



**SPECIAL PLANNING COMMISSION MEETING
Wednesday, December 03, 2025 at 5:00 PM**

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado
LIVE STREAM available on Town website

AGENDA

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

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

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

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

Thank you for your cooperation.

Call to Order/Roll Call

Presentation

- 1.** Presentation on MS-4 requirements, including Town Liabilities

Public Hearing – Chair will introduce the item and hear the applicant request. Chair will ask if any public member wishes to speak for or against the request. Public should address the Commission members directly while members listen. Applicant may provide closing remarks and members may ask questions of the applicant. Chair will close the hearing and members will discuss the item, move a recommendation, and/or continue the hearing to a particular date.

- 2.** Application for Rezoning & Re-Subdivision of Highbrook (Applicant)
- 3.** Application for Planned Development Plan for Eco Spa, LLC (Applicant)

Business Items -

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

Next Meeting 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.

MS4 PERMIT OVERVIEW

PALMER LAKE PLANNING COMMISSION

DECEMBER 3, 2025



Chavez Consulting Inc., LLC
Your key to stormwater compliance!

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PERMIT

- NPDES = National Pollutant Discharge Elimination System
- Five (5) year permit administered by Colorado Department of Public Health & Environment
 - **Effective Date: July 1, 2016, to June 30, 2021**
- Colorado Discharge Permit System Stormwater Certification No.: COR090014
- Requires Implementation of “Control Measures”

SIX CONTROL MEASURES

1. Public Involvement and Participation
2. Public Education and Outreach
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management
6. Pollution Prevention/Good Housekeeping for Municipal Operations

PROGRAM DESCRIPTION DOCUMENT

- Current Control Measures Implementation and Procedures
- Current Documents and Electronic Records
- Current Organizational Chart

PUBLIC INVOLVEMENT & PARTICIPATION

- Follow City's Public Notice Process
- Provide mechanism and process to allow public comment on PDD
- Must have ability to accept and respond to info submitted by public on illicit discharges and failure to implement control measures

PUBLIC EDUCATION AND OUTREACH

- Illicit Discharges
 - Identify and target likely business
- Education and Outreach Activities
 - Four activities per year
- Nutrients
 - Identify and target likely sources

ILLICIT DISCHARGE DETECTION/ELIMINATION

- Storm Sewer Map
- Regulatory Mechanism
- Exemptions
- Tracing Procedure
- Removal
- Enforcement Response
- Priority Areas
- Training

CONSTRUCTION SITES

- Exclusions
- Regulatory Mechanism and Exemptions
- Control Measure Requirements
- Site Plans
- Site Inspections
- Enforcement Response
- Training
- Overlapping Projects

CONSTRUCTION SITES

Site Plans

- Must require and review prior to construction for all sites >1 acre
- Review to Confirm:
 1. plans contain appropriate control measures
 2. control measures meet permit requirements
 3. plans meet permit requirements

CONSTRUCTION SITE PLANS

Land disturbance and storage of soils

Vehicle tracking

Loading and unloading operations

Outdoor storage of construction site materials, building materials, fertilizers, and chemicals

Bulk storage of materials

Vehicle and equipment maintenance and fueling

Significant dust or particulate generating processes

Routine maintenance activities involving fertilizers, pesticides, detergents, fuels, solvents, and oils

Concrete truck/equipment washing, including the concrete truck chute and associated fixtures and equipment

Dedicated asphalt and concrete batch plants

Other areas or operations where spills can occur

Other non-stormwater discharges including construction dewatering

CONSTRUCTION SITES

Site Inspections

- Exclusions
- Routine: every 45 days
- Reduced: every 90 days
- Compliance: every 14 days
- Enforcement Response

POST CONSTRUCTION (NEW AND REDEVELOPMENT)

- Excluded Sites
- Regulatory Mechanism
- Exemptions to Regulatory Mechanism
- Control Measures Required
- Site Plans
- Construction Inspection and Acceptance
- Long Term Operation and Maintenance
- Enforcement Response
- Tracking
- Training
- Overlapping Site

POST CONSTRUCTION (NEW AND REDEVELOPMENT)

Exclusions

- Pavement Management
- Excluded Roadway Development
- Excluded Existing Roadways
- Above and Underground Utilities
- Large Lot Single Residential
- Non-Residential, Non-Commercial Infiltration
- Sites with Land Disturbance to Undeveloped Land that will Remain Undeveloped
- Stream Stabilization
- Trails
- Oil and Gas Exploration
- County Growth Areas

POST CONSTRUCTION (NEW AND REDEVELOPMENT)

Control Measure Requirements

“Base Design Standard”

- WQCV: 100% of applicable site
- Pollutant Removal Standard: treat 80% storm; remove TSS to median value of 30 mg/l.
- Runoff Reduction: infiltrate, evaporate, evapotranspire 60% of WQCV
- Regional WQCV Control Measure
- Regional WQCV Control Facility
- Constrained Redevelopment
- Previous Permit Term Standard

POLLUTION PREVENTION/GOOD HOUSEKEEPING

Control Measure Requirements

- Facility Runoff Control Measures
 - Requires annual inspection
- Municipal Operations and Maintenance Procedures
- Nutrient Source Reduction
- Outdoor Bulk Storage
- Training

OTHER TERMS AND CONDITIONS

- Recordkeeping
- No Chemical Addition Allowed
- Spill Reporting
- Discharges to Waters with TMDL
- Implementation by Others
- Monitoring
- Annual Program Evaluation

WHAT'S IN THE NEAR FUTURE

- Permit Renewal
- Staff Training
- Program Description Document Updates
- Regulatory Mechanism Updates

QUESTIONS

Thank you,



Chavez Consulting Inc., LLC
Your key to stormwater compliance!

TOWN OF PALMER LAKE MEMO

Date: Wednesday, October 15, 2025, *Amended November 26, 2025*

Through: Glen Smith, Interim Town Administrator, Town of Palmer Lake (TOPL)

To: TOPL Planning Commission, Doug Allen, and Calvin Berstler, on behalf of Owner Tri Lakes Developers, applicant

CC: Erica Romero, Town Clerk, Town of Palmer Lake
Scott Krob, Town Attorney, Town of Palmer Lake
Mark Morton, PE, GMS, Inc., Consulting Engineers, Town of Palmer Lake
John Chavez, Chavez Consulting Inc., LLC, Stormwater Consultant
Mike Davenport, Community Matters Institute, Contract Town Planner

From: Barb Cole, Founder/Executive Director, Community Matters Institute

Re: **Recommend Approval - Brook Street Rezoning from Obsolete PUD to R-3** (new Land Use Code name is **R-5,000 - Small Lot Residential**)

This application was deemed complete for both the rezoning and minor subdivision and was sent out for referral on September 25, 2025. No comments were received regarding the rezoning to **R-5,000 - Small Lot Residential** (R-3).

However, there are comments regarding required easements and the need to ensure that the Water Department has the necessary easement to reach the tank. In addition, Mark Morton, GMS, and John Chavez have unresolved comments regarding slope disturbance and additional required easements.

Background: The property was previously zoned PUD, but the required files to allow a past PUD to move forward were never completed. Per Code, the following is required (Code sections are in italics):

Sec. 17.1.90 Expiration of Land Use Approvals.

(a) Approval by the Board of Trustees of any Planned Development District PD plan, Final PD development plan (FDP), subdivision plat, conditional review use, site plan, or any other land use approval that does not constitute an amendment to the Official Zoning Map shall remain in effect for three (3) years unless a longer vesting period is granted by the Board of Trustees.

Sec. 17.2.162 Effective date and establishment of a planned development district (PD).

Existing PDs shown on the official zoning map. Planned developments without a planned development plan (PDP) or final development plan (FDP) recorded at the El Paso County Clerk and Recorder's Office are required to initiate a new planned development zoning application.

This PUD was not recorded, and there is no evidence of any ordinance rezoning this parcel to PUD. No development plan, neither a Planned Development Plan nor a Final Development Plan, was ever submitted. Thus, the applicant was advised that a PD was not possible because all new zone districts, including PD must be 5 acres or more.

DRT Recommendation in May 2025: The applicant was advised to rezone the parcel to R-3, which is consistent with the surrounding land all of which is zoned R-3. The attached rezoning exhibit shows the rezoning of this property to R-3 as provided for in Title 17: Land Use Code.¹ The only option for this property is to rezone to R-3 (NKA R-5000).

Sec. 17.2.040 Minimum Size for New Zone Districts.

Unless contiguous to the same zone district, all newly created zone districts or zone changes shall be greater than five (5) acres in size

Recommendation: The Town Planning Consultant and Development Review Team recommends approval of this rezoning to R-5000 (previously known as R-3). Please note that the dimensional requirements dictate how much can be built, and this will be reviewed before sending any building plans to PPRBD.

As noted in both the old Zoning Ordinance and the newly adopted Land Use Code, the following applies:

New Code: Sec. 17.1.30 Legal Authority. "All new construction, remodels, additions, installations, electrical work, retaining walls, decks over 200 sq ft. or above 30 inches, and other accessory uses and installations require a certificate of zoning compliance from the Town of Palmer Lake."

Previous Zoning Ordinance: 17.12.065. - Certificate of zoning compliance.

All construction requiring a building permit shall also require a land use permit to certify zoning compliance, which certificate shall be issued prior to application for building permit with the building inspection agency. In addition, either a plot plan or site development plan shall be required.

¹ New name with the passage of the new Land Use Code on August 14, 2025, is R-5000. All zone districts have new names to better reflect lot size required.

The dimensional requirements that must be adhered to are as follows for R-5000:

Dimensional Requirements.

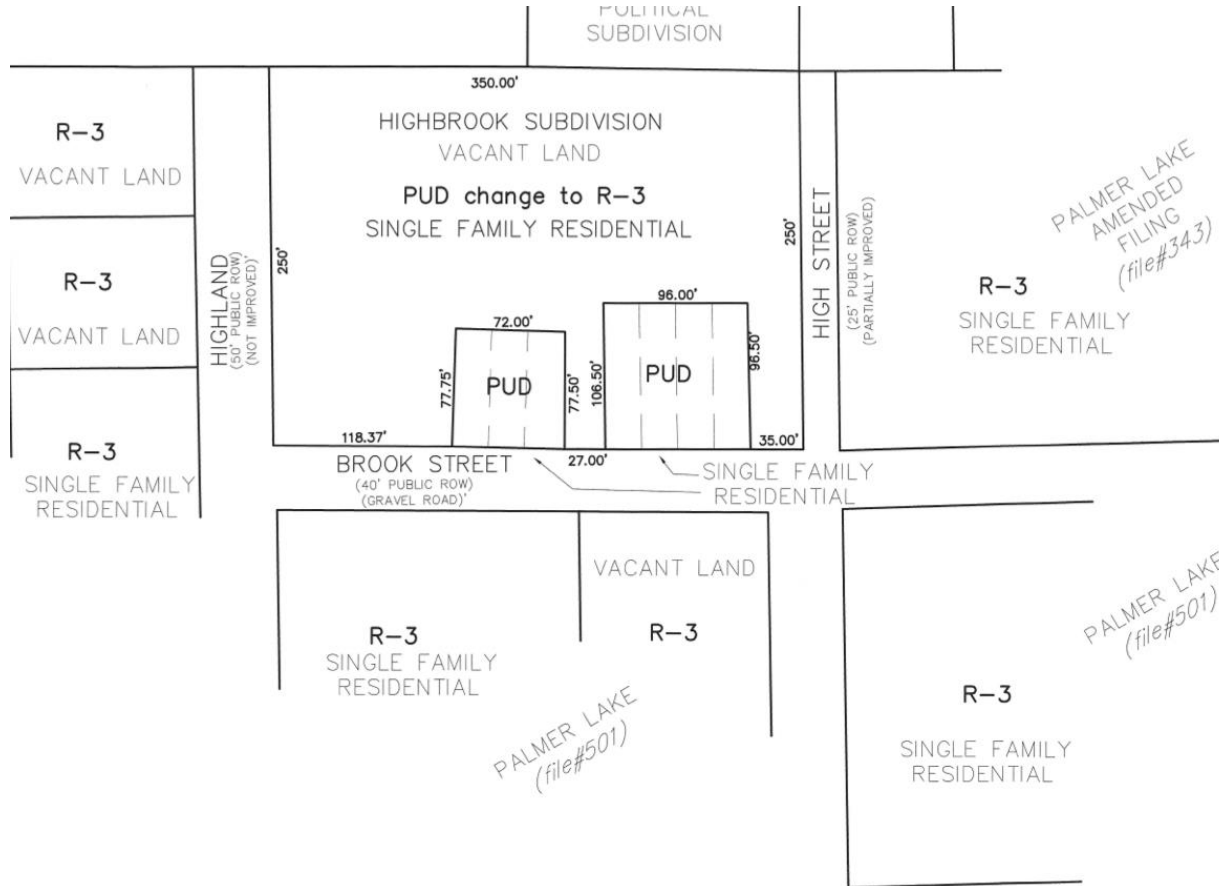
- a. Minimum lot size: 5,000 square feet.
- b. Minimum lot width: 50 feet street frontage.
- c. Front yard setback from property line: 25 feet.
- d. Minimum side yard setback from property line: 7.5 feet per floor.
- e. Rear yard setback from property line: 25 feet.
- f. Maximum impervious coverage: 45%.
- g. The percentage of the site that shall remain in a natural state shall comply with Section 17.3.610 Slope and Stormwater Quality Control and is dependent on the percent of the average slope of the entire parcel of land. For purposes of measurement regarding areas, all measurements shall be made on the horizontal. ²
- h. Maximum building height: 30 feet.
- i. Minimum Distance between structures: 10 feet.

The above dimensional standards apply to any single-family home and all allowed accessory structures. This review is solely to rezone the property to R-5000. In addition to the Slope and Stormwater Control requirements, the property is also required to meet all MS-4 requirements, which require a permit.

A copy of the rezoning exhibit meeting Code requirements follows. Rezoning to R-3 is the only option for this property. Compliance with the Hillside Overlay District, now called Slope and Stormwater Quality Control (see Section 17.3.610 in the newly adopted land use code -*no change to the text*) is being addressed through the resubdivision process and will also be reviewed at the time of review for zoning compliance.

² Disturbance due to active construction activities is limited on all slopes. The definition of "Applicable construction activities" means construction activities that result in a land disturbance of greater than or equal to one acre or that is less than one acre, but is part of a larger common plan of development or sale that would disturb, or has disturbed since March 2, 2001, one acre or more- this will apply to all lots created as a result of the rezoning.

Resubdivision: The applicant is also seeking to re-subdivide the property into 4 lots for 4 single-family dwellings if the applicant can meet the dimensional requirements, Slope and Stormwater Control requirements, and MS-4 permitting. The applicant, GMS, and the DRT are working to create the necessary easements based on referral comments and the need for access. This item is being continued per the GMS memo.



MEMORANDUM

TO: Ms. Erica Romero, Town Clerk
Mr. Glen Smith, Interim Town Administrator
Town of Palmer Lake

DATE: October 24, 2025
*Via Email to: erica@palmer-lake.org
gsmith@palmer-lake.org*

FROM: Mr. Mark A. Morton, P.E.
GMS, Inc., Consulting Engineers

RE: Highbrook Subdivision
Review Comments on Submittal Documents

GMS, Inc. has reviewed the drawing set submitted by the applicant for the proposed Highbrook Subdivision project. The documents reviewed are as follows.

1. Site Plan Drawing Sheet 1 of 2 – The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of August 13, 2025.
2. Site Plan Drawing Sheet 2 of 2 – The Highbrook Subdivision 2, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of August 13, 2025.
3. Plat Drawing Sheet 1 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.
4. Plat Drawing Sheet 2 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.
5. Plat Drawing Sheet 3 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.
6. Plat Drawing Sheet 4 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.

Based on our review of the documents received, we have the following comments.

A. General Comments

1. The Easement Notes on Plat Drawing Sheet 3 of 4 for each proposed easement include a reception number to be completed. Based on this, it appears the intent is to prepare, execute and record all the easements prior to recording the plat documents. We take no exception to that approach. Please note, all Town of Palmer Lake easements are recommended to be prepared, executed and recorded prior to any other easements being recorded, and prior to the replat documents being recorded. Once the Town's easement documents are recorded, the other easements and plat documents can then follow with recording. The subsequent other easements and plat documents shall reference the preceding recorded Town easements. Close coordination with the Town will be required to prepare the Town's easement agreement documents and execute and record them in the proper sequence prior to recording the other easements and approved plat documents.

2. All easements that are granted to other parties but overlap or impact the Town's easements, or the Town's use and access to its easements, must be coordinated with the Town. The Town will review the easement agreement documents for approval prior to their execution and recording to ensure the Town retains priority for use and access of its easements over any other easements.
3. Please review and address all other Town staff, consultant and outside referral agency comments to the commenting agency's satisfaction, and provide written confirmation from the agency that the comments have been satisfactorily addressed. This includes the preparation and submission of all required stormwater and MS4 permitting documents.
4. CORE Electric Cooperative provided comments on this proposed development, many of which pertain to easements for electric utility infrastructure and the restrictions on other items or service lines being located within the utility easements dedicated to electric infrastructure. Multiple CORE comments overlap comments in this memorandum. When multiple agencies provide comments on similar items, the more stringent requirements derived from all comments will apply and the submittal documents must be revised to adhere to the most stringent requirements.
5. When preparing revisions and resubmittal documents, it is preferred that the applicant provide a complete resubmittal package that includes all documents rather than submitting individual documents in various separate submittals. All documents should clearly state the revision date and the particular items that were revised to facilitate an efficient review process. Where coordination is required with Town staff or consultants, initial contact should be with Town staff who may then recommend direct communication with consultants when specifically appropriate.

B. Site Plan Drawing Sheet 1 of 2

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
2. The proposed water and sanitary sewer service lines for Lots 3 and 4 are proposed to cross other lots planned in this development. It is recommended that the service lines which cross a lot other than the lot being served be provided with private utility easements covering the service line to allow for its installation and future maintenance.

C. Site Plan Drawing Sheet 2 of 2

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.

2. When fully developed, each proposed lot must conform to the Slope and Stormwater Control requirements in the Town's current Municipal Code. With the extreme slopes involved, it is recommended that the applicant confirm the average slope of each lot proposed and the feasibility of developing the houses as proposed while meeting the Slope and Stormwater Control requirements for lot area to remain in a natural state.

D. Plat Drawing Sheet 1 of 4

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
2. The Easements citation that dedicates typical lot easements for public utilities is dedicating side and rear lot easements, but not front lot easements. Please provide front lot easements for public utilities and drainage purposes.
3. Note #12 indicates that a separate document will be prepared with the terms of the agreement for the Town of Palmer Lake to be responsible for the water outfall and downstream drainage for the referenced easement. That document does not appear to be prepared or submitted, please coordinate closely with the Town and provide that document for the Town's review and approval.
4. Note #13 indicates the intent for the property owner to retain the right to remove or relocate the Town's access easement to the Town water tank site. This is not acceptable, the Town will not relinquish any of its rights granted through the access easement, existing or proposed, to the property owner and the recorded easement cannot be modified or altered in any way without Town consent. The Town will maintain all rights and authority granted through the access easement. If this note refers to the existing access easement not inhibiting the private property development, the note must be revised to ensure that the Town has and will retain full rights to their easement and it cannot be removed or modified in any way without the Town's written consent and approval.

E. Plat Drawing Sheet 2 of 4

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
2. Refer to previous comment A.1 above regarding easement recording and sequencing requirements.

3. Please confirm the intent to have the easement agreement documents for the Town's access to the water tank site include the vacation of the existing access easement and replacing it with the new access easement in that single document.
4. Please confirm the intent to have the easement agreement documents for the Town's existing water line easement include the vacation of the existing platted water line easement and replacing it with the new access easement in that single document.
5. Please confirm the intent as to how the existing platted 20-foot wide waterline easement will be vacated with the proposed public utility easement taking its place to cover the Town's existing water line.
6. The replat appears to propose a decrease in size of the existing electric and utility easement along the south side of Lot 3 and across the existing townhome parcel which is excepted from the replatted Parcel B. Please confirm the intent of providing at least the same existing easement area within the proposed easement, and provide written confirmation from the utility provider that the proposed easement is acceptable to that entity.
7. There appears to be multiple overlapping easements at the southeast corner of proposed Lot 4 and not all are shown on the proposed replat sketch. Please illustrate all proposed easements on the proposed replat sketch, including the front lot easements and the resolution of the existing electrical and utility easement along the south line of proposed Lot 3.

F. Plat Drawing Sheet 3 of 4

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
2. The Easement Notes #1 through #11 appear to provide additional easement information for each proposed easement. We agree with referencing each proposed easement and noting its recording information. However, unless other review comments request it, we recommend no other easement details or specifics be provided as the easement agreement documents will dictate all rights and responsibilities associated with the easements, which cannot be modified on this replat without written consent and approval from the parties of the easement agreements.
3. Please illustrate the front lot easements and the resolution of the existing electrical and utility easement along the south line of proposed Lot 3 on the Lot Easements Detail in response to previous comments.

4. Regarding the Public Variable Width Utility Easement detail proposed for the existing water line and existing electric service line from the Town's water tank site, please address the following comments:
 - a. The proposed easement does not appear to be listed and addressed in the Easement Notes. Please include the proposed easement in the Easement Notes.
 - b. Please illustrate the surveyed location of the existing Town water line and the existing electric service line from the Town's water tank site on the easement detail and dimension the clearances from those utilities to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.

5. Regarding the Private Variable Width Storm-Water Drainage Easement referenced to Easement Note 1, please address the following comments:
 - a. As the proposed easement is intended to be dedicated to the Town of Palmer Lake, it is recommended that the easement be noted as a Town of Palmer Lake easement, not a private easement as indicated on the drawings. Please revise accordingly.
 - b. Please illustrate the surveyed location of the existing infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
 - c. Rather than carving out a small island in the northeast corner of proposed Lot 4 by this easement, please confirm if the property owner would be open to including that small island area in the proposed easement boundary.
 - d. This easement should be included in the Town easement agreements that are prepared, executed and recorded prior to the recording of other easements and the replat documents described in previous comments.

6. Regarding the Private Variable Width Ingress Egress Easement referenced to Easement Note 2, please address the following comments:
 - a. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the Easement Note #2 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.
 - b. Please illustrate the surveyed location of the existing infrastructure that is intended to be encompassed within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.

7. Regarding the Private Variable Width Ingress Egress Easement referenced to Easement Note 3, please address the following comments:
 - a. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the

Easement Note #3 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.

- b. Please illustrate the surveyed location of the existing infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.

G. Plat Drawing Sheet 4 of 4

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
2. Regarding the Private Permanent Use Easement referenced to Easement Note 5, please illustrate the surveyed location of the existing infrastructure and surface improvements that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
3. Regarding the Private Permanent Use Easement referenced to Easement Note 6, please illustrate the surveyed location of the existing infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
4. Regarding the Private Gas Line Easement referenced to Easement Note 7, please address the following comments:
 - a. Confirm the intent of the easement is to cover service lines to customers and not to cover public gas main lines. If the easement is to cover gas main lines, it may need to be a public easement and consultation with the utility provider will be required.
 - b. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the Easement Note #7 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.
 - c. Please illustrate the surveyed location of the existing gas lines and infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.

5. Regarding the Private Gas Line Easement referenced to Easement Note 8, please address the following comments:
 - a. Confirm the intent of the easement is to cover service lines to customers and not to cover public gas main lines. If the easement is to cover gas main lines, it may need to be a public easement and consultation with the utility provider will be required.
 - b. Please illustrate the surveyed location of the existing gas lines and infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.

6. Regarding the Town of Palmer Lake Variable Width Ingress Egress Easement referenced to Easement Note 9, please address the following comments:
 - a. Please illustrate the surveyed location of the existing infrastructure and road that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
 - b. The lower radii of the proposed easement boundary appear to pinch the available drive width and area and may need to be expanded to accommodate the anticipated vehicular traffic to the water tank site. Coordination with the Town will be required on this item once the surveyed extents of the existing road are illustrated on the easement boundary with dimensions from the edge of road to the easement boundary.
 - c. The maintenance responsibilities listed in Easement Note #9 must be removed as that information will be specifically defined in the easement agreement documents along with the access priority being with the Town to access the water tank site. Please revise accordingly.
 - d. This easement should be included in the Town easement agreements that are prepared, executed and recorded prior to the recording of other easements and the replat documents described in previous comments.
 - e. Refer to subsequent Town of Palmer Lake comments for additional information.

