



PLANNING COMMISSION

Wednesday, September 15, 2021 at 6:00 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. August 18 Meeting Minutes

Public Hearing

2. Minor Subdivision for 32 Pineview St (Trowbridge)
3. Conditional Use Application - 11 Hwy 105

Business Items

4. Update of RFP to Hire Consultant to Complete the Master/Comp Plan

Next Meeting (October 20) 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, August 18, 2021 at 6:00 PM

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

MINUTES

Planning Commission members present

Chairman Dave Cooper
Commissioner Bill Fisher (Absent)
Commissioner Amy Hutson
Commissioner Shana Ball

Commissioner Charles Ihlenfeld
Commissioner Vic Brown
Commissioner Mark Bruce

Call to Order

Chairman Cooper called the meeting to order at 6:00 PM.

Roll Call

Bill Fisher excused.

Approval of Minutes from July 21, 2021

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

Business Items

2. Review - Request for Proposal to Hire Consultant to Complete the Master/Comp Plan Update
Susan Miner gave an historical review of the Master/Comp Plan survey process in getting the citizens opinions of the future growth of the Town. She then presented the proposed RFP to hire a consultant to create a master plan. She explained that they used the Town of Monument's RFQ as a template, and then added things that were pertinent to Palmer Lake. The Commission members discussed the proposed RFP's purpose, the scope of service, and the qualifications of the candidate. The members also considered how a consultant could contribute to the vision for the Master/Comp plan, and assist the Town in working with other entities in the region.

3. Review of Advisory Team Role and Ad for Appointment

The Commission members discussed the qualifications of an Advisory team member. Ms. Miner explained the background of the qualifications. The members chose to change required traits to desirable traits, and removed the language “large/regional organization”. She will make additional Miner wording changes as requested. There was discussion concerning the possibility of training for the team in advance of hiring a consultant. The application will be posted the same as other Town notices. The Planning Commission directed Staff to move forward with the application process.

4. Review of Funding Options for Consultant

There was discussion on how the consultant’s services would be funded. Julia Stambaugh explained there are grants available to help cover or defray such costs. She informed them of Dawn Collins’ discussion with Clay Brown with DOLA for possible assistance. Otherwise, it would be budgeted, in part or whole. It would depend on the plan’s scope as presented by the applicants and what both parties would ultimately agree upon. There was also the possibility of Town fundraisers. The Planning Commission tasked Staff to fill in the RFP dates and to move forward with finalizing the RFP for publication.

5. Update of Community-wide Survey

Ms. Miner presented the Community-wide survey and went through each question with the members. They requested some Miner rewording of the questions to better reflect what was being asked in the survey. Ms. Miner will make the changes and submit the survey to Ms. Collins, who will also gather input from the department heads. The Planning Commission directed Staff to move forward with the survey, with the agreed upon revisions and department input.

Public Comment: Mr. Eric Sepp – 857 Tailings Dr, Monument, CO. As a business owner in Palmer Lake, he appreciates included in the survey, a question to ask the residents if they would pay slightly higher prices to patronize the local businesses. He also voiced a concern on the cost to start a business in Palmer Lake. He asked if the Town would work with developers to reduce water tap fees or work an agreement with them, as they are trying to bring business to Palmer Lake.

Next Meeting (September 15) and Future Items *NOTE: Due to the Town Hall renovations, the next meeting may be held at a different site.

Adjourn

MOTION (Ihlenfeld, Hutson) to adjourn at 8:05 PM. Motion PASSED.

David Cooper, Chair

ATTEST: Julia Stambaugh, Deputy Town Clerk



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

Office Use Only

Item 2.

Date: _____

Fee: \$ 750.00 _____

Check #: _____

Rec'd By: _____

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

Minor Subdivision/Replat Application Form

Name of Applicant/Property Owner: Gregory and Abby Trowbridge

Address: 32 Pineview St. Phone#: 719-481-5867

Email: greg@dadsforhirellc.com

Name of Proposal: Sub divide lot at 32 Pineview St.

