOW THEREFORE, THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE HEREBY ORDAINS AS FOLLOWS:**

- 1. The property described in Exhibit A, attached hereto and incorporated herein by reference, shall be and hereby is annexed to, incorporated in and made a part of the Town of Palmer Lake, Colorado.
- 2. The annexation of such property to the Town of Palmer Lake shall be complete and effective on the effective date of this ordinance, except for the purpose of General Property Taxes, and shall be effective as to General Property Taxes on and after the first day of January, 2024.
- 3. The Property shall be zoned Low Density Residential (R-1) and the zoning map for the Town of Palmer Lake shall be amended to reflect such zoning.
- 4. The Town Clerk is hereby directed to record this Ordinance with the El Paso County Clerk and Recorder.
- 5. Repeal. Existing ordinances or parts of ordinances covering the same matters as embraced in this ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.
- 6. Validity. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town of Palmer Lake hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE AFTER PUBLIC HEARING AND SIGNED THIS 24<sup>TH</sup> DAY OF AUGUST, 2023.**

S E A L

Votes Approving: \_\_\_\_\_  
 Votes Opposed: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Abstained: \_\_\_\_\_

**ATTEST:**

**BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO**

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

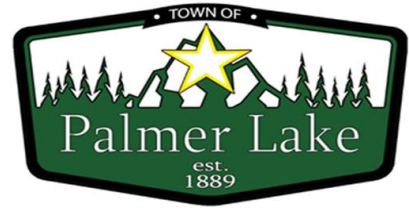
By: \_\_\_\_\_  
 Glant Havenar  
 Mayor

**EXHIBIT A**

**Legal Description**

**THAT PT LOT 1 COLD WATER SUB AMEND NO 1 DESC AS FOLS: COM AT NW  
COR LOT 1 SD SUB N 89<08'08" E 319.30 FT FOR POB, TH S 01<09'16" E 162.95 FT, N  
23<52'34" E 74.69 FT, N 66<40'50" E 48.18 FT, N 01<09'16" W 76.71 FT S 89<08'08" W  
76.22 FT TO POB**

Said property is approximately 7910 Square Feet more or less.



Item 10.

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

<b>DATE:</b> August 24, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Request to Disconnect Parcel for Fitzgerald
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

Related to the Parco request to annex, this request is to disconnect a parcel from the Town to properly exchange property to be in the proper jurisdiction.

**Recommended Action**

Staff supports the request to disconnect to assist property owners with the exchange.

Jim & Laura Fitzgerald  
19055 Forest View Rd  
Monument, CO 80132  
[jamesfitzgeraldjr@mac.com](mailto:jamesfitzgeraldjr@mac.com)

Town of Palmer Lake  
42 Valley Crescent St  
Palmer Lake, CO 80133

16 June 2023

To whom it may concern,


In 2014, we (Jim and Laura Fitzgerald, who live at 19055 Forest View Rd) worked together with our neighbors, (Jim and Pam Parco who live at 19105 Forest View Rd) to change the interior property line between our parcels. In doing so, we transferred a 7,910 square foot parcel (Parcel A in the plat) to the Parcos, and simultaneously, the Parcos transferred a 7,910 square foot parcel (Parcel B in the plat) to us. This resulted in both parties keeping their Lots the exact same size after the action as compared to before.

Collectively, we filed the replat of our subdivision (Cold Water) with the El Paso County Clerk & Recorder's office on 9 June 2015, under reception number 215713630. On 2 November 2021, the Fitzgeralds deeded Lot 1 to the Parcos, and simultaneously on the same date, the Parcos deeded Lot 2 to the Fitzgeralds.

The only remaining issue that Parcel A of Lot 1 (19105 Forest View Rd owned by the Parcos) remains located within unincorporated El Paso County, whereas Parcel B of Lot 2 (19055 Forest View Rd owned by the Fitzgeralds) remains located within the town limits of Palmer Lake. Because of the different taxing jurisdictions, the final step to create a single parcel of record with El Paso County is to petition the Town of Palmer Lake to annex Parcel A into the town limits, and de-annex Parcel B into unincorporated El Paso County, placing the entirety of Lot 1 in the Town of Palmer Lake and the entirety of Lot 2 in unincorporated El Paso County.

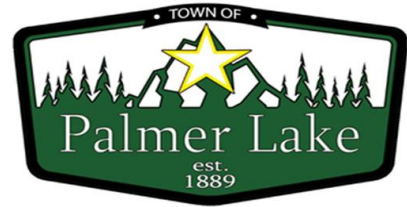
After a legal review by Town Staff on this issue in April 2023, we were subsequently advised to provide this deannexation request, by letter, to accompany the Parco's annexation request.

The purpose of this letter is to formally request that Parcel B be deannexed from the Town of Palmer Lake, concurrently, with the Annexation Petition filed by Jim and Pam Parco.

  
James E. Fitzgerald, Petitioner      Date  
Co-owner, Lot 2, Coldwater Subdivision      6/16/23

  
Laura B. Fitzgerald, Petitioner      Date  
Co-owner, Lot 2, Coldwater Subdivision      6/16/23





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

<b>DATE:</b> August 24, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Special Event Application - .5k Event, Awake Palmer Lake (10/15)
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

Awake Palmer Lake (APL) will be hosting the .5k event at Palmer Lake on Sunday, October 15, 2023. Staff met with reps and reviewed the event including set up to begin at 9a, the race starts at 10:30a, the use of pavilion, race route around the lake, one ADA portable toilet, and volunteer clean up following the 30-minute event. Parking is planned at the west side of the lake north and south of the pedestrian bridge.

APL will post a notice of the event onsite prior to the Sunday event. If emergency service is required, event volunteers will call 911. APL is expecting approximately 900 participants.

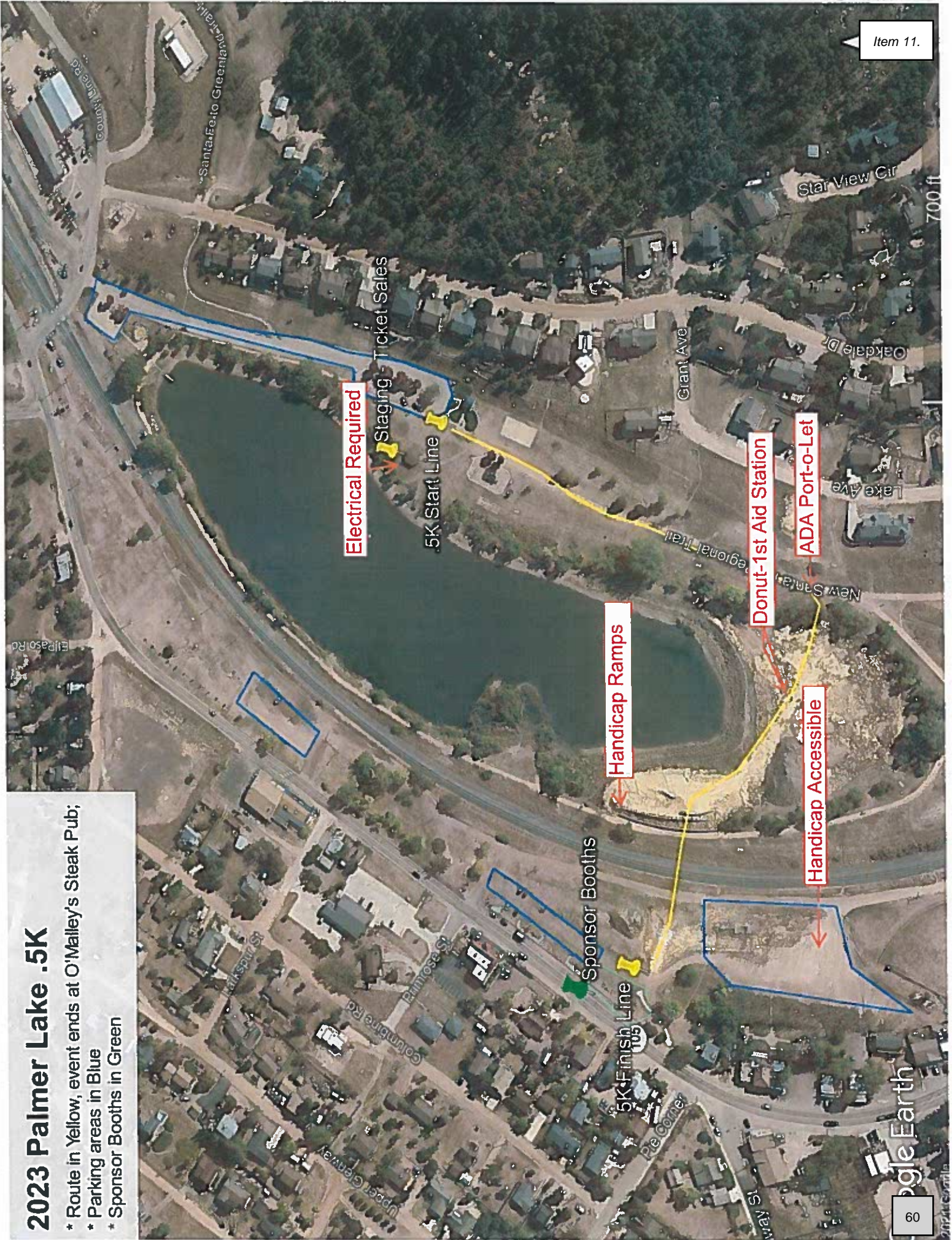
APL is requesting that the Board waive the application fee of \$100.