7. Regarding the Private Ingress Egress & Parking Easement referenced to Easement Note 10, please address the following comments:
 - a. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the Easement Note #10 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.
 - b. Please note that the conditions associated with the proposed Town of Palmer Lake Ingress Egress Easement include the prohibition of parking within the easement so as to not inhibit the Town's access to the water tank site. Revisions must be made to the private easement to exclude parking and avoid conflicts with the Town of Palmer Lake Ingress Egress Easement requirements. Refer to subsequent Town of Palmer Lake comments for additional information.

8. Regarding the Private Variable Width Water Drainage Easement referenced to Easement Note 11, please address the following comments:
 - a. It is recommended that the easement be referenced as a Water Drain Pipe easement rather than a Water Drainage easement to avoid confusion in its purpose. Please revise accordingly
 - b. As the proposed easement is intended to be dedicated to the Town of Palmer Lake, it is recommended that the easement be noted as a Town of Palmer Lake easement, not a private easement as indicated on the drawings. Please revise accordingly.
 - c. Please illustrate the surveyed location of the existing drain pipe and infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
 - d. Rather than carving out a small island along the north boundary of this easement, please confirm if the property owner would be open to including that small island area in the proposed easement boundary.
 - e. This easement should be included in the Town easement agreements that are prepared, executed and recorded prior to the recording of other easements and the replat documents described in previous comments.

H. Town of Palmer Lake Comments

In reviewing the submitted documents with Town staff, consultants and Town Water Department staff, the following comments are provided regarding the proposed development.

1. Proposed Lots 3 and 4 will likely need booster pump equipment with the appropriate RPZ backflow prevention installed to achieve adequate pressures delivered to the houses. This is due to their close vertical proximity to the water storage tanks which provide the distribution system pressures. This requirement may also apply to proposed Lots 1 and 2 depending on the distribution system pressures that can be obtained at the actual house locations.
2. Proper control and handling of drainage for all proposed lots, particularly Lots 3 and 4, will be required by the property owners to ensure no adverse effects will be seen on adjacent properties or downstream properties. The Town will have no responsibilities associated with drainage from the proposed lots.
3. The close proximity of the proposed Lot 4 house to the existing water transmission line and existing electrical service line to the tank site is concerning. Coordination will be required with the water department to ensure adequate separation of any structure from the existing water transmission line and existing electric service line to the tank site. The proposed house locations and their dimensioned clearance to the existing lines must be reviewed and approved by the Town.

4. The water and sanitary sewer service lines proposed for the houses are preferred to be located as far away from the existing water transmission line and existing electric service to the tank site as possible. Crossings of the existing lines by the proposed service lines is strongly discouraged whenever possible. Close coordination with the Town Water Department will be required for the final service line locations to minimize the potential for breaks or damage to the existing lines.
5. The water system equipment at the water tank site includes instrumentation, controls and communication equipment critical to the operation of the Town's water system. The communication antenna is located along the southern portion of the tank site. The Water Department staff has coordinated with their systems integrator with regards to the communication and control systems. Should the houses on proposed Lots 4 and 3 pose a risk in disrupting water system communications, the house locations may need to be adjusted or the communication system equipment may need to be relocated to the satisfaction of the Town at the sole responsibility and expense of the applicant. Continued coordination on this issue will be required.
6. The Town's existing water tank drain pipe cannot be disturbed and the same close proximity issue for the house on proposed Lot 4 to the existing water transmission line and existing electric service to the tank site applies to the tank drain pipe.
7. Utility Locates performed for the existing water transmission line, existing electric service to the tank site and existing tank drain pipe were all completed by Water Department staff by direct locating methods, the field locate markings were not estimated. The applicant shall confirm that his surveyor obtained the survey shots in the field on the utility locate markings by the Water Department staff, and those field shots have been used for the basis of establishing the route and boundaries of the proposed easements. This applies to previous comments requesting the illustration of existing items within easement boundaries to ensure the proposed easements will cover the existing items intended.
8. The water service lines for the houses on proposed Lots 3 and 4 appear to be routed between the existing townhome structures. However, that may be difficult construction because in that area along the north side of Brook Street there are multiple electric meters and an electric transformer for services to customers, particularly the Town's water tank site. Alternative locations for the service lines may need to be considered for constructability purposes and to prevent extended power outages to customers, including the Town's water tank site.

9. The proposed development is being processed as a Minor Subdivision in accordance with previous communications with Town staff and consultants, Town Code requirements and the need to preserve the proper rights and integrity of the Town's access easement to the water tank site. Several conditions must be coordinated with the Town regarding access, use and responsibilities associated with the access easements and tank site access road which are overlapping for the Town and private property owners. The following items will require review and approval of verbiage included in easement agreement documents.
 - a. The maintenance responsibilities must be coordinated for the overlapping portions of the Town's access easement to the water tank site and all other overlapping easements, particularly for proposed Lots 3 and 4. In general, the Town will maintain the road leading to the water tank site only when they need to access the site, the Town will not maintain the entire road on a continuous basis. During times when the Town does not need to utilize the access road, the private property owners will maintain the road and access for their needs during those times. For example, if the Town does not need to access the tank site after heavy rains may have disturbed the road, but private property owners need to access homes, then the private property owners are responsible for the road maintenance and their access to their properties. Similarly for heavy snow occurrences, if the Town does not need to utilize the road to access the tank site, then the private property owners are responsible for the snow removal.
 - b. The Town will have top priority and full access control to its full benefit during water emergencies, and all other parties and their rights must be subservient to the Town in such water emergencies.
 - c. Other easement beneficiaries are prohibited from controlling access to or across the Town's easement and access road; meaning no gates, locks, access controls or blockages are allowed in the Town's easement or access road at any time. The Town must have open access across its easement and access road at all times.
 - d. All parking in and along the Town's easement and access road are strictly prohibited at all times. It is recommended that NO PARKING signs be installed along the access road to maintain open access across the Town's easement and access road at all times.

These are the majority of our comments at this time on the documents received as itemized above for the Highbrook Subdivision project. Should additional information of clarification be required, please feel free to contact our office.

MEMORANDUM

TO: Ms. Erica Romero, Town Clerk
Mr. Glen Smith, Interim Town Administrator
Town of Palmer Lake

DATE: October 24, 2025
*Via Email to: erica@palmer-lake.org
gsmith@palmer-lake.org*
UPDATED: November 25, 2025

FROM: Mr. Mark A. Morton, P.E.
GMS, Inc., Consulting Engineers

RE: Highbrook Subdivision
Review Comments on Submittal Documents
Summary of replies to applicant's responses and resubmittal documents

GMS, Inc. has reviewed the drawing set submitted by the applicant for the proposed Highbrook Subdivision project. The documents reviewed are as follows.

1. Site Plan Drawing Sheet 1 of 2 – The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of August 13, 2025.
2. Site Plan Drawing Sheet 2 of 2 – The Highbrook Subdivision 2, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of August 13, 2025.
3. Plat Drawing Sheet 1 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.
4. Plat Drawing Sheet 2 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.
5. Plat Drawing Sheet 3 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.
6. Plat Drawing Sheet 4 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.

Based on our review of the documents received, we have the following comments. **Based on our initial review of the resubmittal documents received November 18, 2025 we are providing the following replies to the applicant's responses. Below are our original comments shown in black text, with our replies to the applicant's responses and resubmittal documents shown in red text.**

A. General Comments

1. The Easement Notes on Plat Drawing Sheet 3 of 4 for each proposed easement include a reception number to be completed. Based on this, it appears the intent is to prepare, execute and record all the easements prior to recording the plat documents. We take no exception to that approach. Please note, all Town of Palmer Lake easements are recommended to be prepared, executed and recorded prior to any other easements being recorded, and prior to the replat documents being recorded. Once the Town's easement documents are recorded, the other easements and plat documents can then follow with recording. The subsequent other easements and plat documents shall reference the preceding recorded Town easements. Close coordination with the Town will be required to prepare the Town's easement agreement documents and execute and

record them in the proper sequence prior to recording the other easements and approved plat documents. **Removal of reception number references on the resubmitted drawings, and responses from the applicant to previous review comments, appear to attempt to record all easements through the plat documents. This is not acceptable. All easements should be, and the town easements in particular must be, separate executed easement documents containing language specific to their purpose and recorded prior to the plat documents.**

2. All easements that are granted to other parties but overlap or impact the Town's easements, or the Town's use and access to its easements, must be coordinated with the Town. The Town will review the easement agreement documents for approval prior to their execution and recording to ensure the Town retains priority for use and access of its easements over any other easements. **Same reply as comment A.1. above.**
3. Please review and address all other Town staff, consultant and outside referral agency comments to the commenting agency's satisfaction, and provide written confirmation from the agency that the comments have been satisfactorily addressed. This includes the preparation and submission of all required stormwater and MS4 permitting documents. **Applicant response indicated responses to the Colorado Geological Survey (CGS) comments are not provided and additional documents will be submitted in the future. The CGS comments have been discussed with the applicant prior to the resubmittal and responses to the CGS comments must be provided by the applicant.**
4. CORE Electric Cooperative provided comments on this proposed development, many of which pertain to easements for electric utility infrastructure and the restrictions on other items or service lines being located within the utility easements dedicated to electric infrastructure. Multiple CORE comments overlap comments in this memorandum. When multiple agencies provide comments on similar items, the more stringent requirements derived from all comments will apply and the submittal documents must be revised to adhere to the most stringent requirements. **CORE easement requirements do not appear to be met, additional easement revisions are required.**
5. When preparing revisions and resubmittal documents, it is preferred that the applicant provide a complete resubmittal package that includes all documents rather than submitting individual documents in various separate submittals. All documents should clearly state the revision date and the particular items that were revised to facilitate an efficient review process. Where coordination is required with Town staff or consultants, initial contact should be with Town staff who may then recommend direct communication with consultants when specifically appropriate. **No reply needed.**

B. Site Plan Drawing Sheet 1 of 2

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing

the name as presented on the submittal drawings. Drawings still reference “The Overlook at Palmer Lake”, additional revisions are required.

2. The proposed water and sanitary sewer service lines for Lots 3 and 4 are proposed to cross other lots planned in this development. It is recommended that the service lines which cross a lot other than the lot being served be provided with private utility easements covering the service line to allow for its installation and future maintenance. The applicant is proposing private easements be created at the time of construction.

C. Site Plan Drawing Sheet 2 of 2

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings. Drawings still reference “The Overlook at Palmer Lake”, additional revisions are required.
2. When fully developed, each proposed lot must conform to the Slope and Stormwater Control requirements in the Town’s current Municipal Code. With the extreme slopes involved, it is recommended that the applicant confirm the average slope of each lot proposed and the feasibility of developing the houses as proposed while meeting the Slope and Stormwater Control requirements for lot area to remain in a natural state. Applicant indicates their engineer has determined the lots are buildable and the required calculations will be shown on individual site plans. As no data or calculations are shown on the resubmittal documents, it is recommended the data and calculations be provided to confirm compliance with Code requirements prior to proceeding.

D. Plat Drawing Sheet 1 of 4

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings. Drawings still reference “The Overlook at Palmer Lake”, additional revisions are required.
2. The Easements citation that dedicates typical lot easements for public utilities is dedicating side and rear lot easements, but not front lot easements. Please provide front lot easements for public utilities and drainage purposes. Done.
3. Note #12 indicates that a separate document will be prepared with the terms of the agreement for the Town of Palmer Lake to be responsible for the water outfall and downstream drainage for the refenced easement. That document does not appear to be prepared or submitted, please coordinate closely with the Town and provide that document for the Town’s review and approval. Note revised to remove the statement.

4. Note #13 indicates the intent for the property owner to retain the right to remove or relocate the Town's access easement to the Town water tank site. This is not acceptable, the Town will not relinquish any of its rights granted through the access easement, existing or proposed, to the property owner and the recorded easement cannot be modified or altered in any way without Town consent. The Town will maintain all rights and authority granted through the access easement. If this note refers to the existing access easement not inhibiting the private property development, the note must be revised to ensure that the Town has and will retain full rights to their easement and it cannot be removed or modified in any way without the Town's written consent and approval. **Refer to reply for comment A.1. above.**

E. Plat Drawing Sheet 2 of 4

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings. **Drawings still reference "The Overlook at Palmer Lake", additional revisions are required.**
2. Refer to previous comment A.1 above regarding easement recording and sequencing requirements. **Refer to reply for comment A.1. above.**
3. Please confirm the intent to have the easement agreement documents for the Town's access to the water tank site include the vacation of the existing access easement and replacing it with the new access easement in that single document. **Refer to reply for comment A.1. above.**
4. Please confirm the intent to have the easement agreement documents for the Town's existing water line easement include the vacation of the existing platted water line easement and replacing it with the new access easement in that single document. **Refer to reply for comment A.1. above.**
5. Please confirm the intent as to how the existing platted 20-foot wide waterline easement will be vacated with the proposed public utility easement taking its place to cover the Town's existing water line. **Refer to reply for comment A.1. above.**
6. The replat appears to propose a decrease in size of the existing electric and utility easement along the south side of Lot 3 and across the existing townhome parcel which is excepted from the replatted Parcel B. Please confirm the intent of providing at least the same existing easement area within the proposed easement, and provide written confirmation from the utility provider that the proposed easement is acceptable to that entity. **Revisions appear to accommodate CORE easement request.**
7. There appears to be multiple overlapping easements at the southeast corner of proposed Lot 4 and not all are shown on the proposed replat sketch. Please illustrate all proposed

easements on the proposed replat sketch, including the front lot easements and the resolution of the existing electrical and utility easement along the south line of proposed Lot 3. **Revisions appear to include easements in this vicinity.**

- F. Plat Drawing Sheet 3 of 4 – **As this drawing details multiple individual easements, some of which are proposed for the Town of Palmer Lake, additional coordination on the preparation, execution and recording of these individual easement documents will be required. Refer to reply for comment A.1. above.**
1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
 2. The Easement Notes #1 through #11 appear to provide additional easement information for each proposed easement. We agree with referencing each proposed easement and noting its recording information. However, unless other review comments request it, we recommend no other easement details or specifics be provided as the easement agreement documents will dictate all rights and responsibilities associated with the easements, which cannot be modified on this replat without written consent and approval from the parties of the easement agreements.
 3. Please illustrate the front lot easements and the resolution of the existing electrical and utility easement along the south line of proposed Lot 3 on the Lot Easements Detail in response to previous comments.
 4. Regarding the Public Variable Width Utility Easement detail proposed for the existing water line and existing electric service line from the Town's water tank site, please address the following comments:
 - a. The proposed easement does not appear to be listed and addressed in the Easement Notes. Please include the proposed easement in the Easement Notes.
 - b. Please illustrate the surveyed location of the existing Town water line and the existing electric service line from the Town's water tank site on the easement detail and dimension the clearances from those utilities to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
 5. Regarding the Private Variable Width Storm-Water Drainage Easement referenced to Easement Note 1, please address the following comments:
 - a. As the proposed easement is intended to be dedicated to the Town of Palmer Lake, it is recommended that the easement be noted as a Town of Palmer Lake easement, not a private easement as indicated on the drawings. Please revise accordingly.
 - b. Please illustrate the surveyed location of the existing infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.

- c. Rather than carving out a small island in the northeast corner of proposed Lot 4 by this easement, please confirm if the property owner would be open to including that small island area in the proposed easement boundary.
 - d. This easement should be included in the Town easement agreements that are prepared, executed and recorded prior to the recording of other easements and the replat documents described in previous comments.
6. Regarding the Private Variable Width Ingress Egress Easement referenced to Easement Note 2, please address the following comments:
- a. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the Easement Note #2 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.
 - b. Please illustrate the surveyed location of the existing infrastructure that is intended to be encompassed within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
7. Regarding the Private Variable Width Ingress Egress Easement referenced to Easement Note 3, please address the following comments:
- a. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the Easement Note #3 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.
 - b. Please illustrate the surveyed location of the existing infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
- G. Plat Drawing Sheet 4 of 4 – As this drawing details multiple individual easements, some of which are proposed for the Town of Palmer Lake, additional coordination on the preparation, execution and recording of these individual easement documents will be required. Refer to reply for comment A.1. above.
- 1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
 - 2. Regarding the Private Permanent Use Easement referenced to Easement Note 5, please illustrate the surveyed location of the existing infrastructure and surface improvements that is within the proposed easement and dimension the clearances from those items to

the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.

3. Regarding the Private Permanent Use Easement referenced to Easement Note 6, please illustrate the surveyed location of the existing infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
4. Regarding the Private Gas Line Easement referenced to Easement Note 7, please address the following comments:
 - a. Confirm the intent of the easement is to cover service lines to customers and not to cover public gas main lines. If the easement is to cover gas main lines, it may need to be a public easement and consultation with the utility provider will be required.
 - b. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the Easement Note #7 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.
 - c. Please illustrate the surveyed location of the existing gas lines and infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
5. Regarding the Private Gas Line Easement referenced to Easement Note 8, please address the following comments:
 - a. Confirm the intent of the easement is to cover service lines to customers and not to cover public gas main lines. If the easement is to cover gas main lines, it may need to be a public easement and consultation with the utility provider will be required.
 - b. Please illustrate the surveyed location of the existing gas lines and infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
6. Regarding the Town of Palmer Lake Variable Width Ingress Egress Easement referenced to Easement Note 9, please address the following comments:
 - a. Please illustrate the surveyed location of the existing infrastructure and road that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
 - b. The lower radii of the proposed easement boundary appear to pinch the available drive width and area and may need to be expanded to accommodate the anticipated vehicular traffic to the water tank site. Coordination with the Town will be required on this item once the surveyed extents of the existing road are illustrated on the

- easement boundary with dimensions from the edge of road to the easement boundary.
- c. The maintenance responsibilities listed in Easement Note #9 must be removed as that information will be specifically defined in the easement agreement documents along with the access priority being with the Town to access the water tank site. Please revise accordingly.
 - d. This easement should be included in the Town easement agreements that are prepared, executed and recorded prior to the recording of other easements and the replat documents described in previous comments.
 - e. Refer to subsequent Town of Palmer Lake comments for additional information.
7. Regarding the Private Ingress Egress & Parking Easement referenced to Easement Note 10, please address the following comments:
- a. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the Easement Note #10 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.
 - b. Please note that the conditions associated with the proposed Town of Palmer Lake Ingress Egress Easement include the prohibition of parking within the easement so as to not inhibit the Town's access to the water tank site. Revisions must be made to the private easement to exclude parking and avoid conflicts with the Town of Palmer Lake Ingress Egress Easement requirements. Refer to subsequent Town of Palmer Lake comments for additional information.
8. Regarding the Private Variable Width Water Drainage Easement referenced to Easement Note 11, please address the following comments:
- a. It is recommended that the easement be referenced as a Water Drain Pipe easement rather than a Water Drainage easement to avoid confusion in its purpose. Please revise accordingly
 - b. As the proposed easement is intended to be dedicated to the Town of Palmer Lake, it is recommended that the easement be noted as a Town of Palmer Lake easement, not a private easement as indicated on the drawings. Please revise accordingly.
 - c. Please illustrate the surveyed location of the existing drain pipe and infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
 - d. Rather than carving out a small island along the north boundary of this easement, please confirm if the property owner would be open to including that small island area in the proposed easement boundary.
 - e. This easement should be included in the Town easement agreements that are prepared, executed and recorded prior to the recording of other easements and the replat documents described in previous comments.

H. Town of Palmer Lake Comments

In reviewing the submitted documents with Town staff, consultants and Town Water Department staff, the following comments are provided regarding the proposed development.

1. Proposed Lots 3 and 4 will likely need booster pump equipment with the appropriate RPZ backflow prevention installed to achieve adequate pressures delivered to the houses. This is due to their close vertical proximity to the water storage tanks which provide the distribution system pressures. This requirement may also apply to proposed Lots 1 and 2 depending on the distribution system pressures that can be obtained at the actual house locations. **Applicant agreed.**
2. Proper control and handling of drainage for all proposed lots, particularly Lots 3 and 4, will be required by the property owners to ensure no adverse effects will be seen on adjacent properties or downstream properties. The Town will have no responsibilities associated with drainage from the proposed lots. **Applicant agreed.**
3. The close proximity of the proposed Lot 4 house to the existing water transmission line and existing electrical service line to the tank site is concerning. Coordination will be required with the water department to ensure adequate separation of any structure from the existing water transmission line and existing electric service line to the tank site. The proposed house locations and their dimensioned clearance to the existing lines must be reviewed and approved by the Town. **Applicant acknowledged. This item requires future coordination on house construction locations.**
4. The water and sanitary sewer service lines proposed for the houses are preferred to be located as far away from the existing water transmission line and existing electric service to the tank site as possible. Crossings of the existing lines by the proposed service lines is strongly discouraged whenever possible. Close coordination with the Town Water Department will be required for the final service line locations to minimize the potential for breaks or damage to the existing lines. **Applicant acknowledged.**
5. The water system equipment at the water tank site includes instrumentation, controls and communication equipment critical to the operation of the Town's water system. The communication antenna is located along the southern portion of the tank site. The Water Department staff has coordinated with their systems integrator with regards to the communication and control systems. Should the houses on proposed Lots 4 and 3 pose a risk in disrupting water system communications, the house locations may need to be adjusted or the communication system equipment may need to be relocated to the satisfaction of the Town at the sole responsibility and expense of the applicant. Continued coordination on this issue will be required. **Applicant acknowledged. This item requires future coordination on house construction locations.**
6. The Town's existing water tank drain pipe cannot be disturbed and the same close proximity issue for the house on proposed Lot 4 to the existing water transmission line and

existing electric service to the tank site applies to the tank drain pipe. **Applicant acknowledged.**

7. Utility Locates performed for the existing water transmission line, existing electric service to the tank site and existing take drain pipe were all completed by Water Department staff by direct locating methods, the field locate markings were not estimated. The applicant shall confirm that his surveyor obtained the survey shots in the field on the utility locate markings by the Water Department staff, and those field shots have been used for the basis of establishing the route and boundaries of the proposed easements. This applies to previous comments requesting the illustration of existing items within easement boundaries to ensure the proposed easements will cover the existing items intended. **Applicant confirmed.**
8. The water service lines for the houses on proposed Lots 3 and 4 appear to be routed between the existing townhome structures. However, that may be difficult construction because in that area along the north side of Brook Street there are multiple electric meters and an electric transformer for services to customers, particularly the Town's water tank site. Alternative locations for the service lines may need to be considered for constructability purposes and to prevent extended power outages to customers, including the Town's water tank site. **Applicant acknowledged.**
9. The proposed development is being processed as a Minor Subdivision in accordance with previous communications with Town staff and consultants, Town Code requirements and the need to preserve the proper rights and integrity of the Town's access easement to the water tank site. Several conditions must be coordinated with the Town regarding access, use and responsibilities associated with the access easements and tank site access road which are overlapping for the Town and private property owners. The following items will require review and approval of verbiage included in easement agreement documents. **Refer to reply for comment A.1. above.**
 - a. The maintenance responsibilities must be coordinated for the overlapping portions of the Town's access easement to the water tank site and all other overlapping easements, particularly for proposed Lots 3 and 4. In general, the Town will maintain the road leading to the water tank site only when they need to access the site, the Town will not maintain the entire road on a continuous basis. During times when the Town does not need to utilize the access road, the private property owners will maintain the road and access for their needs during those times. For example, if the Town does not need to access the tank site after heavy rains may have disturbed the road, but private property owners need to access homes, then the private property owners are responsible for the road maintenance and their access to their properties. Similarly for heavy snow occurrences, if the Town does not need to utilize the road to access the tank site, then the private property owners are responsible for the snow removal.
 - b. The Town will have top priority and full access control to its full benefit during water emergencies, and all other parties and their rights must be subservient to the Town in such water emergencies.

- c. Other easement beneficiaries are prohibited from controlling access to or across the Town's easement and access road; meaning no gates, locks, access controls or blockages are allowed in the Town's easement or access road at any time. The Town must have open access across its easement and access road at all times.
- d. All parking in and along the Town's easement and access road are strictly prohibited at all times. It is recommended that NO PARKING signs be installed along the access road to maintain open access across the Town's easement and access road at all times.

These are the majority of our comments at this time on the documents received as itemized above for the Highbrook Subdivision project, with red text indicating replies to the applicant's responses and resubmittal documents. Should additional information of clarification be required, please feel free to contact our office.

