



BOARD OF TRUSTEES MEETING

Thursday, December 12, 2024

SOCIAL at 5:00 PM / **REGULAR MEETING at 6:00 PM**

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

LIVE STREAM available at Town website

AGENDA

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

Call to Order

Roll Call

Pledge of Allegiance

Public Hearing – *Mayor Pro Tem will introduce the item and hear the applicant request. Mayor Pro Tem will ask if any public member wishes to speak for or against the request and may add restrictions. Public should address the Board members directly while members listen. Applicant may provide closing remarks and members may ask questions of the applicant. Mayor Pro Tem will close the hearing and members will discuss the item, take action or continue the hearing to a particular date.*

1. Application for Resubdivision/Replat Largo Terrace, Poco Ave -- *requested to continue to January 23 meeting*
2. Application for Master Plan Resubdivision, Lakeview Heights -- *requested to continue until January 9 meeting*
3. Eligibility for Annexation for Petition Submitted by Maria Larsen - Eligibility

Old Business Items

4. Resolution 60-2024 to Determine Eligibility for Annexation
5. Ordinance 14-2024 to Repeal and Replace Planned Development (PD) Code

Consent Agenda - *Items under the consent agenda may be acted upon by one motion. If, in the judgment of a board member, a consent agenda item requires discussion, the item can be placed on the regular agenda for discussion and/or action.*

6. Minutes from November 14, 2024 Meeting
7. Checks over \$15,000 - Community Matters Institute (\$15,410.00) for land use revision and land development review; West Fork Construction LLC (\$70,207.92) for remaining balance and retainer for PLES; GMS Inc (\$25,033.64) for engineering services

[8.](#) Financials (October)

Staff/Department Reports

- [9.](#) Water
- [10.](#) Public Works including Roads & Park Maintenance
- [11.](#) Police
- [12.](#) Fire
- [13.](#) Administration
- 14. Attorney
- 15. Administrator/Clerk

Administer Oath of Office to New Town Officials

Roll Call

New Business Items

- [16.](#) Ordinance 19-2024 to Adopt 2025 Budget and Appropriate Funds
- [17.](#) Resolution 61-2024 to Certify Mill Levies
- [18.](#) Resolution 57-2024 to Award Design of Spruce Mountain Road, JR Engineering
- [19.](#) Resolution 58-2024 to Authorize Volunteer Plan Affiliation Agreement, Fire and Police Pension Association (FPPA)
- [20.](#) Resolution 59-2024 to Authorize PAH for Financial Audit Service
- [21.](#) Notice of Vacant Seats for Appointment
- [22.](#) Consider Retreat, Training and Joint Potluck Dates in January

Public Comment - *Public comments are encouraged to be emailed to the Town office at info@palmer-lake.org with subject line of Public Comment (24 hours prior to meeting) and shall be distributed and read at the meeting. Otherwise, please step to the microphone, state your name and address for the record, and address the Board on matters not on the agenda. Please note that the Board will not take action on your comment but may refer it to staff and/or a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!*

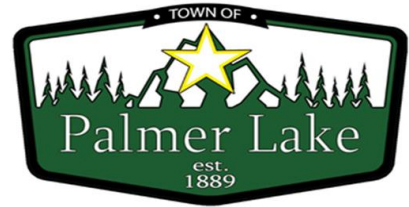
Board Reports

Next Regular Meeting (1/15) and Future Items

Adjourn

Americans with Disabilities Act

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



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Application for Resubdivision/Replat Largo Terrace, Poco Ave
Presented by: Town Administrator Dawn Collins		

Background

The replat/resubdivision application for Largo Terrace, real property owned at Poco Ave, reduces the density for the area.

Staff had requested an exhibit separate from the replat to evidence that the replatted lines will not create further non-complying lots pursuant to zoning code. Due to circumstances, the applicant requested that the hearing be continued at the November Planning Commission meeting, and the Commission subsequently, continued the hearing to January to complete this exhibit.

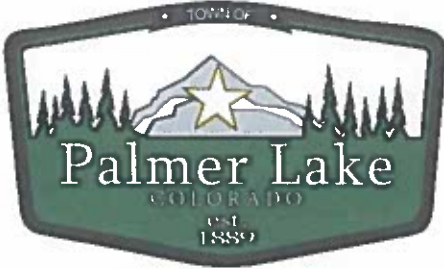
Recommended Action

The Planning Commission, on 11/14, continued the hearing to the regular January meeting (1/15); thus, the recommendation is to continue the Board hearing to at least the 1/23 Board meeting.

NOTICE OF PUBLIC HEARING

TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, November 20, 2024, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider an application for minor resubdivision/replat of Blocks 38 and 39 and vacated portion of Largo Ave., of Glen Park, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on Thursday, December 12 at 6 PM. A copy of the complete application is on file at the Town Clerk office, at 719-481-2953. /s/ Dawn A. Collins, Town Clerk



TOWN OFFICE USE ONLY

Date Received: 9-3-2024 By: LG

Fee: \$ 1,000⁰⁰ Pmt Type: check #102

Property #: _____

LAND USE REGULATIONS/DEVELOPMENT APPLICATION

TYPE OF SUBMITTAL (CHECK ALL THAT APPLY)	
<input type="checkbox"/> Certificate of zoning compliance (17.12.060)	<input checked="" type="checkbox"/> Minor Subdivision (Attach Minor Subdivision Application - 16.36.020)
<input type="checkbox"/> Annexation (CRS 31-12-101 et seq.)	<input type="checkbox"/> Resubdivision (Attach Subdivision Application- 16.64.010)
<input type="checkbox"/> Zoning Change (Ordinance required-Attach Rezoning or Map/Text amendment Application)	<input type="checkbox"/> Conditional Use Permit (Attach application-17.100.010)
<input type="checkbox"/> Planned Unit Development (Attach PUD Plan 17.72.100 or PUD Final Development Plan Application 17.72.110)	<input type="checkbox"/> Variance from Zoning Regulations (Attach Variance Application- 17.64.160)
<input type="checkbox"/> Site Plan Review (Attach Site Plan Application-17.12.070)	<input type="checkbox"/> Sign Permit (Attach Sign Application-17.76.040)
<input type="checkbox"/> Subdivision Master Plan (16.16.010)	<input type="checkbox"/> Grading and Erosion Control Plan (Attach application-17.68.080)
<input type="checkbox"/> Major Subdivision Preliminary Plat (Attach Major Subdivision Application- 16.20.010)	<input type="checkbox"/> Hillside Overlay District (Attach application-17.68.110)
<input type="checkbox"/> Major Subdivision Final Plat (Attach Major Subdivision Application-16.028.010)	<input type="checkbox"/> Floodplain Development Permit (Attach application-17.64.130)

Please submit the following with this application:

- Attach Vicinity Map
- Attach County Assessor Parcel Information showing property & lot lines (<https://assessor.elpasoco.com>)

Property Address: 201 POCO AVE

Applicant Name: Joseph BELTRAN Phone: 719-201-9301

Email: CPUSER2003@YAHOO.COM

Mailing Address: PO BOX 758 PALMER LAKE

City: PALMER LAKE State: CO Zip: 80133

Owner(s) of Record Name (if different from above): _____

Email: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

APPLICANT SIGNATURE - I certify the information & exhibits I submitted are true & correct to the best of my knowledge. In filing this form, I am acting with the knowledge & consent of the property owners. I understand that all materials & fees required by the Town must be submitted prior to having this application processed. Form may be signed electronically by typing your name in the Signature field or manually printing & signing.

OWNER CERTIFICATION - I certify that I am the lawful owner of the parcel(s) of land or mineral interests which this application concerns and consent to this action.

Joseph Beltran 09-02-24 Joseph Beltran 09-02-24
 Applicant Signature Date Owner Signature Date

RE: 201 Poco.Ave. Replat Application

Dear Board Members,

I would like to replat my property locate at 201 Poco ave. from one to three sections in accordance with our towns ordinances and procedures.

