



PLANNING COMMISSION

Wednesday, November 17, 2021 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

AGENDA

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

Call to Order

Roll Call

Approval of Minutes

- [1.](#) October 15 Meeting Minutes
- [2.](#) October 27 Special Meeting Minutes

Public Hearing

- [3.](#) Consider Request to Rezone R1 to RA - 7109000061 - Hwy 105 (Brenneman)

Business Items

- [4.](#) Request to Extend Conditional Use (Fletchers)
5. Staff Update of Scope of Services - Community Matters Institute
6. Advisory Team Update
7. Direction for Purchase of Survey Software

Next Meeting (December 15) and Future Items

Adjourn

Americans with Disabilities Act

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

Notice

Notice is hereby given that more than two members of the Board of Trustees may be present; however, there will be no action taken by the Board of Trustees at this meeting.



PLANNING COMMISSION MEETING
Wednesday, October 20, 2021 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

MINUTES

Call to Order

Chair Cooper called the meeting to order at 5:04 PM.

Roll Call

Present: Cooper, Hutson, Ball, Brown, Bruce. Excused: Ihlendfeld.

Approval of Minutes

1. MOTION (Bruce, Hutson) to approve the minutes. Motion PASSED .

Public Hearing

2. PUBLIC HEARING & Consideration of Application to Replat 717 Westward Ln (ERock LLP) - Kurt Ehrhardt presented a replat of 717 Westward. He proposed the existing parcel be split into three lots. Lot #1 is buildable. He asked the Commission to consider creating a small park on Lot #3. Discussion took place about the flood plain. No person spoke for or against the replat. MOTION (Ball, Hutson) to recommend to the Board of Trustees to approve the replat of 717 Westward Ln (ERock LLP). Motion PASSED (5-0).

Business Items

3. Review of Consultant Proposals to Complete the Master/Comp Plan – There were two inquiries with one proposal submitted by Communities Matter Institute. Copies were distributed to the commissioners. A special meeting will be scheduled to allow the applicant to present their proposal.
4. Review of Advisory Committee Applications – The applications were distributed to the commissioners. Dawn Collins corrected the record by stating this will be a team, not a committee, and not subject to sunshine laws. Susan Miner explained the Advisory Team will be a resource to assist the consultant. The line of communication is to be from the Advisory Team to Dawn Collins, with monthly reports to the Commission. The Advisory Team members provided introductions – Kent Hutson, Bob Radosevich, Ben Cunningham, Susan Miner, Nikki McDonald, and Trustee Karen Stuth.

5. Update on Community Survey – There was discussion on various ways to distribute the survey, by Town mailings, social media, news, community events, post office, and at Town board meetings. It was recommended to have board members partake in promoting to subscribe to receive the survey. The survey, which may include a map of the area, is now being beta tested to ensure it can be read on a smartphone, tablet and PC.
6. Schedule a Special Meeting for Interview/Presentation of Proposals (week of 10/25) – A meeting will be scheduled between the applicant, Communities Matter, and the members of the Planning Commission, the Advisory Team, and staff. The date is tentatively set for Wednesday, October 27 at 4:00 PM, with the place TBD. Susan Miner will setup the first meeting of the Advisory Team, date and time TBD.

Next Meeting (Nov 17) and Future Items

Adjourn

MOTION(Hutson, Ball) to adjourn at 6:11 PM. Motion PASSED.

David Cooper, Chair

ATTEST: Julia Stambaugh, Deputy Town Clerk



PLANNING COMMISSION - SPECIAL MEETING

Wednesday, October 27, 2021 at 4:00 PM

Tri Lakes Chamber House, 300 Hwy 105, Monument

MINUTES

Call to Order

Chair Cooper called the special meeting to order at 4:06 PM.

Roll Call

Present: Dave Cooper, Charles Ihlenfeld, Bill Fisher, Shana Ball, Vic Brown, Mark Bruce. Excused: Amy Hutson.

Business Items

1. **Presentation of Proposal to Update Master/Comp Plan** – Community Matters Institute – Barbara Cole, the Executive Director of Community Matters Institute, introduced her firm, and along with Mike Davenport, introduced themselves. The other members of the team, will be working on the Master/Comp Plan update. Ms. Cole informed the commission of the Colorado Revised Statutes (CRS) that impact a statutory municipality, and how that affects Palmer Lake. She discussed ways of collecting information to assist in mapping the area, and ways the map could be used. She detailed various ways the company could provide information on land use, annexation planning, surveying and possibly working with DOLA to secure funding for various projects. She also described how they would go about engaging the local community. Cost was discussed and Ms. Cole stated that her proposal could be done in a series of steps. There was a concern about cost overruns. The contract would be for a set amount and any changes would be brought to the Planning Commission for review and approval.
2. **Consideration to Award Proposal** – Master/Comp Plan Updates - MOTION (Ball, Ihlenfeld) to award the contract to Community Matters Institute with the details to be worked out with staff. Motion PASSED (6-0).