TOWN OF PALMER LAKE, COLORADO

PLANNING COMMISSION

RESOLUTION NO. XX - 2025

**A RESOLUTION RECOMMENDING APPROVAL WITH CONDITIONS OF 'THE
Highbrook Subdivision 2' Final Subdivision Plat**

WHEREAS, the Palmer Lake Town Code and applicable statutes authorize the Planning Commission of the Town of Palmer Lake (the “Commission”) to review certain land use applications and other matters, and based on that review, to provide recommendations to the Board of Trustees of the Town of Palmer Lake; and

WHEREAS, TriLakes Developers, LLC (the “Applicant”), is the owner of certain property described as on Exhibit A, attached (the “Property”)

WHEREAS, the Applicant has submitted an application for approval of a Minor Subdivision Final Plat (“Final Plat”) for the Property, attached as Exhibit B, which has been referred to the Planning Commission for its review and recommendation; and

WHEREAS the Planning Commission considered the application at its duly noticed public meeting on December 3, 2025; and

WHEREAS, based on the materials provided in the application and the matters presented to the Planning Commission, the Planning Commission finds that the Application meets the applicable criteria under the Town Code and should be recommended for approval, provided the conditions set forth in Section 2., below, are satisfied in full.

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

1. The Planning Commission recommends that the Board of Trustees approve 'The Highbrook Subdivision 2' Final Plat, provided the conditions outlined in Section 2, below, are satisfied in full.
2. The Planning Commission’s recommendation to approve the Final Plat is subject to the following conditions. Unless specifically indicated to the contrary, all conditions must be satisfied before the Final Plat is submitted to the Board of Trustees for its consideration:
 - a. The items set forth in GMS’ memorandum to the Applicant dated October 24, 2025, attached as Exhibit C, have been fully addressed.
 - b. The final plat must meet the drawing requirements pursuant to Table 16.1 and section 16.20.100 (2) (e).
 - c. Easements must be dimensioned per Title 16 and of adequate width. The Town of Palmer Lake easements (including but not limited to the waterline easement, the tank site access easement, the tank site electric easement, the tank drain pipe easement, and the drainage easement) must be recorded prior to all other easements and plat documents. All other easements, including required CORE easements, and plat documents shall be recorded after the Town of Palmer Lake easements have been recorded.
 - d. Any existing Town of Palmer Lake easements intended to be corrected or replaced shall be vacated through the new Town of Palmer Lake easement agreement(s).
 - e. When fully developed, each proposed lot must conform to the Slope and Stormwater Control (FKA Hillside Overlay District) requirements in the Town’s current Municipal Code.
 - f. As required by Title 16 of the Municipal Code- Minor Subdivisions, "The document shall

be named with the same name as that of the original subdivision and shall indicate thereon that it is a replat of the original subdivision."

3. 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.

4. 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 SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF PALMER LAKE ON THIS 3RD DAY OF DECEMBER 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Erica N. Romero
Town Clerk

BY: _____
Planning Commission Chair

THE HIGHBROOK SUBDIVISION 2
A VACATION AND REPLAT THE REMAINING PORTIONS OF THE HIGHBROOK SUBDIVISION in the Town of Palmer Lake, being a portion of the Southwest One-Quarter of Section 5, Township 11 South, Range 67 West of the 6th P.M., IN THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO

BE IT KNOWN BY THESE PRESENTS:

That TRI LAKES DEVELOPERS LLC, A COLORADO LIMITED LIABILITY COMPANY, being the owner of the following described tract of land to wit:
Studee in the Southeast One-Quarter of Section 5, Township 11 South, Range 67 West of the 6th P.M., in the Town of Palmer Lake, El Paso County, Colorado, described as follows:

PARCEL A:

A TRACT OF LAND LOCATED IN THE SOUTHEASTERLY CORNER OF HIGHBROOK SUBDIVISION, PALMER LAKE, COLORADO, SAID SUBDIVISION BEING RECORDED DECEMBER 9, 1986 IN THE CORRECTION PLAT BOOK B-4 AT PAGE 85 AT RECEPTION NO. 1494357 IN THE RECORDS OF EL PASO COUNTY AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID HIGHBROOK SUBDIVISION; THENCE WESTERLY ALONG THE SOUTHERLY LINE OF SAID SUBDIVISION AND ALONG THE NORTHERLY RIGHT-OF-WAY OF EXISTING BROOK STREET, 35.00 FEET; THENCE NORTHERLY AND PARALLEL WITH THE EASTERLY LINE OF SAID SUBDIVISION, 96.50 FEET; THENCE WESTERLY AND PARALLEL WITH SAID NORTHERLY RIGHT-OF-WAY, 96.00 FEET; THENCE NORTHERLY AND PARALLEL WITH SAID EASTERLY LINE OF SAID SUBDIVISION, 10.00 FEET; THENCE EASTERLY AND PARALLEL WITH SAID NORTHERLY RIGHT-OF-WAY OF SAID SUBDIVISION, 10.00 FEET; THENCE SOUTHERLY AND PARALLEL WITH SAID NORTHERLY RIGHT-OF-WAY OF SAID SUBDIVISION, 106.50 FEET TO THE POINT OF BEGINNING, THENCE SOUTHERLY ALONG SAID EASTERLY LINE OF SAID SUBDIVISION 106.50 FEET TO THE POINT OF BEGINNING, COUNTY OF EL PASO, STATE OF COLORADO.

together with

PARCEL B:

ALL OF HIGHBROOK SUBDIVISION, PALMER LAKE, EL PASO COUNTY, COLORADO AS RECORDED MAY 9, 1986 IN PLAT BOOK A-4 AT PAGE 96 AT RECEPTION NO. 1392687 AND IN CORRECTION PLAT RECORDED DECEMBER 6, 1986 IN PLAT BOOK B-4 AT PAGE 85 AT RECEPTION NO. 1494357 IN THE RECORDS OF EL PASO COUNTY, EXCEPT A TRACT OF LAND LOCATED IN THE SOUTHEASTERLY CORNER OF HIGHBROOK SUBDIVISION, PALMER LAKE, EL PASO COUNTY, COLORADO AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID HIGHBROOK SUBDIVISION; THENCE WESTERLY ALONG THE SOUTHERLY LINE OF SAID SUBDIVISION AND ALONG THE NORTHERLY RIGHT-OF-WAY OF EXISTING BROOK STREET, 131.00 FEET; THENCE NORTHERLY AND PARALLEL WITH THE EASTERLY LINE OF SAID SUBDIVISION, 106.50 FEET; THENCE WESTERLY AND PARALLEL WITH SAID NORTHERLY RIGHT-OF-WAY OF EXISTING BROOK STREET, 131.00 FEET TO THE EASTERLY LINE OF SAID HIGHBROOK SUBDIVISION, WHICH POINT IS ALSO ON THE WESTERLY RIGHT-OF-WAY LINE OF EXISTING HIGH STREET; THENCE SOUTHERLY ALONG SAID EASTERLY LINE OF SAID SUBDIVISION, 106.50 FEET TO THE POINT OF BEGINNING.

AND EXCEPT THOSE PORTIONS CONVEYED BY DEED RECORDED AUGUST 28, 2007 AT RECEPTION NO. 207112606, AND DEED RECORDED AUGUST 28, 2007 AT RECEPTION NO. 207112607, AND DEED RECORDED AUGUST 28, 2007 AT RECEPTION NO. 207112608, COUNTY OF EL PASO, STATE OF COLORADO.

Containing a computed area of 72,350 square feet or 1.6609 acres of Land.

DEDICATION:

The above owner has caused said tract of land to be surveyed and hereby vacates all Lots and Easements as previously platted and thus Plats into Lots and Easements as shown on the accompanying Plat. The undersigned does hereby dedicate, grant, and convey to the Town of Palmer Lake those Public Easements for public utilities, cable communication systems, fiber and other purposes as shown on the Plat; the entities responsible for providing the utility services for which the easements are established shall be responsible for the maintenance and repair of the same. The undersigned also agrees that this Plat, for installation, maintenance and replacement of utility lines and related facilities; and further restricts the use of all said Public Easements to the Town of Palmer Lake and/or its assigns, provided however, that the sole right and authority to vacate, release or quit claim all or any such Public Easements shall remain exclusively vested in the Town of Palmer Lake. This tract of land as herein platted shall be known as **THE HIGHBROOK SUBDIVISION 2** in the Town of Palmer Lake, County of El Paso, State of Colorado.

IN WITNESS WHEREOF:

The aforementioned, TRI LAKES DEVELOPERS LLC, A COLORADO LIMITED LIABILITY COMPANY, has executed this instrument

this _____ day of _____, 20____ A.D.

DOUG ALLEN, OWNER

NOTARIAL:

STATE OF COLORADO }
COUNTY OF EL PASO }SS

The above and aforementioned was acknowledged before me this _____ day of

_____ 20____ A.D., by DOUG ALLEN, OWNER

Witness my hand and seal _____

My commission expires _____

NOTICE IS HEREBY GIVEN:

That the area included in the plat described herein is subject to the code of the Town of Palmer Lake. No building permits shall be issued for building sites within this plat until all required fees have been paid and all required public and private improvements have been installed as specified by the Town of Palmer Lake, or if improvements have not been installed, the applicant shall be responsible for the cost of all such improvements. The applicant shall be responsible for the completion of all required public and private improvements, including but not limited to drainage, street and erosion control, and all private have been placed on the with the Town of Palmer Lake.

APPROVAL:

Heard and recommended for approval on the ____ day of _____, 2025 by the Planning Commission, Town of Palmer Lake.

Chair, Planning Commission

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

Mayor, Board of Trustees

Attest by: _____

Town Clerk

RECORDING:

STATE OF COLORADO }
COUNTY OF EL PASO }SS

I hereby certify that this instrument was filed for record in my office at _____ o'clock _____ M., this _____ day of _____, 20____ A.D., and is duly recorded under Reception No. _____ of the records of El Paso County, Colorado.

SURCHARGE: _____

FEES: _____

Steve Schelker, Recorder

BY: _____ Deputy

FEES:

Park Fee: _____

School Fee: _____

Drainage Fee: _____

Bridge Fee: _____

SURVEYOR'S CERTIFICATION:

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

SUBJECT TO PRELIMINARY REVIEW

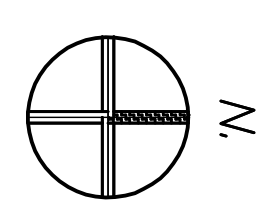
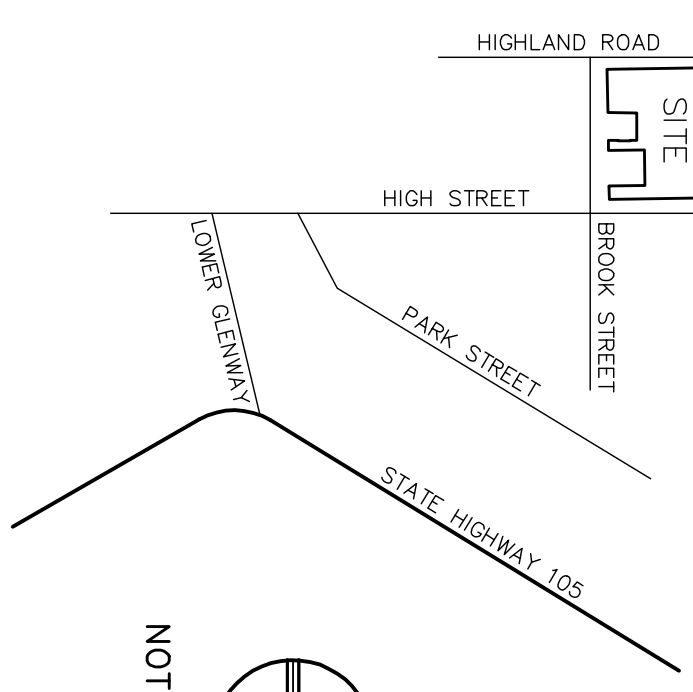
James P. Brinkman
Colorado Professional Land Surveyor No. 37631

EASEMENTS:

UNLESS SHOWN GREATER IN WIDTH THE SIDES OF ALL LOT LINES SHALL BE PLATTED WITH A FIVE FOOT (5') EASEMENT FOR PUBLIC UTILITIES, ALL REAR LOT LINES SHALL BE PLATTED WITH A TEN FOOT (10') EASEMENT FOR PUBLIC UTILITIES AND DRAINAGE PURPOSES AND ALL FRONT LOT LINES SHALL BE PLATTED WITH A FIFTEEN FOOT (15') PUBLIC UTILITY EASEMENT. THE MAINTENANCE OF SAID EASEMENTS SHALL BE VESTED WITH THE INDIVIDUAL OWNERS.

NOTES:

- 0 - Indicates a set #4 rebar with Surveyor's Cap, P.L.S. #37631.
- Indicates recovered survey monument as noted.
- 31°01'25"W 315.67' - Indicates "field measured" data.
(feet, 7' PLAT) - Indicates data "of record".
- * - Indicates not a part of this subdivision.
- CROSSED PATHS SURVEYING SERVICES, INC. has relied upon the TITLE INSURANCE issued by LAND TITLE GUARANTEE COMPANY, Order No. SR25120697-6, effective date April 15, 2025, with regard to any recorded easements, rights-of-way affecting the subject property. No additional research regarding the existence of easements or restrictions of record has been performed by CROSSED PATHS SURVEYING SERVICES, INC.
- Federal Emergency Management Agency, flood insurance rate map number 08041C 0043 G, effective date December 7, 2018, indicates the area in the vicinity of this parcel of land to be a Zone X (AREA OF MINIMAL FLOOD HAZARD).
- The approval of this replat vacates all prior plats for the area described by this replat.
- Basis of Bearings: All bearings shown are relative to the Northernly Right-of-Way line of BROOK STREET (40' PUBLIC ROW), monumented as shown and assumed to bear S88°53'43"W a distance of 675.36 feet.
- () - Indicates property address. The addresses exhibited on this plat are for informational purposes only. They are not the legal description and are subject to change.
- NOTICE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover said defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.
- All lineal units of measure shown hereon are in U.S. Survey Feet.
- Date of Survey: June 27, 2025.
- Lots 1, 2, 3 & 4, as shown hereon, Not to be subdivided, per Resolution No. 21-2023, without Town of Palmer Lake Board of Trustees Approval.
- Private TOWN OF PALMER LAKE Drainage Easement, as shown hereon, is the Sole Responsibility of the Town of Palmer Lake regarding water outfall and downhill drainage.
- Existing Improvements for the TOWN OF PALMER LAKE access to Water Tank Facility are not within described limits of AGREEMENT, as referenced in Book 6541 at Page 841 said El Paso County records, and as shown on THE HIGHBROOK SUBDIVISION as referenced under Reception number 1491357 said El Paso County records, the revised EASEMENT, as shown hereon, perpetuates the TOWN OF PALMER LAKE'S access rights.
- Owner referenced hereon retains the right to all Conditions as stated in originating AGREEMENT, as referenced in Book 6541 at Page 841 said El Paso County records, with the TOWN OF PALMER LAKE and this Plat perpetuates these conditions to future owners of Lots 3 and 4, to include future development of Lots 3, 4; approval of this REPLAT, by Town of Palmer Lake, perpetuates these conditions to current and future Water tank facility owners, as shown hereon.
- TOWN OF PALMER LAKE Existing utility improvements are not consistent with the limits of the 20' WIDE WATERLINE EASEMENT as shown on THE HIGHBROOK SUBDIVISION as referenced under Reception number 1491357 said El Paso County records, and this Plat provides the revised EASEMENT, as shown hereon, perpetuates the TOWN OF PALMER LAKE'S Easement for utilities to the WATER TANK FACILITY and Rights as reference in AGREEMENT Book 6541 at Page 841 said El Paso County records.
- Parking not allowed to block use of any easement shown hereon.
- Parking not allowed to block use of any easement shown hereon.
- Both sides of all side lot lines are hereby platted with a five (5) foot Easement for Public Utilities and Drainage purposes. Use shall otherwise with the sole responsibility for maintenance being vested with the individual property owners.



NOT TO SCALE

no.	date	revisions	scale:	drawn by:
4.	10/29	Core & QMS, Inc. comments	1" = 40'	JPB
3.	9/29	LOTS 1 & 2 CONFIGURATION		JPB
2.	7/30	COMMENTS-SUB. NAME		JPB
1.				

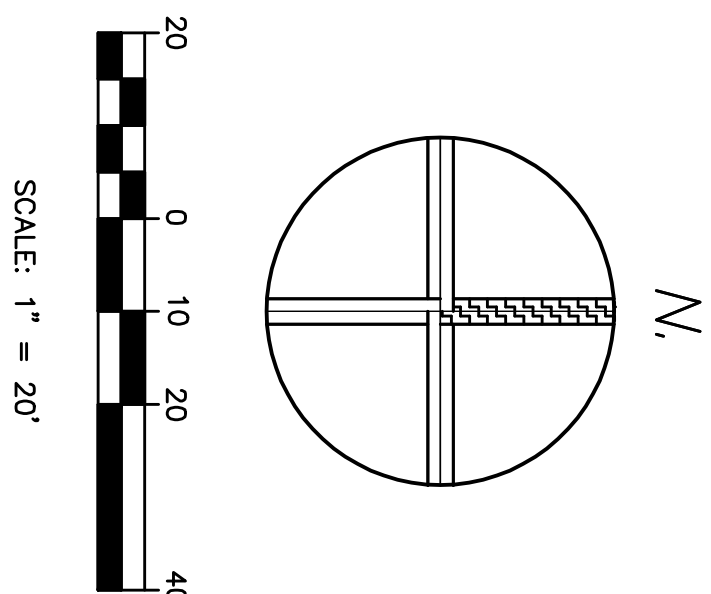
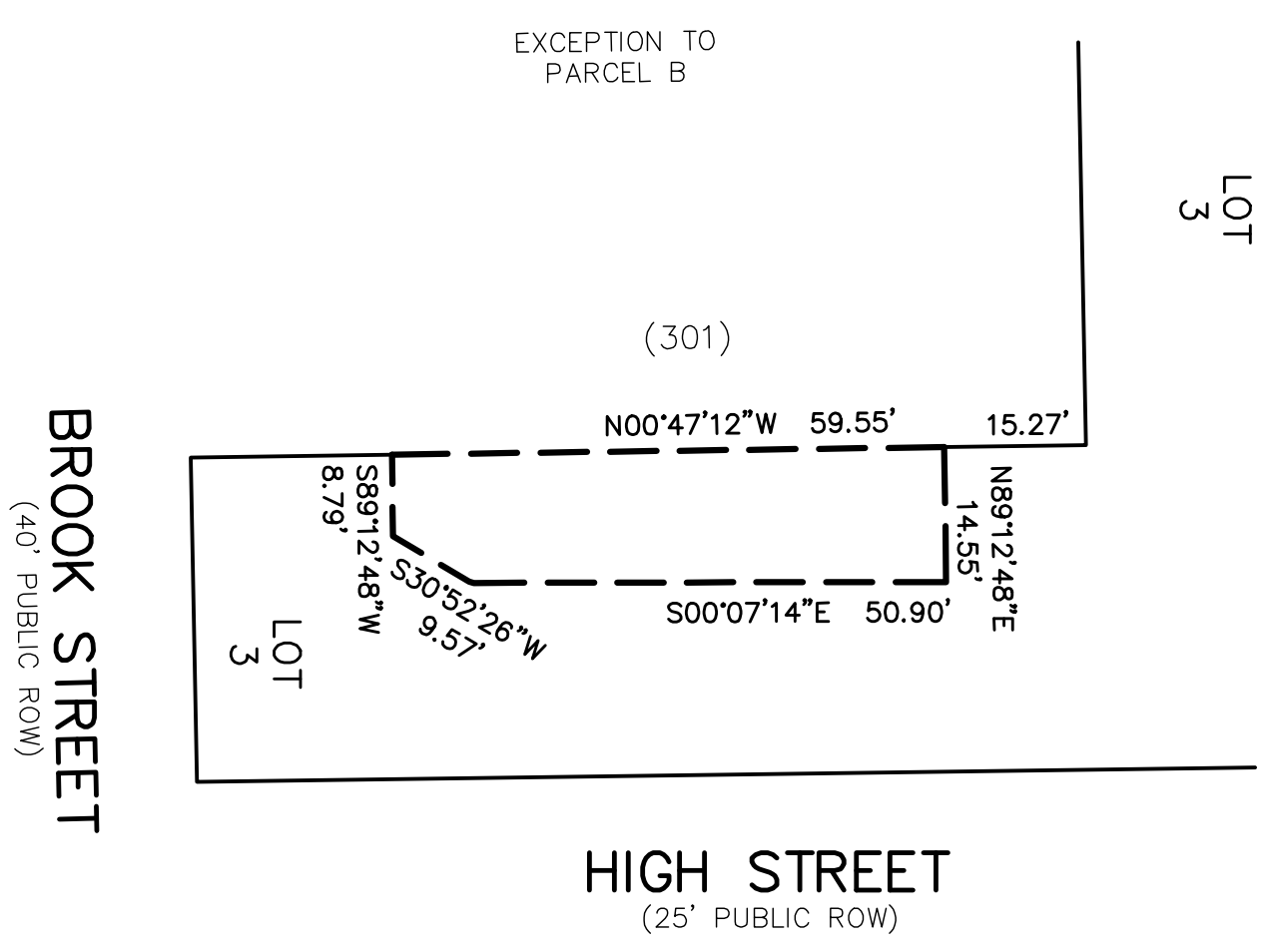
**THE OVERLOOK AT
PALMER LAKE**

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

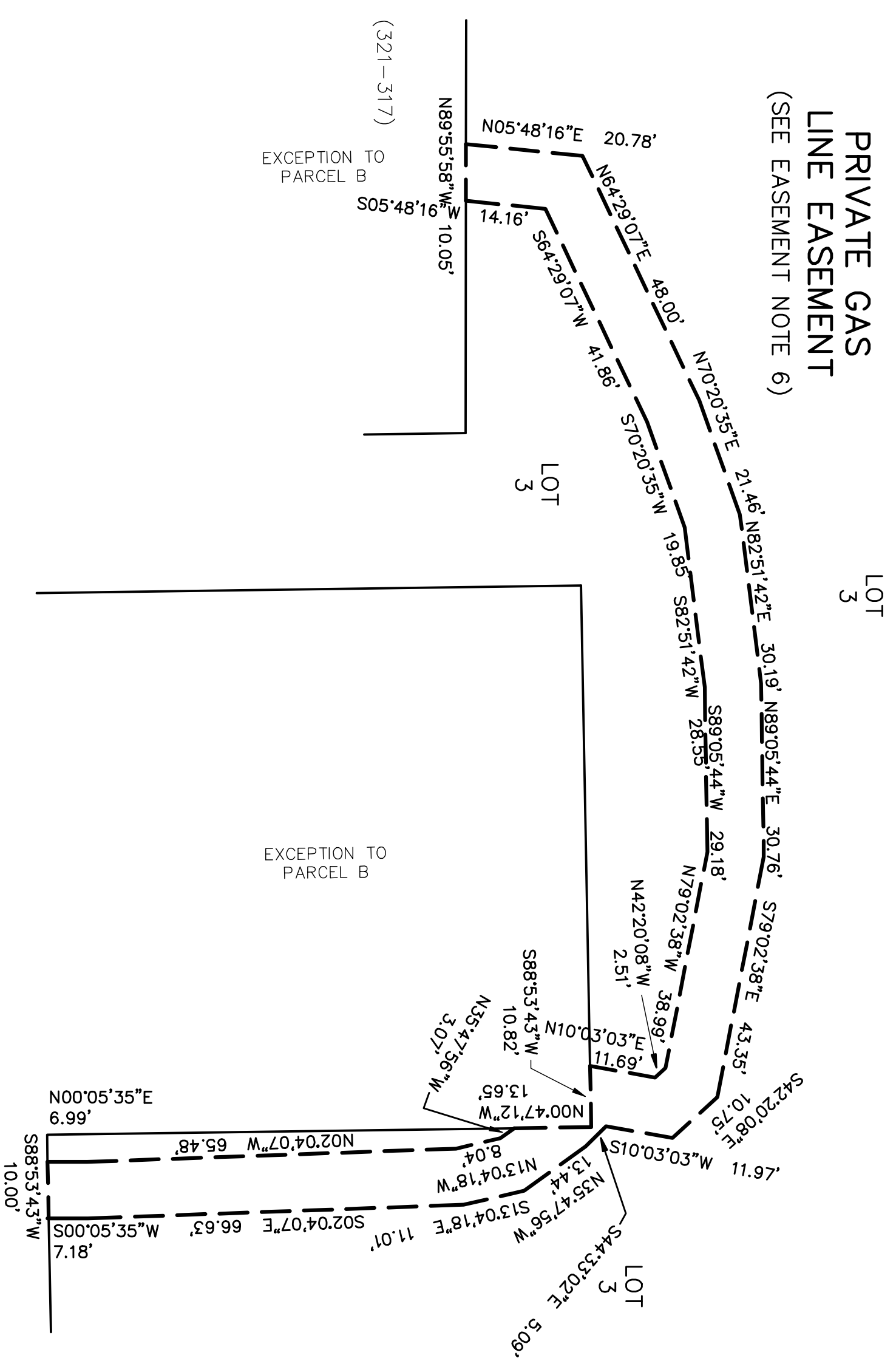
THE HIGHBROOK SUBDIVISION 2

A VACATION AND REPLAT THE REMAINING PORTIONS OF THE HIGHBROOK SUBDIVISION in the Town of Palmer Lake, being a portion of the Southwest One-Quarter of Section 5, Township 11 South, Range 67 West of the 6th P.M., IN THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO

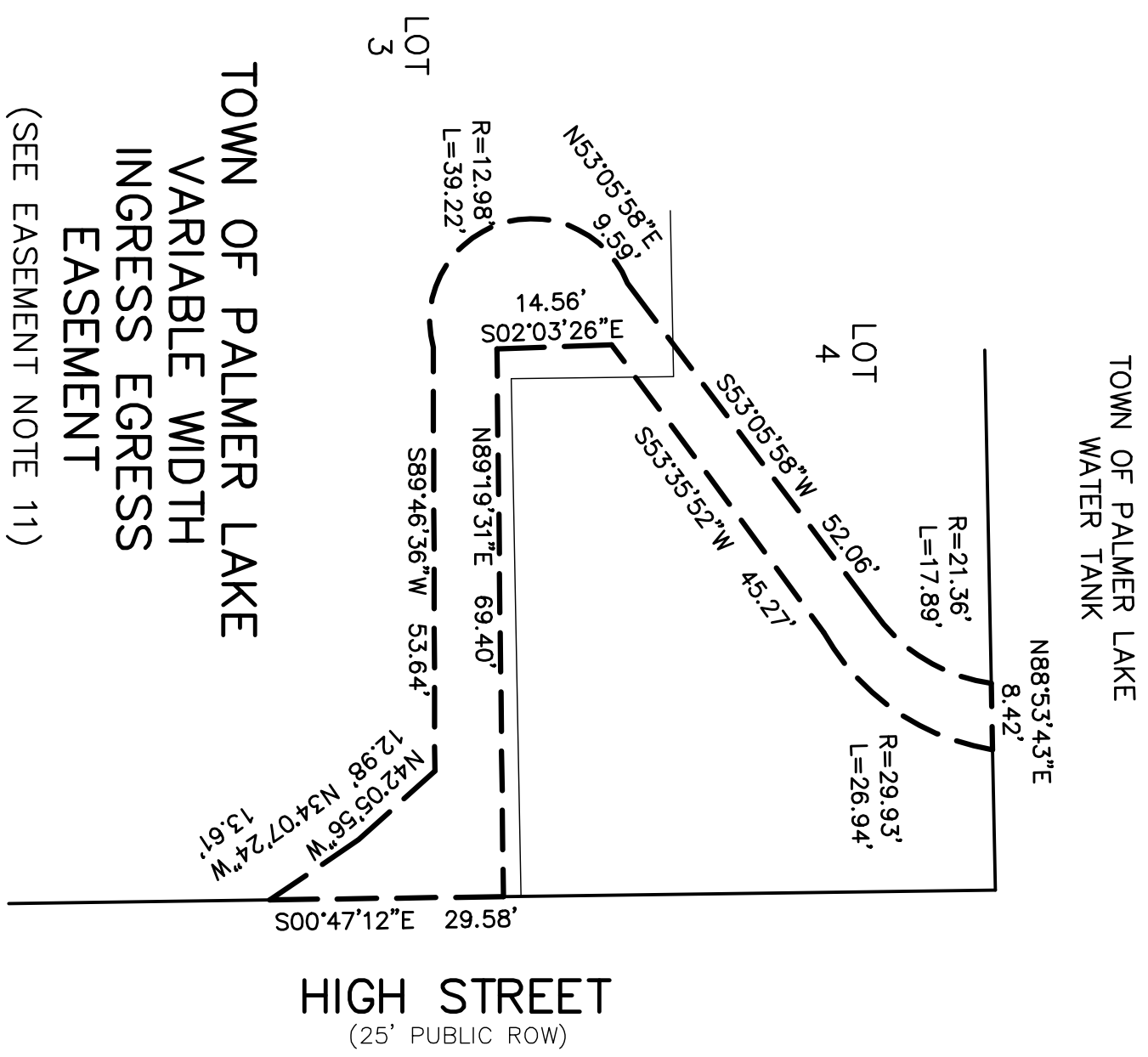
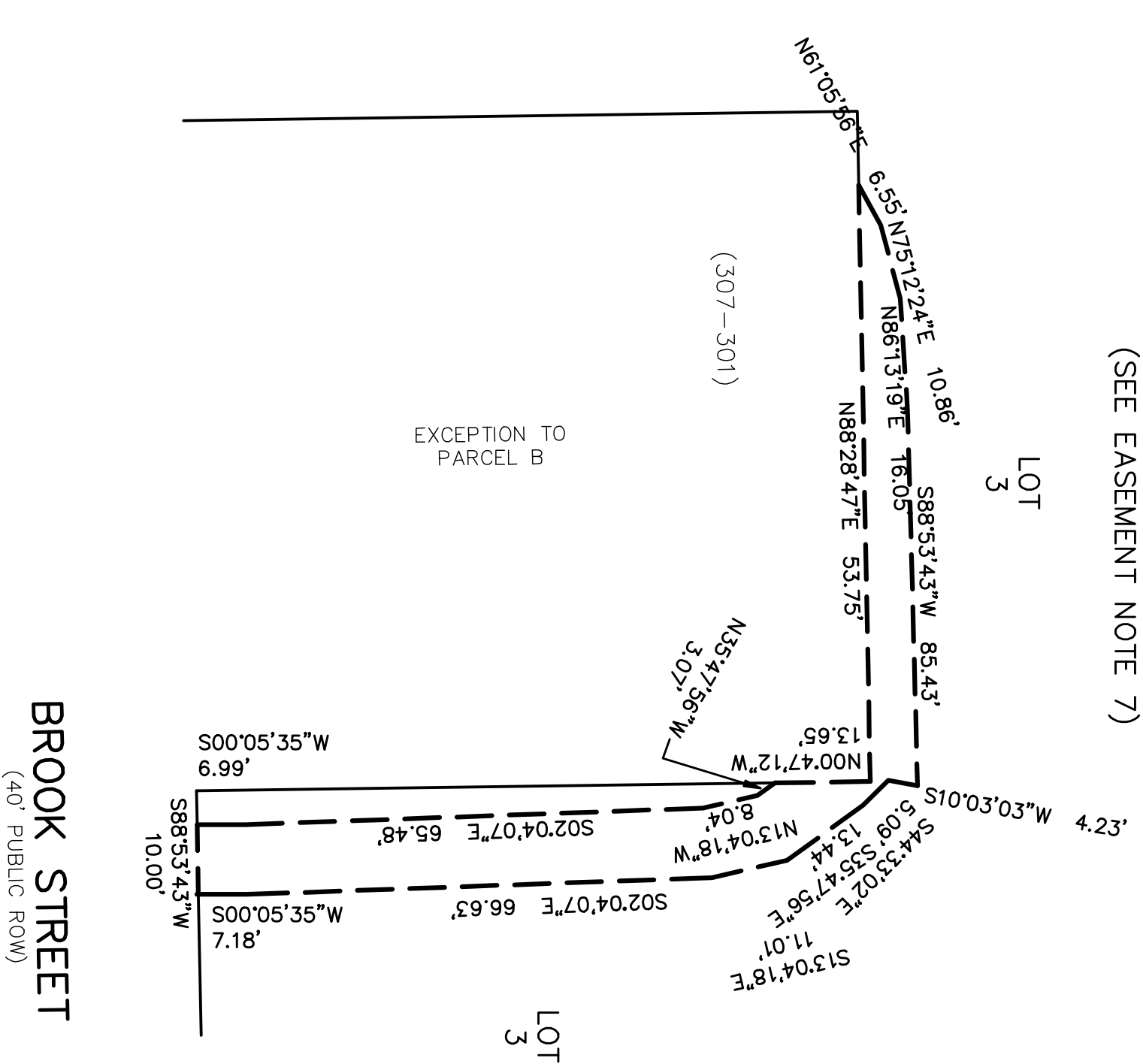
PRIVATE
PERMANENT USE
EASEMENT
(SEE EASEMENT NOTE 4)



PRIVATE GAS
LINE EASEMENT
(SEE EASEMENT NOTE 6)



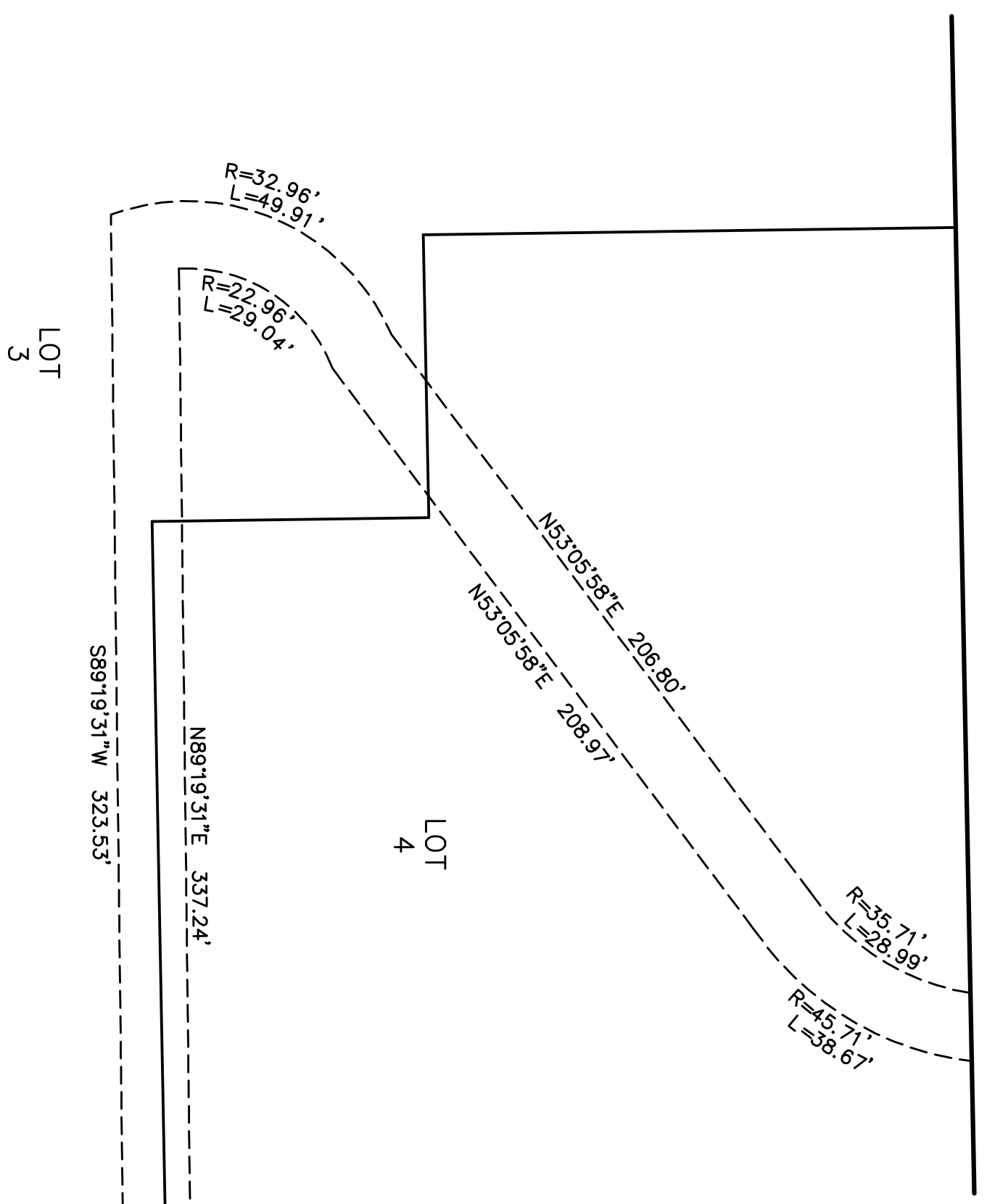
PRIVATE GAS
LINE EASEMENT
(SEE EASEMENT NOTE 7)



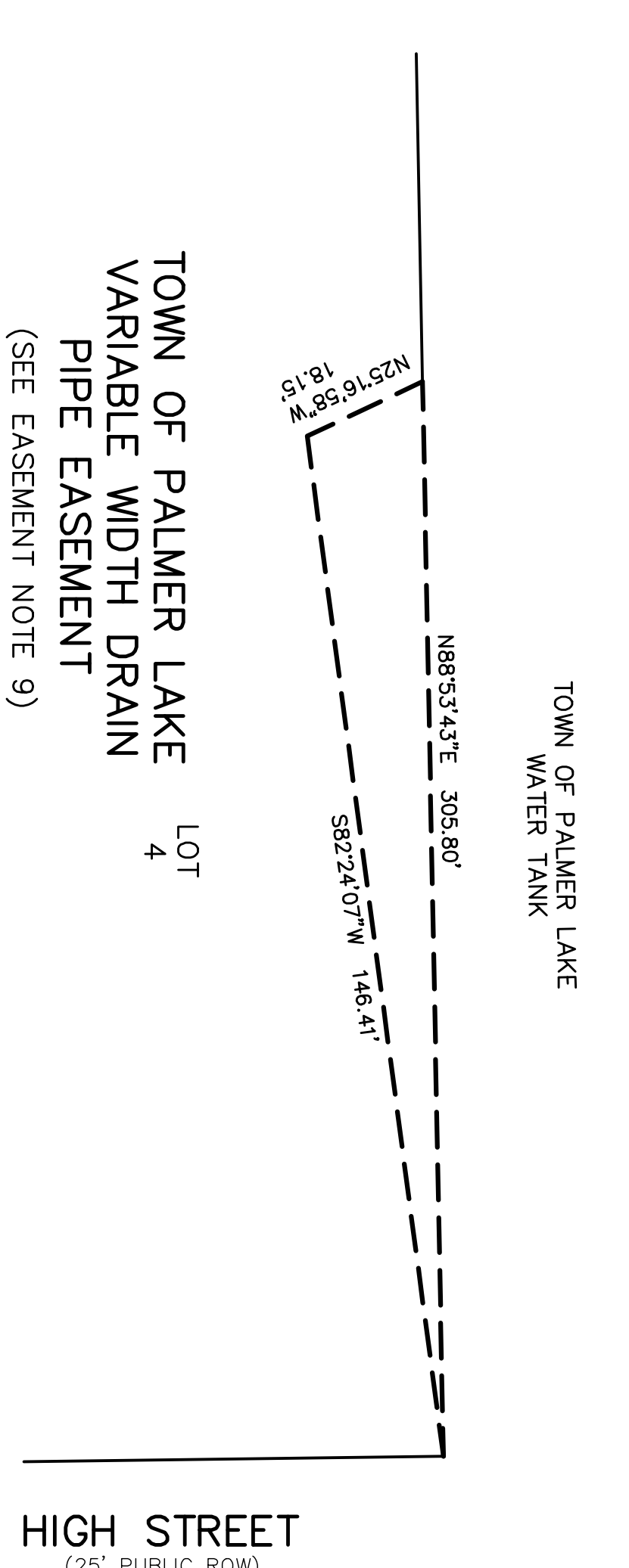
TOWN OF PALMER LAKE
WATER TANK

TOWN OF PALMER LAKE
VARIABLE WIDTH
INGRESS EGRESS
EASEMENT
(SEE EASEMENT NOTE 11)

10' PRIVATE UTILITY
EASEMENT
(SEE EASEMENT NOTE 12)



TOWN OF PALMER LAKE
VARIABLE WIDTH DRAIN
PIPE EASEMENT
(SEE EASEMENT NOTE 9)



PRELIMINARY
SUBJECT TO REVIEW

no.	date	revisions	by
4.	10/29	Core & GMS, Inc comments	JPB
3.	9/29	LOTS 1 & 2 CONFIGURATION	JPB
2.	7/30	COMMENTS-SUB. NAME	JPB
1.			

drawing date: June 29, 2025
 scale: 1" = 20'
 drawn by: JPB
 sheet 4 of 4

THE OVERLOOK AT
PALMER LAKE

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

SITE PLAN – THE HIGHBROOK SUBDIVISION 2

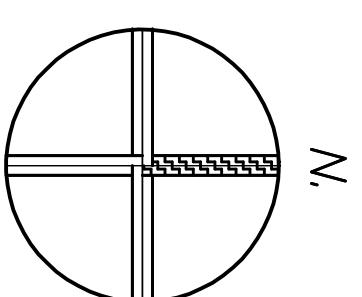
A REPLAT of a portion of THE Highbrook Subdivision,
Town of Palmer Lake, El Paso County, Colorado, situate in Section 5,
Township 11 South, Range 67 West, 6th P.M.,

OWNER/APPLICANT:
TRI LAKES DEVELOPERS LLC
CALVIN BERSTLER
14136 WHITE PEAK DRIVE
COLORADO SPRINGS, CO 80921
phone: 719-722-5077
email: calvinberstler@gmail.com

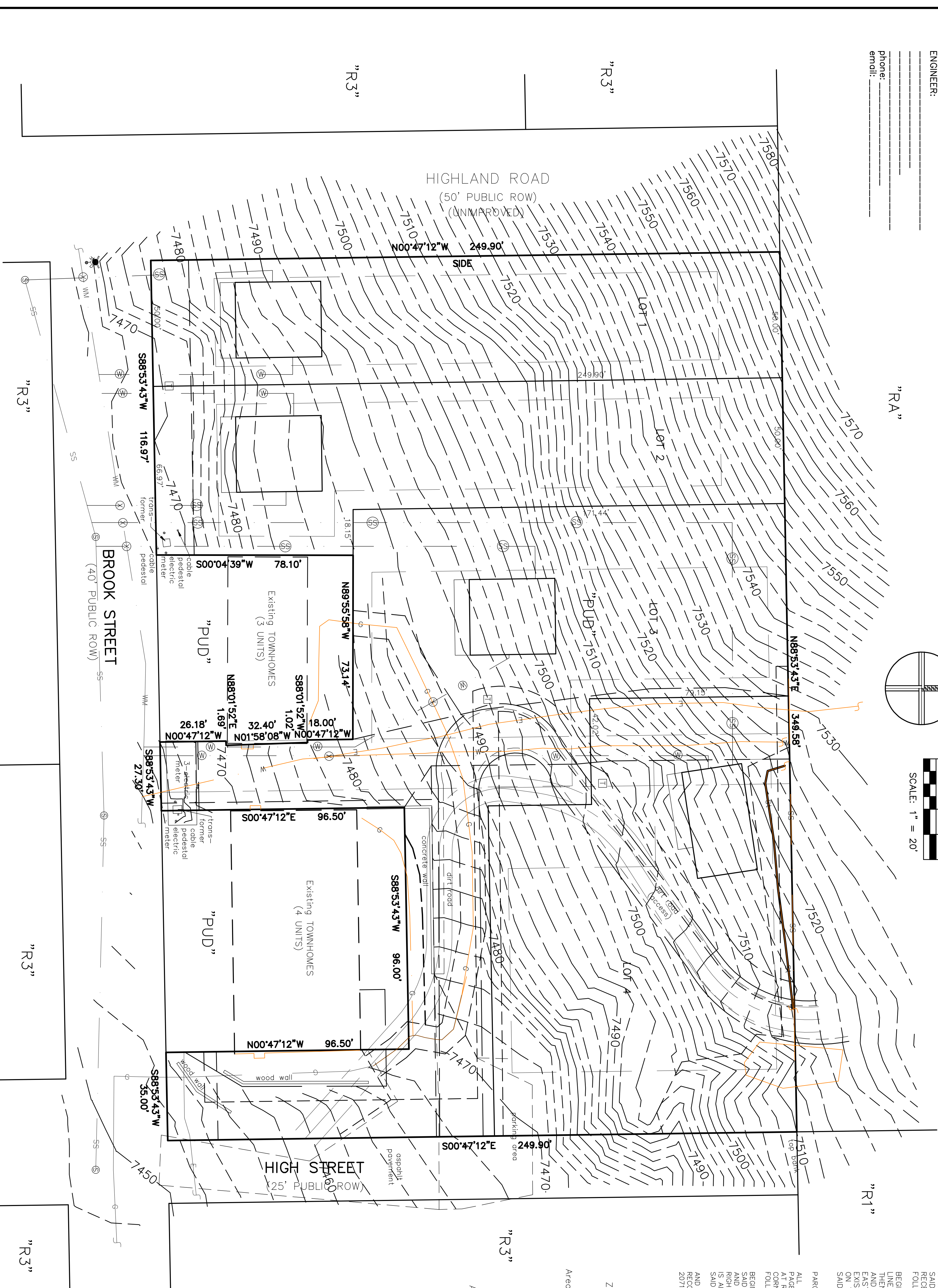
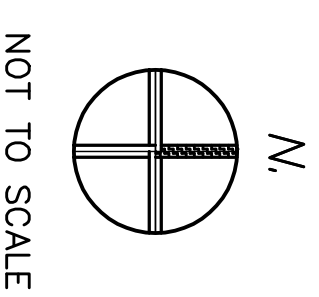
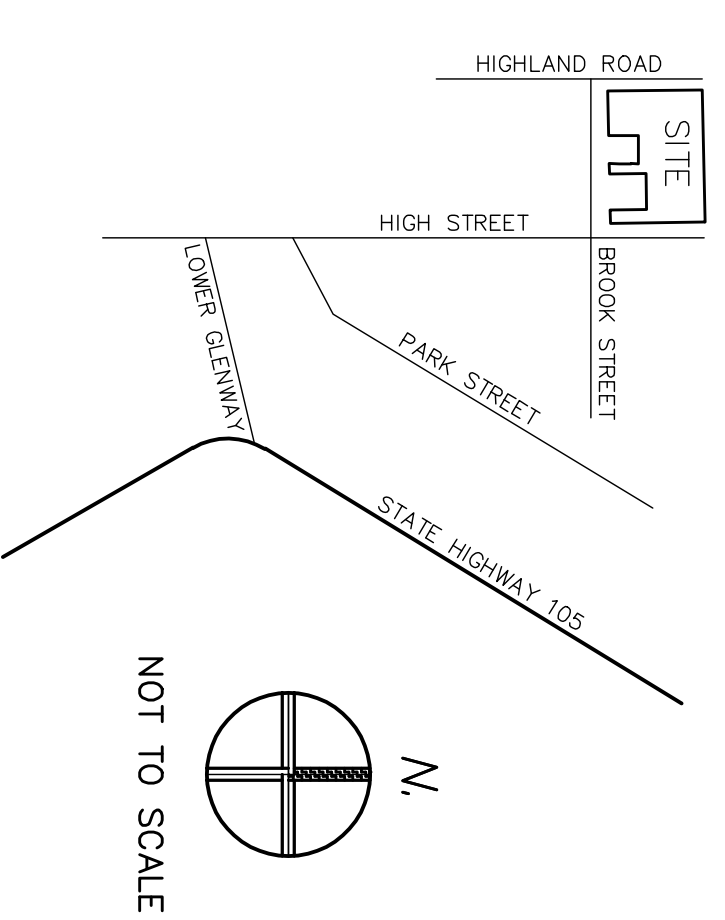
ARCHITECT:
BUCHER DESIGN STUDIO, INC.
BRIAN BUCHER
12325 ORACLE BLVD, SUITE 101
COLORADO SPRINGS, CO 80921
phone: 719-484-0480
email: brian@bucherdesign.com

ENGINEER:

phone: _____
email: _____



SCALE: 1" = 20'



LEGAL DESCRIPTION:

PARCEL A:
A TRACT OF LAND LOCATED IN THE SOUTHEASTERLY CORNER OF Highbrook Subdivision, Palmer Lake, Colorado, SAID SUBDIVISION BEING RECORDED DECEMBER 9, 1986 IN THE CORRECTION PLAT BOOK B-4 AT PAGE 85 AT RECEPTION NO. 1494357 IN THE RECORDS OF EL PASO COUNTY AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT THE SOUTHEAST CORNER OF SAID Highbrook Subdivision, THENCE WESTERLY ALONG THE SOUTHERLY LINE OF SAID SUBDIVISION 96.50 FEET TO THE NORTHERLY RIGHT-OF-WAY OF EXISTING BROOK STREET 35.00 FEET; THENCE NORTHERLY AND PARALLEL WITH THE EASTERLY LINE OF SAID SUBDIVISION, 96.50 FEET; THENCE WESTERLY AND PARALLEL WITH SAID NORTHERLY RIGHT-OF-WAY, 96.00 FEET; THENCE NORTHERLY AND PARALLEL WITH SAID EASTERLY LINE OF SAID SUBDIVISION, 10.00 FEET; THENCE EASTERLY AND PARALLEL WITH SAID EXISTING BROOK STREET 131.00 FEET TO THE EASTERLY LINE OF SAID Highbrook Subdivision, WHICH POINT IS ALSO ON THE WESTERLY RIGHT-OF-WAY LINE OF EXISTING HIGH STREET; THENCE SOUTHERLY ALONG SAID EASTERLY LINE OF SAID SUBDIVISION 106.50 FEET TO THE POINT OF BEGINNING, COUNTY OF EL PASO, STATE OF COLORADO.