Legal Description or Address: 32 Pineview St.

Minor Subdivision – A Minor Subdivision is a subdivision, in which all the following occurs:

- A. The proposed plat or subdivision contains less than five lots.
- B. All lots within the proposed plat abut a dedicated and accepted town thoroughfare or street.
- C. The proposed plat meets all the minimum requirements of Chapter 16.36.010, the zoning ordinance, and other applicable Town ordinances and resolutions.
- D. There are no requests for waivers of any of the requirements of the various Town Regulations and resolutions.

Criteria for approval of a Minor Subdivision - For approval of a Minor Subdivision, the Planning Commission must find, based upon evidence provided by the application, both factual and supportive, that:

- A. The proposed lots are not part of any other subdivision approved within one year;
- B. The proposed division would not constitute a subdivision of a large tract or parcel of land into five or more building sites, tracts, or lots within five years;
- C. The lots from the proposed subdivision will each be accessible from an existing public road.

Current Zoning and Uses of Surrounding Property: N: R-3 Single Family

E: R-3 Single Family

S: R-3 Single Family

W: R-3 Single Family

Minor Subdivision/Replat
 Rev.07/2021

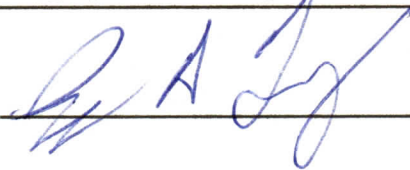
By signing this application, all parties agree to the following:

- Town of Palmer Lake staff or its consultants may enter the property to inspect the property and evaluate the proposal.
- The applicant/petitioner is liable for all fees and costs associated with the Town’s review of this application. These may include, but are not limited, to engineering and consultant fees, public notice costs, recordation fees, and any other fees paid by the Town in connection with or related to review of this application.
- Payment of fees as described above will be due within 10 days of the date of invoice, and if not received within 30 days will be considered past due. Payment of the above fees shall not relieve the payment of any other fees imposed by the Town.

If the applicant is someone other than the property owner, the applicant must provide a notarized letter from the property owner giving permission to be represented in this action).

As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.

Applicant – Print: Gregory A. Trowbridge

Applicant Signature:  **Date:** Aug. 13. 2021

If the applicant is not the owner:
As owner of the above property, I agree to the application.

Owner – Print: _____

Owner – Signature: _____ **Date:** _____

Applicants Name: _____ Address/Location: _____

PROCEDURAL CHECKLIST FOR MINOR SUBDIVISION

*Public Hearing and Recommendation by the Planning Commission on: _____

*Public Hearing and vote by Board of Trustees on: _____

The property posted on: _____

The Hearings published on: _____

**Dates are dependent upon all submittals being complete. Decisions will be delayed if the Planning Commission or the Board of Trustees request that the case be tabled or continued to a different meeting date.*

Applicant is required to attend all public meetings regarding this case.

All submittals will need to be in compliance with the corresponding Palmer Lake Municipal Code.

