



PLANNING COMMISSION

Wednesday, January 19, 2022 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

AGENDA

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

Call to Order

Roll Call

Approval of Minutes

- [1.](#) Planning Commission Meeting Minutes 12/15

Public Hearing

Business Items

- [2.](#) Review of Sign Permit Application - Alpine Essentials (850 Commercial)
- [3.](#) Master Plan Progress Update
- [4.](#) Review Candidates (2-Year Appointment to Planning Commission) & Recommendation for Appointment
5. Nominate New Chairperson

Next Meeting (Feb-16) and Future Items

Adjourn

Americans with Disabilities Act

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

Notice

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



PLANNING COMMISSION

Wednesday, December 15, 2021 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

MINUTES

Call to Order

Chair Cooper called the meeting to order at 5:07 PM.

Roll Call

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

Approval of Minutes

1. MOTION (Bruce, Fisher) to approve the November 17 Meeting Minutes. Motion PASSED.

Business Items

2. Authorize signing Agreement for Professional Services with Community Matters Inc. – There was discussion on the importance of the Master/Comp Plan and its necessity to the Town’s growth and access to grants for small businesses. MOTION (Ball, Ihlendfeld) to approve the agreement with Community Matters Institute to revise the Town’s Master/Comp Plan. Motion PASSED 5-0.
3. Commission Appointments Coming Up January 2022 – As of December 14, 2021, Commission member Vic Brown has decided to step down from his position and will not seek reappointment. Chairman Cooper has agreed to stay on through January 2022 to help with the process of filling the open positions. Discussion surrounded the process and how to gather nominations. The members will fan out in the community, by way of social media, to look for anyone interested in serving on the Commission. Staff will assist with the application procedure. Commissioner Ball, along with the other members, thanked Chairman Cooper for his many years of service on the Commission and in the community.

Next Meeting (January 19) and Future Items

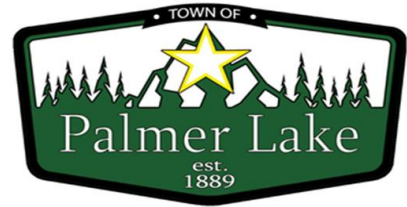
The meeting is scheduled to start at 4:30 PM to review any nomination applications.

Adjourn

MOTION (Ball, Fisher) to adjourn at 5:55 PM. Motion PASSED.

David Cooper, Chair

ATTEST: Julia Stambaugh, Deputy Town Clerk



Item 2.

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

DATE: January 19, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Application for Sign Permit – Alpine Essentials (Commercial Ln)

Background

Following is the application for a sign permit submitted by Alpine Essentials for the name on the business directory as well as over the entrance on the building respectively. The property owner has provided approval for the sign. Included with the application are sketches and pics of the planned location.

Below is the code reference prohibiting particular language for cannabis business:

5.30.180. Signage.

All signage for a Licensed Establishment shall comply with the requirements of the Palmer Lake Municipal Code. In addition, no Licensee shall display a sign that contains the word "Marijuana," "cannabis," or any other word or phrase commonly understood to refer to Marijuana or a graphic/image of any portion of a Marijuana plant, or Paraphernalia associated with medicinal Marijuana use.

Conclusion

Consider the sign permit application for approval.



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

received
11/13/22
Item 2.

Sign Application Form

Business Name/Owner Alpine Essentials LLC / Berkenkotter Holdings, LLC
 Phone Number (719) 330-7038 Email Address Brenda@Alpine.mt.com
 Mailing Address PO Box 67, Monument, CO, 80132
 Physical Address 850 A & B Commercial Lane, Palmer Lake, CO 80133
 Legal Address: Lots(s) _____ Block _____ Subdivision _____
 Applicant (if other than owner) Alpine Essentials LLC
 Mailing Address PO Box 67, Monument, CO. 80132
 Phone Number 719-418-2633 off Email Address brenda@wellpets.com
~~719-330-7038 Bell~~

SIGN INFORMATION

TYPE OF SIGN (check all that apply)

Double Faced _____ Multi-faced _____ Single-faced
 Free-standing Wall-mounted Projecting _____
 (On Business Directory) (Front of Building)

SIGN CATEGORY (check all that apply)

Residential _____ Business Comprehensive Sign Plan _____
 PUD sign _____ Directory sign Master Plan Sign _____
 Marquee _____ Temporary Sign _____ Other _____

Sign Wording ⓈALPINE ESSENTIALSⓈ

Specific Location of Sign on front of building above the main entrance; also on the business directory

Directory Above Door

Size of Sign 5" tall x 45" long (max) Area of Sign above front door

Height of Sign (above) Materials of Sign directory - laminate letters above door - laminate type or plastic screwed on

Color(s) of Sign white & green Lighting none

****ATTACH A SKETCH OF THE SIGN WITH DIMENSIONS AND COLORS. SHOW THE LOCATION OF SIGN ON THE SITE OR THE BUILDING.**

Applicant's Name (print) Alpine Essentials LLC
Brenda Woodward

Signature Brenda Woodward

Meeting Times - MUST BE PRESENT AT ALL MEETINGS UNLESS OTHERWISE ADVISED
Planning Commission Meeting (3rd Wednesday - Unless otherwise notified)

For Office Use Only
Approved _____ Disapproved _____ Date _____ Staff _____ Permit Fee \$ 100.00