A thorough and complete survey of the property was completed August 16th, 2024 by WLR Services Garry Rohleder. (303-243-1309).

If there are additional items or concerns to be addressed in the interim, please feel free to contact myself or Garry Rohleder.

Thank you for your consideration.

Truly yours,  08-29-2024
Joseph Beltran
(719)-201-9301

LAND DETAILS

SEQUENCE NUMBER	LAND USE	ASSESSMENT RATE	AREA	MARKET VALUE
1	SINGLE FAMILY RESIDENTIAL	6.700	2.02 Acres	\$185,000

BUILDINGS DETAILS

^ RANCH 1 STORY (1)		Market Value	\$363,561
Assessment Rate	6.700	Above Grade Area	1,836
Bldg #	1	First Floor Area	1,836
Style Description	RANCH 1 STORY	Above First Floor Area	0
Property Description	SINGLE FAMILY RESIDENTIAL	Lower Level Living Area	0
Year Built	1995	Total Basement Area	1,836
Dwelling Units	1	Finished Basement Area	Attached
Number of Rooms	6	Garage Description	699
Number of Bedrooms	3	Garage Area	-
Number of Baths	2.00	Carport Area	-

v RANCH 1 STORY (2)		Market Value	\$209,366
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SALES HISTORY

+	SALE DATE	SALE PRICE	SALE TYPE	RECEPTION
	06/03/2019	\$0	-	219060271

TAX ENTITY AND LEVY INFORMATION

County Treasurer Tax Information
 Tax Code: PDZ Levy Year: 2023 Mill Levy: 68.991

Item 1.

TAXING ENTITY	LEVY	CONTACT NAME/ORGANIZATION	CONTACT PHONE
EL PASO COUNTY	6.862	FINANCIAL SERVICES	(719)520-6400
EPC ROAD & BRIDGE SHARE	0.165	-	(719)520-6498
TOWN OF PALMER LAKE	21.238	DAWN A COLLINS	(719)481-2953
EPC-PALMER LAKE ROAD & BRIDGE SHARE	0.165	-	(719)520-6498
LEWIS-PALMER SCHOOL DISTRICT #38	37.500	BRETT RIDGWAY	(719)488-4705
PIKES PEAK LIBRARY DISTRICT	3.061	RANDALL A GREEN	(719)531-6333
PALMER LAKE SANITATION DISTRICT	0.000	BECKY ORCUTT	(719)481-2732

MAP SHEET

[Click to view Map Sheet 1](#)

Disclaimer

We have made a good-faith effort to provide you with the most recent and most accurate information available. However, if you need to use this information in any legal or official venue, you will need to obtain official copies from the Assessor's Office. Do be aware that this data is subject to change on a daily basis. If you believe that any of this information is incorrect, please call us at (719) 520-6600.



OVERVIEW

Owner:	BELTRAN JOSEPH A
Mailing Address:	PO BOX 758 PALMER LAKE CO, 80133-0758
Location:	201 POCO AVE
Tax Status:	Taxable
Zoning:	.
Plat No:	R00391
Legal Description:	LOTS 1-16 INC BLK 39 GLEN PARK TOG W/ LOTS 1-6 NC BLK 38 GLEN PARK TOG W/ VAC LARGO AVE BY ORD NO 10-2017 AT REC# 219060271

MARKET & ASSESSMENT DETAILS ?

	Market Value	Assessed Value
Land	\$185,000	\$12,400
Improvement	\$572,927	\$38,390
Total	\$757,927	\$50,790

Item 1.



Minor Subdivision Checklist form date: May 29, 2024

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.110(a) for more information.
- On this checklist, check off items included in the application and shown on the drawings.

SUBMITTAL REQUIREMENTS	
	Number of paper copies to be determined
	Digital copy (PDF) of all submittal items
	Land Use application form, completed & signed
	This checklist – check off all items submitted and drawing requirements that have been met
	Application fee
	Cost reimbursement agreement
	30-day requirement signed waiver
	Title commitment
	Mineral rights affidavit
	Minor subdivision plat (see Drawing Requirements below)
	Site development plan
	Project narrative

DRAWING REQUIREMENTS	
	24" x 36" sheet, unless other size is approved
	Title of project
	North arrow
	Written & graphic scale
	Vicinity map
	Date of preparation
	Name of person or firm that prepared drawing
	Legal description of the entire subdivision
	Basis of established bearing
	Closure calculations
	Name/business name/address/phone/email:
	- Owner(s)
	- Applicant (if not the owner)

DRAWING REQUIREMENTS (continued)	
	- Designer(s)
	- Engineer(s)
	- Surveyor(s)
	Bearings, distances, and curve information for the perimeter and all lots, blocks, ROW's, and easements
	Excepted parcels note
	Lot and block numbers
	Existing and proposed ROW
	Existing and proposed street names
	Existing and proposed easements
	Location and description of monuments
	Floodplain boundary
	Signature and certification blocks for:
	- Registered land surveyor
	- Owners and mortgagees
	- PC, BOT, Town Clerk, County Clerk & Recorder
	- Utility providers
	- Ownership and dedications

REVIEW PROCESS	
<i>The following is a general description of the steps involved in processing your Minor Subdivision with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.</i>	
Step 1: Pre-application conference	Applicant may request conference before submitting the application.
Step 2: Submit application	Applicant submits a complete application.
Step 3. Certification of completeness	Staff reviews the application and either certifies that it meets submittal requirements, or notifies the Applicant of what deficiencies that need to be corrected before the application is accepted.
Step 4: Referral of application	If accepted, Staff refers the application to other staff and parties of interest.
Step 5: Staff review	Staff reviews the application and sends comments to the applicant.
Step 6: Applicant responds to comments	Applicant addresses comments and submits revised documents.
Step 7: Staff review and report	Staff reviews revisions, prepares staff report, and sets PC hearing date.
Step 8: Public notice 15 days before PC hearing	By certified mail, Applicant provides notice to property owners within 300 feet. Staff posts sign and submits notice to the newspaper.
Step 9: PC public hearing and recommendation	Staff provides all information to PC at least 1 week prior to hearing. On 3rd Wednesday of the month , PC holds hearing and makes a recommendation. APPLICANT MUST BE PRESENT FOR THE HEARING.
Step 10: Applicant addresses PC recommendations	Applicant revises documents and resubmits to the Town Clerk.
Step 11: Final Staff review	Staff reviews revised submittal and prepares staff report.

Step 12: BOT public hearing and action	BOT makes a decision or continues to a specific date. APPLICANT MUST BE PRESENT AT HEARING.
Step 13: Prior to recording	Applicant submits required documents prior to recording
Step 14: Plat recording	Applicant submits signed mylar of plat to Town Clerk. After Town signs mylar, Applicant submits document(s) to County Clerk and Recorder. Within 14 days of recording, Applicant must submit to Town Clerk copy of recorded documents.

CRITERIA FOR APPROVAL SUMMARY	
A minor subdivision has the same criteria for approval as a final plat. For the full text of the criteria, see code section 16.20.100(c).	
	Final plat conforms to preliminary plat and conditions.
	Substantially complies with Title 17 standards.
	All technical standards have been met.

Application received date: 9/3/2024
 Accepted as complete date: 9/18/2024
 PC hearing date: 11/20
 BOT hearing: 12/12
 Recording date: _____

MEMO

Date: September 10, 2024 DRAFT

To: Dawn Collins, Town Administrator and Town Clerk, Town of Palmer Lake

CC: Scott Krob, Krob Law, Town Attorney
Mark Morton, PE, GMS Inc., Consulting Engineers for the Town of Palmer Lake

From: Mike Davenport, AIA, AICP, Community Matters Institute
Barb Cole, Executive Director, Community Matters Institute

RE: **Poco Replat – Completeness Review**

SUMMARY

This memo is a completeness review of the application for approval of the proposed Largo Terrace minor subdivision replat. Joseph Beltran is the owner and applicant, and the property address is 201 Poco Avenue. The Applicant proposes dividing the existing parcel into three lots and dedicating a narrow tract of land to public right-of-way. See “Findings” at the end of this memo for additional information that is needed before the application goes to the next step in the review process.