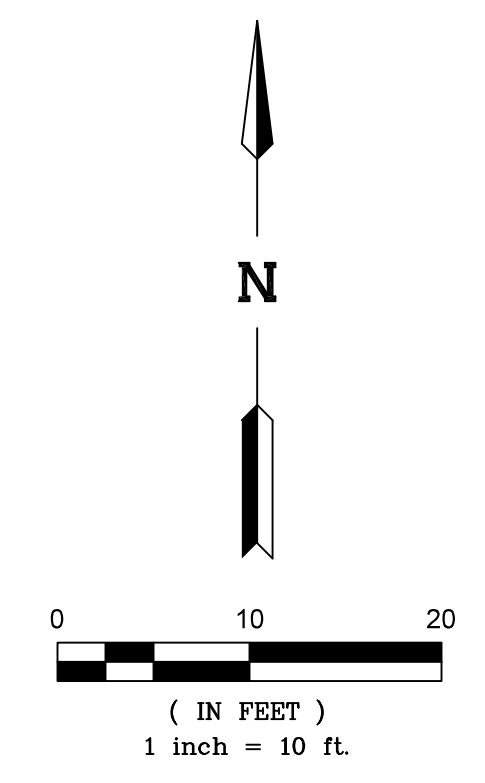
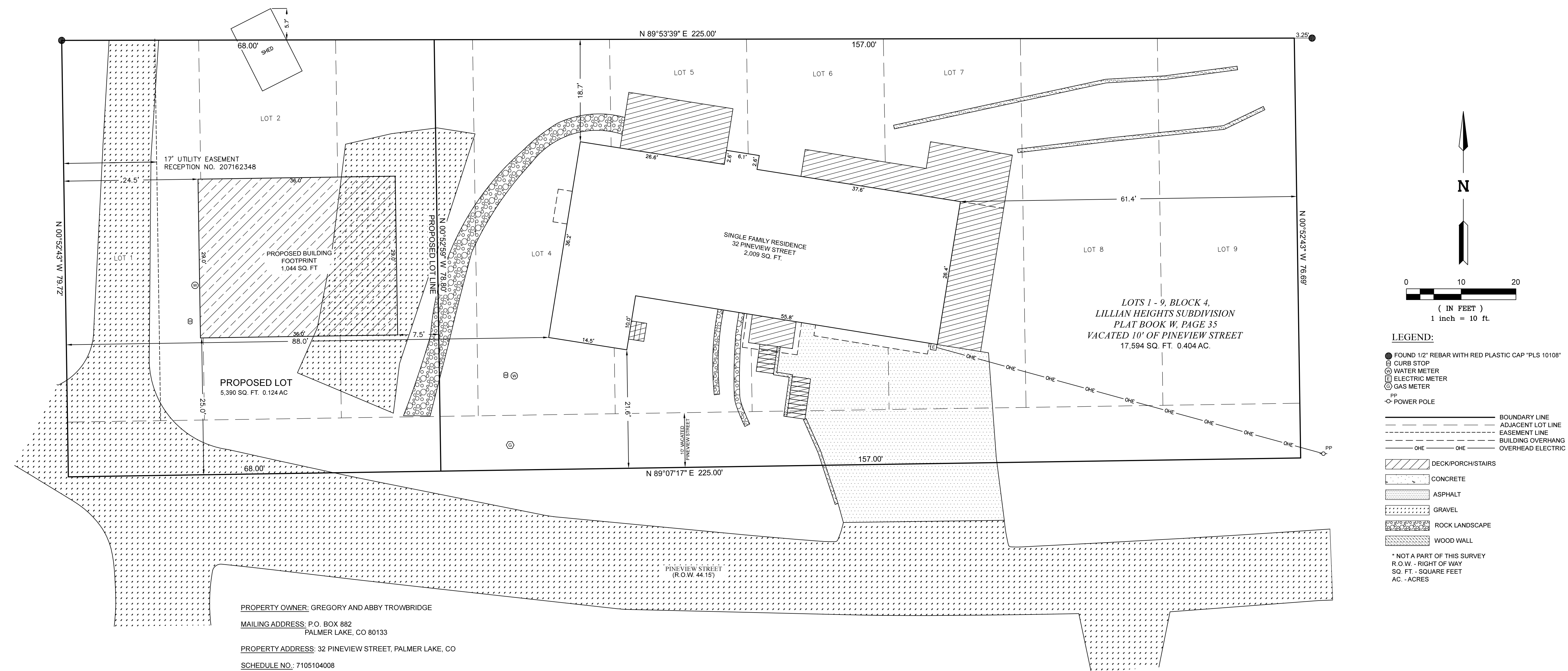
Coordination is required with Roads Department and Water Department.