**Recommended Action**

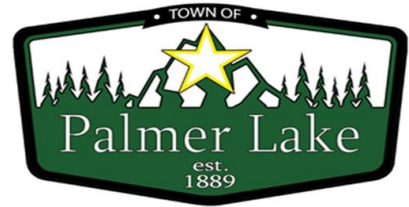
Staff recommends approval of the event as presented.

# 2023 Palmer Lake .5K

- \* Route in Yellow, event ends at O'Malley's Steak Pub;
- \* Parking areas in Blue
- \* Sponsor Booths in Green



Item 11.



Item 12.

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

<b>DATE:</b> August 24, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolutions to Appoint Two New Parks Commission Members
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

The Parks Commission met with two candidates for two vacant seats on the Parks Commission. Both candidates were recommended for approval to be appointed.

Mr. Kevin Magner and Ms. Jennifer Nilson were invited to attend if the Board would like an introduction.

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

**RESOLUTION NO. 57 - 2023**

**A RESOLUTION TO APPROVE APPOINTMENTS TO PARKS COMMISSION,  
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**, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for the Town Parks Commission; and

**WHEREAS**, the Parks Commission reviewed applications for appointment on August 8, 2023, and moved to appoint the applicant to the Commission by a 5-0 vote.

**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 following identifies the following appointment to the vacant Parks Commission position for the Town of Palmer Lake:

Kevin Magner, remaining Two-Year term (ending 2024)

**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 24th DAY OF AUGUST 2023.**

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Glant Havenar, Mayor

ATTEST:

By: \_\_\_\_\_  
Dawn A. Collins, Town Administrator/Clerk

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

**RESOLUTION NO. 56 - 2023**

**A RESOLUTION TO APPROVE APPOINTMENTS TO PARKS COMMISSION,  
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**, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for the Town Parks Commission; and

**WHEREAS**, the Parks Commission reviewed applications for appointment on August 8, 2023, and moved to appoint the applicant to the Commission by a 5-0 vote.

**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 following identifies the following appointment to the vacant Parks Commission position for the Town of Palmer Lake:

Jennifer Nilson, remaining Two-Year term (ending 2025)

**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 24th DAY OF AUGUST 2023.**

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Glant Havenar, Mayor

ATTEST:

By: \_\_\_\_\_  
Dawn A. Collins, Town Administrator/Clerk

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

**RESOLUTION NO. 58-2023**

**A RESOLUTION TO EXTEND THE EXPIRATION OF BUILDING PERMITS AND ASSOCIATE PURCHASED WATER TAPS TO SPECIFIC PARCELS OF LAND AT 91, 93, 95, AND 97 GREELEY, WITHIN THE TOWN OF PALMER LAKE AND TO AUTHORIZE THE EXECUTION OF AN AGREEMENT TO MEMORIALIZE SAID ACTION**

**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**, the Town Code provides that water taps shall be deemed abandoned if the owner of said tap does not pay all charges related to the use of water for a period of one year or more pursuant to Section 13.08.050; and

**WHEREAS**, the Town Code provides that water taps shall be deemed abandoned if a building permit utilizing the water tap has not been issued within one year from the date of purchase or if the building permit lapses pursuant to Section 13.08.060; and

**WHEREAS**, upon timely paying all fees associated with the previously purchased water taps, and in advance of the expiration of the building permits, the Owners of the Property request an extension of the building permit expiration dates, the ability to list the properties with said taps, either individually or as an entire PUD.

**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 building permits are extended for a period of 1 year from the original date of expiration. The properties are authorized to be listed for sale with a tap on each parcel and may be sold individually or as an entire planned unit development. Once sold the new owner(s) will be responsible for paying the water account monthly base fees associated with each tap account. Staff is further directed to draft, and the *Mayor Pro Tem* is directed to execute, an agreement memorializing this section.

**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 24TH DAY OF AUGUST 2023.**

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dennis Stern, Mayor Pro Tem

ATTEST:

By: \_\_\_\_\_  
Dawn A. Collins, Town Administrator/Clerk

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 55-2023**

**A RESOLUTION TO AUTHORIZE A LEASE AGREEMENT, OPTION AGREEMENT, AND PRE-REDEVELOPMENT AGREEMENT WITH ECOSPA TO ALLOW ECOSPA TO SEEK TO AMEND THE PUD FOR LAND USE OF 2.8 ACRES AT THE TOWN ELEPHANT ROCK PROPERTY, HWY 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**, the Town Board of Trustees has authority over Town property; and

**WHEREAS**, the Town Board desires to enter into a Lease Agreement, Option Agreement, and Pre-Redevelopment Agreement to allow EcoSpa the use of 2.8 acres of the Elephant Rock Property, located at Hwy 105, as a tenant to the Town of Palmer Lake; and

**WHEREAS**, the tenant will need to amend the current Planned Unit Development (PUD) on the property with said PUD amendment following the Town process including being reviewed and approved by the Board of Trustees at a public meeting for which the Town will require a further Redevelopment Agreement with the tenant.

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

1. The Town Board of Trustees hereby authorizes signature to a Lease Agreement, Option Agreement, and Pre-Redevelopment Agreement with EcoSpa, as attached herein, including exhibits thereto.
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.

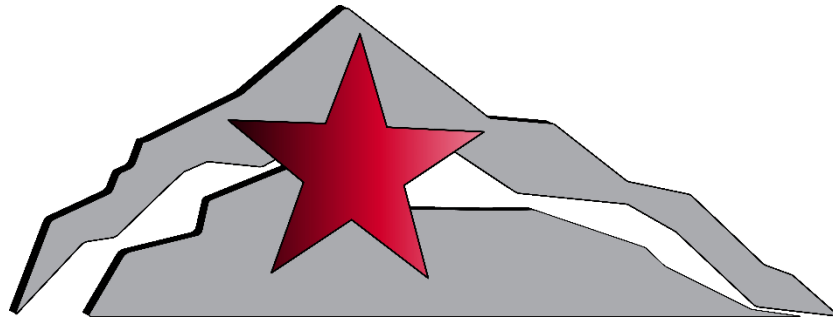
**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 24th DAY OF AUGUST 2023.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

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

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



***PALMER LAKE FIRE DEPARTMENT***

August 13, 2003

TO: Town of Palmer Lake Trustees

FROM: John Vincent, Fire Chief

Reference: Community Wildfire Protection Plan (CWPP)

The attached document is the new proposed CWPP for the Town of Palmer Lake. The CWPP must be updated every 10 years, the current CWPP is 23 years old. Without our CWPP the property owners could see an increase in their property insurance and the potential loss of a \$2500.00 Colorado annual tax deduction for fire mitigation work on their property.

Once the attached document is approved by the Trustees of the Town of Palmer Lake and signed, the fire department can upload this to the Firewise web site and document that the Town of Palmer Lake is in full compliance to continue to be a recognized Firewise Community.

**PALMER LAKE, COLORADO**

**RESOLUTION NO. 59-2023**

**A RESOLUTION BY THE TOWN OF PALMER LAKE  
ADOPTING THE COMMUNITY WILDFIRE PROTECTION PLAN  
TOWN OF 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 Palmer Lake Town Board desires a Community Wildfire Protection Plan (CWPP); and

**WHEREAS**, the current CWPP is 23 years old; and

**WHEREAS**, without a CWPP, residents could see an increase in property insurance; and

**WHEREAS**, with Board adoption of the CWPP, the Town of Palmer Lake is in full compliance to continue to be a recognized Firewise Community; and

**WHEREAS**, the Board of Trustees believes it is in the best interest of the Town to adopt the CWPP.

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

1. The Palmer Lake Town Board of Trustees hereby adopts the Community Wildfire Protection Plan prepared by the Palmer Lake Fire Department, copy of which is attached as Exhibit A.
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 24th DAY OF AUGUST 2023.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

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

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



# **Town Of Palmer Lake Community Wildfire Protection Plan**

**Warning and Disclaimer:** The degree of protection from wildfire hazards intended to be provided by this plan is considered reasonable for planning purposes and is based on accepted forestry and fire science methodology. This plan is intended to aid the community in minimizing the dangers, costs, and impacts from wildfire hazards. Fire is a natural force and historical part of the ecosystem. Therefore, unforeseen, or unknown wildfire conditions or natural or man-made changes in conditions such as climate, vegetation, fire breaks, fuel materials, fire suppression or protections devices, and ignition sources may contribute to future damages to structures and land uses even though properly permitted within designated wildfire hazard areas.