REVIEW PROCESS

Most resubdivisions are classified as either a minor subdivision or a major subdivision. A proposed subdivision meeting the criteria in Municipal Code section 16.20.040(a) is a minor subdivision. Briefly, a minor subdivision is subject to a Planning Commission public hearing and recommendation and then a Board of Trustees public hearing and decision. A fuller description of the minor subdivision process is listed in section 16.20.110(a).

PROJECT INFORMATION

Project information:

Address: 201 Poco Avenue
Legal description: Block 38, Block 39, and a vacated portion of Largo Avenue
Bounded by: East – Poco Avenue
North - Largo Avenue
West – Verano Avenue
South – Rosita Avenue
Property size: 2.130 acres±
Owner: Joseph Beltran
Consultant: Gary Rohleder (303-243-1309) of WLR Services, Surveyor (303-648-9755)
Proposed lots : Lot 1 – 1.33 acres

	Lot 2 – 0.36 acres
	Lot 3 – 0.40 acres
	Tract A to be dedicated as right-of-way – 1,950 square feet (SF)
Existing zoning:	R-3 (Medium Density Residential Zone) on the Town’s zoning map
Proposed zoning:	No change proposed in the application
Surrounding zoning:	R-3 on all sides
Existing land use:	Single family residential
Proposed land use:	No change of use is proposed in the application

COMPLETENESS REVIEW – PART 1: ITEMS TO BE SUBMITTED

Listed below are the submittal requirements and items that were received. See section 16.20.110(a)(2) for the list of requirements.

- Land Use Application Form, completed and signed – received
- Application Fee – received (per application form)
- Cost Reimbursement – It is our understanding this is not being required
- Title Commitment – not received
- Mineral Rights Affidavit – not received
- Minor Subdivision Plat – received
- Site development plan – not received

COMPLETENESS REVIEW – PART 2: INFORMATION TO BE PROVIDED ON THE DRAWING(S)

Listed below are the submittal requirements. See section 16.20.110(a)(2) for the list of requirements.

- 24"x36" sheet, unless other size approved – OK
- Title of project – OK
- North arrow - OK
- Written and graphic scale - OK
- Vicinity map - OK
- Date of preparation - OK
- Name of person or firm preparing the drawing - OK
- Legal description of the entire subdivision - OK
- Basis of established bearing - OK
- Closure calculation(s) – may not be needed, the closure calculations are usually a separate document and not on the plat, up to the Town’s engineering consultant if required
- Owner information - OK
- Applicant information – OK, same as owner
- Surveyor information – OK, please provide the email address if there is one
- Bearings, distances, and curve information – OK

- Excepted parcel(s) note – not applicable
- Lot and block numbers - OK
- Existing and proposed right-of-way - OK
- Existing and proposed street names - OK
- Existing and proposed easements – none shown
- Location and description of monuments - OK
- Floodplain boundary – not in a floodplain, see Note 4, OK
- Signature and certification blocks for:
 - Registered land surveyor - OK
 - Owners and mortgagees – owner, OK, not known if there are mortgagees
 - Planning Commission - OK
 - Board of Trustees (Mayor) - OK
 - County Clerk and Recorder - OK
 - Ownership and dedications – OK

FINDINGS

The application is complete, except for the following additional information that is needed before the application proceeds to technical review.

1. **Proof of ownership.** This may be an attorney's opinion, a title commitment no more than 30 days old, or an older title commitment with an update letter no more than 30 days old. The title information would also answer whether there are mortgagees that would need to sign the plat.
2. **Mineral rights affidavit.**
3. **Site development plan.** A site development plan is similar to a preliminary plat. This is needed to determine if the proposed lots can meet the minimum requirements of the Town's zoning and subdivision regulations.
4. **Closure calculations.** The Town's consulting engineer needs to determine if closure calculations are required for the proposed subdivision and proposed right-of-way dedication.

/mjd

AFFIDAVIT

I, JOSEPH A. BELTRAN, 201 POCO AVE. PALMER LAKE, FORMALLY ATTEST TO MEETING WITH EL PASO COUNTY COLORADO COMMISSIONER, RICK VAN DYKE. ON THURSDAY, SEPTEMBER 12TH, 2024.

MR. AVN DYKE STATED THERE ARE 'NO SEVERED MINERAL RIGHTS ASSOCIATED WITH MY PROPERTY" AT 201 POCO AVE, PALMER LAKE.

SIGNED



JOSEPH BELTRAN SEPTEMBER 14TH, 2024

SITE PLAN 201 POCO AVE.

IT HAS BEEN DETERMINED THERE IS NO REZONE FOR 2012 POCO. AVE., AND THEREFORE NO SITE PLAN IS REQUIRED OTHER THAN STATING:

"THE APPLICATION FOR A SIMPLE REPLAT OF 201 POCO AVE. INTO THREE SECTIONS IS FOR THE PURPOSE OF PROPERTY INTEGRITY."

SIGNED SEPTEMBER 14TH, 2024



JOSEPH A. BELTRAN

Perimeter Boundary of Largo Terrace Replat

Point of Beginning : North: 1470290.4053' East: 3166478.6797'

Segment #1 : Line

Course: S01° 29' 47.54"E Length: 80.830'
North: 1470209.6029' East: 3166480.7907'

Segment #2 : Line

Course: S56° 49' 45.50"W Length: 267.057'
North: 1470063.4864' East: 3166257.2519'

Segment #3 : Line

Course: N02° 08' 30.94"E Length: 258.853'
North: 1470322.1583' East: 3166266.9265'

Segment #4 : Line

Course: N03° 10' 59.46"W Length: 97.197'
North: 1470419.2056' East: 3166261.5293'

Segment #5 : Curve

Length: 195.789' Radius: 249.996'
Delta: 044.8722 (d) Tangent: 103.225'
Chord: 190.824' Course: N32° 00' 25.45"E
Course In: S80° 25' 44.47"E Course Out: N35° 33' 24.64"W
RP North: 1470377.6388' East: 3166508.0458'
End North: 1470581.0206' East: 3166362.6703'

Segment #6 : Line

Course: S27° 41' 09.70"E Length: 25.764'
North: 1470558.2061' East: 3166374.6411'

Segment #7 : Curve

Length: 132.638' Radius: 50.430'
Delta: 150.6957 (d) Tangent: 192.884'

Chord: 97.580' Course: S58° 34' 02.15"E
Course In: S73° 13' 09.82"E Course Out: S43° 54' 54.49"E
RP North: 1470543.6466' East: 3166422.9236'
End North: 1470507.3185' East: 3166457.9014'

Segment #8 : Line

Course: N40° 12' 46.29"E Length: 77.611'
North: 1470566.5862' East: 3166508.0094'

Segment #9 : Curve

Length: 54.199' Radius: 22.198'
Delta: 139.9478 (d) Tangent: 60.878'
Chord: 41.695' Course: S57° 32' 18.78"E
Course In: S37° 30' 44.81"E Course Out: S77° 33' 52.74"E
RP North: 1470548.9852' East: 3166521.5212'
End North: 1470544.2070' East: 3166543.1899'

Segment #10 : Line

Course: S09° 32' 02.54"W Length: 166.766'
North: 1470379.7446' East: 3166515.5679'

Segment #11 : Curve

Length: 97.282' Radius: 247.240'
Delta: 022.5442 (d) Tangent: 49.278'
Chord: 96.655' Course: S22° 26' 08.62"W
Course In: S56° 17' 31.76"E Course Out: N78° 50' 11.00"W
RP North: 1470242.5369' East: 3166721.2412'
End North: 1470290.4053' East: 3166478.6797'

Perimeter: 1453.985' Area: 92790.99 Sq. Ft.