Bill Fisher left the meeting at approximately 5:40 PM.

3. **Consideration of Additional Application for Advisory Appointment** – The application from Kevin Gilfford was presented to the commission. MOTION (Bruce, Ball) to add the applicant to the Advisory Team. Motion PASSED (5-0).

4. **Review Guidelines for Advisory Team to Consultant** – Susan Miner reviewed the role of the Team, which is to be a resource to the consultant. Their role is mainly to provide a historical perspective. The Team is not a decision-making body. They will have one point of contact, through Dawn Collins and will report to the Planning Commission.

Mark Bruce left the meeting at approximately 5:55 PM.

Adjourn

MOTION (Ball, Ihlendfeld) to adjourn at 6:07 PM. Motion PASSED.

David Cooper, Chair

ATTEST: Julia Stambaugh, Deputy Town Clerk



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

Office Use Only	
Date:	<u>10-18-2021</u>
Fees:	<u>\$500.⁰⁰</u>
Check #:	<u>0079</u>
Rec'd By:	<u>[Signature]</u>

Rezoning Application Form

Fee: \$500

Name of Applicant: Randy Brenne man
 Applicant's Address: 3433 Julia St Phone #: 720 984-8565
Denver CO 80211
 Applicant's Email: Rbrenne man 05@icloud.com
 Name of Proposal: _____
 Tax Schedule #: 71090-00-061

This is a Rezoning – A request for a change in the existing designated land use. This request must be accompanied by those items outlined in the Palmer Lake Zoning Regulations.

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

Nearest Street Intersection: Red Rock Ranch Rd & 105 Existing Subdivision: No

Current Zoning and Uses of Surrounding Property:

N:	<u>PUD</u>	<u>Bur lager - Donkey farm</u>
E:	<u>PUD</u>	<u>Comme sicut Hospital</u>
S:	<u>Miller Trust</u>	<u>Outside of City Limits/RF</u>
W:	<u>R1</u>	<u>71090-00-033/Vacant la</u>

Randy Brenne man
Signature of Owner

10/17/21
Date

May 29, 2021

Dawn Collins
Bob Radosevich
Town of Palmer Lake Administration

Hello Bob and Dawn,

I am writing in regards to parcel 7109000061 object ID 289. It is 6.78 acres. I would like to put a house and a barn on this parcel and rezone it residential agriculture. The barn would have a living quarters on the top floor. The barn and land would eventually be a home to 12 merino sheep and three llamas. Once the barn is established we would start with 3 lambs and slowly grow the flock. My primary goal with the land is for the incorporation of the livestock to regenerate and enhance the beauty and health of the soil and vegetation. I intend to plant vegetation that will increase and diversify pollinators.

Our understanding is that this parcel is not serviced by Palmer Lake sanitation and we would need to put in a septic system and a well. Our preference would be to tap into the Dawson aquifer. I should note that I also own Parcel 7109000106, object id 304 which is on 1.01 acres with an existing house where my Sister lives. The lot we want to build on is zoned R1.

My mission is to be community and environmentally focused, enhancing the natural landscape and beauty of the community.

Sincerely,



Randy Brenneman

rbrenneman05@icloud.com

720-984-8565



RA

(17.16.010-17.16.020)

CHAPTER 17.16**RA RESIDENTIAL AGRICULTURAL ZONE****Sections:**

17.16.010	Principal Permitted Uses.
17.16.020	Conditional Uses.
17.16.030	Lot Sizes and Dimensions.
17.16.040	Structure Height and Area.
17.16.050	Required Off-Street Parking.
17.16.060	Signs.
17.16.070	Septic Tanks.

17.16.010 Principal Permitted Uses. Principal permitted uses in an RA Zone are agricultural uses, including but not limited to the following:

- (A) General farming, forestry, ranching, etc.
- (B) Farm houses for resident owners and laborers actually engaged in the principal permitted use or accessory uses
- (C) Churches
- (D) Schools
- (E) Public uses and essential services
- (F) Private and commercial stables
- (G) Private and commercial kennels
- (H) Foster Homes: Subject to the home being licensed by the State and subject to receipt by the town of notification in writing by the licensing authority that the occupant of the home is licensed and for how many children.

(Ord 5-1999 §1, 1999; Ord. 15-1973 § III:5:a, 1973).