**MOTHER NATURE HAS THE RIGHT OF WAY**

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## INTRODUCTION

The Palmer Lake Community Wildfire Protection Plan (PLCWPP) is a broad plan focused on the protection of residents, structures, and scenic environment of neighborhoods from catastrophic wildfires. The PLCWPP represents a collaboration of Colorado State Forest Services, Palmer Lake Fire Department, and the Town of Palmer Lake. The PLCWPP is intended as a *living document* and will be updated as wildfire mitigation and firefighting methodologies and support technologies change every 10 years. This PLCWPP follows the guidelines set forth in the *Health Forest Restoration Act of 2014* and the *Colorado State Forest Service Minimum Standards for Community Wildfire Protection*. The plants and animals that live in the state of Colorado and the Town of Palmer Lake are adapted to fire, they need fire to create new life and diversity. Fire mitigation is a lifestyle. It is not a one-time event; fire mitigation is a continuous activity.

## Key Stakeholders

The (PLCWPP) is sponsored by the Palmer Lake Fire Department (FD) and Town for the safety of life and protection of property in neighborhoods throughout the town and immediate vicinity. Development of this PLCWPP focuses primarily on wildfire hazard identification and fuel mitigation. The fuel mitigation focuses on specific wildfire risk areas with heavy fuel densities and terrains that could be used for wildfire prevention, coupled with close attention paid to upholding ecological values. Wherever possible, other values such as wildlife habitat enhancement, forest health restoration, improved aesthetics and increased property values.

This PLCWPP is a *“living”* document that will be evaluated and maintained as a responsibility of the fire department. Each individual project identified within this plan has a measured baseline, i.e., current condition description of its *“before”* profile that will be used to evaluate the effectiveness of any fuel reduction project performed during the plan years. Consequently, this plan may be amended and edited to assure that it remains viable and achieves its original intent.

Four primary strategies are employed to achieve mitigation:

1. Each neighborhood or community provides fuel mitigation treatment to HOA owned land and critical private parcels.
2. Encouragement of private landowners doing their own wildfire fuel mitigation.
3. Working with the Town and other stakeholder agencies to require developers of stand-alone, undeveloped areas within zones surrounding the communities to mitigate their land before building occurs.
4. Support of on-going fuel treatment projects on federal, state and county properties.

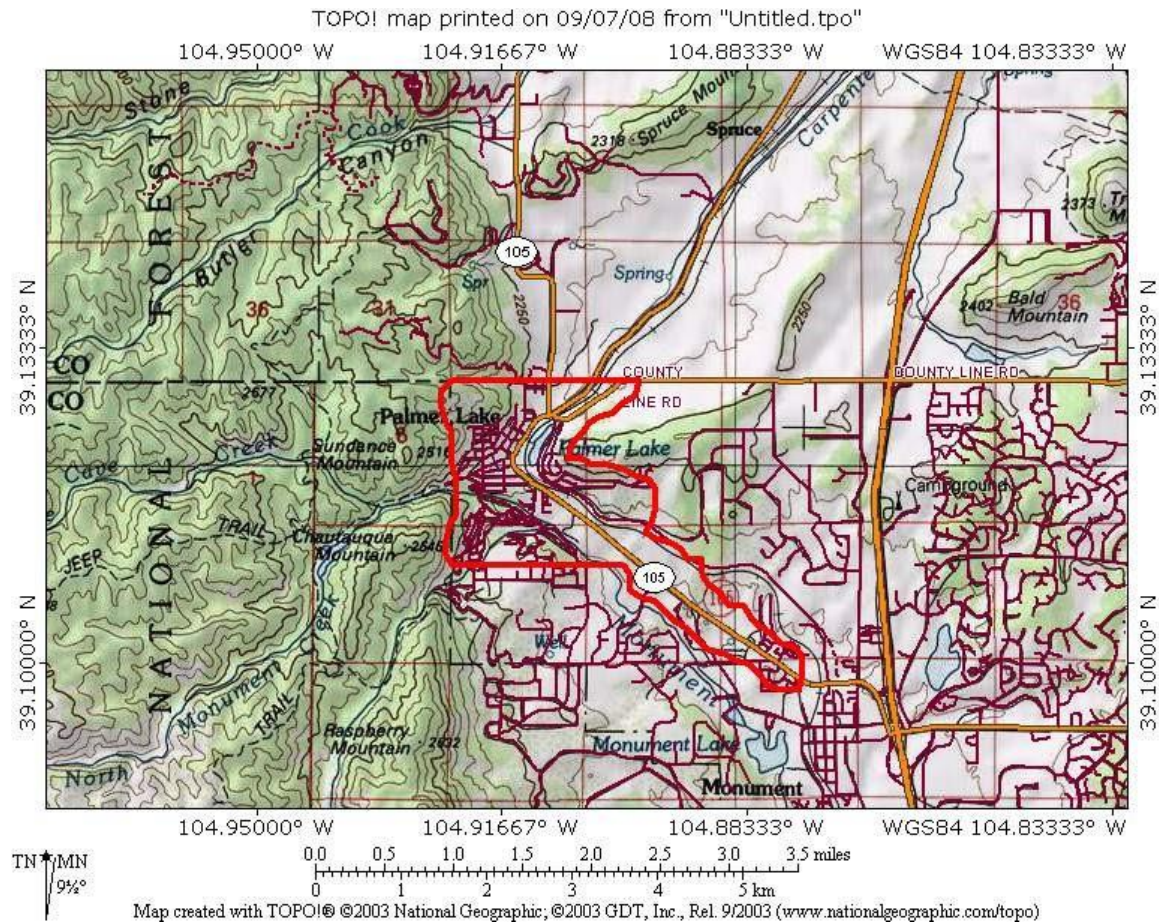
## Identified Risks

Palmer Lake is a wildland urban interface community with high density residential communities surrounded by large lot holdings. To the east, Palmer Lake rises to Ben Lomond Mountain. To the southeast, the community's lowest elevation is 6,940. Average elevation is approximately 7,000 feet, varying greatly from gentle slopes to areas over 100% slopes along the west side of Town. Limited

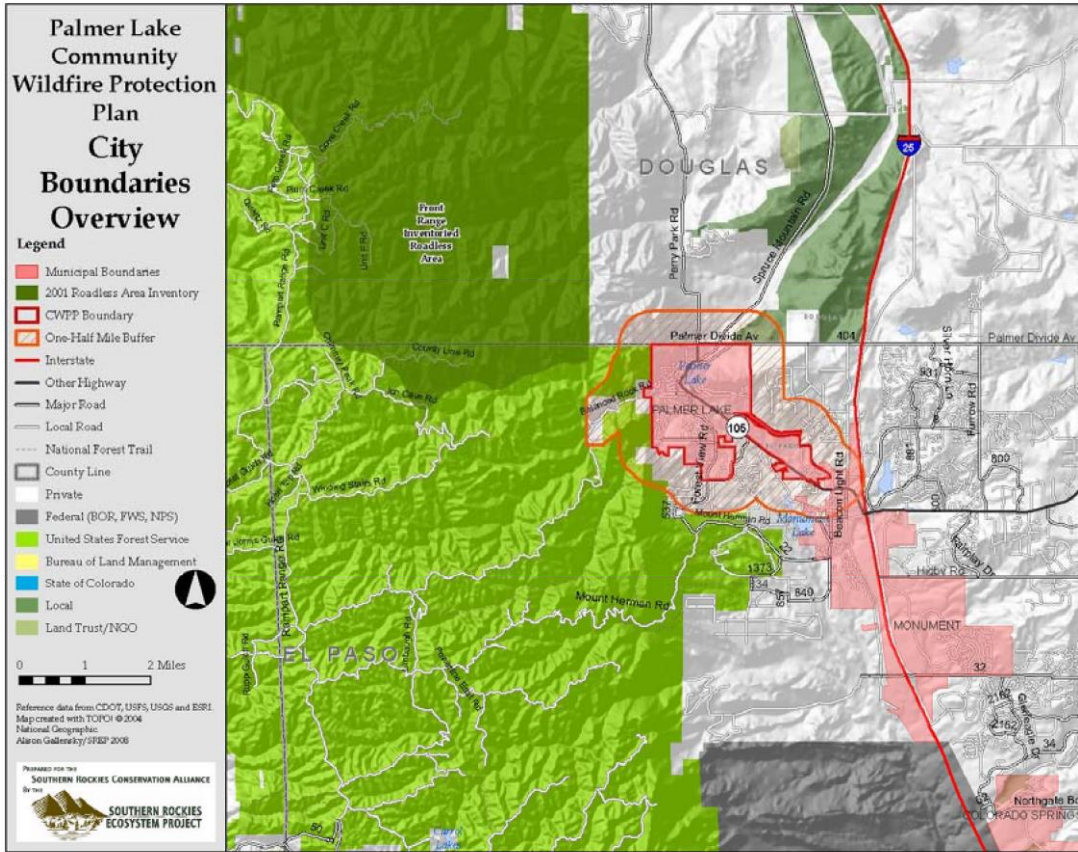
areas are considered accessible by forestry equipment. Vegetation consists of dense stands of Gamble oak, three-leaf sumac, Mountain Mahogany, Ponderosa pine, Douglas Fir, and prairie grasses. The area within the boundaries of Palmer Lake is predominantly historic timber and grazing lands as part of early ranching and logging in the region. The area was first visited by the Stephen Long expedition in 1820. Heavy usage is evident given the presence of old ranch trails and logging stumps. The fire regime for the area historically created a diverse mosaic of plant communities that may have burned on a ten-to-fifty-year cycle. Evidence of this mosaic can be seen in historic 1800's photos of the area. Wildfires have been suppressed over the past 120 years. Palmer Lake has grown steadily with in-fill growth continuing to take place.