Submittal Requirements:

X	Required information
	Complete application form with fee
	Complete checklist (this form)
	Title Commitment, dated within 90 days, including any exceptions
	Certificate showing all due taxes paid in full
	Drainage Plan
	Traffic Study
	Letter of intent
	Copies of proposed restrictive covenants or deed restrictions to be recorded
	A map of the final plat prepared by a Colorado registered land surveyor. Each plan must include:
	• Name of the Subdivision
	• Legal description of the subdivision with acreage
	• Date of preparation, sale and northpoint
	• A vicinity map
	• Location of land intended to be for public use
	• All monuments
	• Certification by a registered land surveyor
	• Profiles of all roads
	• Certificates for execution by Planning Commission Chairman
	• Certificates for execution by Mayor or Mayor Pro Tem
	• Certificates for execution by County Clerk and Recorder
	• All areas which part of the subdivision are not are to be labeled "Not part of this subdivision"
	• All easements as required by public and quasi-public agencies
	• All lots shall be numbered, consecutively throughout the tract, with no omissions
	Required Copies:
	• One (1) copy of final plat on Mylar for recording
	• Three (3) paper copies (24X36) of final plat
	• One (1) Electronic copy of final plat

SITE PLAN

LOTS 1 - 9, BLOCK 4, LILLIAN ESTATES SUBDIVISION
AND THE VACATED 10 FEET OF PINEVIEW STREET,
TOWN OF PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO



LEGEND:

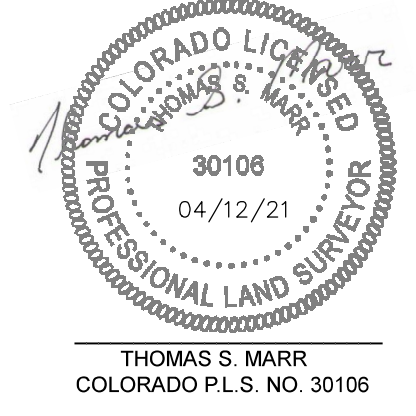
- FOUND 1/2" REBAR WITH RED PLASTIC CAP "PLS 10108"
 - ⊠ CURB STOP
 - ⊙ WATER METER
 - ⊕ ELECTRIC METER
 - ⊕ GAS METER
 - PP POWER POLE
 - BOUNDARY LINE
 - - - ADJACENT LOT LINE
 - - - EASEMENT LINE
 - BUILDING OVERHANG
 - OVERHEAD ELECTRIC
 - ▨ DECK/PORCH/STAIRS
 - ▨ CONCRETE
 - ▨ ASPHALT
 - ▨ GRAVEL
 - ▨ ROCK LANDSCAPE
 - ▨ WOOD WALL
- * NOT A PART OF THIS SURVEY
R.O.W. - RIGHT OF WAY
SQ. FT. - SQUARE FEET
AC. - ACRES

PROPERTY OWNER: GREGORY AND ABBY TROWBRIDGE
MAILING ADDRESS: P.O. BOX 882
PALMER LAKE, CO 80133
PROPERTY ADDRESS: 32 PINEVIEW STREET, PALMER LAKE, CO
SCHEDULE NO.: 7105104008

LEGAL DESCRIPTION:
LOT 1 TO 9 INCLUSIVE, BLOCK 4, LILLIAN HEIGHTS SUBDIVISION TOGETHER WITH THE VACATED 10 FEET OF PINEVIEW STREET, PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO

- NOTES:**
1. BEARINGS ARE ASSUMED.
 2. UNITS OF MEASUREMENT ARE U.S. SURVEY FEET.
 3. THIS SITE PLAN DOES NOT CONSTITUTE A TITLE SEARCH BY MARR LAND SURVEYING TO DETERMINE OWNERSHIP OR EASEMENTS.
 4. THIS IS NOT A LAND SURVEY PLAT OR IMPROVEMENT SURVEY PLAT.
 5. A MONUMENTED LAND SURVEY IS RECOMMENDED AND MAY CHANGE THE PROPOSED LOT CONFIGURATION.
 6. DATE OF SURVEY 04/06/21.
 7. THE 17' UTILITY EASEMENT, RECEPTION NO. 207162248, IS FOR LOT 1, BLOCK 4 AND DOES NOT EXTEND THROUGH THE VACATED 10' OF PINEVIEW STREET.
 8. THE EXISTING ROAD THROUGH LOT 1, BLOCK 4 AND THE VACATED 10' OF PINEVIEW STREET IS ACCESS FOR 40 PINEVIEW STREET.