PARCEL B:
ALL OF Highbrook Subdivision, PALMER LAKE, EL PASO COUNTY, COLORADO AS RECORDED MAY 9, 1986 IN PLAT BOOK A-4 AT PAGE 96 AT RECEPTION NO. 1382687 AND IN CORRECTION PLAT RECORDED DECEMBER 6, 1986 IN PLAT BOOK B-4 AT PAGE 85 AT RECEPTION NO. 1494357 AND SAID CORRECTION PLAT RECORDED DECEMBER 9, 1986 IN THE RECORDS OF EL PASO COUNTY AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT THE SOUTHEAST CORNER OF SA ID Highbrook Subdivision, THENCE WESTERLY ALONG THE SOUTHERLY LINE OF SAID SUBDIVISION AND ALONG THE NORTHERLY RIGHT-OF-WAY OF EXISTING BROOK STREET 131.00 FEET; THENCE NORTHERLY AND PARALLEL WITH SAID NORTHERLY RIGHT-OF-WAY OF EXISTING BROOK STREET 131.00 FEET TO THE EASTERLY LINE OF SAID Highbrook Subdivision, WHICH POINT IS ALSO ON THE WESTERLY RIGHT-OF-WAY LINE OF EXISTING HIGH STREET; THENCE SOUTHERLY ALONG SAID EASTERLY LINE OF SAID SUBDIVISION, 106.50 FEET TO THE POINT OF BEGINNING.
AND EXCEPT THOSE PORTIONS CONVEYED BY DEED RECORDED AUGUST 28, 2007 AT RECEPTION NO. 207112608 AND DEED RECORDED AUGUST 28, 2007 AT RECEPTION NO. 207112608.

PROPOSED R-3 ZONE
Schedule No. 7105207011 & 7105207012
Zone: PUD – PLANNED UNIT DEVELOPMENT
REQUEST CHANGE TO R-3
MEDIUM DENSITY RESIDENTIAL ZONE

Area of Lot: 72,350 SQ. FT. or 1.6609 ACRES
MIN. Lot size: 5,000 sq ft
Coverage: N/A
MIN. LOT WIDTH: 50' STREET FRONTAGE
Max Building Height: 25'
Front Setback: 25'
Side Setback: 7.5'
Rear Setback: 25'

All Proposed houses have a 2 car garage

PHASE 1: LOTS 1 & 2
PHASE 2: LOTS 3 & 4

SURVEYORS STATEMENT:
I, James P. Brinkman, a registered Professional Land Surveyor in the State of Colorado, do hereby state that the attached SITE PLAN was prepared by me and on the basis of my knowledge, information and belief, is correct.

LEGEND:
 (R1) LOW DENSITY RESIDENTIAL
 (R3) MEDIUM DENSITY RESIDENTIAL
 (RA) RESIDENTIAL AGRICULTURAL
 (PUD) PLANNED UNIT DEVELOPMENT
 E electric service line (toned)
 G gas service line (toned)
 S sewer (toned)
 ST storm (toned)
 W water (toned)
 (WS) private water service line
 (W) private water service line
 (Private Water and Sewer Service Lines to Have Private Easements, created prior to construction, as needed, if crossing outside originating lot); locations shown hereon subject to change at time of SITE PLAN application to build
 (X) indicates utility crossing
 (T) indicates electric Transformer

James P. Brinkman,
Professional Land Surveyor
Colorado PLS 37631

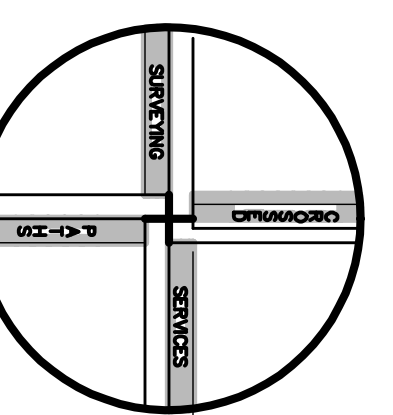
NOTE:
This SITE PLAN does not represent a monumented land survey, and is only intended to depict the improvements to the time of Survey as shown hereon.

no.	date	revisions	by
1	7-30-2025	Town Comments	AEJ
2	8-05-2025	Town Comments-Note 3	JPB
3	8-13-2025	Town Comments	JPB
4	10-29-2025	Core & GMS, Inc comments	JPB

drawing date: July 30, 2025
dwg file: 2505150172.dwg
project no.: 25051501

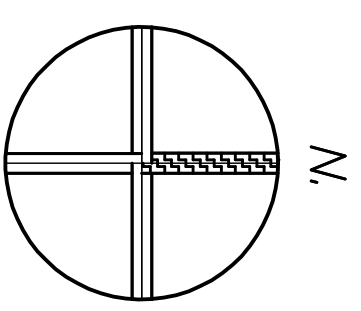
CROSSED PATHS SURVEYING SERVICES, INC.
COLORADO SPRINGS, CO 80908
PHONE: 719-661-2349
EMAIL: jpb@cpssinc.com

SITE PLAN



SITE PLAN – THE Highbrook Subdivision 2

A REPLAT of a portion of THE Highbrook Subdivision,
 Town of Palmer Lake, El Paso County, Colorado, situate in Section 5,
 Township 11 South, Range 67 West, 6th P.M.,



KEY	SLOPE RANGE	TO REMAIN NATURAL
	0 – 15.90 %	NONE
	16 – 19.90 %	50%
	20 – 24.90 %	60%
	25 – 29.90 %	70%
	30% – GREATER	85%



NOTES:

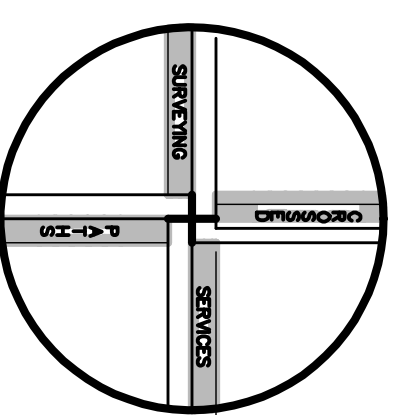
- 1) There are no areas of vegetation that are significant in size or density. There are two medium sized trees (less than 12" dbh) on the property that are not expected to be impacted.
- 2) The only existing drainage is a buried drain pipe and related rip-rap lined ditch, apparently installed by the Town along the Northeast quadrant on this property. There is no known Easement or Use Agreement. There are no permanent stormwater quality control facilities. Recently, the Town emptied the 200,000 Gallon water tank onto this property via the existing drain pipe and ditch, over a 24 hour period. It was apparently absorbed naturally and caused no observed flooding of the Subject or surrounding properties. The owners have been independently studying the incremental time to reattach the pipe to the tank and have determined that it will be replaced with a new pipe to prevent water on site. We will be prepared to present these as they are developed for individual building sites.
- 3) There are no existing or proposed curb cuts, side walks or trails of record. All (4) proposed driveways are to be connected to existing gravel roads or existing service roads. The two driveways off of Brook Street will be connected to Brook Street via asphalt driveways. The two driveways off of High Street will be connected to High Street via the existing dirt access road that has apparently been used by Palmer Lake to service the water treatment facilities for the past 40 plus years.
- 4) Brook Street is a moderately utilized, Town maintained gravel road where no improvements are planned. High Street is a moderately utilized (4 residences & the Town's water department), Town maintained gravel road where no improvements are planned. Highland Road, to the West of the project site, is currently undeveloped— there are no plans for roadway use or improvements associated with this project application.

NOTE:
 This SITE PLAN does not represent a monumented land survey, and is only intended to depict the improvements at the time of Survey as shown hereon.

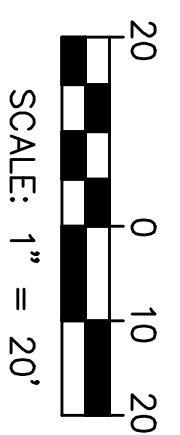
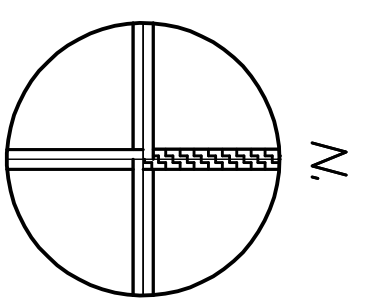
no.	date	revisions	by
4.	10-29-2025	Core & GMS, Inc comments	JPB
3.	8-13-2025	Town Comments-Note 3	JPB
2.	8-05-2025	Town Comments	JPB
1.	7-30-2025	Town Comments	AEL

drawing date: July 30, 2025
 dwg file: 2505150172.dwg
 Project no.: 25051501

SITE PLAN

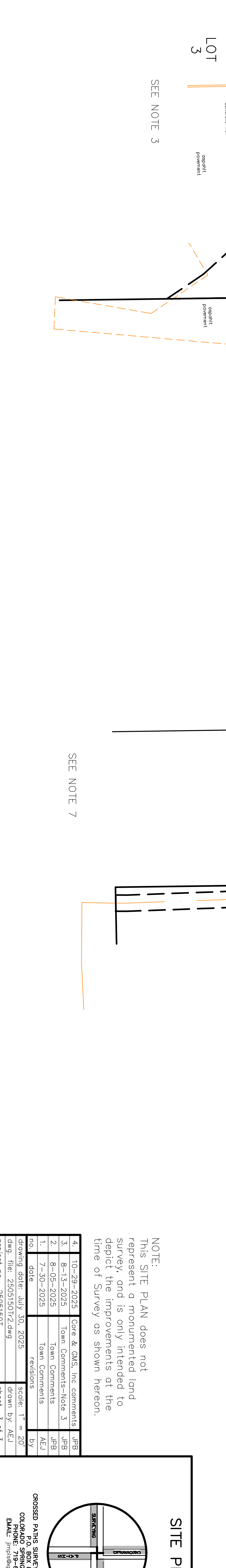
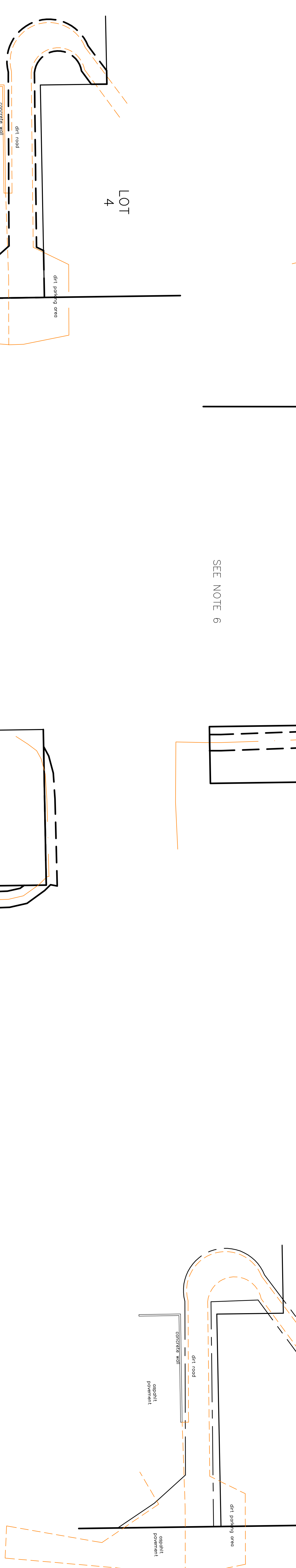
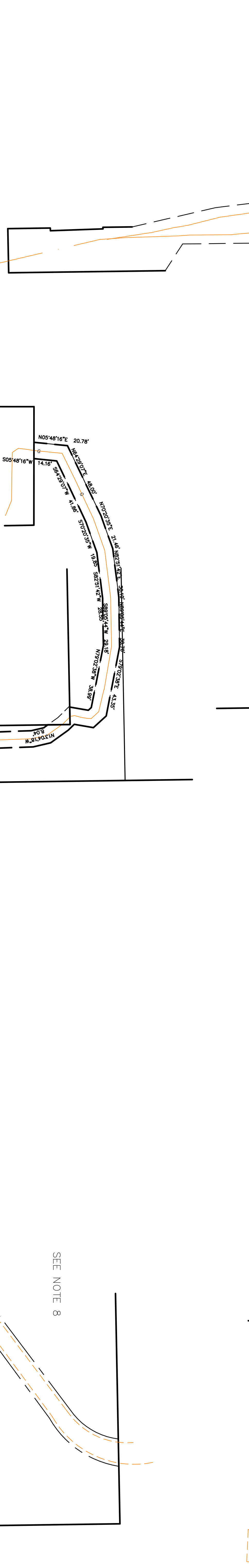
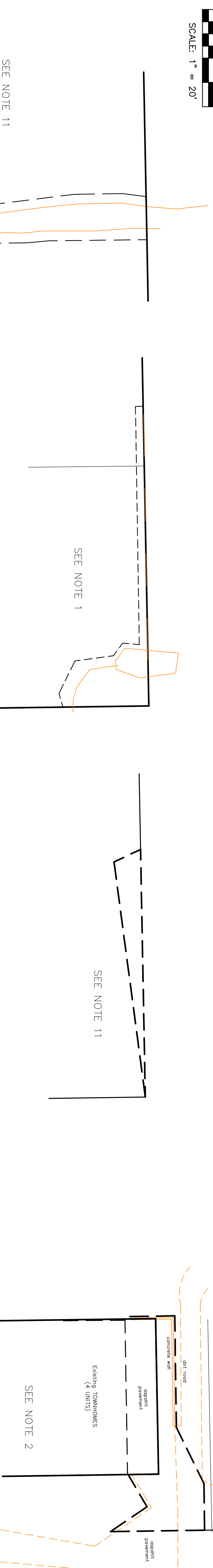


CROSSED PATHS SURVEYING SERVICES, INC.
 COLORADO SPRINGS, CO 80908
 PHONE: 719-661-2349
 EMAIL: jpb@cpssurvc.com



SITE PLAN – THE Highbrook Subdivision 2

A REPLAT of a portion of THE Highbrook Subdivision,
 Town of Palmer Lake, El Paso County, Colorado, situate in Section 5,
 Township 11 South, Range 67 West, 6th P.M.,

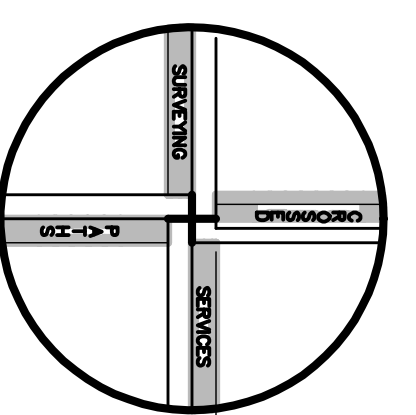


NOTE:
 This SITE PLAN does not represent a monumented land survey, and is only intended to depict the improvements at the time of Survey as shown hereon.

no.	date	revisions	by
4.	10-29-2025	Core & GMS, Inc comments	JPB
3.	8-13-2025	Town Comments-Note 3	JPB
2.	8-05-2025	Town Comments	JPB
1.	7-30-2025	Town Comments	A.E.J

drawing date: July 30, 2025
 dwg. file: 2505150172.dwg
 Project no.: 25051501

SITE PLAN



CROSSED PATHS SURVEYING SERVICES, INC.
 COLORADO SPRINGS, CO 80908
 PHONE: 719-661-2349
 EMAIL: jpb@cpdhhinc.com

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

I, Eliana Hero, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Colorado Springs Gazette, 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 Colorado Springs Gazette; 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 11/14/2025**

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.



Eliana Hero
Sales Center Agent

Subscribed and sworn to me this 11/14/2025, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires December 15, 2025.



Karen Hogan
Notary Public
The Gazette



Document Authentication Number 20224024441-649264

**NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE**
Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, December 3, at 5 pm at the Town Hall, 28 Valley Crescent, Palmer Lake, to Public hearings will be held on an application by Calvin Berstler on behalf of owner Tri Lakes Developers for the proposed Highbrooke rezoning and re-subdivision from PD to R-3 for residential units at 0 Brook Street, northwest of the intersection of Brook Street and High Street. A copy of the complete application is on file at the Town Clerk office at 719-481-2953. /s/ Erica N. Romero, Town Clerk
Published in The Gazette November 14, 2025.

Item 2.



Date: November 26, 2025

To: Glen Smith, Interim Town Administrator, Town of Palmer Lake (TOPL)
Erica Romero, Town Clerk, Town of Palmer Lake
Scott Krob, Town Attorney

CC: Mark Morton, PE, GMS, Inc., Consulting Engineers,
John Chavez, Chavez Consulting Inc., LLC, Stormwater Consultant,
Barb Cole, Founder/Executive Director, Community Matters Institute

From: Town of Palmer Lake Development Review Team (DRT)

Re: Elephant Rock Town-owned and EcoSpa Planned Development Plan Submittal
Completeness Review

Background

The Development Review Team (DRT) conducted a completeness review of the Planned Development Plan submittal for the town-owned Elephant Rock parcels. The Town of Palmer Lake Planned Development Plan (PDP) Checklist was the basis for determining completeness of the submittal. In addition to the checklist, Town of Palmer Lake Resolutions 52-2025 and 58-2025 and attachments were used to evaluate consistency of the submittal with the scope of work approved by the Board of Trustees.

The DRT approached the review with the following understandings:

- The expected Planned Development Plan is for the entire 28 acres (two parcels) owned by the Town of Palmer Lake.
- The Town-owned property was to follow the same regulations as applicable to all other PDP's processed by the Town. No exceptions to the Town Code.
- The PDP was to include the EcoSpa development as part of the PDP (e.g., first phase).
- The southern parcel is not zoned per the assessor's records. There is only PUD zoning for the northernmost property adjacent to Hwy 105.
- There is no recorded PUD as required by Town Code, approvals expired after 3 years.
- A PD Amendment is not possible per adopted land use regulations (see 17.2160 -fka 17.72).

The following documents, provided by Prism Design and Consulting Group, were reviewed:

1. A completed PD checklist
2. One page graphic entitled EcoSpa PD Amendment, Updated October 2025,
3. EcoSpa Site Plan for 3.74 acres- no dimensional requirements are noted, and it references "height per PUD zone or in original PUD zone"- nothing was ever submitted nor recorded per Town research. Dimensional requirements must be established.
4. EcoSpa at Chautauqua Springs Willin's Proposal.
5. EcoSpa Addition/Remodel- Noted as "Final Development Plan (FDP)."

Completeness Review Results

The submittal is not representative of the entire Elephant Rock property. The entire submittal is focused only on the 3.74 acres identified as the EcoSpa area. There was no information provided for the remaining areas of 28-acre property.

Even if the Planning Commission and Board of Trustees were comfortable with allowing the EcoSpa to move forward as a 'first phase', the submittal is not complete. As a phased PD, the other Planning Areas need to be defined, and all required data and text needs to be submitted.

Checklist Requirements

Of the sixteen (16) items listed on the PDP Checklist as "Submittal Requirements," only five items were provided. Most required items were incorrectly identified as "Not Applicable," "unchanged," or "no change," and not provided. Of the thirty-one (31) Drawing Requirements identified in the PDP Checklist, only seven (7) items were provided, for the EcoSpa area and do not contain the information required by the PD ordinance.

Survey

A boundary survey was not provided. All drawings provided are based on a PUD Master Plan for the Salvation Army Camp Elephant Rock, developed in 1986. None of these drawings are scalable and the surveys do not meet Code requirements nor contractual requirements.

Civil Engineering Services

Preparation of Phase 3 Drainage Analysis Plan was not conducted and is required for the entire 28-acre site. A Phase 1 Drainage letter may be acceptable upon development of the Phase 3 Analysis.

At a minimum, a Grading and Erosion Control Plan is required at this point for the EcoSpa project.

A PD exhibit is required for the entire 28-acre site and was not submitted.

The entire Elephant Rock property will exceed greater than one (1) acre of land disturbing activity during the redevelopment of the site. Therefore, the Town's Municipal Separate Storm Sewer System (MS4) permit requirements will apply to the development of the site. Even though the EcoSpa development may disturb less than one (1) acre of land, it is part of a larger plan of development (or sale) that will disturb more than one acre of land. None of the Town's MS4 requirements have been addressed.

CDOT has requested a State Access Permit as noted in an email to the Willians.

Conclusion

The memo serves only as a brief overview of the Elephant Rock property submittal review. For complete descriptions of the issues identified in the DRT review please refer to the Completeness Review Memo provided to the applicant and Planning Commission.

The submittal provided is inadequate, and neither the EcoSpa PDP nor the PDP for the entire town-owned property should be approved at this time. The DRT recommends that the matter be continued until such time as the consultant can provide all the required documentation for approval of the PDP and address the MS4 permit requirements.



Date: Wednesday, November 26, 2025

To: The Palmer Lake Planning Commission
Through: Glen Smith, Interim Town Administrator, Town of Palmer Lake (TOPL)
From: The DRT technical reviewers, Palmer Lake Development Review Team (DRT)
Barb Cole, Consulting Planners, Community Matters Institute
Mark Morton, PE, GMS, Inc., Consulting Engineers,
John Chavez, Chavez Consulting Inc., LLC, Stormwater Consultant

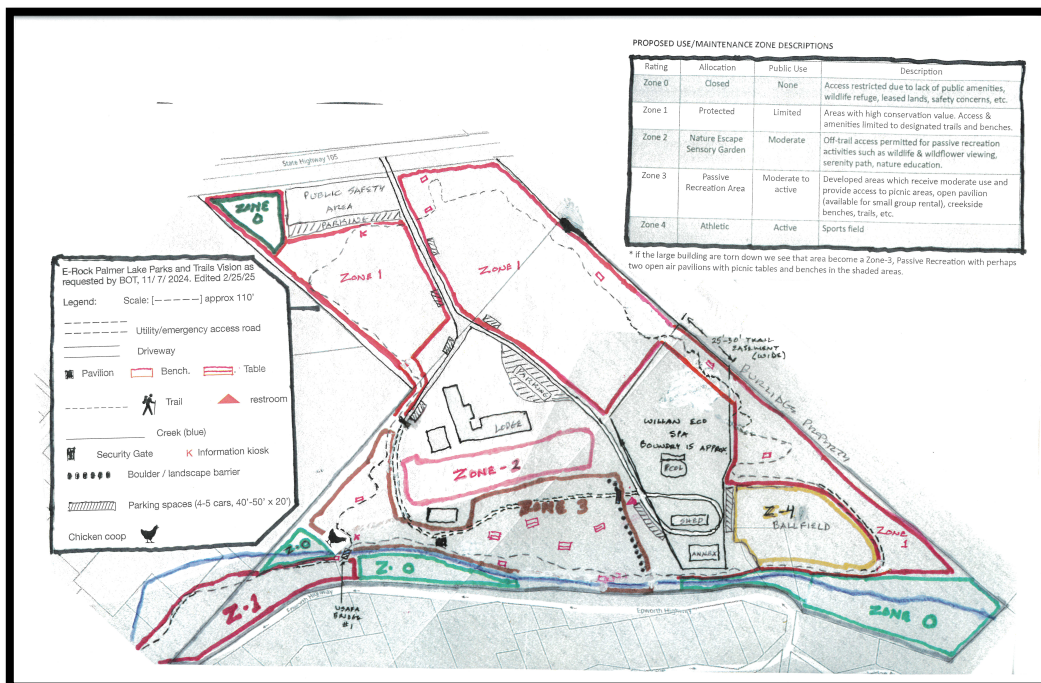
CC: Erica Romero, Town Clerk, Town of Palmer Lake
Scott Krob, Town Attorney

Re: Elephant Rock Town-owned PD and EcoSpa

Overview

This memorandum reviews the completeness of the PDP for the Elephant Rock town-owned property as well as the completeness for the EcoSpa portion of the Planned Development that is scheduled for consideration by the Planning Commission on December 3, 2025.