7021 2720 0000 8353 4327

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

Palmer Lake CO 80133

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

0301
PALMER LAKE CO 80133
Postmark Here
OCT 15 2024
10/15/2024

Sent To
Dennis Dusky
Street and Apt. No., or PO Box No.
PO BOX 663
City, State, ZIP+4®
Palmer Lake CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8353 4402

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

Palmer Lake CO 80133

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

0301
PALMER LAKE CO 80133
Postmark Here
OCT 15 2024
10/15/2024

Sent To
Bub + Ann Marie McGuffee
Street and Apt. No., or PO Box No.
393 Verona Ave
City, State, ZIP+4®
Palmer Lake CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8353 4301

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

Colorado Springs CO 80908

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

0301
PALMER LAKE CO 80133
Postmark Here
OCT 15 2024
10/15/2024

Sent To
Steyen Beebe
Street and Apt. No., or PO Box No.
12610 Falcon Dr
City, State, ZIP+4®
Colorado Springs CO 80908

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Item 1.

7021 2720 0000 8353 4419

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

Palmer Lake CO 80133

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

0301
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Extra Services & Fees (check box, add fee as appropriate)	\$0.00
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<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

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Bill Fisher
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PO Box 1395
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Palmer Lake CO 80133

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Postage	\$0.73
Total Postage and Fees	\$5.58

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Extra Services & Fees (check box, add fee if appropriate)	\$0.00
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Extra Services & Fees (check box, add fee if appropriate)	\$0.00
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Total Postage and Fees	\$5.58

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 City, State, ZIP+4®: Palmer Lake CO 80133

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First-Class Mail® Letter	1		\$0.73
Palmer Lake, CO 80133			
Weight: 0 lb 0.30 oz			
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Thu 10/17/2024			
Certified Mail®			\$4.85
Tracking #:			
70212720000083534341			
Total			\$5.58
First-Class Mail® Letter	1		\$0.73
Palmer Lake, CO 80133			
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Estimated Delivery Date			
Thu 10/17/2024			
Certified Mail®			\$4.85
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Total			\$5.58
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Estimated Delivery Date			
Thu 10/17/2024			
Certified Mail®			\$4.85
Tracking #:			
70212720000083534365			
Total			\$5.58

Steven Beebe
12690 Falcon Drive
Colorado Springs, CO 80908

Joseph "Tony" Beltran
PO Box 758
Palmer Lake, CO 80133

Dear Neighbors,

I hope this letter finds you well. I am writing to inform you about an upcoming replat of the property lines for my property located in the Town of Palmer Lake. This modification to the plat is intended to enhance the functionality of the land and better align with the town's development goals.

As part of this process, I am reaching out to all neighbors within a 300-foot radius of my property to ensure that everyone is informed and aware of the planned changes. The replat will include adjustments to the property lines, which will not affect the boundaries of adjacent lots. I want to assure you that my intention is to improve our community while maintaining the integrity and character of our neighborhood.

I encourage you to reach out with any questions or concerns you may have regarding this replat. Your feedback is important to me, and I want to ensure that we maintain open lines of communication throughout this process. If you would like to discuss this further, please feel free to contact me at cpuser2001@yahoo.com

Thank you for your understanding and support as we move forward with this project. I look forward to hearing from you.

Warm regards,

Joseph "Tony" Beltran

10/16/2024
Dawn Collins
Town Administrator/Clerk
42 Valley Crescent Dr.
PO Box 208
Palmer Lake, CO 80133
dawn@palmer-lake.org

Joseph "Tony" Beltran
Po Box 758
Palmer Lake, CO 80133
cpuser2001@yahoo.com
719-201-9301

Dear Dawn Collins,

I am writing to formally submit a second request regarding the waiver of the site development plan for our proposed minor subdivision replat of existing land located in the Town of Palmer Lake.

As outlined in the GMS memorandum, we believe our project meets all necessary criteria for a waiver. Our plans do not entail any new developments but rather focus on the replatting of existing R3 zoned land. We are committed to ensuring that our project aligns with the community's goals and vision, and we have designed our plans with the utmost consideration for both the environment and the residents.

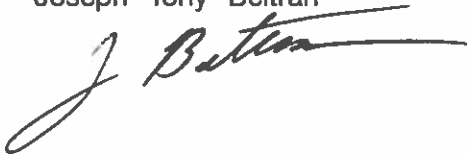
We understand the importance of adhering to local regulations and appreciate the efforts of the Planning Department in maintaining the integrity of our community. Given that no new developments are involved and all criteria set forth in the GMS memorandum are satisfied, we respectfully request that you review our case favorably for a waiver of the site development plan requirement.

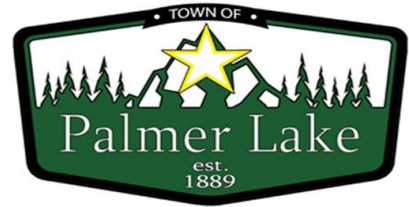
Attached you will find a copy of the certified mailing sent to neighbors within 300 ft and a second copy of the survey closure notes.

Thank you for your attention to this matter. I am eager to discuss this with you further and provide any additional information or documentation that may be needed to facilitate your assessment. I look forward to your prompt response.

Warm regards,

Joseph "Tony" Beltran





Item 2.

**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Application for Master Plan Resubdivision of Lakeview Heights
Presented by: Town Administrator Dawn Collins		

Background

Following is a link to the complete Lakeview Heights Master Plan submittal material – <https://www.townofpalmerlake.com/bc-pc/page/notice-public-hearing-resubdivision-lakeview-heights-units-3-4-and-portion-unit-2>

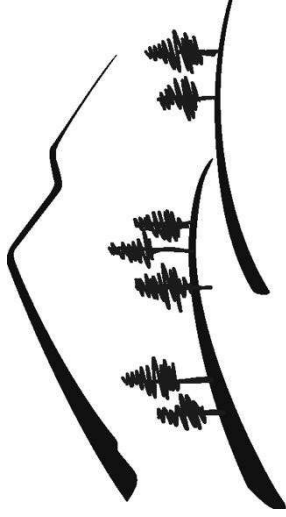
Enclosed with this item is also the following –

- memo issued to the Planning Commission from Krob Law
- memo from Fire Chief Vincent
- minutes from the Planning Commission meeting on 11/20

Following a brief discussion with the applicant about the 12/12 agenda format, the applicant requested that the public hearing for the master plan application be continued until the January 9 Board meeting.

Recommended Action

Staff recommendation is to continue the public hearing to the first January Board meeting on 1/9.



KROB LAW OFFICE, LLC
Attorneys at Law

MEMORANDUM

To: Town of Palmer Lake Planning Commission
From: Scotty P. Krob, Town Attorney
Date: November 15, 2024
Re: Consideration of Lakeview Heights Resubdivision Master Plan

The Master Plan for Lakeview Heights Resubdivision is on the November 20, 2024 agenda for the Planning Commission’s consideration and recommendation to the Board of Trustees. This memo is being provided to assist the Commission in its consideration. Under the applicable regulations, the Planning Commission is charged with reviewing the Master Plan and then submitting it to the Board of Trustees along with recommended actions. It is within the purview of the Commission to recommend approval, approval with conditions, or denial. The Master Plan must be approved, with or without conditions, by the Board of Trustees before the applicant proceeds to the next step, which will involve submission of a preliminary plat.

The comments from the Town’s Design Review Team (DRT) are reflected in the November 11, 2024 memo from Dawn Collins to the applicant, that is included in your packet.