SURVEYOR'S CERTIFICATION:
I, THOMAS S. MARR, A REGISTERED LAND SURVEYOR IN THE STATE OF COLORADO, HEREBY STATE AND DECLARE THAT THE ACCOMPANYING SITE PLAN WAS SURVEYED AND DRAWN UNDER MY RESPONSIBLE CHARGE AND ACCURATELY SHOWS THE DESCRIBED TRACT OF LAND, AND PARCEL DELINEATION THEREOF, ON THE DATE OF THE SURVEY.



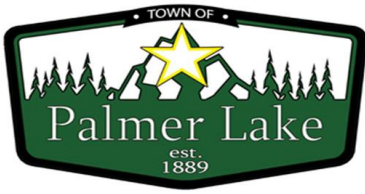
MARR LAND SURVEYING
506 Bonfoy Ave B
Colorado Springs, CO 80909
Tel: (719)660-8263
tmarr@marrlandsurveying.com

REVISIONS			
NO.	DESCRIPTION	BY	DATE

A PARCEL LOCATED IN SECTION 5,
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M.,
COUNTY OF EL PASO, STATE OF COLORADO

PROJECT NO. 21-019
Drawn By: TSM
Checked By: TSM
Date: 4/8/21
Sheet: 1 of 1





42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719-481-2953 – office

Office Use Only	Item 3.
Case Number: _____	
Date: _____	
Fees: <u>\$250.00</u>	
Check #: _____	
Rec'd By: _____	
Application Complete: _____	

Conditional Use Application Form

Name of Applicant/Property Owner: Craig Barragry

Address: 12656 Esperanza Place, Castle Pines, CO 80108 Phone#: 269-743-8189

Email: ctbarragry@uwalumni.com

Name of Proposal: Residential duplex conversion of former Lianro Roofing building

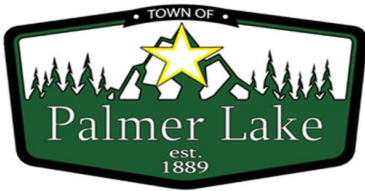
Legal Description or Address: 11 S. Hwy 105

Note: If the applicant is someone other than the property owner, the applicant must provide a notarized letter from the property owner giving permission to be represented in this action.

This is a Conditional Use – A request for a use not permitted under certain zoning categories subject to review by the Planning Commission and consideration by the Board of Trustees.

Criteria for approval of a conditional use – Include a “site plan” or building design where a structure is involved to address the following criteria in which the Planning Commission and the Board of Trustees must find evidence, both factual and supportive, provided by the applicant.

- The site for the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping, and other features required by this ordinance.
- The site for the proposed use relates to streets and highways adequate in width and degree of improvement to handle the quantity and kind of vehicular traffic that would be generated by the proposed use.
- Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other ordinance standards or other reasonable conditions of approval.
- If of benefit to the community, any proposed structures will be of a design complimentary to the surrounding area.



By signing this application, parties agree to the following:

- Town of Palmer Lake staff or its consultants may enter the property to inspect the property and evaluate the proposal.
- The applicant/petitioner is liable for all non-refundable fees and costs associated with the Town’s review of this application. Fees may include, but are not limited, to engineering and consultant fees, public notice costs, publication/recording fees, and any other fees paid by the Town in connection with, or related to, review of this application.
- Payment of fees as described is due within 10 days of the date of filing and, if not received within 30 days will be considered past due. Payment of the above fees shall not relieve the payment of any other fees imposed by the Town.

As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.

Applicant Signature: *Craig Barragy* **Date:** 7/27/21

If the applicant is not the owner:

As owner of the above property, I agree to the application.

Owner – Print: _____

Owner – Signature: _____ **Date:** _____