It is the DRT's understanding that the Interim Town Administrator agreed that the EcoSpa, as one of the Planning areas shown on the draft exhibit prepared by the Elephant Rock Committee





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and Parks Commission, and sent to the DRT by Hutson and Caves, could proceed ahead of the entire PDP only if the entire PDP was submitted and approved at the next scheduled Planning Commission meeting. (September meeting with the Willians, Prism, Interim Town Manager, Town Attorney, and Mark Morton, PE from GMS.)

Per Glen's email to Garry Rohleder, Prism on November 18th, 2025- *"A completeness review will be underway as soon as we are assured that all the deliverables per the contract have been received. At this point, I do not believe we have everything specified in the contract as well as addressing the MS4 issue."*

The DRT has noted that numerous deliverables in the contract between the Town and Prism have not been received.

Lastly, the applicant has stated that many of the required submittals are "not applicable" or "not required" because the property is owned by the Town. The Town Board explicitly determined that the Town-owned property would be subject to the same rules and code requirements that are applicable to any other application

This completeness review is applicable to both a single submission for EcoSpa as a designated Planning Area, as well as the entire PDP Plan. The contract with Prism, dated June 25th, 2025, and passed as a resolution dated July 1, 2025, states as follows, among other deliverables:

"Prism will prepare the PDP/PUD exhibit and development guide, which will include current existing conditions, future development zone uses, improvements, lighting, storm water runoff allocations etc., all per the Town's current approved Code and Regulations."

LIST OF SUBMITTED DOCUMENTS

The applicant provided digital copies of the following documents, with Friday, 11/21/2025, as the date of the files (*many of the submittal items are not dated*). This 'packet' was provided to the Interim Town Administrator, Glen Smith. (the submittal is attached as a separate file).

1. PD checklist- many items not submitted or noted as Not Applicable (NA)- *incorrect, applicant stated they would meet all Code requirements.*
2. One page graphic entitled EcoSpa PD Amendment Updated October 2025-*limited site data that does not meet PD Code requirements.*
3. EcoSpa Site Plan for 3.74 acres (was 2.8 but 3.74 includes addition of parking area)- *no dimensional requirements are noted, and it references "height per PUD zone or in*



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*original PUD zone"- nothing was ever submitted nor recorded per Town research.
Dimensional requirements must be established.*

4. EcoSpa at Chautauqua Springs Willin's Proposal. *Does not meet Code.*
5. EcoSpa Addition/Remodel- Noted as "Final Development Plan (FDP) " *This is the next step after a PD is approved for the entire property. The FDP cannot be approved without a recorded PDP.*

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It is CMI's understanding that the contract with Prism was to include the materials necessary to approve a PD Plan for the entire property. Amy Hutson and Tim Caves confirmed several items:

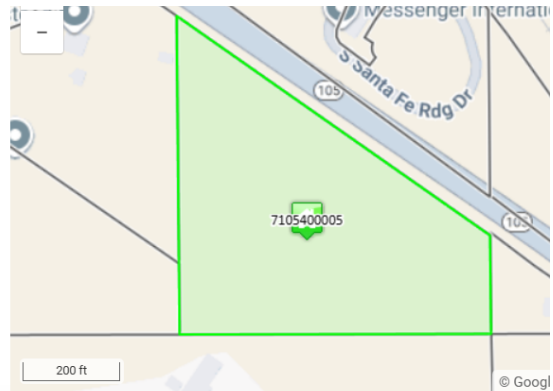
1. The Town-owned property was to follow the same regulations as applicable to all other PD's processed by the Town. No exceptions to the Town Code.
2. This PD cannot be an amendment because there is no recorded PD on file with the El Paso Clerk and Recorder.
 - *"Existing PDs shown on the official zoning map. Planned developments without a planned development plan (PDP) or final development plan (FDP) recorded at the El Paso County Clerk and Records Office are required to initiate a new planned development zoning application."*
 - *"Upon approval of the PDP, the PD shall be given an ordinance number and its geographical area outlined on an overlay sheet constituting part of the official zoning map of the town. This PD designation and ordinance number shall continue until the development schedule in the PDP, or the FDP expires as provided above or is extended, amended, or completed. Upon filing and recording of a PDP, the designation shall stand unless changed, and all documents shall be kept on file for reference."*
3. Furthermore, the property noted as the Salvation Army Elephant Rock Property PUD was never zoned. There is only PUD zoning for the northernmost property adjacent to Hwy 105.



Provided by GMS:



Info on the northern parcel:
No Photo Available



Overview Land Details Buildings Details Sales History

Appeals My Community Comper Deeds

Overview

Owner:	TOWN OF PALMER LAKE
Mailing Address:	PO BOX 977 PALMER LAKE CO 80133
Location:	350 HIGHWAY 105
Tax Status:	Exempt
Zoning:	PUD
Plot No:	



Market & Assessment Details ?

	Market Value	Assessed Value (School)	Asses (Non-S)
Land	\$132,976	\$0	\$0
Improvement	\$0	\$0	\$0
Total	\$132,976	\$0	\$0



Info on the southern parcel:

NO PHOTO AVAILABLE

Overview Land Details Buildings Details Sales History Appeals My Community Comper

Overview		Market & Assessment Details		
Owner:	TOWN OF PALMER LAKE	Market Value	Assessed Value (School)	As (N)
Mailing Address:	PO BOX 977 PALMER LAKE CO 80133	Land	\$533,593	\$0
Location:	350 HIGHWAY 105	Improvement	\$1,278,964	\$0
Tax Status:	Exempt	Total	\$1,812,557	\$0
Zoning:	-			
Plat No:	-			

- The PD Plan was to include a full narrative on the intent of the PD (provided by Hutson and Caves based on work completed by the ER committee), a map of the planning areas as required by Code, and the trail locations as provided by the Parks Commission.
- Glen Smith noted that he was willing to process the Eco-Spa portion of the PD ONLY if the remainder of the PD was completed within 1 month of the Planning Commission’s approval for EcoSpa.

Required Submittal Items- noted for EcoSpa (3.74 acres) and for the Elephant Rock Property (28.4 acres):

- Mineral Notification- required by Statute- this is a simple form
- Project Narrative- Per Code and rezoning requirements, the narrative must address the following: Requirement- The narrative must address how both the EcoSpa and the entire property address the following:

"(1) To encourage a unified approach to planning, design, and development of land that is consistent with the adopted community master plan of the Town, including the goals and objectives, future land use plan, and three-mile annexation plan.

(2) To encourage flexibility, innovation of quality design, and a variety of development types to promote the most suitable and appropriate use of a site.



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- (3) *To facilitate the adequate and efficient provision of streets, utilities, and municipal services.*
 - (4) *To achieve a compatible land use relationship with the surrounding area and existing development.*
 - (5) *To preserve the unique, natural, scenic, historical, and cultural features of a site.*
 - (6) *To encourage energy efficiency and conservation of energy and natural resources.*
 - (7) *To provide for usable open space and recreational areas in new development.*
 - (8) *To permit a developer to propose an overall planned development plan which can be considered as to its merits under a unified development plan that may or may not be developed in phases through the submittal of a final development plan.*
- (c) *The planning commission and the board of trustees shall consider the purposes of this section in approving or denying any requests for a planned development district and in the review of a planned development plan. "*
- Needed for Eco-Spa: The Willian's proposal that was prepared for the lease DOES NOT meet the code requirement. This needs to be a text narrative that demonstrates how the above objectives are achieved. What has been submitted is more appropriate for the Final Development Plan. Please reference the Code (17.2.160 new Code #; previous Code # 17.72- both are available on the Town Website)
 - The project narrative for the entire PD needs to be an expansion of the narrative provided by Hutson and Caves.
 - SEE Sec. 17.2.173 Planned development plan (PDP). The application is incomplete without this information.
- Quantitative Data- NOT SUBMITTED: This is required by Code and by State Statute- this is typically a table of uses and must include the required open space dedication (Code and Statute). The application is incomplete without this information. The Town Code states as follows
 - "a. *Total number and type of dwelling units for residential PDs and the total and type of square footage of each land use within a non-residential PD.*
 - b. *Approximate parcel size.*
 - c. *Proposed lot coverage ratios of buildings and structures.*



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- d. *Proposed gross and net residential densities, and non-residential densities.*
 - e. *Amount of required land dedication (parks, open space, wetlands, trails, recreation sites, etc.).*
 - f. *Water and sewer demand for projected uses.*
 - g. *The proposed maximum height(s) of buildings, setbacks, and related dimensional standards within the PD. "*
- PD Zoning Text -NOT SUBMITTED- PLEASE REVIEW THE CODE. The application for the EcoSpa and for the entire property needs to list and include the following. The application is incomplete without this information. This is what will be used to review any development on the property- in essence, you are creating your own zone district:
 - Principle Uses by Right
 - Accessory Uses
 - Temporary Uses (if any)
 - Conditional Review Uses (if any)
 - Dimensional Standards- Code states: *All dimensional standards shall be established and documented on an approved written and graphic PD plan.*
 - Development and Design Standards
 - Required Open Space description
 - lighting requirements if different than those adopted
 - sign requirements if different than those adopted
 - Any other negotiated zoning attributes
 - For the parcel noted as PUD on the assessor's map but not included in this incomplete submittal, the applicant must show the Highway 105 setback. The PD ordinance adopted in December of 2024 remains as follows:
 - **17.2.166 Buffering, screening and setbacks.**
Uses, buildings, or structures on the perimeter of the PD district shall be set back, arranged, and adequately buffered and/or screened to ensure their appearance and use will be compatible with adjacent land uses. Building and structure setbacks along the perimeter of the PD zone district shall be a minimum of 25 feet. Building setbacks shall be a minimum of 200 feet along the frontage of State Highway 105 and Spruce Mountain Road.
- (Ord. No. 14-2024, § 1(Exh. B), 12-12-2024)



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- Open Space Description: PDs require open space dedication. If submitted as an entire PD, this requirement can be met but the designated open space must be clearly marked on the required graphic exhibit. (See 17.2.169 Open space requirements.)
- Water and Sewer demand is required for both the EcoSpa parcel and the remainder of the property. INCOMPLETE
- TRAFFIC IMPACT ANALYSIS- Prism indicates unchanged per CDOT- this is inconsistent with information provided to the property owner by CDOT and copied to the Interim Town Administrator. CDOT states an access permit is required.
- Required Graphic Plan: The Code states that a graphic plan is required with the following information: INCOMPLETE
 - Graphic documents. Supporting maps, plans, and drawings that portray the basic concepts proposed in the application. The documents shall include, at a minimum, the following information.
 - a. A vicinity map at a legible scale. *VICINITY MAP STATES "NO SCALE."*
 - b. The existing site conditions including topographic contours and watercourses, floodplains (i.e., 100-year), wetlands, wildlife habitat and corridors, unique natural features, and vegetation cover. NOT PROVIDED
 - c. Proposed subdivision boundary lines and site designs in specific or prototypical form. The general location of all existing buildings and improvements. Preliminary architectural standards, elevations, and planned construction materials of proposed buildings and structures. PROVIDED
 - d. General location and size in acres or square feet of areas to be conveyed, dedicated, or reserved as common and private open spaces, public open spaces or parks, recreational areas, school sites, and similar public and quasi-public uses and any proposed fees in-lieu of land dedication, or combination thereof. NOT PROVIDED
 - e. Existing and proposed circulation system of arterial and collector-type streets and major points of access to public rights-of-way for vehicle, pedestrian, and bicycle traffic. Notations of proposed ownership, public or private, shall be included. The locations of local streets may be required at the discretion of the planning commission. EXISTING ROADS SHOWN, EXISTING ACCESS TO HWY 105 SHOWN, NO INDICATION OF OWNERSHIP, see below.
 - f. A generalized grading plan for streets requiring substantial cuts and fills. NOT PROVIDED.
 - g. Description and lot layout showing how 17.3. 610 Slope and stormwater quality control requirements impact site development. NOT PROVIDED.



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- h. The proposed concept and general off-site connection methods for utility service including sanitary sewers, storm sewers, water, electric, gas, cable, and telephone lines. NOT PROVIDED.
- i. Preliminary drainage plan for the entire project indicating proposed on-site facilities and treatment and abatement of drainage to adjoining properties. NOT PROVIDED.
- j. A preliminary lighting plan. NOT PROVIDED.
- k. Additional information. The planning commission may require additional information from the applicant to evaluate the character and impact of the proposed PD on the town, including not limited to fiscal impacts, traffic, wildlife, environmental impact etc. over the period of the generalized development schedule. NOT PROVIDED.

Findings pursuant to PLANNED DEVELOPMENT PLAN (Sec. 17.2.160 Planned Development- new code # but old Code references are listed for ease of reference)

THE APPLICATION IS NOT COMPLETE AND SHOULD NOT MOVE FORWARD UNTIL ALL CODE REQUIREMENTS ARE MET.

Applicant's Submitted Checklist Summary

- General application form – NO
 - Application form for type of application – yes
- Application fees, cost reimbursement agreement (Not applicable, see Quote and Contract with Prism dated June 25th and July 1st.)
- Planned Development Plan (17.72.140) application notes ECOSPA P.D. Amendment
 - *This cannot be an amendment because the southern parcel of the property is not zoned. The Elephant Rock Property consists of two parcels, the northernmost parcel is noted as PUD in the Assessor's records, but none of the required recorded documents nor an ordinance zoning PUD exist. No development plan, neither a Planned Development Plan nor a Final Development Plan, was ever submitted.*
 - *The following code provisions have applied to all PDs and PUDs starting with the submittal of the Elephant Rock Villas property in 2023.*



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Sec. 17.1.90 Expiration of Land Use Approvals.

(a) Approval by the Board of Trustees of any Planned Development District PD plan, Final PD development plan (FDP), subdivision plat, conditional review use, site plan, or any other land use approval that does not constitute an amendment to the Official Zoning Map shall remain in effect for three (3) years unless a longer vesting period is granted by the Board of Trustees.

Sec. 17.2.162 Effective date and establishment of a planned development district (PD).

Existing PDs shown on the official zoning map. Planned developments without a planned development plan (PDP) or final development plan (FDP) recorded at the El Paso County Clerk and Recorder's Office are required to initiate a new planned development zoning application.

REQUIREMENTS PER PD CHECKLIST

- Legal description of the total site – NO
- Proof of ownership – no. Show on the site plan the full boundary and acreage for each of Parcel 1 and Parcel 2 and EcoSpa- GMS to check the survey as required by the Contract; the applicant has submitted the old PUD that is not to scale.
- Proposed development description - NO
- Design standards -NO
- Open space description – NO
- Development schedule – NO
- Quantitative data
 - Number and type of dwelling units – no. Will this be applicable in later stages?
 - Approximate parcel size – NO
 - Gross and net residential densities – N/A
 - Amount of required land dedication – NO
 - Water demand – NO
 - Sewer demand – NO
 - Proposed maximum height(s) and related dimensional standards – NO
 - Letter from school district – no.
 - Graphic documents
 - Vicinity map at legible scale NO- INDICATES NO SCALE
 - Existing site conditions
 - Topographic contours – NO
 - Watercourses – NO



- Floodplains (i.e., 100-year) – NO
- Wetlands – NO
- Wildlife habitat and corridors NO
- Unique natural features NO
- Vegetation cover – NO -Indicate type of vegetation for areas outside of the tree-covered area.
- Subdivision lines and design information
 - Subdivision boundary lines NO
 - Site designs in specific or prototypical form – FDP shows EcoSpa
 - General location of all existing buildings and improvements - NO
 - Preliminary architectural standards - NO
 - Elevations – yes for EcoSpa
 - Planned construction materials of buildings and structures –??
 - Open space – NO
 - General location and size in square feet of open space and public use land – NO
 - Any proposed fees-in-lieu – no*.
- Circulation – The Traffic Impact Study - NO
 - Proposed arterial and collector-type streets – NO
 - Major points of access:
 - Vehicle – yes.
 - Pedestrian – NO
 - Bicycle – NO
 - Notations of proposed ownership (public or private)-NO
 - Location of local streets – Note: Planning Commission may require this information.
- Generalized grading plan for streets requiring substantial cuts and fills – NO
- Utilities
 - General off-site connection methods for:
 - Sanitary sewers – no.
 - Storm sewers – no
 - Water – no.
 - Electric – no.
 - Gas – no.



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- Cable – no.
- Telephone lines – no.
- Description and lot layout showing how chapter 17.68, Hillside Overlay District, and stormwater quality control requirements impact site development – no.
- Drainage
 - Preliminary drainage plan - NO
 - On-site facilities – NO
- Preliminary lighting plan – NO
- Additional information – Note: Planning Commission may require additional information.

GMS Consulting Engineers

1. Additional comments are provided below, some of which may address similar topics as described above. Comments on a similar topic shall not negate one another, each comment shall be treated as a separate topic.
2. The submittal appears to have been prepared as an amendment to an existing PUD. However, according to the El Paso County Assessor information, the parcel in which the improvements are proposed (parcel no. 710800016) does not have any zoning designation assigned to it. Therefore, it does not appear that the submittal can be processed as an amendment to an existing PUD if the existing PUD is not existing/recorded.
3. Certain parts of the submittal are missing, which may reflect the opinions stated in the Prism contracted scope of work where it was suggested that the Town use its ability to exempt itself from the need for certain documents or actions since it owns the property. It is the DRT's understanding from the Board of Trustees that the Town partake fully in the PD process and adhere to the current Municipal Code requirements for the PD process.
4. Regarding the checklist form completed and included in the submittal package, the following is noted:
 - a. Section 1 – Submittal Requirements
 - i. Project narrative: the form indicates it is attached, but a narrative does not appear to be included. A separate page stating an estimate and timeline for the proposed Eco Spa development was included, and various notes and data tables provide pieces of information on the



- proposed development. However, these items do not appear to fulfill the written project narrative requirements for description of the proposed development, quantitative data for the project, PD zoning text for uses and standards, nor description of open space.
- ii. Water and sewer demand: the checklist indicates this information is not applicable. However, this information must be provided, and as stated in the checklist form, provided for the entire PD.
 - iii. Traffic impact analysis: The form indicates this is unchanged per CDOT. CDOT has stated a State Access Permit is required. Traffic analysis information must be provided to CDOT their review and determination of the necessary improvements. With this proposed PD being a change in use, CDOT requires an access permit and a complete traffic analysis which may result in improvements to the property's access point from Highway 105.
 - iv. Development schedule, supporting maps, plans, and drawings, water resources report, master utility plan, sanitary sewer will serve letter, and the preliminary drainage plan are all indicated on the form as not applicable or no changes. However, this information is required, and no data or information has been provided as a basis for each of these individual items.
- b. Section 2 – Drawing Requirements: several items do not appear to be provided on the submittal drawings. All submittals must be scalable. These include, but are not necessarily limited to, the following.
- i. Abutting subdivision or parcel owners
 - ii. The general size and location of proposed public lands and dedicated common open space
 - iii. Setbacks graphically shown on drawings with references to actual building setback dimensions
 - iv. Survey data for the proposed development and entire PD with appropriate notations for existing and proposed property corners, as well as all necessary references to recorded survey monumentation.
 - v. Preliminary landscape plan
 - vi. Proposed grading plan
 - vii. Slope, grading, and disturbance area requirements in accordance with current code section 17.3.610 (previous code section 17.68)



Community
Matters Institute

GMS
INC

CONSULTING
ENGINEERS



Chavez Consulting Inc., LLC
Your key to stormwater compliance!

- viii. Stormwater quality control requirements in accordance with current code section 17.3.610 (previous code section 17.68)
- ix. Areas sloping 15% or greater
- x. Preliminary drainage plan for the entire project
- xi. Traffic circulation and access plans
- xii. Existing and proposed right-of-way, access easements, utility easements and drainage easements
- xiii. Existing and proposed circulation system for vehicles and pedestrians within and adjacent to the property
- xiv. Proposed concept for utility services
- xv. Preliminary lighting plan
- xvi. Maintenance provisions and plan

Chavez Consulting

1. The redevelopment of the Elephant Rock property began in August of 2024 with the demolition of the old camp structures. The land disturbance associated with the demolition was less than one (1) acre in size. However, future development of the site will ultimately result in greater than one (1) acre of land disturbing activity. As such the site is an applicable development site as defined by the Town of Palmer Lake Municipal Separate Storm Sewer System (MS4) Permit. All
2. In addition to the items mentioned above, there are a few MS4 Permit required documents that will need to be completed by all future developers of the Elephant Rock property. The following two MS4 applicability documents are required to be submitted prior to any construction activity on-site.
3. ToPL MS4 Applicability Evaluation Form
4. ToPL MS4 Post Construction Stormwater Management Applicability Evaluation Form
5. The grading and erosion control plan required above must be developed in accordance with the Town of Palmer Lake Grading and Erosion Control Plan Checklist. In addition to the grading and erosion control plan a stormwater management plan will also be required. The stormwater management plan must be developed in accordance with the Town of Palmer Lake Stormwater Management Plan Checklist. The checklist must be submitted with the corresponding plan.
6. Post-construction stormwater management will be required for the redevelopment of the 28-acre site. The creation of parking areas and other impervious areas will trigger the requirement to construct a permanent stormwater quality control structure.



Planned Development Plan Checklist

form date: 3-27-25

Notes:

- Please Refer to Chapter 17.72 Planned Development in Title 17-Zoning for the full regulations.
- A property ‘can only be zoned PD when no district in this Code, and no combination of districts can be used to approve a new development that provides substantial additional benefits to the town that would not otherwise be required by this Code, nor is it intended to be used to approve variations from the standards and criteria in this Code. Since the planned development accommodates innovative patterns of development, development standards, dimensional requirements, and permitted uses are negotiated and shall be allowed as set forth in the planned development plan (PDP) and final development plan (FDP). Significant additional benefits to the town must be demonstrated. This chapter is to implement the provisions of the Planned Unit Development Act of 1972 (C.R.S. § 24-67-101 et seq.) as amended.’
- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, the required payment of fees are received, and the cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.