There are a couple issues related to this subdivision that have been raised and that the DRT would like to address at the outset of this memo and that we will be glad to follow up and discuss any questions you have at the meeting.

Issue 1: What are the “applicable regulations” governing the Commission’s consideration of this application?

I recognize that the Planning Commission and the DRT have devoted a substantial amount of time and effort to developing new and improved subdivision regulations and that those new subdivision regulations were approved by the Board of Trustees based on the Planning Commission’s recommendation, effective July 25, 2024. The question has been raised whether the most recent submittal from the applicant should be considered under the Town’s new or

previous subdivision regulations. Having considered the issue and discussed the various filings with staff, my conclusion is that the Lakeview Heights subdivision is to be considered under the old regulations and that if the Town were to apply the new regulations, it would be changing the rules midstream, exposing the Town to potential liability. My reasons for reaching this conclusion are as follows:

When a land use application is submitted under one set of regulations and then the regulations are replaced with a new set, the regulations under which the application was initially submitted continue to govern the application if (1) the application was substantially complete at the time it was filed, (2) the applicant has pursued the application with reasonable diligence, and (3) the current application is substantially the same as the initial application. It is the date of initial submission, and not the date of completeness, that is the determinative date for deciding which regulations apply.

In this instance, the applicant submitted its original application on July 19, 2023. Its second submission was filed on November 15, 2023; third submission on July 26, 2024; and current resubmission on October 29, 2024. The Town Administrator has indicated the initial application was substantially complete, that many of the changes in subsequent submissions were made to comply with adopted regulations, at the request of Town staff and consultants, and that the current submission is substantially the same as the initial one. That is consistent with my understanding, as well.

Under these circumstances, the subdivision application should be reviewed under the subdivision regulations that were in place at the time of the original submission. For purposes of this memo, when there is a reference to the “applicable regulations” it refers to the subdivision regulations in effect on July 19, 2023. To assist the Planning Commission, a copy of the applicable code, which is Title 16 Subdivisions as it existed on July 19, 2023, is included in your packet.

Issue 2: Is a second access required?

It is my understanding that some of the early drawings related to the Lakeview Heights development showed a second access, but that second access is no longer available because a portion of the land needed for the second access is not owned by the applicant. The Town’s engineer has provided the following information for the Planning Commission’s guidance on this issue:

Regarding a second access to the proposed Lakeview Heights development, a review of the applicable criteria, adopted by the Town, from the El Paso County (EPC) Land Development Code (LDC) and Engineering Criteria Manual (ECM) indicate that a second access is not required by these criteria. The following is a summary of that review. Chapter 8 of the EPC LDC speaks to dead-end roads, particularly Paragraph 8.4.4.(D) which reads as follows:

(D) Dead-End Road Standards.

- (1) **Maximum Number of Lots on Dead-End Road.** *The maximum number of lots fronting and taking access from a dead-end road is 25. A corner lot is not counted in the maximum number of lots on a dead-end road when the fire department*

determines that adequate emergency access is provided to the corner lot by an alternative road.

- (2) **More than 25 Lots on a Dead-End Road.** *Where more than 25 lots would front and take access to a dead-end road, a second means of access shall be provided. The second access shall be either a public road or a road located within an easement specifically constructed for emergency access purposes.*

In situations where a second access is planned but is not practicable to construct initially, a divided 4 lane road meeting the design and construction requirements of the ECM shall be considered a second means of access until the second access road is constructed. Provision for crossing the median of a 4 lane road by emergency vehicles shall be included in the design. Roads taking access from the 4 lane road shall be subject to the dead-end and roadway termination standards of this Code and the ECM.

- (3) **Maximum Length of Dead-End Road.** *The maximum length of a dead-end road is governed by the ECM, and may be further limited in those areas subject to wildfire hazard in accordance with this Code.*

These paragraphs are speaking to dead-end roads not being allowed more than 25 lots. They are specifically speaking to the dead-end configuration, which is interpreted as a singular leg of road that ends without an access point, usually in a cul-de-sac or similar turn-around. The Phase 1 roads of the Lakeview Heights development are not necessarily dead-end roads. The internal roads are looped such that no dead-end roads are created. The issue of a second access for this development is focused more on the single point of entry to the site from Lake Avenue.

Unfortunately, the LDC does not provide a specific definition of dead-end roads that can be interpreted or applied to the entry point of this development. When speaking to dead-end roads, the LDC does reference the ECM. However, the ECM does not address the number of access points to/from roads, it speaks only to the spacing of access points according to roadway classifications.

Applying the dead-end road configuration presented in the LCD to this development, dead-end roads are only identified in the future phase as the shorter cul-de-sac roads located toward the east end of the Master Plan drawing. If the applicant combines the lots along those future roads, as has been proposed, those roads would pass as having less than 25 lots. Keep in mind that the future phase is not being considered for approval at this time. For the Phase 1 being considered, since the LDC speaks to dead-end roads and not single access point developments, the adopted codes and regulations do not require a second access to the development as it is currently proposed with looped internal roadways.

To provide support to this conclusion, reference is made to a similar development in EPC. The Forest Lakes development started at Bristlecone Lake (west end of Baptist Road/Forest Lakes Drive from I-25) and progressed west toward the mountains. EPC approved this development that has a single access road into the development with looped internal roads and a few select dead-end roads. The characteristics of the Forest Lakes development are similar to the Lakeview Heights development. The similarities and the EPC approval of the Forest Lakes development supports the above interpretation of the LDC and ECM criteria as it applies to the Lakeview Heights development.

Staff recommendations

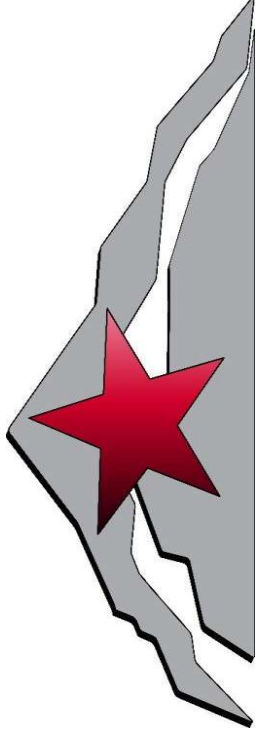
In addition to the two issues discussed above, the memo to the applicant identified a number of other issues warranting discussion by the Planning Commission. With regard to those issues, the DRT recommends the Planning Commission's recommendation of the Master Plan to the Board of Trustees include the following conditions:

1. With regard to ownership of the lots that are subject to the application, that the applicant provide evidence demonstrating that (1) it is the owner of all lots within the proposed resubdivision or (2) that it has written authority to act on behalf of each of the owners.
2. With regard to the requirement for an additional 5 feet on each side of the roadway, that the applicant either (1) add all impacted lot owners as applicants and dedicate the additional area on the plat or (2) obtain easement agreements acceptable to the Town from the owners of each of the affected lots.
3. With regard to other burdens the applicant proposes to place on lots not included in the application, including sprinklering of new homes, if required, and participation in the Firewise Community program, that the applicant provide written confirmation that the non-applicant lot owners have been advised of and consent to such burdens being placed on their property.
4. With regard to public land dedication, that the applicant dedicate 20% in the form of a parcel of property within the subdivision the Commission deems appropriate, or pay a fee in lieu of such dedication. The fee-in-lieu of land dedication must be approved by the Board of Trustees as established in the applicable subdivision regulations.
5. With regard to the roadway and related utilities, that the applicant provide evidence that the owners of all affected lots have received notice that their lot would be subject to a proportional reimbursement requirement before a building permit would be issued for their lot and of the anticipate costs involved.
6. With regard to engineering issues, that the matters identified by the Town's Engineer in the memo to the applicant be addressed, including the letter of intent from the wastewater provider, Master Plan Drawings, Traffic Impact Study, and Master Drainage Development Plan.
7. With regard to the detention facility for the subdivision, that it be included within the subdivision plat.
8. With regard to the zoning of the property, that all lots must be combined as part of the platting process.