17.16.020 Conditional Uses. The following conditional uses may be permitted as specified:

- (A) Animal hospitals, provided the principal structures or uses are not less than one hundred feet from any residential district and provided that adequate buffer or screen protection is provided;
- (B) Deleted (Ord 17-2000 §1, 2000)
- (C) Deleted (Ord 17-2000 §1, 2000)

Revised (01/10/2001)

(17.16.020 - 17.16.030)

- (D) An individual mobile home may be permitted provided it is placed on a permanent foundation with the wheels removed. The home shall be connected to the appropriate utilities. The individual mobile home must be HUB or UBC approved. (Ord 17-2000 §1, 2000; Ordinance 15-1973 § III:5:b, 1973).
- (E) Repealed (Ord. 5-1999 §8, 1999; Ord. 15-1978).
- (F) Water Tanks. (Ord. 3-1984 § 1, 1985).
- (G) Day Care Homes. (Ord. 1-1987 §2, 1987).
- (H) Group Homes for the Aged. Owner occupied or non-profit Group Homes for the exclusive use of not more than eight persons 60 years of age or older per home. The Board of Trustees shall consider the following criteria in determining whether a conditional use for a Group Home for the Aged should be granted:
- (1) The size of the house and available yard space of the applicant;
 - (2) Satisfactory evidence of the applicant's good character;
 - (3) The character of the neighborhood surrounding the proposed group home for the aged, and in the density of the neighborhood.
 - (4) The compliance of the group home with State, County and Municipal health, safety and fire codes;
 - (5) The number of persons 60 years of age or older who would be housed in the Group Home, which number shall not exceed eight;
 - (6) That the proposed use is not for persons 60 years of age or older who need skilled or intermediate facilities;
 - (7) That no other group home for the aged is located within 750 feet of the applicant;
 - (8) The wishes and desires of nearby property owners. (Ord. 7-1990 §4, 1990).

17.16.030 Lot Sizes and Dimensions. The sizes and dimensions for a lot in an RA zone are as follows:

- Minimum lot size, five acres;
 Minimum lot width, two hundred fifty feet street frontage;
 Minimum front yard setback from property line, fifty feet. (Ord. 15-1973 § III:5:c, 1973).

Revised (01/10/2001)

(17.16.040 - 17.60.070)

17.16.040 Structures Height and Area. The structure height and area requirements for an RA zone are as follows:

- Maximum residential structure height, thirty feet;
- Maximum building height, fifty feet;
- Maximum area to be covered by buildings, ten percent. (Ord. 15-1973 § III:5:d, 1973).

17.16.050 Required Off-Street Parking. For required off-street parking for an RA zone, See Chapter 17.60. (Ord. 15-1973 § III:5:e, 1973).

17.16.060 Signs. Signs in the RA zone are permitted provided they comply with Chapter 17.56 and Chapter 14.50. (Ord 17-2000 §2, 2000; Ord. 15-1973 § III:5:f, 1973).

17.16.070 Sewerage: Septic tanks may be permitted if all of the following conditions are met:

- A) Inability to tap existing sewer lines.
- B) Ability to meet current El Paso County "Sewage Disposal Regulations."
- C) Compliance with the provisions of Chapter 16.48 of the Palmer Lake Municipal Code.

(Ord 17-2000 §3, 2000; Ord. 14-1987 §1, 1987).

127704

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

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

Notice is hereby given that Palmer Lake Planning Commission will hold a public hearing on November 17, 2021, at 5 PM at the Palmer Lake Elementary School Library, Upper Glenway, Palmer Lake, to consider a request to rezone tax schedule ID 7109000061 located at Hwy 105 (near Red Rock Ranch Rd) from R1 zoning to RA. A recommendation will be made to the Board of Trustees on the same matter scheduled to hear on December 9, 2021, at 5 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 October 27, 2021.

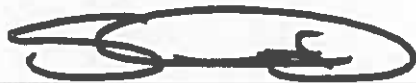
I, Lorre Cosgrove, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, L.L.C., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, 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 10/27/2021

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.



