



## **PLANNING COMMISSION**

**Wednesday, September 21, 2022 at 7:00 PM**

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

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### **AGENDA**

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

#### **Call to Order**

#### **Roll Call**

#### **Approval of Minutes**

1. Planning Commission Meeting Minutes 08/17

#### **Business Items**

2. Action on Sign Permit Application - 300 General Palmer Dr, Biblica
3. Input to Parks Commission - Plan for Parks

#### **Next Meeting (Oct 19) and Future Items**

#### **Adjourn**

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#### **Americans with Disabilities Act**

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

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#### **Notice**

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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, August 17, 2022 at 5:00 PM

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

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### MINUTES

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#### Call to Order

Chair Ihlendfeld called the meeting to order at 5:02 PM.

#### Roll Call

Present: Charlie Ihlendfeld, Mark Bruce, Amy Hutson, Susan Miner, Marty Brodzik. Excused: Bill Fisher. Shana Ball arrived at 5:05 PM.

#### Approval of Minutes

1. Planning Commission Minutes 07/15. MOTION (Hutson, Brodzik) to approve the minutes from the July 20 meeting. Motion PASSED (5-0).

#### Public Hearing

2. Application for Vacation and Replat - 727 Meadow Lane – Property owner, James Wilkinson, 727 Meadow Ln, explained the vacation request due to the adjoining property being inches away from an existing building, built in the 1880s. There is some overhang onto the other property. The building is strongly constructed and would be difficult to remove. The adjacent property owner agreed to transfer 8 feet into his property to allow for this historic building to be compliant for the side setback on the Wilkinson's property. Staff stated there are no issues with this request. Commissioner Miner commented on the historic significance of the building. She asked Mr. Wilkinson to reach out to the Historical Society to capture and preserve its history. MOTION (Hutson, Miner) to recommend the Board of Trustees approve the application as presented. Motion PASSED (6-0).

#### Business Items

3. Review of Site Plan - Tanglewood Trailers (Conditional Use) – Mark Thompson presented a rendering of the landscape plan required by his conditional use for Tanglewood Trailers at Illumination Point. The past amendment of the conditional use was reviewed - property owner to bring a site plan before the Planning Commission to review. Mr. Thompson informed the Commission of his plan for the improvement to the drainage and parking at the property. The screening of the property facing Highway 105 was discussed. The documentation provided was not considered sufficient for display of the placement or the density of the landscaping. Mr. Thompson stated he was told to present an artist rendering of how the

property would look with new landscaping. Dawn Collins informed the Commission that a site plan had been requested, and there seemed to be some confusion on what needed to be reviewed. The Commissioners expressed the need for a site plan in order to make a decision and create a proper record. Discussion ensued about the type of landscaping materials to be used to which Mr. Thompson stated the existing trees would be relocated and the area seeded with local vegetation. Commissioner Miner proposed that the drainage work on the property continue but the site plan for the landscape screening would need to be brought back before the Commission. Dawn Collins referred back to the original action of the conditional use from the July 21, 2022, minutes. Mr. Thompson was invited to come back with a proper site plan to get approval for the landscape screening. He invited the Commission members to come by and look at what is being done on the property.

4. Turn Over Draft of Master Plan - Advisory Team to Planning Commission – Kent Hutson, on behalf of the Advisory Team, explained turning over the draft of the Master Plan to the Planning Commission. He explained the activity of the Plan, and the efforts that went into the creation of the chapters. He provided an update on outstanding items and offered to facilitate finishing it. He suggested that the Planning Commission review it and offer comments on the entire document. He explained next steps as review of the drafted Master Plan, present to the Board of Trustees for their review and schedule open house for the public to review the final draft and provide input to the Master Plan.

Confirm Public Meetings for Input to Draft Master Plan - September 21 and 24 – There was discussion surrounding the various dates for the next steps provided. The following dates were chosen.

- Thu., 8/25 at 5p at Chamber House on Hwy 105 – PC workshop, complete review of unresolved comments – facilitated by Kent
- Tue., 8/30 at 5p at Town Hall - tentative PC workshop - facilitated by Kent
- Wed., 9/21 at 4-7p at Town Hall - joint BOT-PC workshop to be confirmed with regular Planning Commission meeting at 7p
- Sat., 9/24 at 10a at Town Hall – PC workshop to resolve Board member comments
- Thu., 10/6 at 4-7 at Town Hall - Public Input Forum to Draft Master Plan – assisted by CMI (confirmed)
- Sat., 10/8 at 10a-2p at Town Hall - Public Input Forum to Draft Master Plan
- Tue., 10/11 at 5p at Town Hall – PC workshop to resolve public comments
- Wed., 10/19 at 5p at Town Hall – regular PC meeting to consider adoption of Master Plan

**Next Meeting (additional workshops discussed and regular meeting on September 21) and Future Items**

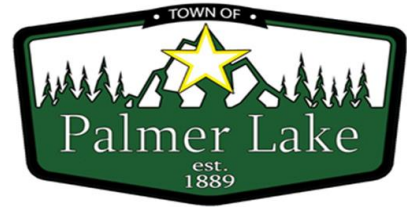
**Adjourn** MOTION (Ball, Hutson) to adjourn at 7:09 PM. Motion PASSED.