The Town has a significant to extreme wildfire threat to the community from all lands of the United States Forest Service to the West, Douglas County Open Space to the North, and Unincorporated El Paso County. With this PLCWPP, care was taken to propose and provide mitigation within the Town to provide fuel breaks to lower the risk of a spreading catastrophic wildfire and to protect residents from potential wildfire intrusion from the various risk sections of the adjoining lands. Two main areas with varying degrees of mitigation were identified within the communities. Mitigation for these areas will be reviewed annually for scheduling with full completion to take from ten to twenty years, depending on availability of funds from multiple sources.

A wide variety of conservation, property mitigation, vegetation and services reference material can be found in these two links; [About - Wildfire Risk to Communities](#) and [Wildland Fire Risk Assessments \(arcgis.com\)](#)



### Vicinity Map



Town Boundaries

## Fire History

The Palmer Lake area is no stranger to wildfires and the need for wildfire prevention and protection. The proximity of Waldo Canyon Fire (2012, 18,247 acres), the Black Forest Fire (2013, 14,280 acres), and the Hayman Fire (2002, 138,000 acres) emphasized the fact that wildfires “do *happen here!*” The Fire Department and Town staff recognized the importance of developing a program to address the wildfire risk to the community. It began by investigating funding sources for fuel treatments, mitigation, protection, and development of a long-range plan for wildfire protection. Town of Palmer Lake is 1,984 acres.

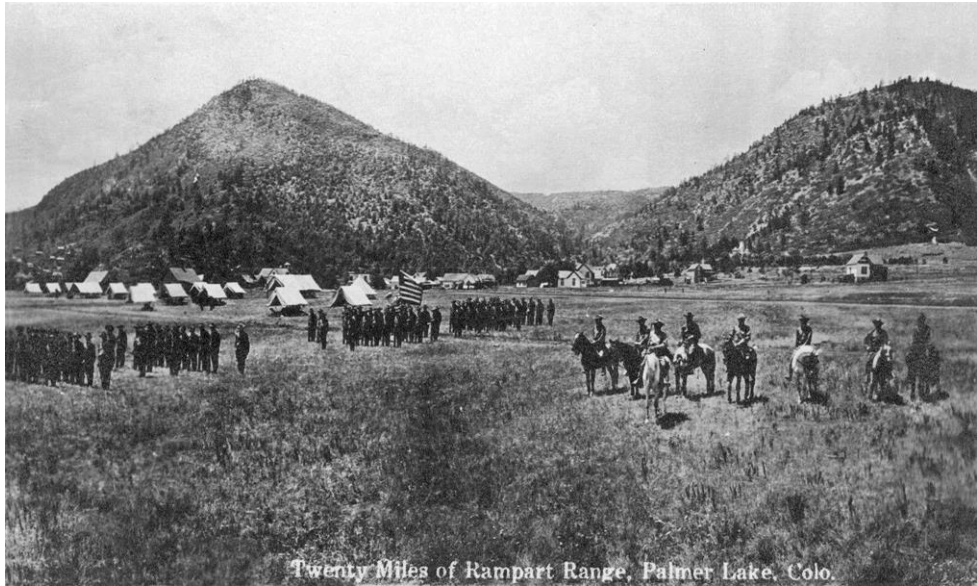
Over the past 120 years, Palmer Lake has avoided major wildfires. Small lightning and human caused fires are suppressed quickly. Evidence was found in the community in the form of fire scarred logging stumps. It is estimated low intensity ground fires have burned through the area with return intervals ranging from every 10 to 25 years. The remaining “stump record” indicates that pre-European ponderosa stands consisted of large, well-spaced trees, pruned up by regular fires. The existing forest is considered a “second growth” forest impacted by 120 years of wildfire suppression. This has resulted in stands of dense ponderosa pines prone to greater risk of high intensity crown fires.



Foothills west of Palmer Lake, 1872, Photo by W. H. Jackson, USGS



Town of Palmer Lake, 1871, Photo by W. H. Jackson, USGS



Twenty Miles of Rampart Range, Palmer Lake, Colo.

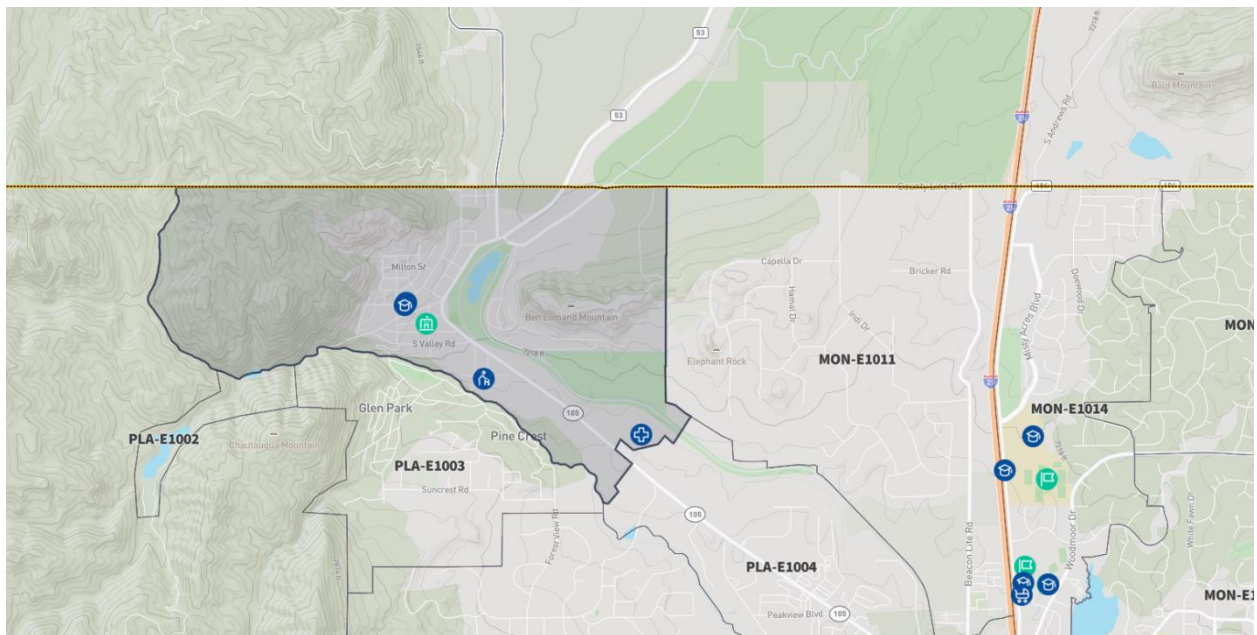
Town of Palmer Lake, ca 1908, Photo Courtesy of Palmer Lake Museum

## Assets at Risk

### Wildland Urban Interface (WUI) Impact Areas

With the high potential of ground lightning ignition, railroad fires, and recreation/residential related fire starts, the forest and homes in Palmer Lake are currently at increased risk of loss by wildfires. It should be remembered that wildfires can also spread from the community into the surrounding areas.