Lorre Cosgrove
Sales Center Agent

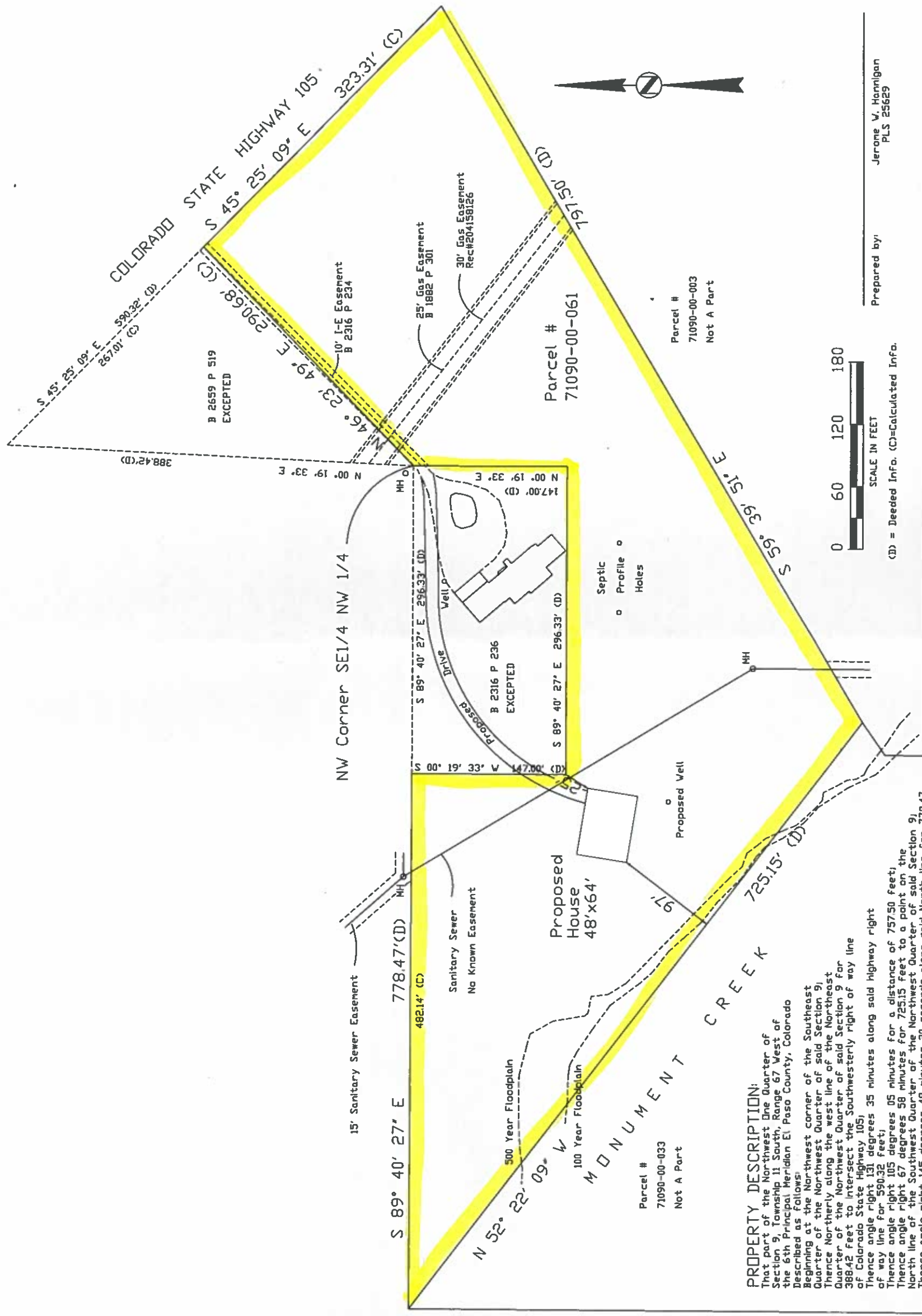
Subscribed and sworn to me this 10/27/2021, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires March 30, 2022.



Sandra King
Notary Public
The Gazette

**SANDRA KING
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20184014369
MY COMMISSION EXPIRES MARCH 30, 2022**

Document Authentication Number
20184014369-773694



REVISIONS _____ _____ _____		Jerone V. Hannigan HANNIGAN and ASSOCIATES, INC. LAND SURVEYING & LAND PLANNING LAND DEVELOPMENT CONSULTING 19260 SPRING VALLEY ROAD MONUMENT, COLORADO 80132-9613 719-481-8292 • FAX 719-481-9071	TITLE SITE PLAN for a Building Permit Property of Randy Brenneman Palmer Lake, Colorado CLIENT Rick Shellenberger
SCALE 1"=60' DATE 8-02-21 DRAWN BY JWH	Parcel # 71090-00-033 Not A Part	Parcel # 71090-00-061 Not A Part	SHEET 1 of 1 JOB NUMBER 21-009