1. SUBMITTAL REQUIREMENTS	
	This checklist, with items checked off
	30-day requirement signed waiver
	Mineral rights notification Town Owned
	Project narrative: Attached
	<ul style="list-style-type: none"> • Description of the proposed development -see 17.72.140 (3) Attached
	<ul style="list-style-type: none"> • Quantitative data for the project (see 17.72.140 (7) and also see 17.72.090 Density) Attached
	<ul style="list-style-type: none"> • PD zoning text (see 17.72.010) including principle uses, accessory uses, acreage of planning area(s), dimensional standards, development standards, design standards, open space description, lighting, drainage, and other negotiated zoning attributes Attached
	<ul style="list-style-type: none"> • Description of open space, including accessibility and allowed uses
	Water and sewer demand for the entire PD n/a
	Traffic impact analysis Unchanged per CDOT

SUBMITTAL REQUIREMENTS	
	Development schedule and submission of subdivision application if applying for concurrent review. N/A
	Supporting maps, plans, and drawings (see drawing requirements below) Attached
	Water resources report N/A
	Master utility plan, including proposed general off-site connection methods for both deep and shallow utilities No Changes
	Sanitary Sewer will serve letter No Changes
	Preliminary drainage plan No Changes
	If there are any residential units, a letter from the school district N/A

2. DRAWING REQUIREMENTS	
	See Basic Drawing requirements form
	Additional PDP requirements: Attached
	<ul style="list-style-type: none"> • Phasing schedule, if phased
	<ul style="list-style-type: none"> • Ownership configuration

ALL ITEMS BELOW ARE ATTACHED or NOT APPLICABLE IN THIS SUBMITTAL

DRAWING REQUIREMENTS	
✓	Project Table: acreage, permitted uses, zoning, site coverages, density, parking, percent of open space, setbacks and other statistics
✗	Type of residents expected, if any
✓	Abutting subdivisions or parcel owners; include required setbacks – 200 ft. from Highway 105 and building setback of 25 ft. from the perimeter of the district (see 17.72.080)
✓	General size and location of proposed public lands and common open space
✓	Layout of lots, blocks, and streets
✓	Proposed parks, trails, open space, recreation
✓	Landforms and topographic character
✓	Site conditions
	2' contour interval, 10' if slope is 30% or greater, contours to extend 100' beyond property lines
	Preliminary landscape plan No Change
	Natural features No Change
	Provisions to protect or incorporate natural features No Change
	A generalized grading plan; include streets that require cut and fill No Change
	Slope, grading, disturbance area, and erosion per section 17.68 showing how stormwater quality control requirements can be met
✓	Areas sloping 15% or greater
✓	Watercourses and floodplain
	Preliminary drainage plan for the entire project
	Footprint of structures and buildings to remain
	Proposed subdivision boundary lines and site design in specific or prototypical form
	Traffic circulation and access plans showing ROW or access easement, and pavement widths
	Parking areas: type of surface and if enclosed
	Flood certification, if any
	100-year floodplain
	Existing and proposed circulation system, within and adjacent to the property. (see 17.72.140 (9) (e))

DRAWING REQUIREMENTS	
	Proposed concept and general off-site connections for utility services Not
	Preliminary lighting plan Applicable as
	Preliminary landscape plan no changes
	Maintenance Provisions and Plan (see 17.72.080) planned
	Such other additional information the PC or the BOT may require

REVIEW PROCESS	
<p>The following is a general description of the steps involved in processing an application. NOTE: PC means Planning Commission, BOT means Board of Trustees.</p>	
Step 1: Application submittal	Applicant submits complete application 30 days prior to Planning Commission meeting
Step 2: Application completeness	Town staff reviews the application for completeness and notifies the applicant of any deficiencies. Applicant addresses deficiencies and updates submittal.
Step 3: Certification of completeness	The project will not be scheduled for PC's review until all required information has been confirmed, at which point Town staff provides a completeness certification.
Step 4: Refer application to parties of interest	This is a 30-day process for referral agencies to respond.
Step 5: Staff and DRT review	Staff and DRT review the applications and sends comments to the applicant.
Step 6: Applicant revisions	Applicant addresses comments received and submits any revisions
Step 7: Staff review and memo	Staff reviews any revisions and prepares memo to Planning Commission

Not Applicable, No Significant Changes

Step 8: PC hearing date and notice	Town publishes notice and prepares sign(s); post sign(s) and applicant mails to
REVIEW PROCESS continued	
	property owners within 300 feet from the boundary of the property
Step 9: PC public hearing and recommendation	Planning Commission recommends approval, approval with conditions, denial, or continues the hearing for 30 days.
Step 10: Final revisions	Applicant addresses PC comments and submits documents for BOT hearing
Step 11: Final Staff review and report to BOT	Staff reviews submitted documents and prepares memo to BOT
Step 12: BOT public hearing , and recording if approved	BOT adopts resolution of its decision. If approved, PDP documents are recorded with El Paso County Clerk and Recorder.
Step 13: FDP application	Final PD application must be submitted within one year of approval.
Step 14: PDP expiration	Following notice at a public hearing, BOT may terminate the PDP if the FDP application is not made within a year or an extension is granted.
PDP Minor Amendment (see step 10)	Minor amendments are processed by Town Administrator and DRT.
PDP Major Amendments (see step 11)	See list of Major Amendments. Major amendments are subject to the same review process as the original application.

SUMMARY OF CRITERIA FOR APPROVAL
See Section 17.72.50 Conditions and Standards
See Section 17.070 Buffering, Screening and setbacks
Open Space Requirements must be satisfied (see 17.72.100)

Maintenance provisions and plan must be approved by BOT after PC review (see 17.72.080)
See Section 17.72.020 Effective Date and establishment of a Planned Development District

For Office Use Only:

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____

El Paso County Clerk and Recorder

Reception no. or Book & Page _____

Reception date _____

Amendment recorded:

Reception no. or Book & Page _____

Reception date _____

ECO SPA AT CHAUTAUQUA SPRINGS - WILLAN'S PROPOSAL - ESTIMATE & TIMELINE FOR RENOVATION & CONSTRUCT

Item 3.

BUILDING / USAGE	FORMERLY	PHASES	PVT OR TPL COMM USE	EST. COST / SOURCES	TIMELINE	
ECO SPA	OLD POOL	PHASE 1: RENOVATION & CONSTRUCTION AS OUTLINED IN PLAN & MODEL PROVIDED, INC. PARKING.	THIS WILL BE A FOR PROFIT BUSINESS, SPECIAL RATES FOR TPL RESIDENTS	PHASE 1: \$1.5M FUNDED BY WILLANS & INVESTORS	APPROXIMATELY ONE YEAR FROM AGREEMENT OF LAND PURCHASE	
<i>Year round full service spa</i>						
<i>Therapies, Aqua Classes</i>		PHASE 2: EXPANSION			PHASE 2: \$1M FUNDED BY PHASE 1 REVENUE	PHASE 2 EXPANSION DEPENDING ON SUCCESS OF SPA, ADDITIONAL MASSAGE ROOMS ETC.
<i>Yoga, Watsu,</i>						
<i>Juice Bar, Café</i>						
AMPITHEATRE	AMPITHEATRE	PHASE 1: DEMO & RECONSTRUCTION OF STAGE & BENCHES	PART OF ECO SPA, WITH FREE USE GRANTED TO TPL WHEN AVAILABLE	PHASE 1: \$50K FUNDED BY WILLANS	SAME AS ECO SPA (SEE ABOVE)	
<i>Plays, Storytelling</i>						
<i>Natural Local History</i>		PHASE 2: EXTENSION OF SEATING				PHASE 2: \$10K FUNDED BY PHASE 1 REVENUE
<i>Movie Nights</i>						
<i>Acoustic Music Performances</i>						
<i>Star Gazing / Education</i>						
INDOOR EVENT CENTER	BASKETBALL CT.	PHASE 1: DESIGN & BUILD UNISEX / ADA RESTROOM ON-SITE OF EXISTING STORAGE ROOM & CATERING KITCHENETTE	PART OF ECO SPA, WITH FREE USE GRANTED TO TPL WHEN AVAILABLE	PHASE 1: \$45K FUNDED BY THE WILLANS	PHASE 1: SOFT OPEN JUNE 2023, GRAND OPENING JULY 4TH, 2023	
<i>Community Classes</i>						
<i>Yoga, Tai Chi, Jiu-Jitsu</i>		PHASE 2: CLAD EXTERIOR IN CEDAR AS PER DESIGN & ADD PERGOLA OVER BBQ AREA, OUTDOOR SEATING			PHASE 2: \$100K FROM PHASE 1 REVENUE	PHASE 2: PROJECTION 2024
<i>Community Dances, Classes</i>						
<i>Arts & Crafts Classes</i>						
<i>Exhibitions & Related Gatherings</i>						
<i>Local youth group meetings</i>						
<i>Wine & Food Tastings</i>						

ECO-SPA P.D. AMENDMENT

AN AMENDMENT TO THE SALVATION ARMY CAMP ELEPHANT ROCK P.U.D. MASTER PLAN AND AN AMENDMENT TO THE "LIVING WORD CHAPEL AMENDMENT" LYING IN THE SE1/4 OF SECTION 5 and THE NE1/4 OF SECTION 8 TOWNSHIP 11 SOUTH, RANGE 67 WEST of the 6th. P.M., TOWN OF PALMER LAKE, COUNTY OF ELPASO, STATE OF COLORADO

ECO-SPA SITE DATA

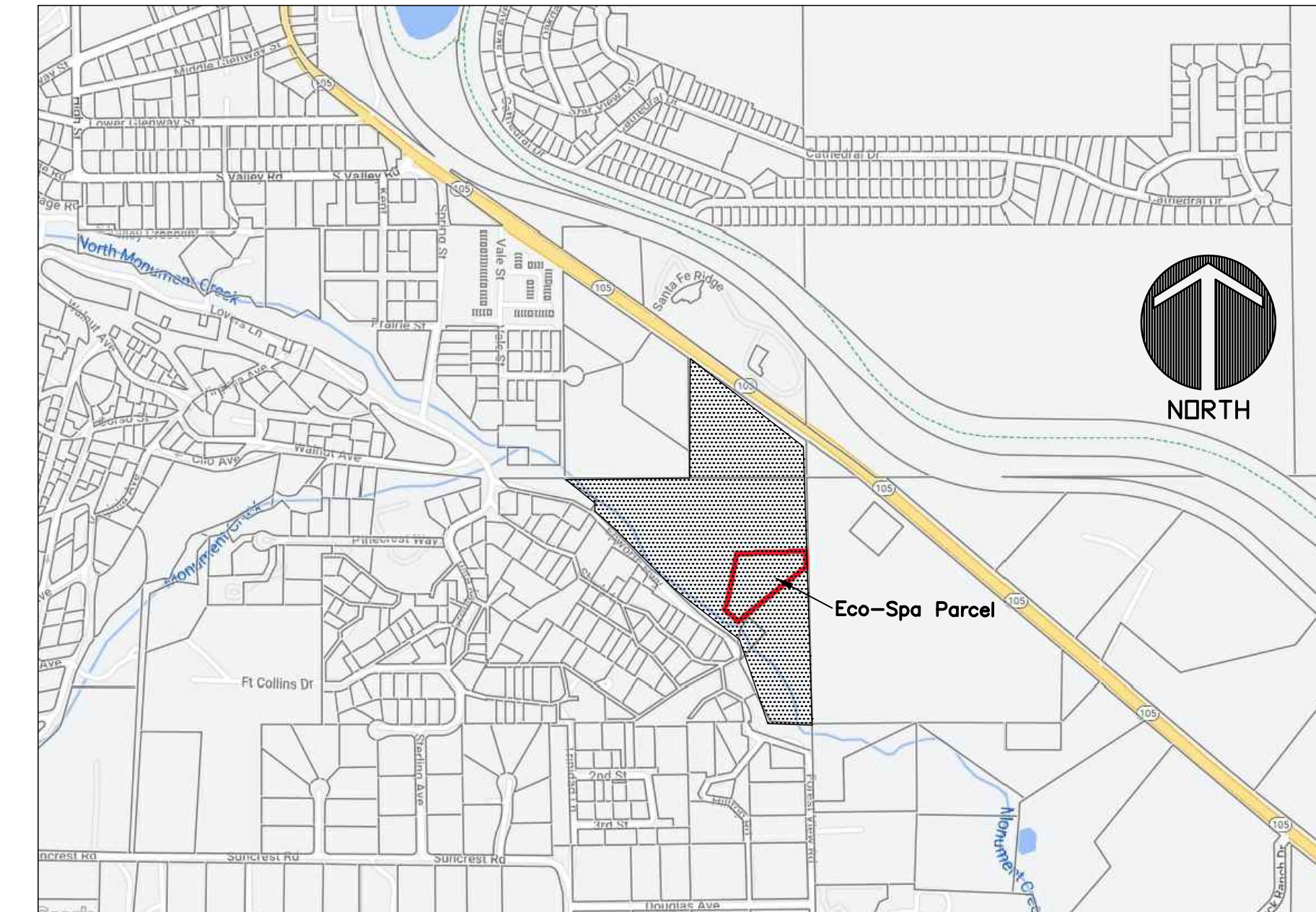
SPECIFIC USES : SPA THERAPY AND OTHER ASSOCIATED SPA EXPERIENCES

ACCESS : EXISTING GRAVEL ROADWAY AS DEPICTED FROM HIGHWAY 105, AND THIS ACCESS IS SHARED WITH THE OTHER USES ON THE SITE.

PARKING : 5 A.D.A. COMPLIANT HANDICAP PARKING SPACES, AND 54 (min.) STD. PARKING SPACES TO ACCOMMODATE VISITORS

SITE IMPROVEMENTS ARE LIMITED, AS THE EXISTING STRUCTURE(S) ARE ONLY BEING RENOVATED, UPGRADED AND MODERNIZED FOR THE NEW SPA. IMPROVED PARKING LOT TO REMAIN GRAVEL WITH STOP BLOCKS

MINIMUM BUILDING SETBACKS ARE 7 FEET FROM ALL PARCEL SIDES. MAXIMUM BUILDING HEIGHT IS 34 FEET.



VICINITY MAP
NO SCALE

ECO-SPA SITE INFORMATION

LOCATION : PART OF THE ORIGINAL P.U.D. MASTER PLAN FOR SALVATION ARMY CAMP ELEPHANT ROCK IN THE NORTHEAST QUARTER OF SECTION 8, T.11 S., R.67 W OF THE 6TH P.M.

USE : SPA THERAPY AND OTHER ASSOCIATED SPA EXPERIENCES ON 3.74 ACRES, PART OF ORIGINAL MASTER P.U.D.

PLANNING COMMISSION APPROVAL CERTIFICATE

THIS AMENDMENT TO P.U.D. MASTER PLAN WAS RECOMMENDED FOR APPROVAL BY THE TOWN OF PALMER LAKE PLANNING COMMISSION ON ____ DAY OF _____, 20____

SIGNED BY CHAIRPERSON _____ ATTEST BY _____ DATE _____

BOARD OF TRUSTEES APPROVAL CERTIFICATE

THIS AMENDMENT TO P.U.D. MASTER PLAN IS APPROVED BY THE TOWN OF PALMER LAKE, BOARD OF TRUSTEES, THIS ____ DAY OF _____, 20____ AD, FOR THE FILING WITH THE CLERK AND RECORDER, AND FOR ACCEPTANCE BY THE TOWN FOR ANY USES SHOWN HEREON

SIGNED BY MAYOR _____ ATTEST BY _____ DATE _____

CLERK and RECORDER CERTIFICATE

COUNTY OF EL PASO }
STATE OF COLORADO }

I HEREBY CERTIFY THIS PLAT WAS FILED FOR THE RECORD ON THE ____ DAY OF _____, 20____ AT ____AM/PM AND DULY RECORDED AT RECEPTION NUMBER _____

CLERK OR DEPUTY _____

PREPARED BY:



DATE : JANUARY 2024
J.N. P22-028

REVISIONS : Updated Oct. 2025

ECO-SPA P.D. AMENDMENT

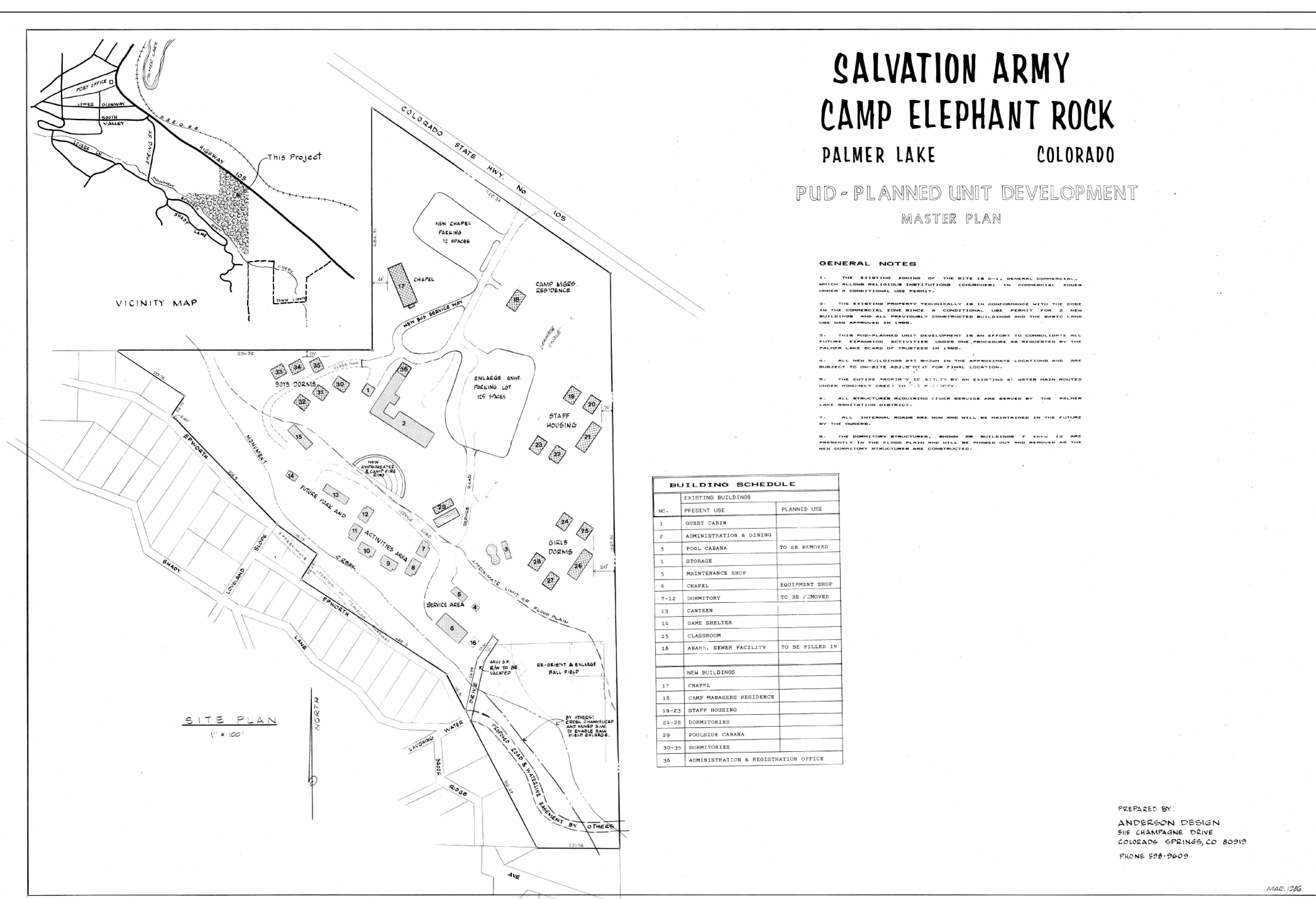


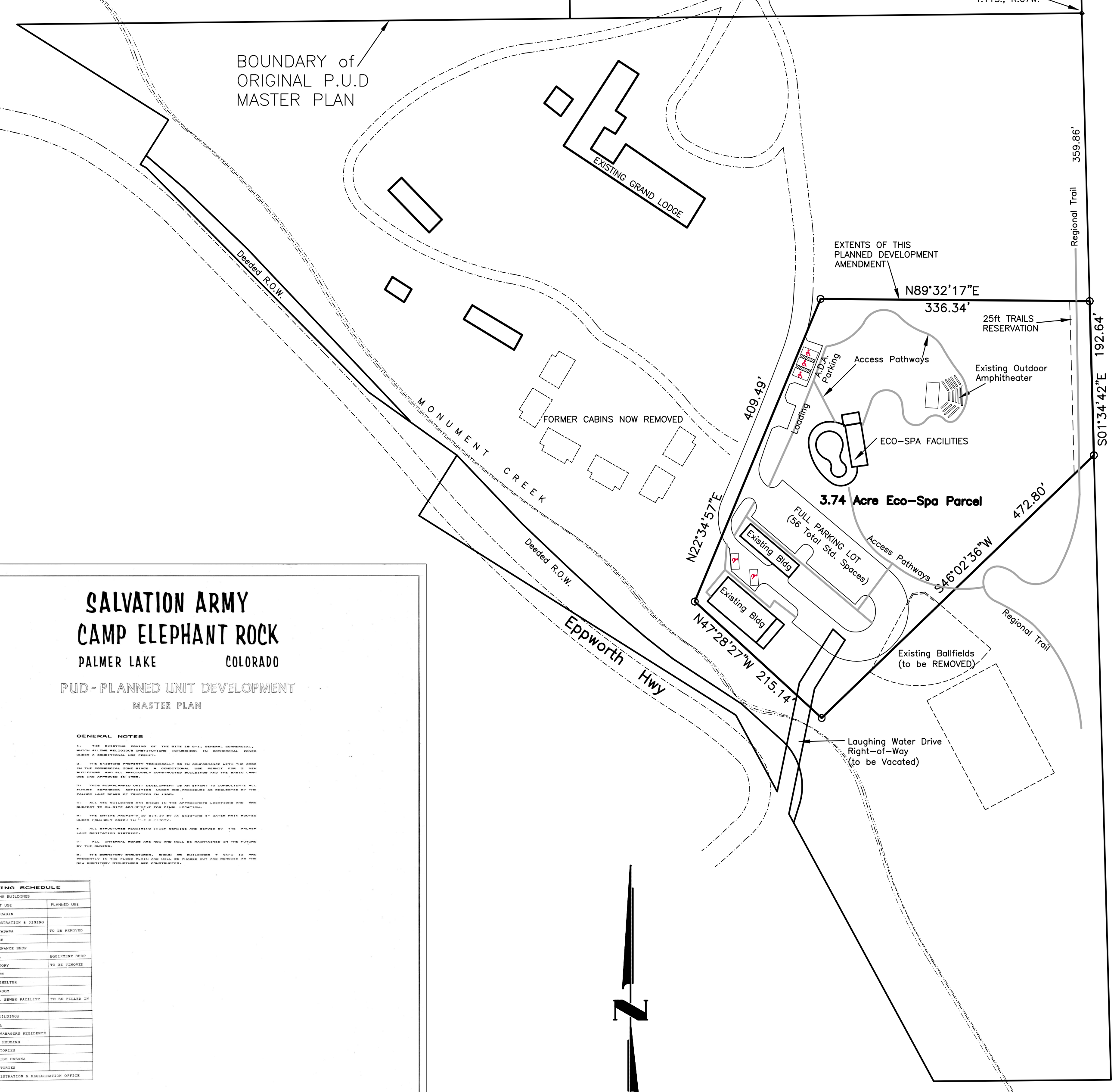
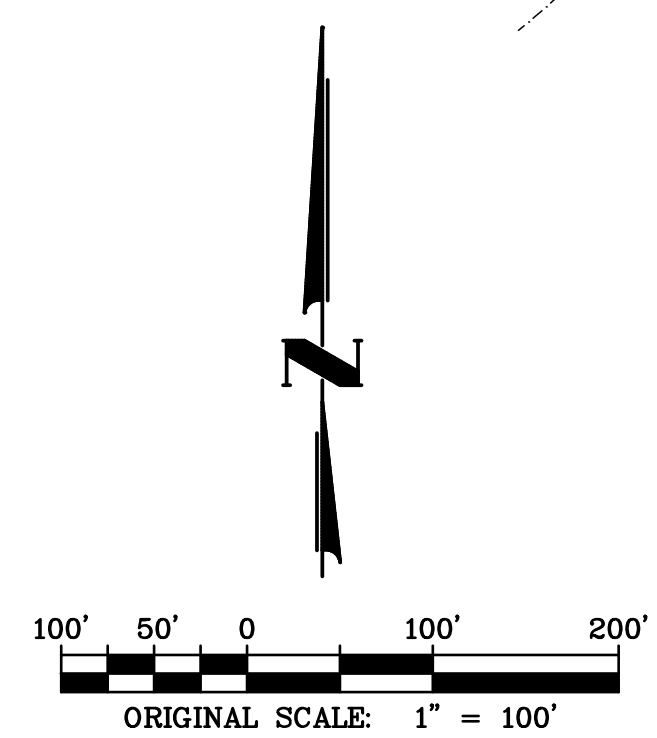
Image of Originating P.U.D. MASTER PLAN (1986)

SALVATION ARMY CAMP ELEPHANT ROCK PALMER LAKE COLORADO

PUD - PLANNED UNIT DEVELOPMENT
MASTER PLAN

GENERAL NOTES:
1. THE PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN IS A LEGAL INSTRUMENT WHICH SHALL BE CONSIDERED AS A PART OF THE TOWN OF PALMER LAKE'S ZONING ORDINANCES.
2. THE PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN SHALL BE CONSIDERED AS A PART OF THE TOWN OF PALMER LAKE'S ZONING ORDINANCES.
3. THE PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN SHALL BE CONSIDERED AS A PART OF THE TOWN OF PALMER LAKE'S ZONING ORDINANCES.
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9. THE PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN SHALL BE CONSIDERED AS A PART OF THE TOWN OF PALMER LAKE'S ZONING ORDINANCES.
10. THE PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN SHALL BE CONSIDERED AS A PART OF THE TOWN OF PALMER LAKE'S ZONING ORDINANCES.