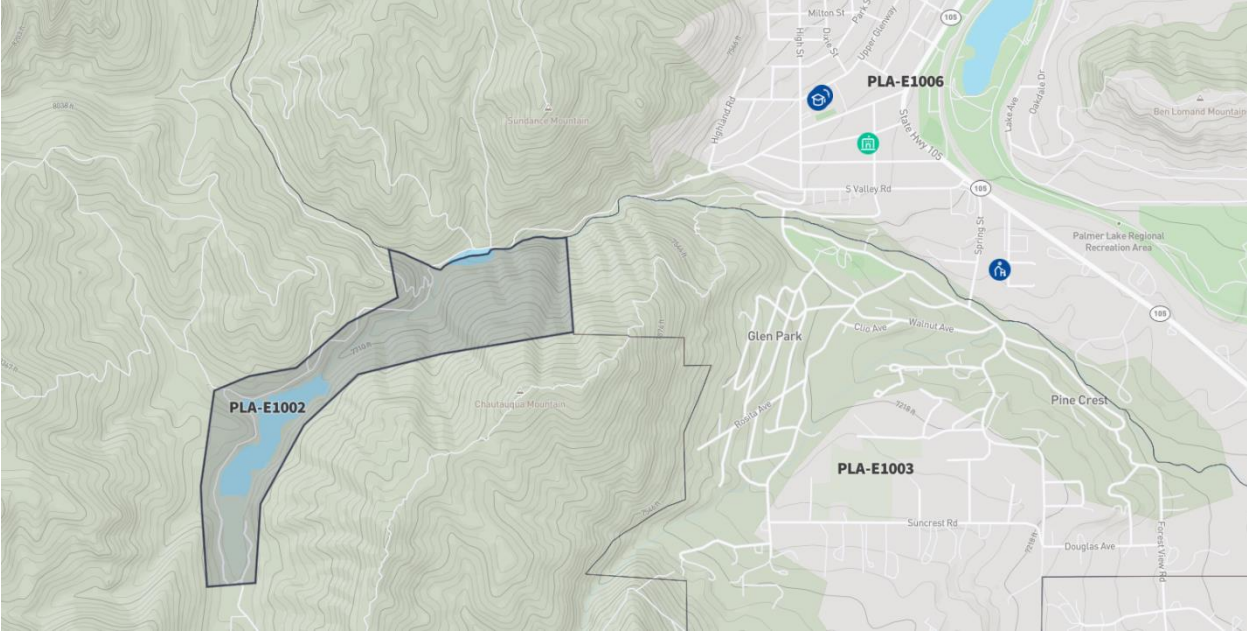
The WUI for Palmer Lake was set up after a meeting with local fire officials. Four zones were established to allow prioritization of treatment areas that may positively impact the community. These are shown in the following figures. WUI/PLCWPP Zones. These zones were set up to aid federal, state, local, county, and municipal agencies in targeting planning and funding for areas within one-half mile of wildland interface communities like Palmer Lake.



Town of Palmer Lake, Zone Haven, Zone PLA-1006, 1,558 Acres, 2023

#### Zone 1, PLA-E1006

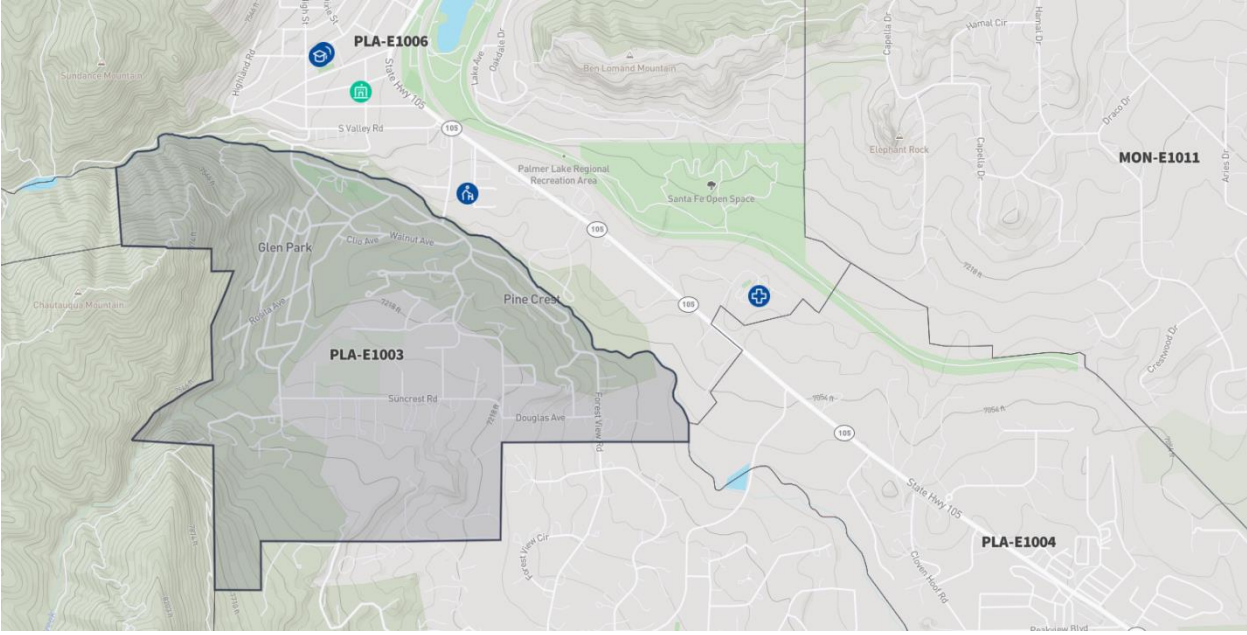
This area is the main part of town, including many historic structures. The topography is gentler and rolling. Fuels vary from open meadows to brush, and timber stands mixed with Gambel Oak. Lower density Ponderosa Pine stands were noted on the northwest half of the compartment. Housing and building density are high with many properties unable to create adequate home ignition zones. The highest priority within Zone 1 is along all roadways. This area consists of residential and light industrial uses. Ben Lomond Mountain is the major fuel component. Mountain pine beetles (MPB) are currently building to damaging levels on the mountain. MPB killed trees will continue to increase the volume of heavy fuels near homes.



Town of Palmer Lake, ZoneHaven, Zone PLA-1002, 106 Acres, 2023

Zone 2, PLA-E1002

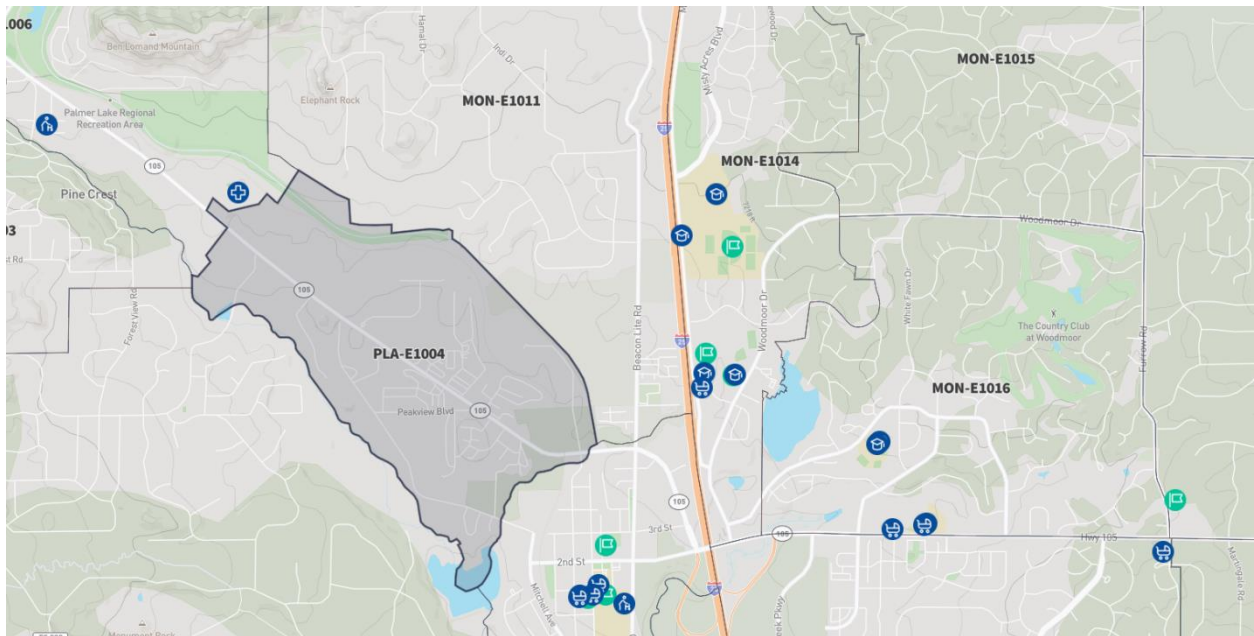
This area is the reservoir area and part of the town’s water supply network. Two reservoirs are in North Monument Creek. Both are surrounded by untreated national forest lands. A major wildfire in the upper reaches of the watershed will have a significant impact on water quality and life expectancy of the impoundment structures.