9. Regarding stormwater drainage, that the comments of the Town's stormwater consultant as set forth in the memo to the applicant be addressed
10. A general note that the applicant must comply with all other applicable Town regulations in submitting and pursuing the preliminary and final plat.

The Commission should also discuss with the applicant the referral comments that are summarized in the memo to the applicant and recommend conditions the Commission deems appropriate to address those comments, particularly those of the El Paso County Department of Parks and Community Services and School District 38.

I look forward to our discussions.



PALMER LAKE FIRE DEPARTMENT

November 15, 2024

- TO: Town of Palmer Lake Planning Commission
- FR: John Vincent, Fire Chief
- RE: Consideration of Lakeview Heights subdivision Master Plan

During discussions with the applicant and upon my last review of the Lakeview Heights documents, two points of egress cannot be met, and the developer will install fire sprinkler systems in the homes to be built.

It is my understanding that the applicant meets the Exceptions laid forth in the following code Section D107.1, thus allowing this subdivision as proposed.

Per the International Fire Code 2015 and reference Town of Palmer Lake Ordinance 6-2021:

Section 907.2.25. One and Two-Family Dwellings in Wildland Urban Interface. Where specifically required on the approved development plan, one-and two-family dwellings (R3) occupancies located in wildland urban interface overlay, shall comply with Appendix K, in addition to other requirements of this code, or as identified on the approved development plans.

Section D107.1. One or Two Family Dwelling Residential Developments. Developments of one or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads.

Exceptions:

1. Where there are more than 30 dwelling units on a single public or private fire apparatus access road and all dwelling units *are* equipped throughout with an approved automatic fire sprinkler system in accordance with Section 903.3.1.1, 903.3.1.2, or 903.3.1.3 of the International Fire Code, access from two directions shall not be required.
2. The number of dwelling units on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the fire code official.
3. The fire code official is authorized to modify the requirement of two separate and approved fire apparatus access roads, when they are not possible due to location on property, topography, water ways, non-negotiable grades or similar.

JV



PLANNING COMMISSION

Wednesday, November 20, 2024 at 5:00 PM

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

MINUTES

Call to Order. Chair Ihlenfeld called the meeting to order at 5:02 pm.

Roll Call. Commission members present: Lindsey Zapalac, Susan Miner, Tim Caves, Mark Bruce, Amy Hutson, Bill Fisher, Charlie Ihlenfeld. Others present: Trustee Dennis Stern, Administrator Dawn Collins, Attorney Scott Krob, GMS Engineering Consultant Mark Morton.

Approval of Minutes

1. Minutes from October 16, 2025 Meeting. MOTION (Caves, Bruce) to approve the minutes. Motion passed 7-0.

Public Hearing. Chair Ihlenfeld reviewed rules for the public hearing.

2. Application for Minor Resubdivision/Replat - Largo Terrace (201 Poco Ave, Beltran). Collins explained the request from the applicant to continue the hearing. An additional exhibit requested by staff was not prepared. Chair Ihlenfeld asked if any member of the public wanted to speak to this item. No person spoke. MOTION (Hutson, Zapalac) to continue the hearing until the January meeting (1/15/2025). Motion passed 7-0.

4. Recommendation on Resubdivision/Replat of Largo Terrace. No action.

3. Application for Master Plan Resubdivision of Lakeview Heights Units 3, 4 and Portion of Unit 2. Mr. Brooks Swenson, representing NES, introduced the team for the master plan application. Commissioner Amy Hutson stated that she owns parcels abutting this development. Mr. Swenson reviewed the request to combine and develop a portion of Lakeview Heights Unit 2, Unit 3 and 4 in proposed phases to meet the R-10,000 zoning code in the site location. The process for the master plan was reviewed including an overview of the site and original filing. Mr. Swenson referenced the Community Master Plan, fire code regulation to sprinkler, addressed traffic and drainage. He explained there are approximately 280 original lots and phase 1 proposes 47 combined lots and phase 2 approximately 33 combined lots. He reviewed the lots not owned by the applicant that may require a variance for lot size as well as the future phase considering large lot development, about 2.5 acres to utilize septic. Commissioner Zapalac inquired about the timeline of the phases. Mr. Swenson stated that a schedule will depend upon the time for preliminary plat process. Discussion was raised about meeting the open space requirement and the applicant proposed fees in lieu of land. Commissioner Hutson inquired about how phase 2 will be built without owning the lots. It was explained that it is necessary to account for all lots within the entire master plan to develop appropriate improvement of

infrastructure for the area. It was noted that the detention pond will be included in phase 1. Commissioner Miner inquired about the design of homes. Mr. Daryn Strop, Builder, stated all homes will be custom designed. Commissioner Caves asked how the applicant will grade without impacting lots that he does not own. Mr. Strop explained they will retain those, and all utilities will be stubbed at the time of improvement and that 5 ft easements will be obtained with the plat process. Attorney Krob explained the requirement of open space or fees in lieu of land. Commissioner Fisher questioned the code referenced for sprinklers. He raised concerns about there being over 25 homes and dead-end areas. The turn around areas and looping were reviewed. Commissioner Fisher stated there is a need for two separate ways in/out of the area, essentially a 750 ft dead end. He referenced code stating that if a second access cannot be provided, a four-lane roadway should be installed. Fisher requested definition of dead end and referenced NFPA code about separate access routes. GMS Consultant, Mr. Mark Morton stated the roadway improvement meets code with looped roadways, referencing the adopted Engineering Criteria Manual. Mr. Morton explained other similar County projects to confirm the code was interpreted properly and referenced Forest Lakes project with a single roadway looped. Discussion ensued among members about fire access and evacuation concerns. Chief John Vincent stated the proposed development, with sprinklers, complies and exceeds the fire code to move toward a Firewise community, and further explained the model Firewise community. Members stated they want safety for all residents in worst case scenario. Commissioner Fisher asked why the NFPA is not important and Chief Vincent responded that the NFPA code is a reference not a regulation adopted by the town. Discussion ensued about the railroad preventing ingress/egress. Discussion shifted to the detent pond and Mr. Daniel Madruga, Atwell, explained the preliminary plan for the detent pond, that details are still being worked through and will come with the preliminary plat process. Commissioner Miner asked if the pond is measurable and Mr. Madruga stated there is no measure, and calculations are run by current run-off data. Commissioner Caves inquired where water is directed and it was explained where the water will be captured, upstream, and along with curb and gutter, drainage easements will be placed on the applicant owned lots to the pond. Commissioner Zapalac expressed concern about the traffic impact to the existing Oakdale residents. Discussion ensued about improvement to the existing roadways from County Line Rd. Chair Ihlenfeld opened the hearing for public comment.