ON FRONT OF BUILDING:

all dark green

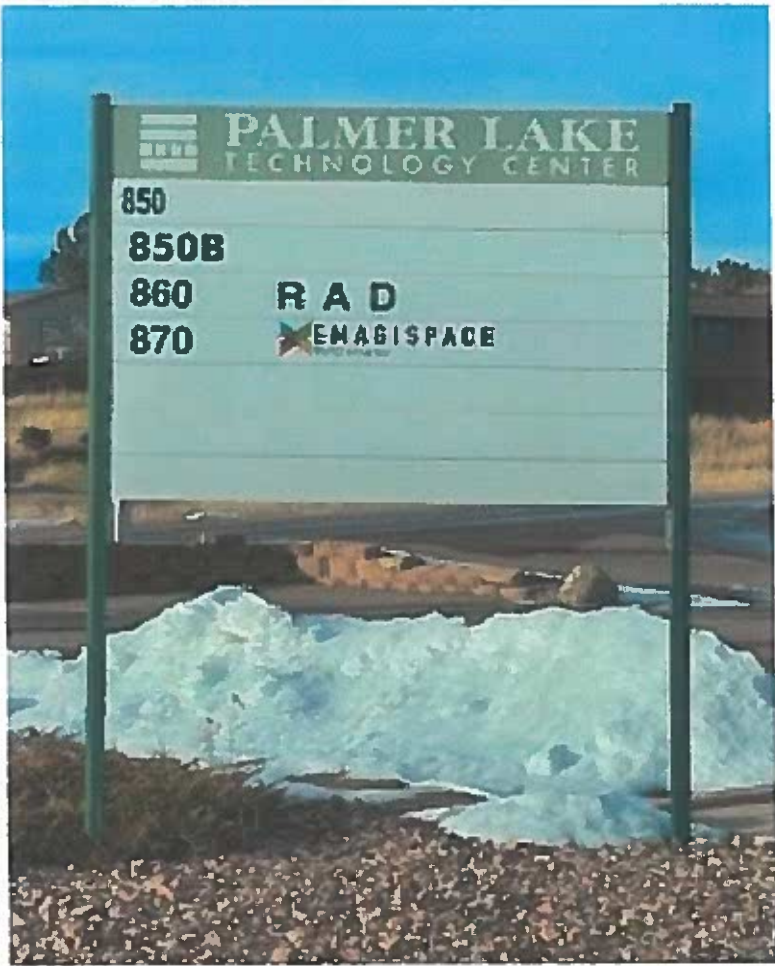


FRONT OF BLDG - sign above front entry - area is a total space of 22" tall x 22" long (might not use entire length)

ON BUSINESS DIRECTORY

Letters in green






Item 2.

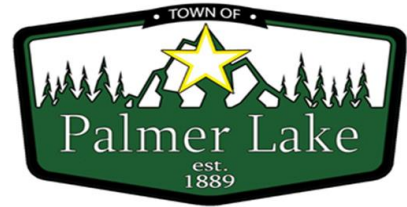


To the Town of Palmer Lake:

Berkenkotter Holdings, LLC is the property owner who leases to Alpine Essentials, LLC at 850 Commercial Lane in Palmer Lake. We have reviewed the pictures and the placements of their signs, and we approve of them. Please let us know if there is anything else you need.

Sincerely,

 JAN 12, 2024
Dan Berkenkotter (Owner)



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

DATE: January 19, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Master Plan Progress Update

Background

This is intended to inform the Planning Commission members of the progress of the consultant work by Community Matters Inc.

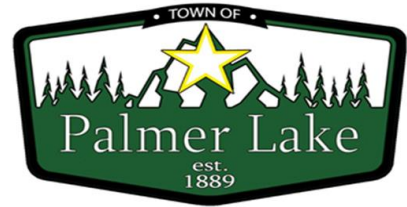
The Notice to Proceed was issued. Community Matters will be scheduling individual interviews with Board of Trustee and Planning Commission members as well as the advisory team.

On 1/12, department supervisors met via zoom with Community Matters to address various questions – biggest challenges that staff faces, expectations of the outcome or result of the plan, and use of the Master Plan.

Additionally, a follow up discussion took place to review historical and current information that will be used as tools in this process – identify “where we are now” and maps are being developed to ultimately create critical action steps to “where we want to go.”

In addition to mapping, a community profile will be created as a resource. Staff will add a tab on the website under the Planning Commission for information/material for the Master Plan as it is developed.

Lastly, the town survey testing and link are complete and ready to post. A postcard mailing was designed and will be sent next week to households directing residents to go to the town website to complete the survey. The NEWS item will be posted and pushed out by email to Town NEWS subscribers for 3 weeks. The deadline to complete the town survey is 2/8/2022. The advisory team will coordinate the review and tabulation of the results with a further review conducted by Community Matters.



Item 4.

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

DATE: January 19, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Review of Candidates for Appointment

Background

There are two positions requiring a new 2-year appointment for 2022-2024 –

Current seat held by Chair David Cooper

Current seat held and vacated by Commissioner Vic Brown

Note: Commissioner Shana Ball will be re-appointed to her current seat.

Copies of the applications will be at your tabletop and the candidates are invited to be present for your questions.

Action

Consider 2 of the applicants for recommendation to the Board to appoint to the Planning Commission.