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Charlie Ihlendfeld, Chair

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ATTEST: Julia Stambaugh, Deputy Town Clerk



Item 2.

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

<b>DATE:</b> September 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Application for Sign Permit – 300 General Palmer Dr, Biblica

**Background**

This sign permit application is from the tenant located at 300 General Palmer Dr., Biblica. The sign frame and structure are existing and will remain in place. The stone sign itself will change to “Biblica” as presented.

Property owner Jim Fitzgerald supports the change and intends to be present.

**Recommendation**

Review and approve the sign as presented.



42 Valley Crescent  
PO Box 208  
Palmer Lake, CO 80133  
Phone: (719) 481-2953  
Fax: (719) 488-9305  
[www.townofpalmerlake.com](http://www.townofpalmerlake.com)

TOWN OFFICE USE ONLY	
Date Received: _____	By: _____
Payment #: _____	Fee: \$ _____
<input type="checkbox"/> Approved	By: _____
<input type="checkbox"/> Denied	Date: _____

## TOWN OF PALMER LAKE SIGN PERMIT APPLICATION

The following application is pursuant to Municipal Code Chapter 14.50 and must be completed for all types of signage in the Town of Palmer Lake. The application fee is \$100.00, which includes a nonrefundable \$15.00 fee for application processing, regardless of approval, denial, or applicant withdrawal.

The following documents must be submitted for this application to be considered:

- Completed Sign Permit Application
- Applicable fees
- Sketch of sign, including colors, dimensions, wording, and specific location of sign

This application and all required associated documents shall be submitted to the Town of Palmer Lake prior to scheduling before the Planning Commission. The Planning Commission meets monthly on the third Wednesday. Submission of application does not guarantee approval.

*Note: A minimum of 10 days is required to process this application.*

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### APPLICANT/BUSINESS OWNER INFORMATION

Business Name/Owner: Biblica/ James Fitzgerald

Phone: 719-231-4887 Email: jamesfitzgeraldjr@mac.com

Street Address: 300 General Palmer Dr City: Palmer Lake State: CO Zip: 80133

Legal Address: Lot(s): 1 & 8 Block: \_\_\_\_\_ Subdivision: Santa Fe Ridge

Mailing Address (if different than physical location): PO Box 400

City: Palmer Lake State: CO Zip: 80133

Applicant Name (if other than owner): Jeremy Canterberry

Phone: 719-663-5855 Email: Jcanterberry@HammersConstruction.com

Street Address: 1411 Woolsey Hts City: Colorado Spring State: CO Zip: 80915

**SIGN & FEE INFORMATION**

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

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

**TYPE OF SIGN** (check all that apply):

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

**SIGN CATEGORY** (check all that apply):

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

Sign Wording: BIBLICA

Specific Location of Sign: \_\_\_\_\_

Dimensions of Sign: L 3' x W 3" x H 3' Dimensions of Sign Structure: L 12' x W 3' x H 7'

Colors: Blue/Purple and Earth Tones Materials: Stone and Cedar Timber

Will sign be illuminated?  Yes  No If yes, describe: \_\_\_\_\_

How will the sign be mounted/affixed? With Baskets

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS.

  
Signature

Jeremy Canterbury  
Printed Name

9-13-22  
Date

TOWN OFFICE USE ONLY  
Scheduled PC meeting date: \_\_\_\_\_







**Dawn Collins**

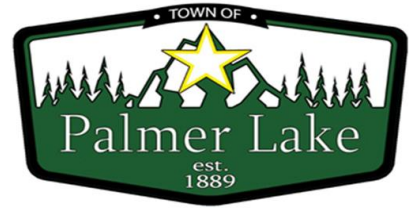
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**Subject:** FW: Hello Dawn

Dawn, thank you for seeing me on short notice. Yes, I approve of the request for the change in our sign from Biblica. Please note that the only thing being changed is the hanging stone which will go from the current rectangle to a 3 foot circle with the Biblica name inscribed in it.

I will attend the planning commission meeting next week on Wednesday in case they have any questions from me.

**James Fitzgerald Jr**  
[www.ColdWaterMedia.com](http://www.ColdWaterMedia.com)  
**719/231-4887**



Item 3.

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

<b>DATE:</b> September 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Survey Input to Plans for Parks

**Background**

A picture board will be presented at the meeting. Follow the link below to provide your input by completing this survey for the Parks Commission - <https://www.surveymonkey.com/r/6QCCLMH>