Ms. Jennifer Rausch, an Oakdale resident, stated her concerns about public safety not being at the expense of existing residents, noting there are 51 existing homes with one single access. She mentioned that sprinklering homes ignore the existing homes and asked if the town has a plan for the existing residents. Ms. Catherine McGuire stated her concern about the area being conserved and referenced the El Paso County Parks letter about the development, including trail connection and open space. The County comments requested that lot design be considered to tie into the Santa Fe trail to benefit open space and work with El Paso County for trail connection. Ms. Cyndee Henson asked about sprinklers impacting the existing resident water. She referenced the area being a wildlife corridor and asked where the detent pond water will go, should it be xeriscape, who will maintain roads, and asked if there will be an HOA. Mr. Pete Tomitsch, Oakdale resident, explained his experience with grassland wildfire, which is more likely, and stated that one egress is dangerous. He also stated he does not like the idea of construction trucks driving Oakdale for this development. Mr. John Emmon stated there are anywhere from 8 to 40 trains per day and when the train breaks down, it can be hours for repair, which he stated happens nearly once every 7-10 days. His concern is the medical emergency having inadequate response and endangering lives with the increased residents to the area. Mr. Edward R., Oakdale resident, stated that the increase in traffic will be a serious issue. Mr. Mike Beeson, Oakdale

resident, referenced the correspondence he shared with the Commission and commented about the current condition of Starview Circle, remarking that the drainage will likely undermine the new paved roadway and further degrade. He stated that traffic will increase from approximately 300 to 1200. Mr. Kip Murray verified roadway and access issues with a handout to the members and explained the erosion of the current right of way. He stated that a 5 ft easement is not enough and will need to move roadway. Ms. Cindi Leitch asked why a second access cannot be considered and challenged the applicant to address the concerns. Mr. Kurt Stevens stated that this is no-win matter, and the town will be sued by residents and the applicant. Mr. Kane Cotton stated any lot smaller than one acre is trying to pack in homes. Mr. Brian Wilson stated that, although he may be a minority, he owns a lot in the proposed plan, purchased it to build his dream home, has been paying taxes on the property for 26 years, and supports the development. Ms. Patty Brooks stated that the trains are fire danger. She stated her concern about her children often being late for school due to train and added traffic for the school. Mr. Gene Kalesti expressed concern about water tap availability. Mr. Rich Kuehster expressed his concern after experience of three evacuations, stating that one way out is unacceptable. Mr. Dan Martindale stated that he worked with El Paso County and is familiar with codes, suggesting that common sense should be applied. He stated that he moved to the community because it was safe.

Mr. Eric Sepp, applicant, addressed various comments. He stated that paving was planned with curb and gutter to County Line. He stated that all access rules meet current code. He explained there are two trail connections proposed, and easements will be placed on lots to connect to the Santa Fe trail, intending to work with El Paso County Parks. Discussion ensued about easements on property for drainage. Mr. Sepp reviewed various concepts that will comply with the code. Chair Ihlenfeld closed the hearing and asked for a brief recess.

Business Items

At 7:29 pm, Chair Ihlenfeld reconvened the meeting.

5. Recommendation on Lakeview Heights Master Plan Submittal.

Commissioner Caves inquired about water. Mr. Chris Cummins addressed the water service area and possible taps, stating that taps are on a first come, first serve basis with building. Mr. Mark Morton, GMS, stated that the improvements for the water system include additional supply, expanding the capacity. Commissioner Fisher stated that any recommendation to the Board should include preserving the natural environment, adding trails and open space to comply with the Community Master Plan. He asked how the master plan submittal meets the Community Master Plan. Discussion ensued about trail access and Chair Ihlenfeld stated generally residents walk to trails. Mr. Sepp stated his plan does grant vehicular access to the Santa Fe trail. Commissioner Caves suggested a paved pedestrian sidewalk on one side near the Lake and Starview connection. It was also suggested to consider an HOA for the applicant-owned lots to reduce on street parking. Mr. Sepp explained the lots are an average of 11,000 SF and allow additional parking aprons within the area. Commission members suggested that town staff address limiting parking on roadways. Attorney Krob explained the options for action – 1) approve as submitted; 2) deny the application; 3) approve the application with conditions; 4) continue the hearing for more information. It was agreed that members did not want to continue the hearing. Administrator Collins referred members to the recommendations noted on page 37 in the packet. Commissioner Miner moved through the recommendations for agreement from the members. Discussion took place about evidence of ownership and notification to other property owners of the cost recovery, required 5 ft easement, and the sprinkler requirement. Recommendations to include as

conditions for the applicant include items 1, 2, 3, 4 with a meandering trail through the applicant owned lots to connect to the Santa Fe trail and deduct the portion of land dedicated for trail and remaining be a fee in lieu of land; items 5, 6, 7, 8, 9, 10; and added 11 addressing EL Paso County Parks and Community Services comments; added 12 addressing School District 38 comments; added 13 for vehicular access easement to the trail; added 14 to consider a paved sidewalk on one side and lighting at the Lake connection to Starview; added 15 to update all exhibits for accurate paving; added 16 to address no on street parking for applicant owned lots; added 17 to address how this plan fits with the Community Master Plan; added 18 addressing a fire protection report and wildland fire plan for the proposal. Commissioner Fisher noted that two points of access is most important and cannot support this with one. Commissioner Hutson recused herself from the vote. MOTION (Ihlenfeld, Miner) to recommend approval of the master plan resubdivision with the list of 18 conditions to the Board of Trustees. Roll call vote – aye 3; nay 3 (Zapalac, Caves, Fisher); abstain 1 (Hutson). Motion fails due to tie vote 3-3. MOTION amended (Ihlenfeld, Miner) to add that the applicant show evidence to the Board why/how a second access is not possible. Roll call vote – aye 5; nay 1 (Fisher); abstain 1 (Hutson). Motion passed 5-1. This item will be brought to the Board of Trustees on December 12.

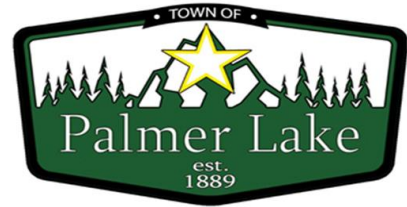
6. Distribute Article 2 Final Version. Collins noted the draft Article 2 for review and reference for the 12/2 workshop to review and provide comments for CMI.

Public Comment. None.

Next Meeting and Future Items. Workshop is scheduled on 12/2 to review preliminary pedestrian walkway design by GMS and review of Article 2 drafted by CMI. A special meeting date of 12/4 will be held for any action on revised code (PD, Articles). Discussion about a date for a potluck dinner took place. Susan Miner will consider her home and extend an invitation.

Adjourn. MOTION (Miner, Hutson) to adjourn at 9:16 pm. Motion passed.

Minutes by: Dawn A. Collins, Town Clerk



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Eligibility for Annexation for Petition Submitted by Maria Larsen
Presented by: Town Administrator Dawn Collins		

Background

The Town received six petitions for annexation with accompanying annexation maps. The matter was set for a public hearing to determine whether the lands the applicant has requested be annexed to the Town are eligible for annexation under the relevant Colorado annexation statutes.

In connection with the six sequential petitions for annexation and accompanying annexation maps, staff reviewed the petitions, maps, and the Project Statement filed on behalf of the applicant. Town staff reviewed the maps for 1/6 contiguity. The applicant included distances for each annexation parcel to illustrate compliance with the C.R.S. contiguity requirements. The distances presented in the applicant’s documents meet the one-sixth contiguity requirements. The other elements identified in the applicant’s Project Statement reflect the criteria set forth in the Town attorney’s memo to the Board dated December 6, 2024, which discusses each of the criteria the applicant must satisfy in order for the property they seek to annex to be deemed “eligible” for annexation. For the reasons set forth in the applicant’s Project Statement related to each of those criteria, it is staff’s conclusion that the required criteria have been satisfied.

Enclosed is the following material supporting the eligibility of the annexation –

- Petitions and six maps for annexation
- December 6, 2024 Attorney memo regarding the eligibility hearing
- Project Statement provided by applicant
- Annexation Impact Report prepared by Vertex

Recommended Action

Staff recommends the Board approve the resolution finding the property eligible for annexation.