PROPERTY DESCRIPTION:
 That part of the Northwest One Quarter of Section 9, Township 11 South, Range 67 West of the 6th Principal Meridian El Paso County, Colorado Described as follows:
 Beginning at the Northwest corner of the Southeast Quarter of the Northwest Quarter of said Section 9; Thence Northerly along the west line of the Northeast Quarter of the Northwest Quarter of said Section 9 for 388.42 feet to intersect the Southwesterly right of way line of Colorado State Highway 105;
 Thence angle right 131 degrees 35 minutes along said highway right of way line for 590.32 feet;
 Thence angle right 105 degrees 05 minutes for a distance of 757.50 feet;
 Thence angle right 67 degrees 58 minutes for 725.15 feet to a point on the North line of the Southwest Quarter of said Section 9;
 Thence angle right 145 degrees 48 minutes 20 seconds along said North line for 778.47 feet to the Point of Beginning.
 Except those parts conveyed in Book 2316 at Page 236 and in Book 2659 at Page 519.

See First Integrity Title Company Commitment #106-2107660-S dated Feb. 04, 2021.
 Current Palmer Lake Zoning is R-1. Floodplain shown per County Aerial Photography.
 Prebles Meadow Jumping Mouse Habitat onsite is unknown.

Prepared by:
 Jerone V. Hannigan
 PLS 25629

(D) = Deeded Info. (C)=Calculated Info.

Bletcher
PC
Item 4.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 25-2021

A RESOLUTION APPROVING A TEMPORARY CONDITIONAL USE PERMIT TO ALLOW EQUIPMENT REPAIR USE ON A PROPERTY CURRENTLY ZONED C-2 GENERAL BUSINESS AND COMMERCIAL ZONE DISTRICT AND LOCATED AT 797 SOUTH HIGHWAY 105 (“PROPERTY”)

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

WHEREAS, Section 17.37.020 of the Palmer Lake Municipal Code provides that heavy equipment storage and repair is determined a conditional use in the C-2 General Business and Commercial Zone District; and

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

WHEREAS, published and posted notice of the public hearings before the Planning Commission and Board of Trustees as required by Section 17.76.010 was duly and timely accomplished; and

WHEREAS, on April 21, 2021, the Palmer Lake Planning Commission recommended approval of the conditional use with a six-month condition.

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

1. The application for a conditional use permit to allow heavy equipment storage and repair on the property currently zoned C-2 General Business and Commercial Use and located at 797 South Highway 105 is hereby approved on a temporary basis, subject to the following condition:

Nov 27.
The use will be temporarily allowed for six months from the date of this resolution and, if more time is needed, the application shall come back to the Planning Commission to request an extension, with the Board retaining authority to approve such an extension.

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.

Fletcher Drilling Letter Of Intent

To whome it may concern -

Due to the nature of our line of work and the equipment that we've needed to conduct business for over 51 years within the town of Palmer Lake, we have acquired a number of vehicles and pieces of machinery. That said, it has come to our recent attention that we are no longer zoned for heavy equipment (storage) on our premises.

In regards to 17.37.020 Conditional Permitted Uses:

For our proposed usage, we are looking at "other" as nothing else listed really fits our (or your) criteria.

1) Short-term proposal (revised)

Our short-term goals are to repair any and all equipment that needs to be repaired and or made road worthy and then mobilize or sell what we can, when we can. We have already started the process for repairs on one vehicle in particular, but due to all the inclement weather, what should have taken a few days has unfortunately taken a few weeks. Eventually however, we would like to have everything repaired or be made ready to sell.

11/15/21:

Updated:

We had six large trucks on-site. Three were running but needed some major repairs before they could be moved. After a number of months we were able to repair them and then get them moved off-site. Of the three remaining however, one still needs some engine work before it can be moved at all. We've had a mechanic out numerous times and he's in the process of repairing it, but parts are now harder to come by due to the supply / demand issues we're all faced with, and this means some much needed parts are weeks to months out.

Another will need repairs to the electrical system and wiring harness and it's been hard locating a new harness for this particular truck. The last truck will need to be scrapped as it can not be remedied.

Part of our problem is getting any service techs to our location because only a couple of them have the knowledge, capability and experience to deal with these particular rigs - and even fewer offer mobilized service. But we're doing or due diligence and still trying.

As it is, we will need / would like to be granted more time to get the remaining three rigs off-site.

2) Long -term proposal

Since we do have a building with plenty of office space, our long-term goals would be to re-apply for a business license so that we can possibly rent or lease the current building out under the current zoning

conditions.

We understand that we are now in violation of the current zoning and as such, are doing what we can when we can to remedy the situation and make good on our end.

11-15-21:

Our long term proposal has not changed, and we are still looking at options once we have the remaining three pieces of equipment moved.

Thank you for your consideration.

Regards,

Tom & Tommy Fletcher

Fletcher Drilling