Town of Palmer Lake, ZoneHaven, Zone PLA-1003, 605 Acres, 2023

### Zone 3, PLA-E1003

This area is described as “The Glen”. Topography is rugged and steep in portions of the community. Homes are of moderate to high density. Numerous historic cabins are densely packed together with narrow, winding roadways. Road right-of-way treatments will be one of the highest priorities for the town. Lot sizes will also limit the ability of individual homeowners to provide their own defensible spaces.



Town of Palmer Lake, ZoneHaven, Zone PLA-E1004, 756 Acres, 2023

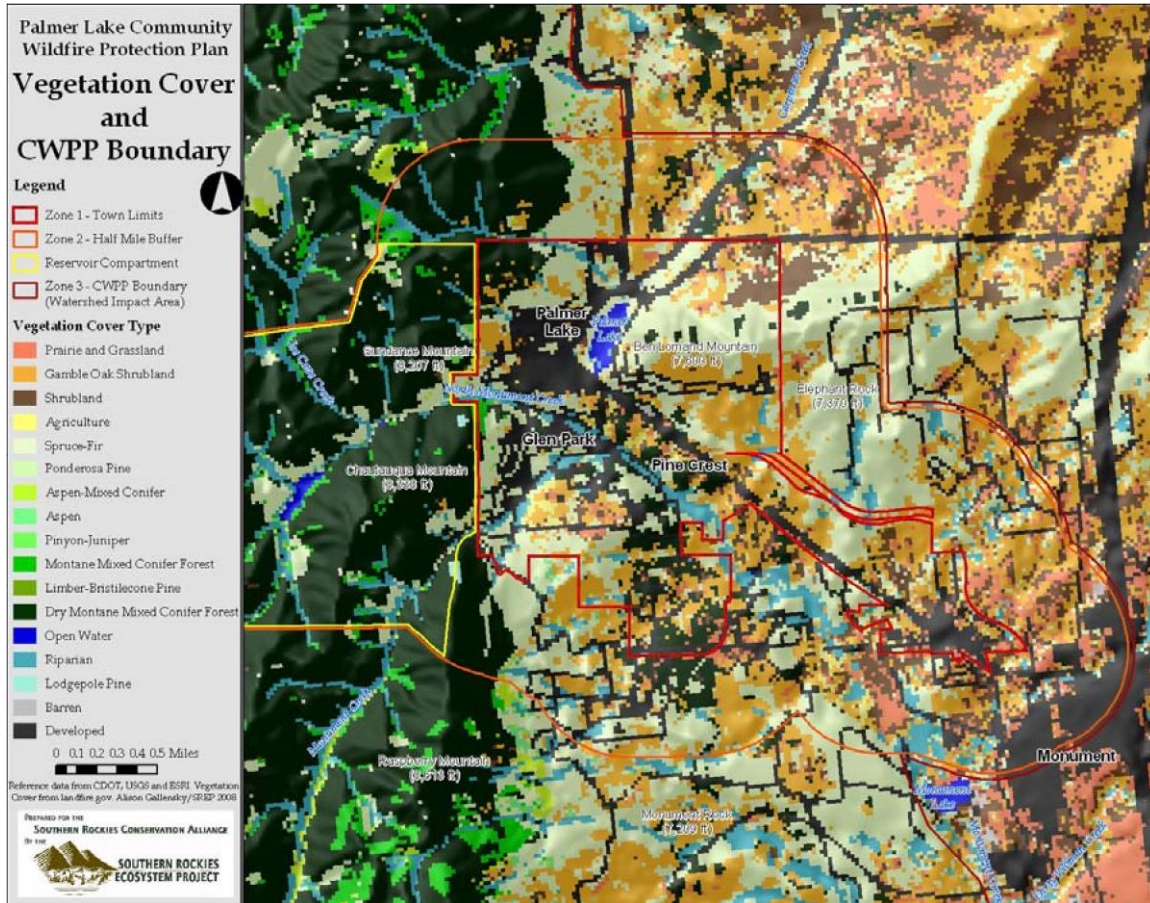
### Zone 4, PLA-E1004

This area consists of primarily rural properties and pockets of residential and commercial areas. All are concentrated along State Highway 105. The primary fuel type is meadow grasses. Mowing will be the primary need for protection of structures. Limited areas of Gambel Oak and scattered pines are present and can be treated at the time of further development expansion.

## Forest Health/Fire Fuels Class

This section of the PLCWPP addresses the identification and the prioritization of fuel mitigation treatments for high-risk wildfire hazards impacting the Town of Palmer Lake as well as a brief assessment of vegetation fuels currently within the proposed fuel treatment areas. The three main components affecting wildfire behavior are fuel, weather, and topography.

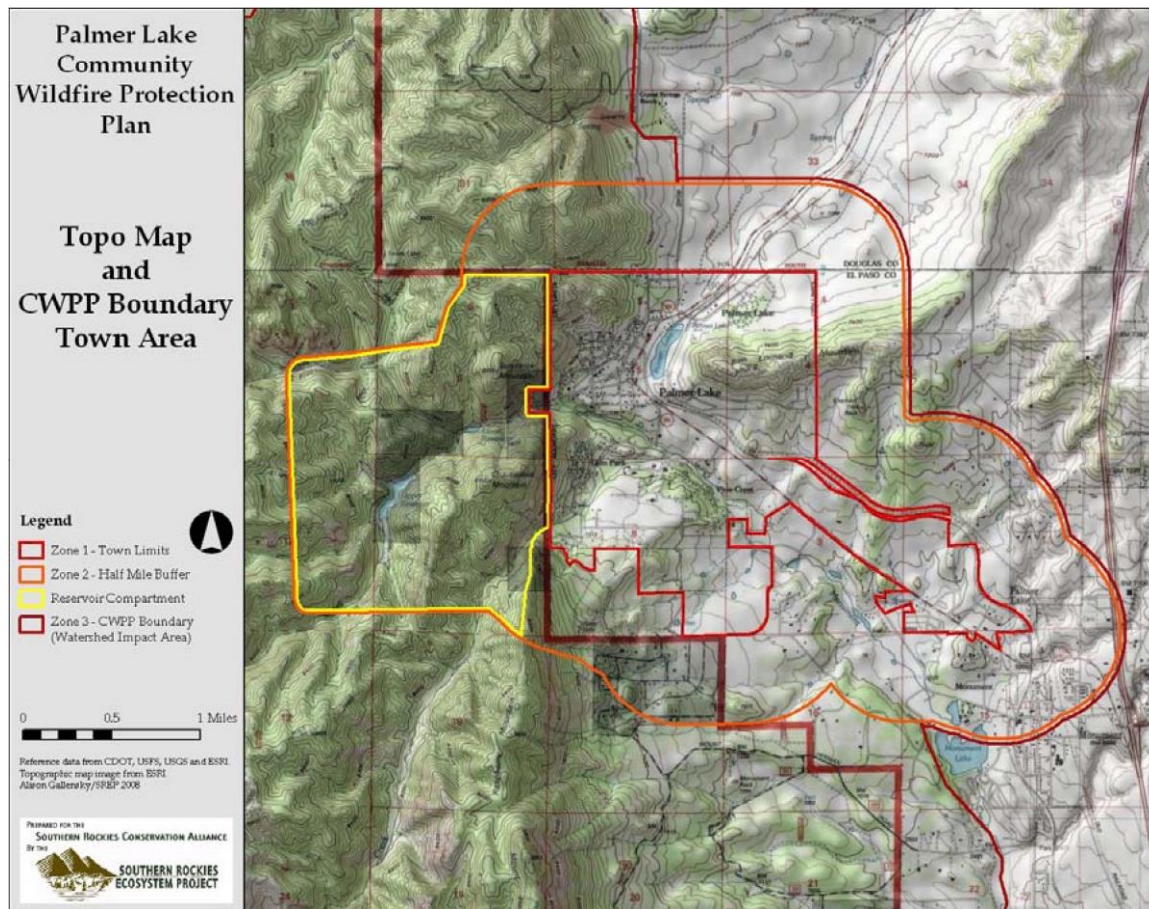
## Vegetation Mapping



Areas shown as dark gray contain the heaviest fuels; primarily conifer forests of Ponderosa Pine and Douglas Fir. North slopes tend to have a higher percentage of Douglas Fir, with south slopes covered by ponderosa pines. Gambel Oak (scrub oak or oak brush) are continuous in some areas of the town. The hillside above town (the Star) is a mix of Gambel Oak, Mountain Mahogany and other shrubs and occasional Rocky Mountain Juniper.