NO.	DESCRIPTION	DATE
1	EXISTING BUILDING	
2	EXISTING DRIVE	
3	EXISTING DRIVE	
4	EXISTING DRIVE	
5	EXISTING DRIVE	
6	EXISTING DRIVE	
7	EXISTING DRIVE	
8	EXISTING DRIVE	
9	EXISTING DRIVE	
10	EXISTING DRIVE	
11	EXISTING DRIVE	
12	EXISTING DRIVE	
13	EXISTING DRIVE	
14	EXISTING DRIVE	
15	EXISTING DRIVE	
16	EXISTING DRIVE	
17	EXISTING DRIVE	
18	EXISTING DRIVE	
19	EXISTING DRIVE	
20	EXISTING DRIVE	



John Cameron Architecture
John Cameron, RA, LEED GA
2825 Hunters Glen Rd
Monument CO 80132
johnrcameronarc@comcast.net

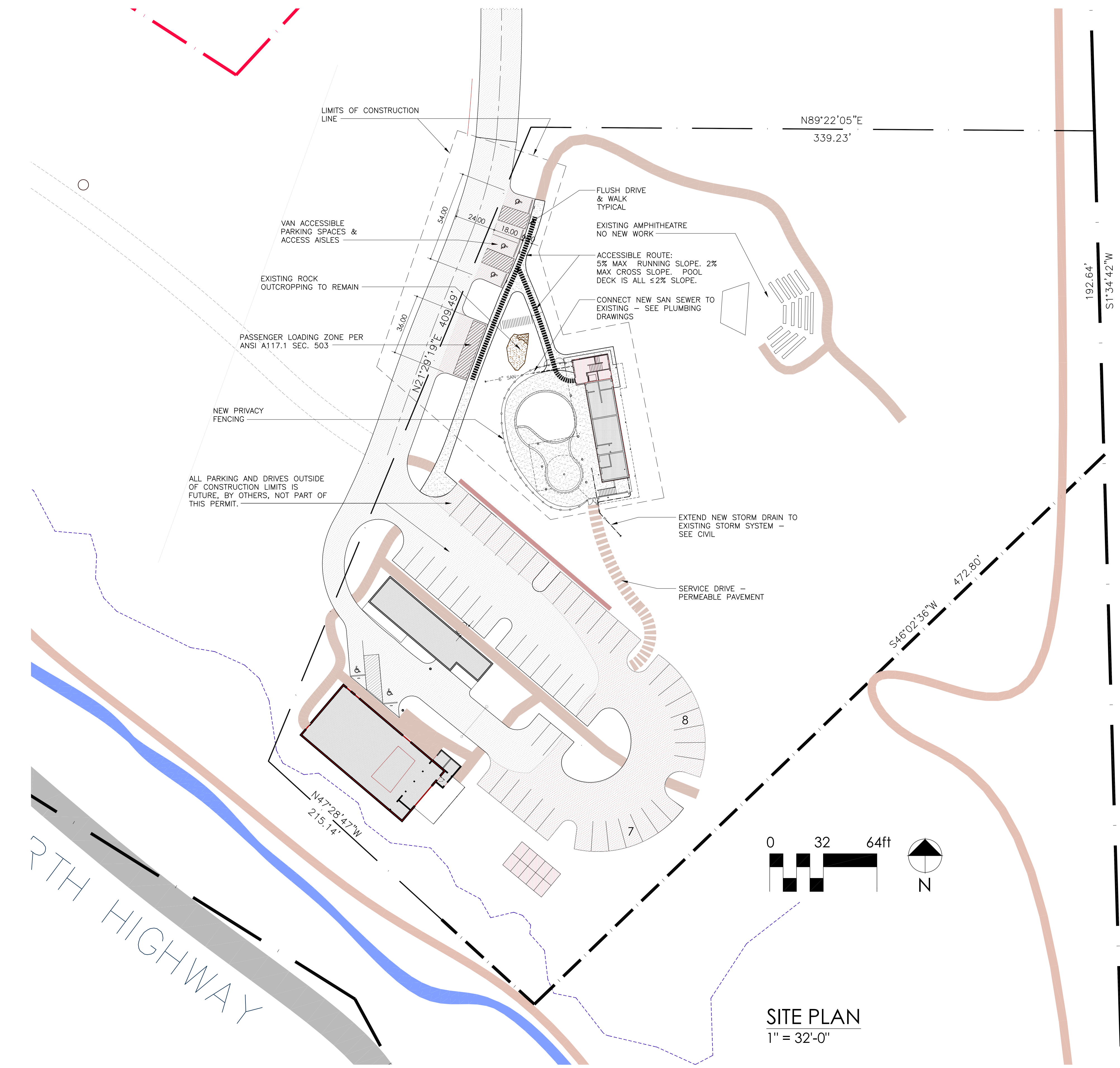
EcoSpa Addition/Remodel for Lindsay & Richard Willan

350 Colorado Highway 105, Palmer Lake, CO 80133

PROJECT	24-49
DATE	Oct 24, 2025
PHASE	PERMITTING
DRAWN	WLF
CHECKED	JRC
REV'D	11/20/25

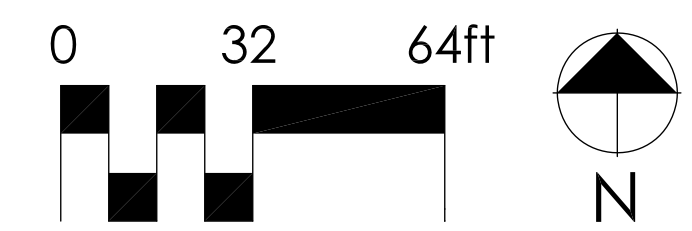
SD 1.1

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SITE PLAN LEGEND

- CLEAN EXISTING ASPHALT MILLINGS OF LARGE CLUMPS AND OTHER DEBRIS. OVERLAY W/ NEW MATERIAL. CREATE LEVEL SURFACE & STRAIGHT EDGES. RESTORE EXISTING ADJACENT GROUNDCOVER.
- 4" CONCRETE SIDEWALK
- PROVIDE PARKING BUMPERS 1 @ EA. SPACE
- NEW DECK COLUMNS
- NEW ADDITION
- EXISTING BUILDINGS
- EXISTING TREES TO BE REMOVED
- EXISTING VEGETATION TO REMAIN
- PROPOSED NEW TREES (PARKING SCREENING)
- NEW BREEZE WALKWAYS
- APPROXIMATE LOCATION OF EXISTING PARK TRAILS
- NEW PRIVACY/SECURITY FENCING & GATES
- TENANCY BOUNDARY

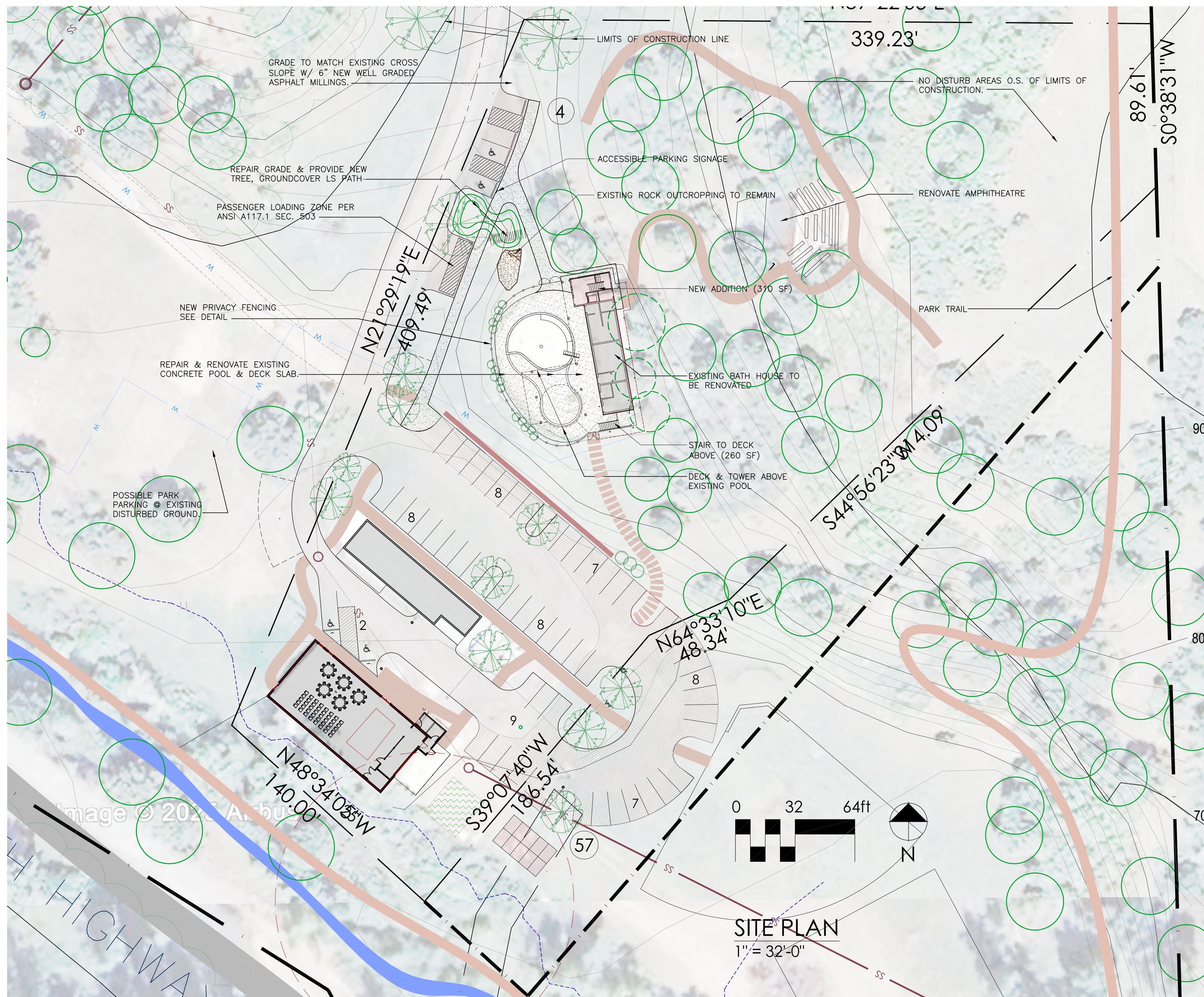


SITE PLAN
1" = 32'-0"

Eco Spa Site Plan

1"=32'

PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT



SITE PLAN LEGEND

- CLEAN EXISTING ASPHALT MILLINGS OF LARGE CLUMPS AND OTHER DEBRIS. OVERLAY W/ NEW MATERIAL. CREATE LEVEL SURFACE & STRAIGHT EDGES. RESTORE EXISTING ADJACENT GROUNDCOVER.
- 4" CONCRETE SIDEWALK
- PROVIDE PARKING BUMPERS 1 @ EA. SPACE
- NEW DECK COLUMNS
- NEW ADDITION
- LINES OF STRUCTURE ABOVE
- EXISTING BUILDINGS
- EXISTING TREES TO BE REMOVED
- EXISTING VEGETATION TO REMAIN
- PROPOSED NEW TREES (PARKING SCREENING)
- NEW BREEZE WALKWAYS
- APPROXIMATE LOCATION OF EXISTING PARK TRAILS
- NEW PRIVACY/SECURITY FENCING & GATES
- TENANCY BOUNDARY
- WATER LINES (NEW & EXIST'G)
- SANITARY SEWER (NEW & EXIST'G)
- ELECTRIC POWER LINES
- GAS LINES
- 100 YEAR FLOODPLAIN (AE)
- PARKING SPACE COUNT + ADA
- VIEW TRIANGLE

GENERAL PROPERTY & PROJECT INFO

PROPERTY ADDRESS: 350 HIGHWAY 105 PALMER LAKE, CO 80133

PROPERTY OWNER: TOWN OF PALMER LAKE PO BOX 977 PALMER LAKE CO, 80133

APPLICANT & LEASEHOLDER: ECO SPA LLC, BOX 216 PALMER LAKE, CO 80133

EPSCO PROPERTY TAX NO.: 7108100016

LEGAL DESCRIPTION: THAT PART OF NE4NE4 LY NELY OF PINE CREST TRI-DIST ASSEMBLY GRDS ADD 1 SEC 8-11-67 EX THOSE POR CONV TO TOWN OF PALMER LAKE BY REC #209128930

DEVELOPMENT PLAN DATA

THIS PLAN IS FOR AN AMMENDMENT TO AN EXISTING PUD

PARKING SPACE CALCULATIONS:

USE	FACTOR	REQ'D	PROVIDED	NOTES
SPA	3/THERAPY RM	15	15	MED. - 3/DOCTOR
POOL	1/150 SF POOL	6	10	EPSCO LDC FACTOR
AMPHITHEATRE	1/5 SEATS	20	20	EPSCO LDC FACTOR
ANNEX	1/5 SEATS	13	15	PUBLIC ASSEMBLY
TOTAL		54	61	6 ADA SPACES

PARKING NOTES:

- EPSCO LDC FACTORS USED WHERE TOPL LISTS NO CRITERIA.
- PPRBD PERMIT FOR ANNEX REVISIONS LISTS OCCUPANT LOAD 64. TOPL 1/5 SEATS APPLIED TO THAT LOAD.
- TOPL REQUESTS 50 SPACES.
- 3 ACCESSIBLE SPACES ARE REQ'D PER ANSI A117.1 FOR >50 CARS. 4 ARE PROVIDED.
- 3 ACCESSIBLE SPACES ARE REQ'D PER ANSI A117.1 FOR >50 CARS. 4 ARE PROVIDED.

PHASING

BUILDING PERMIT IS SUBJECT TO PALMER LAKE SITE ENTITLEMENT APPROVAL. PPRBD WILL REQUIRE TOWN SIGN-OFF APPROX. IN JUNE, 2025 W/ SPA RENOVATIONS TO BEGIN IMMEDIATELY AND COMPLETED IN 2026.

ANNEX IMPROVEMENTS ARE MINOR.

IMPROVEMENTS TO DRIVES AND PARKING WILL BE COMPLETED IN CONJUNCTION W/ SPA WORK.

NOTES

- NEW DRIVEWAY & PARKING OCCURS WITHIN CONFINES OF EXISTING DRIVES, DISTURBED GROUND, & RECYCLED ASPHALT. NO NEW DISTURBANCE SHALL OCCUR OTHER THAN PARKING EXPANSION ADJACENT SPA.
- SHARED PUBLIC DRIVEWAY & WALKWAY/PATH IMPROVEMENTS PER AGREEMENT W/ TOPL.
- TOPO, LOCATIONS & EXTENTS SHOWN BASED ON ARCHIVAL SURVEYING PROVIDED BY TOPL. FIELD VERIFY ALL INFO. PRIOR TO STARTING WORK.
- DRAINAGE & GRADING: NO NEW ROUGH GRADING TO OCCUR. FINISH GRADING WILL BE PERFORMED TO REPAIR EXISTING DRIVES, EXPAND THEM FOR PARKING, & INSTALL NEW WALKS & PATHS. HISTORICAL DRAINAGE IS MAINTAINED. SEE DEVELOPMENT PLAN NOTES THIS SHEET FOR PERMEABLE SURFACE DATA.
- ALL SITE DEVELOPMENT & BLDG CONSTRUCTION OCCURS OUTSIDE OF THE 100 YEAR FLOODPLAIN - SEE PLAN
- VERIFY THE EXISTENCE AND LOCATION OF ALL MECH, ELECT, & UTILITIES PRIOR TO PERFORMING ANY DEMO WORK AND PROTECT SAME FROM HARM.
- COORD. ALL UTILITY WORK W/ SERVICE PROVIDER ENGINEERING REQUIREMENTS.

IMPERMEABLE AREA CALCS

OVERALL SITE AREA (TENANT PARCEL): 121,794 SF (2.80 AC)

IMPERMEABLE SURFACES:

ITEM	EXISTING	NEW AREA	NOTES
BATHHOUSE/POOL	4,540 SF	5,817 SF	INCL. ALL ROOF & POOL DECK SURROUNDS
DRIVES	19,930 SF	24,890 SF	NEW SPA ENTRY WALKS
WALKS		2,029 SF	
TOTALS	24,470 SF	32,736 SF	+8,266 SF
COVERAGE %	+3.03%	+3.03%	

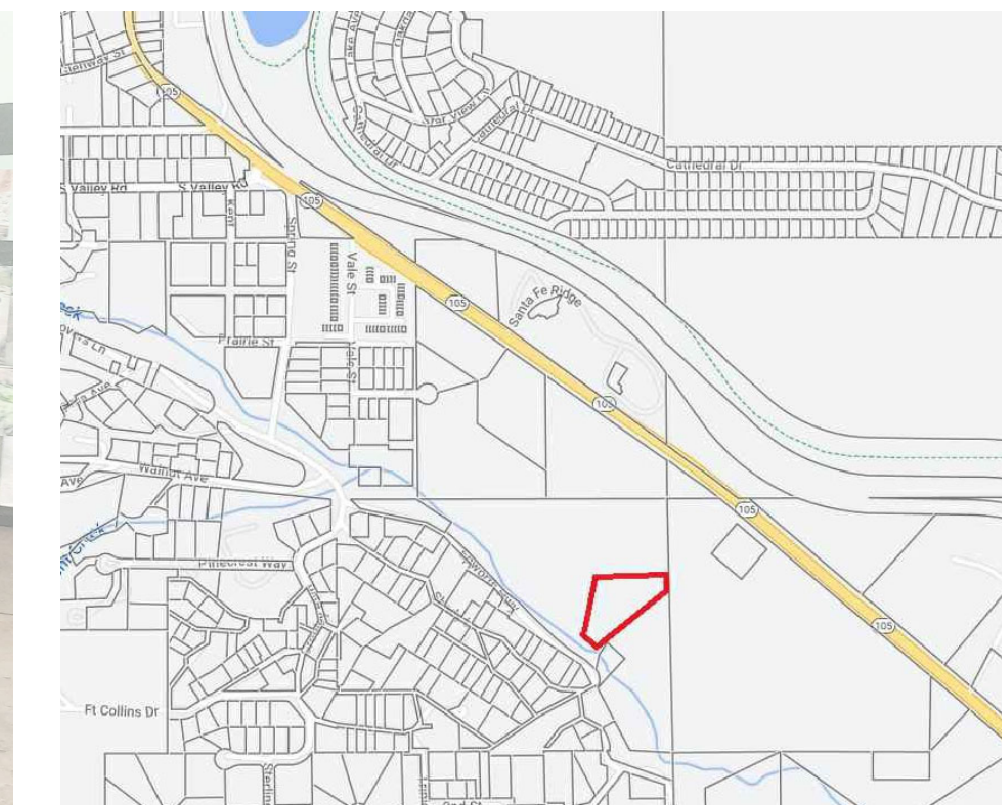
BUILDING HEIGHT:

ALLOWABLE HEIGHT IN ORIGINAL PUD	NONE SPECIFIED
ALLOWABLE HEIGHT IN PUD ZONE	NONE SPECIFIED
PROPOSED DESIGN HEIGHT	±34'

MODEL



VICINITY MAP



Eco Spa Site Plan

1"=32'

Final Development Plan
Elephant Rock Park
Colorado Highway 105, Palmer Lake, CO 80133

PROJECT Eco Spa
DATE 08/19/25
PHASE CD
DRAWN WLF
CHECKED JRC
REV'D

DP
2



Date: November 26, 2025

To: Glen Smith, Interim Town Administrator, Town of Palmer Lake (TOPL)
Erica Romero, Town Clerk, Town of Palmer Lake
Scott Krobb, Town Attorney

CC: Mark Morton, PE, GMS, Inc., Consulting Engineers, Town of Palmer Lake
John Chavez, Chavez Consulting Inc., LLC, Stormwater Consultant, Town of Palmer Barb Cole,
Founder/Executive Director, Community Matters Institute Lake

From: Town of Palmer Lake Development Review Team

Re: Elephant Rock Town-owned and EcoSpa Planned Development Plan Submittal Completeness Review

Background

The Development Review Team (DRT) conducted a completeness review of the Planned Development Plan submittal for the town owned Elephant Rock parcels. The Town of Palmer Lake Planned Development Plan (PDP) Checklist was the basis for determining completeness of the submittal. In addition to the checklist, Town of Palmer Lake Resolutions 52-2025 and 58-2025 and attachments were used to evaluate consistency of the submittal with the scope of work approved by the Board of Trustees.

The DRT approached the review with the following understanding:

- The expected Planned Development Plan is for the entire 28 acres (two parcels) owned by the Town of Palmer Lake;
- the PDP was to include the EcoSpa development as part of the PDP (e.g., first phase);
- the Town-owned property was to follow the same regulations as applicable to all other PDP's processed by the Town. No exceptions to the Town Code.
- There is No Zoning indicated for the southern parcel. There is only PUD zoning for the northernmost property adjacent to Hwy 105;
- A PUD Amendment is not possible on the southern parcel.

The following documents, provided by Prism Design and Consulting Group were reviewed:

1. A completed PD checklist
2. One page graphic entitled EcoSpa PD Amendment Updated October 2025,
3. EcoSpa Site Plan for 2.80 acres- no dimensional requirements are noted, and it references "height per PUD zone or in original PUD zone"- nothing was ever submitted nor recorded per Town research. Dimensional requirements must be established.
4. EcoSpa at Chautauqua Springs Willin's Proposal.
5. EcoSpa Addition/Remodel- Noted as "Final Development Plan (FDP)"



Completeness Review Results

The submittal is not representative of the entire Elephant Rock property. The entire submittal is focused only on the 2.8 acres identified as the EcoSpa area. There was no information provided for the remaining areas of 28 acre property.

Checklist Requirements

Of the sixteen (16) items listed on the PDP Checklist as "Submittal Requirements," only five items were provided. Most required items were incorrectly identified as "Not Applicable," "unchanged," or "no change," and not provided. Of the thirty-one (31) Drawing Requirements identified in the PDP Checklist only seven (7) items were provided, and they were only for the EcoSpa area.

Survey

A boundary survey was not provided. All drawings provided are based on a PUD Mater Plan for the Salvation Army Camp Elephant Rock developed in 1986.

Civil Engineering Services

Preparation of Phase 3 Drainage Analysis Plan was not conducted and is required for the entire 28 acre site. A Phase 1 Drainage letter may be acceptable upon development of the Phase 3 Analysis. At a minimum, a Grading and Erosion Control Plan is required at this point for the EcoSpa project. A PUD/PD exhibit is required for the entire 28-acre site and was not submitted.

Conclusion

The memo serves only as a brief overview of the Elephant Rock property submittal review. For complete descriptions of the issues identified in the review please refer to the Completeness Review Memo provided to the applicant.

The entire Elephant Rock property will exceed greater than one (1) acre of land disturbing activity during the redevelopment of the site. Therefore, the Town's Municipal Separate Storm Sewer System (MS4) permit requirements will apply to the development of the site. Even though the EcoSpa development may disturb less than one (1) acre of land it is part of a larger plan of development (or sale) that will disturb more than one acre of land. None of the Town's MS4 requirements have been addressed.

The submittal provided is inadequate for approval at this time. The DRT recommends that the matter be continued until such time as the consultant can provide all the required documentation for approval of the PDP and address the MS4 permit requirements.

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

I, Eliana Hero, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Colorado Springs Gazette, 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 Colorado Springs Gazette; 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 11/14/2025**

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.



Eliana Hero
Sales Center Agent

Subscribed and sworn to me this 11/14/2025, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires December 15, 2025.



Karen Hogan
Notary Public
The Gazette



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**NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE**
Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, December 3, at 5 pm at the Town Hall, 28 Valley Crescent, Palmer Lake, to Public hearings will be held on an application by The Town of Palmer Lake on behalf of The Eco Spa LLC, for the proposed Eco Spa LLC, Planned Development Plan for Zoning for The Park of the NE4NE4 LY Nely of Pine Crest Trj - Dist Assembly Grds Add 1 Sec 8-11-67 Ex those por conv to Town of Plamer Lake by Rec #209128930. A copy of the complete application is on file at the Town Clerk office at 719-481-2953 /s/ Erica N. Romero, Town Clerk
Published in The Gazette November 14, 2025.

Item 3.