### Topography

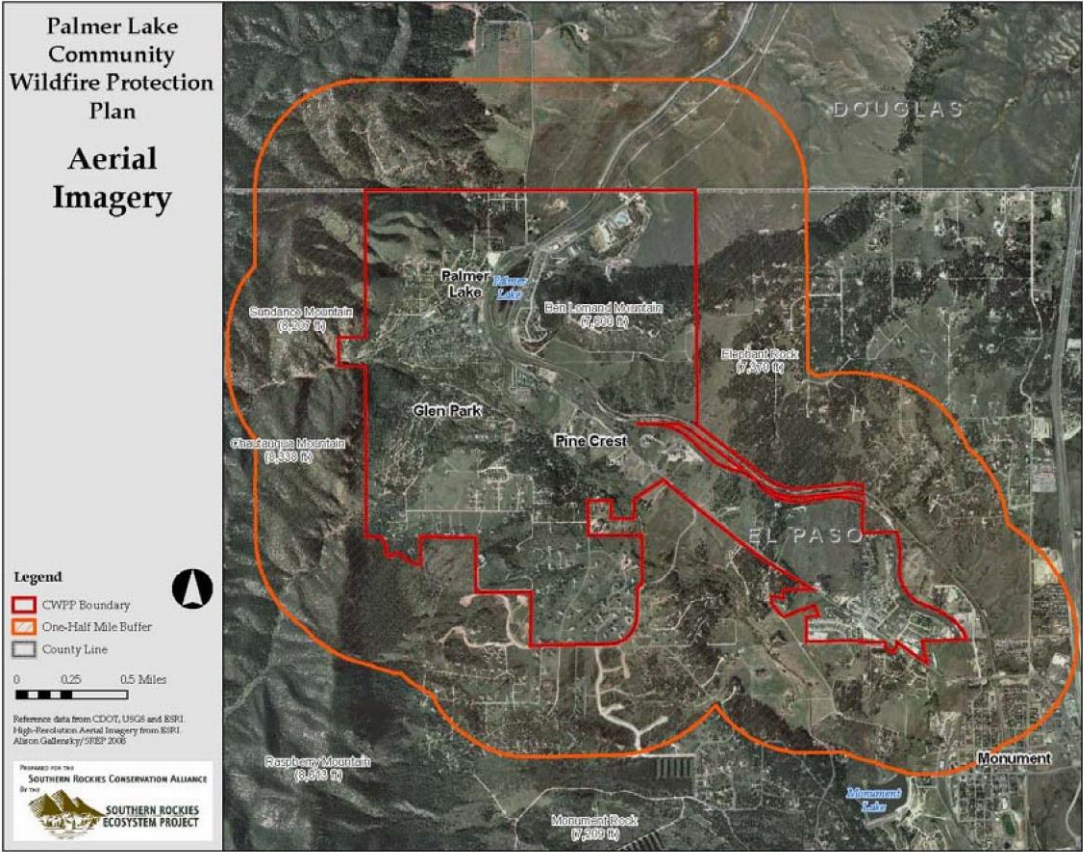
Much of the town is hilly or mountainous terrain. Topography has a major impact on fire behavior since fires tend to burn faster up hill.



**TOPOGRAPHY**

Slope and aspect will also affect fire behavior. Slopes are shown in Figure 12 and aspects in Figure 13. When slope is combined with aspect, fire behavior can be more erratic on warmer, drier southern exposures.

Slope will also have a major impact on treatment potential and costs. More economical mechanical treatments (mastication) are often limited to slopes less than 40 percent. If limited to hand treatments (chainsaw crews, slash dragging and chipping), costs can be two to three times the cost of mechanical treatment.



**Insect and Disease Prevention and Control**

The area contains stands of ponderosa pines that will be susceptible to Mountain Pine Beetle (MPB) infestation. MPB is active in the area, although the activity seems to be confined to individual trees or small pockets of trees at this writing. Ben Lomond Mountain is currently experiencing the highest outbreak of MPB. The threat of increased activity is always present. Vigilance will be necessary on the part of town residents to regularly inspect trees on private lots and greenbelt areas for any signs of infestation. Large groups of dead trees can contribute to fuel loading in the community and should be removed in a timely manner to prevent spread. No general, area wide preventive spraying program is recommended currently for prevention of MPB. Should an outbreak occur in the area, homeowners should be advised to preventively spray mature pines. MPB information is available at [www.csfs.colostate.edu](http://www.csfs.colostate.edu).

Severe infections of Dwarf Mistletoe (DMT) have been found throughout the community. Mistletoe is a parasitic plant that infects pines, and results in the debilitation and slow death of the trees. Trees infected with the parasite can result in increased fire hazards. There are several strategies to control mistletoe infections, and advice from a professional forester should be sought if a landowner has mistletoe infected trees. DMT information is available at [www.csfs.colostate.edu](http://www.csfs.colostate.edu).

Spruce Budworm and Douglas Fir Tussock moth are now building to damaging levels in the Front Range Foothills. Spruce Budworm damage was noted as heavy in some areas of the district. If not controlled, trees will be weakened and susceptible to attack by Bark Beetles. This will also contribute to fuel loading.

Builders who remove trees for lot clearing and subsequent home construction should remove all lot clearing slash within six weeks of cutting to prevent use of fresh slash by Ips Engraver Beetles (Ips) as brood wood. Ips generally attack trees weakened by lightning strikes, root damage during construction or transplanting. Ips activity is currently heavy in the Palmer Divide area due to dry summer weather. Regular preventive spray applications to high value, stressed trees should be done until the stressing agent is eliminated. The most effective prevention for harmful insects is always a good program of forest management and thinning. Properly thinned trees will be less susceptible to insects, and thinned stands are more likely to survive a wildfire without serious damage.

Gambel Oak is prone to periodic outbreaks of defoliating insects. These outbreaks tend to be cyclical and do not generally cause oak loss. By the time damage is noted, the insects have completed their life cycles and spraying is ineffective.

## Action Plan

On the fifth year, at least three months prior to the Public Hearing for the approval of the Town's budget, the fire department will conduct a PLCWPP performance review to include both an overall plan evaluation of the PLCWPP for the past wildfire seasons as well as any proposed changes to the PLCWPP for the following five years. This schedule may be adjusted to allow conformance with the Town's budget cycle. The overall evaluation and recommended changes to the PLCWPP will be presented and addressed prior to the budget adoption meeting. Changes will be formally incorporated into the PLCWPP and furnished to all stakeholders by January of the following year. These changes will also be reflected in the Town's budgets for the following year.

### Public Education

The Public Education actions of this PLCWPP are planned to educate these newcomers as well as increase the knowledge of the current residential base in areas of family safety, Firewise strategies and construction and landscaping materials that are more resistant to ignition than wood or other commonly used building and landscaping products.

Topics for public education will vary depending on seasonal or wildfire risk conditions, input or requests from town residents and the availability of qualified instructors or presenters. The public education topical areas include but are not limited to:

- Structural construction materials or design considerations
- Home safety and home fire warning and fire suppression equipment
- Home risk self-assessment and structural wildfire risk reduction
- Residential fuel reduction strategies
- Landscaping for wildfire protection; xeriscaping
- Living adjacent to wildlands
- Home property fuel mitigation strategies and methods

### Fuel Treatment Priorities

The following is a list of priorities for fuel treatments within Palmer Lake:

1. Ingress/Egress Routes- Evacuation will be critical. Many roadways were found to be narrow and with significant fuel volumes along their routes.
2. Individual structures- No amount of fuel treatments around residential areas will be effective if homes are not defensible. All residents are responsible for the development of both defensible space and home ignition around their structures.
3. Potential Refuge Zones and Staging Areas- Evacuation may not always be possible. Zones of heavily treated fuels near roadways should be created to allow either residents or fire fighters time to make sound decisions. In some communities, this can be as simple as regular mowing. In others, heavy fuel volumes should be treated along roadways or key intersections. These pre-determined zones may also allow for more orderly evacuation and ingress of firefighting resources. Currently, the only area considered to be a possible refuge zone is Highway 105 right-of-way.
4. Areas with heavy concentrations of homes- Residential areas, subdivisions and enclaves of homes will need to treat areas beyond a normal home ignition zone, especially in areas with heavy fuels. Treatment goal will be to reduce crown fire potential, lower fire intensity such that limited manpower and resources can protect higher numbers of homes. Fire should be considered as a tool for protecting communities.
5. Areas with lower concentrations of homes- each residence will typically have sufficient area to complete both a defensible space and home ignition zone. The goal should be the same as Number 4 above and allow for fire use for protecting structures.
6. Reservoir watersheds- All lands around the two town owned reservoirs are owned by USFS. All areas of the watersheds should be treated to create buffers that will allow fires to burn at lower intensities and reduce potential runoff.
7. Rural areas/ranches- Owners will need to complete defensible space and ignition zones around all structures, including barns and outbuildings. A backup water supply is recommended.

Negotiations will be undertaken with private landowners adjacent to road rights of way areas as well as private lands in general to build fuel breaks with widths as specified by the Colorado State Forest in its [new fuelbreak pub.indd \(colostate.edu\)](#)

“Connections” that utilize natural areas with light or no fuel content (e.g., rock ridges, riparian, etc.) will be exploited wherever possible. These may also be fuel treatments that “connect” to more widespread thinned areas that have already had potential wildfire fuels mitigated. This type of fuel treatment is recommended in areas of heavy home development/structures to assist in home defense without destroying the environmental esthetics of the area.

Formal PLCWPP evaluation will be done in conjunction with PLFD personnel consisting of the following:

- 1) *Implementation*: Will track the PLCWPP project(s) as laid-out for the year and assess the success level of execution.
- 2) *Execution of project*: What issues occurred that either aided or impeded the project?

- 3) *Maintenance Needs Monitoring*: Evaluates, determines, and prioritizes areas that have been treated in the past, but need maintenance treatments to maintain effectiveness as originally intended.

### Three Mitigation Strategies

The PLCWPP discusses three strategies for effecting fuel mitigation for proposed projects. The application of a specific strategy will have to be based upon the ownership and developed or undeveloped aspects of the property proposed for mitigation. The basis of any strategies will be two-pronged: cost and legal.

#### Road Rights of Way

For properties on which Palmer Lake possesses rights of way, open spaces or on properties directly owned by an HOA, mitigation work may be funded by the town and/or the HOA. This funding will either come from direct funding or through State or Federal grant monies applied for and received by the town or others.

#### Private Homeowner and Landowner Properties

The town neither has auspices nor declaration of use of private properties within its boundaries. Therefore, fuel mitigation on private properties, although highly encouraged by the PLFD, is the responsibility of the property owner. However, the town can provide information and services to assist property owners in their mitigation efforts. This information and services will consist of references, Firewise planning details and planning. Occasional Firewise training classes. In private lands adjacent to a road right of way that has had fuel mitigation performed to form a fuel treatment, owners are encouraged to work with the town in “*feathering*” the mitigated fuel treatment into their private property to attain a wider fuel treatment as recommended by Colorado State Forest Service.

#### Undeveloped Publicly Owned Properties

The Town will work with NGOs, State and Federal agencies to treat lands adjacent to private land that pose a threat to structures and public safety. The Town may adopt ordinances to require property owners and land developers to *mitigate* fuels on high-risk wildfire properties to be developed. This *mitigation* is envisioned prior to allowing the building of structures to proceed. The town will assess potential in-fill areas that may be planned in these currently undeveloped but prime real estate areas.

### Type of Mitigation Used for Projects

The type of mitigation or method of fuel mitigation deemed appropriate for a specific area will be chosen when the area is assessed and base-lined prior to mitigation being performed, care will be closely given to assure environmental aesthetics of the immediate and surrounding area of mitigation projects.

### Scheduling

The scheduling for specific mitigation projects will be based on four factors and periodically reviewed by stakeholder agencies party to this Community Wildfire Protection Plan:

1. Hazard risk priority for the mitigation project.
2. Cost of the project and manner of funding to be used.

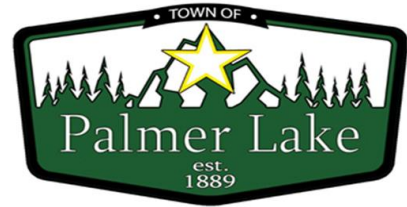
3. Environmental conditions required for mitigation, e.g., moisture levels, air quality management, endangered species, etc.
4. Timing of “*tie-in*” projects impacting terrain identified for fuel reduction, e.g., development activity, and USFS or adjacent private property projects.

ZoneHaven

[Zonehaven | Evacuation Management and Community Support](#)

Glant Havenar  
Mayor  
Town of Palmer Lake

John Vincent  
Fire Chief  
Palmer Lake Fire Department



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

<b>DATE:</b> August 24, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolutions to Appoint Two New Parks Commission Members
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

The Town received a request from CORE Electric. CORE is asking stakeholders to help support CORE’s Petition of Appeal to the Federal Energy Regulatory Commission (FERC) regarding its decision to postpone CORE’s Resource Plan evaluation.

The FERC ruled to postpone the plan review to a point in time after Xcel Energy’s (Xcel) plan is submitted and reviewed. This position will harm CORE’s ability to implement the power purchase agreements they have executed. Xcel has not provided any certainty to when their plan will be submitted, and it is probable their plan may not get submitted to FERC within the next year and a half.

CORE’s resource plan is ready now, and postponing it is unnecessary. Xcel’s petition the FREC to postpone it because Xcel is not ready to have their plan reviewed and believes that, since they are the largest transmission operator, other utilities should wait until they finalize their plan. This position is without merit as there is nothing in policy or procedure that restricts FERC from reviewing CORE’s plan first. Postponing CORE’s resource plan is detrimental to the members as it will create great uncertainty in CORE’s power purchase agreements with Invenergy that are to take effect January 1, 2026. Please note that CORE withdrew from purchasing energy from Xcel Energy effective January 1, 2026. It is possible that Xcel is pursuing delaying CORE’s resource plan review by the FERC because of CORE’s terminated power purchase relationship with FERC.

CORE is requesting that the Town – and staff requesting the Board – consider the attached support letter and determine whether the Town of Palmer Lake will issue a letter on CORE’s behalf.

If agreed, action would be to support CORE and direct staff to execute the letter to be submitted with other support letters through CORE’s legal counsel as part of their case filings with FERC on this matter.

August 10, 2023

FEDERAL ENERGY REGULATORY COMMISSION  
888 First St NE  
Washington, DC 20426

Chairman Willie L. Phillips  
Commissioner James Danly  
Commissioner Allison Clements  
Commissioner Mark C. Christie

**Re: Docket No. ER23-41-000, PETITION OF CORE ELECTRIC COOPERATIVE FOR LIMITED WAIVER, OR IN THE ALTERNATIVE FOR REMEDIAL RELIEF, SHORTENED COMMENT PERIOD, AND EXPEDITED ACTION**

Chairman Phillips and Commissioners Danly, Clements, and Christie,

I am writing to urge your support for CORE Electric Cooperative's (CORE) Petition as referenced above and to rule in favor of CORE's request.

CORE's waiver request seeks to address the unjust and unreasonable, and unduly discriminatory treatment of the CORE Resource Solicitation Cluster (RSC) that will occur without the one-time waiver. CORE will be harmed by Public Service Company's (PSCo's) transition process as accepted by the Commission on June 2, 2023, because its application will put lower-queued projects in the Definitive Interconnection System Impact Study (DISIS) Cluster projects (DISIS-6) ahead of the higher-queued CORE RSC projects.

CORE's RSC is ready to proceed now. Application of PSCo's transition process will cause at least a one-year delay in the start of interconnection studies, and harm CORE's ability to timely serve its load and communities. This delay in process will limit CORE from pursuit of projects in the CORE RSC, all of which are viable and ready and have executed power purchase agreements (PPAs) that are necessary for CORE to meet its Resource Planning Entity (RPE) obligation to serve its load by the end of 2025. This delay will significantly impact CORE's members and the communities served by CORE, due to the uncertainty of rates and reliability associated with CORE's inability to execute upon the planned energy delivery with its PPA partners.

Our communities, businesses and citizens rely on CORE's services. As members of CORE Electric Cooperative, we all have a significant risk of having delays associated with the implementation of CORE's RSC. Please note that CORE's RSC helps our communities reach Colorado state carbon reduction requirements by delivering energy that is 80% carbon neutral. Delay in such progress is unnecessary and unjustly gives too much authority to PSCo's policies, limits CORE from delivering clean energy, and increases costs and reliability risks to CORE's cooperative members. We urge you to review CORE's Petition and find in their favor to assure that their control and operation of the power supply for our community.

Sincerely,  
XXXXXXXX