ANNEXATION PETITION

The undersigned landowner, in accordance with the provisions of Section 31-12- 101 et. seq. C.R.S., and known as the Municipal Annexation Act of 1965, as amended, hereby petitions the Board of Trustees of the Town of Palmer Lake for annexation to the Town of Palmer Lake of the within described unincorporated area situated and being in the County of El Paso, State of Colorado. In support of this Petition, the petitioners allege and submit the following and make the within requests:

- 1) That it is desirable and necessary to annex the property shown on Exhibit A, attached hereto, comprising a total of 0.0253 acres more or less.
- 2) That the area sought to be annexed to the Town of Palmer Lake meets the requirements of section 31-12-104 and 105 C.R.S. of the Municipal Annexation Act of 1965, as amended, in that:
 - a. Not less than one-sixth of the perimeter of the described property is contiguous to the Town of Palmer Lake. The property for which annexation is sought has a total of 30 feet contiguous to the Town of Palmer Lake.
 - b. The area for which annexation is sought shares a community of interest with the Town of Palmer Lake.
 - c. The area for which annexation is sought will be urban in character in the near future.
 - d. The area for which annexation is sought is integrated with or is capable of being integrated with the Town of Palmer Lake.
 - e. Within the area for which annexation is sought, no lands held in identical ownership shall be divided into separate lots or parcels without the written consent of the landowners thereof.
 - f. No land held in identical ownership comprising twenty (20) acres or more shall be included within the annexation without the written consent of the landowners thereof.
 - g. The annexation which is sought will not result in a detachment of area from any school district and will not result in the attachment of the annexed area to another school district other than that in which it already is.
 - h. The annexation of the area proposed to be annexed will not have the effect of extending the boundary of the Town of Palmer Lake more than three miles in any direction from any point of the Town's boundary in any one year.

3) That the signers of this Petition comprise the landowners of one hundred percent (100%) of the territory included in the area for which annexation is sought.

4) That the petitioners request that the Town of Palmer Lake approve this annexation.

5) That the legal description of the territory proposed to be annexed is attached hereto as Exhibit B.

6) The names and addresses of adjacent property owners to the property for which annexation is sought and within 300 feet of the boundary of the property for which annexation is sought are attached as Exhibit C; the applicant must inform each property owner within 300 feet of the boundary of the property of the annexation petition by way of certified mail; the return receipts will be required to complete the applicants file.

7) No annexation proceedings have been commenced for the annexation to another municipality of part or all of the territory proposed to be annexed.

8) If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the area to be annexed.

9) The Town of Palmer Lake will distribute a copy of the annexation plat to the affected agencies for comment, including public entities of school district and various utilities (i.e., gas, cable, sewer).

10) That upon the Annexation Ordinance becoming effective, all lands within the area sought to be annexed shall become subject to the Colorado Revised Statutes and all ordinances, resolutions, and regulations of the Town of Palmer Lake.

WHEREFORE, the undersigned petitioners request that the Town of Palmer Lake approve the annexation of the Property.

Maria Larsen
Petitioner Name

Petitioner Name

Maria Larsen 10/18/2024
Signature Date

Signature Date

STATE OF COLORADO)

) ss.

COUNTY OF El Paso)

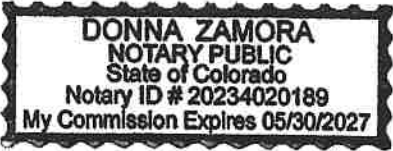
Subscribed and sworn to before me this 18th day of October,
2024,

by Maria Lausew

Donna Zamora
Notary Public

My commission expires:

5/30/2027



BUC'EES PALMER LAKE NO. 1 ANNEXATION MAP

LOCATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH,
RANGE 67 WEST OF THE 6TH P.M..
COUNTY OF EL PASO, STATE OF COLORADO

ANNEXATION DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF THE SOUTH HALF OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS, COUNTY LINE ROAD (A.K.A. WEST PALMER DIVIDE ROAD), DESCRIBED IN BOOK 571 AT PAGE 55 IN THE OFFICE OF THE EL PASO COUNTY CLERK AND RECORDER, SITUATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001", 0.3' BELOW GRADE;
THENCE COINCIDENT WITH THE NORTH LINE OF SECTION 4, NORTH 89°42'31" EAST, A DISTANCE OF 2666.90 FEET TO THE CALCULATED POSITION OF THE NORTH QUARTER CORNER OF SAID SECTION 4 AND THE **POINT OF BEGINNING**;

THENCE SOUTH 79°25'16" EAST, A DISTANCE OF 75.00 FEET;
THENCE SOUTH 77°30'12" WEST, A DISTANCE OF 75.00 FEET TO THE INTERSECTION OF THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 4 WITH THE SOUTH LINE OF SAID DECLARED PUBLIC HIGHWAY;
THENCE COINCIDENT WITH SAID WEST LINE NORTH 00°57'32" WEST, A DISTANCE OF 30.00 FEET TO THE **POINT OF BEGINNING**;

CONTAINING 1,102 SQUARE FEET OR 0.0253 ACRES.

SIGNED THIS _____ DAY OF _____, 20____.

BY: _____ AS: _____ OF: _____

NOTARY:

I HEREBY CERTIFY THAT ON THE _____ DAY OF _____, 20____, APPEARED BEFORE

ME, _____ AS _____ OF _____

A COLORADO _____, WHO FIRST BEING SWORN, DULY EXECUTED THE ABOVE DOCUMENT.

NOTARY PUBLIC _____ MY COMMISSION EXPIRES: _____

PLANNING DEPARTMENT:

THIS ANNEXATION PLAT WAS REVIEWED BY THE TOWN OF PALMER LAKE PLANNING DEPARTMENT THIS _____ DAY OF _____, 20____.

PLANNING DIRECTOR _____

TOWN APPROVAL:

PURSUANT TO AN ORDINANCE MADE AND ADOPTED BY THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, COLORADO, THIS _____ DAY OF _____, OF 20____.

MAJOR _____ DATE _____

ATTEST: _____

TOWN CLERK _____ DATE _____

CONTIGUITY STATEMENT:

TOTAL PERIMETER OF AREA CONSIDERED FOR ANNEXATION = 180.00 FEET.
• ONE-SIXTH (1/6) OF TOTAL PERIMETER AREA = 30.00 FEET (16.67%).
• PERIMETER OF AREA CONTIGUOUS WITH EXISTING CITY LIMITS = 30.00 FEET (16.67%).

SURVEYOR'S CERTIFICATION

I, DARREN R. WOLTERSTORFF, A DULY LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE ANNEXATION SHOWN HEREON TRULY AND CORRECTLY REPRESENTS THE ABOVE DESCRIBED PARCEL OF LAND.

PURSUANT TO COLORADO STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS RULE 6.2.2 THE UNDERSIGNED FURTHER CERTIFIES THAT THIS MAP OR PLAT WAS PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, IS ACCURATE TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF, IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE AND IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

I ATTEST THE ABOVE ON THIS _____ DAY OF _____, 20____.

PRELIMINARY
THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT

DARREN R. WOLTERSTORFF, PLS 38281
FOR AND ON BEHALF OF KIMLEY-HORN AND ASSOCIATES, INC.
DARREN.WOLTERSTORFF@KIMLEY-HORN.COM

NOTES:

- ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH 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.
- ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, C.R.S.
- BASIS OF BEARINGS:** BEARINGS ARE BASED ON THE NORTH LINE OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, ASSUMED TO BEAR NORTH 89°42'31" EAST, A DISTANCE OF 5334.45 FEET, AS MONUMENTED AT THE NORTHWEST CORNER BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001" 0.3' BELOW GRADE AND AT THE NORTHEAST CORNER BY A NO. 6 REBAR WITH 3.5" ALUMINUM CAP STAMPED, "EL PASO, 2001, LS17496" 0.4' BELOW GRADE IN MONUMENT BOX.
- ALL DISTANCES SHOWN HEREON ARE GROUND DISTANCES IN U.S. SURVEY FEET.
- EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS MAP, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT TRACT: EASEMENTS, BUILDING SETBACK LINES, RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS, ZONING OR OTHER LAND-USE REGULATIONS, AGREEMENTS, LEASE AGREEMENTS AND OWNERSHIP TITLE EVIDENCE.
- THE WORD "CERTIFY" OR "CERTIFICATE" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
- FIELD WORK WAS COMPLETED SEPTEMBER 27, 2024.

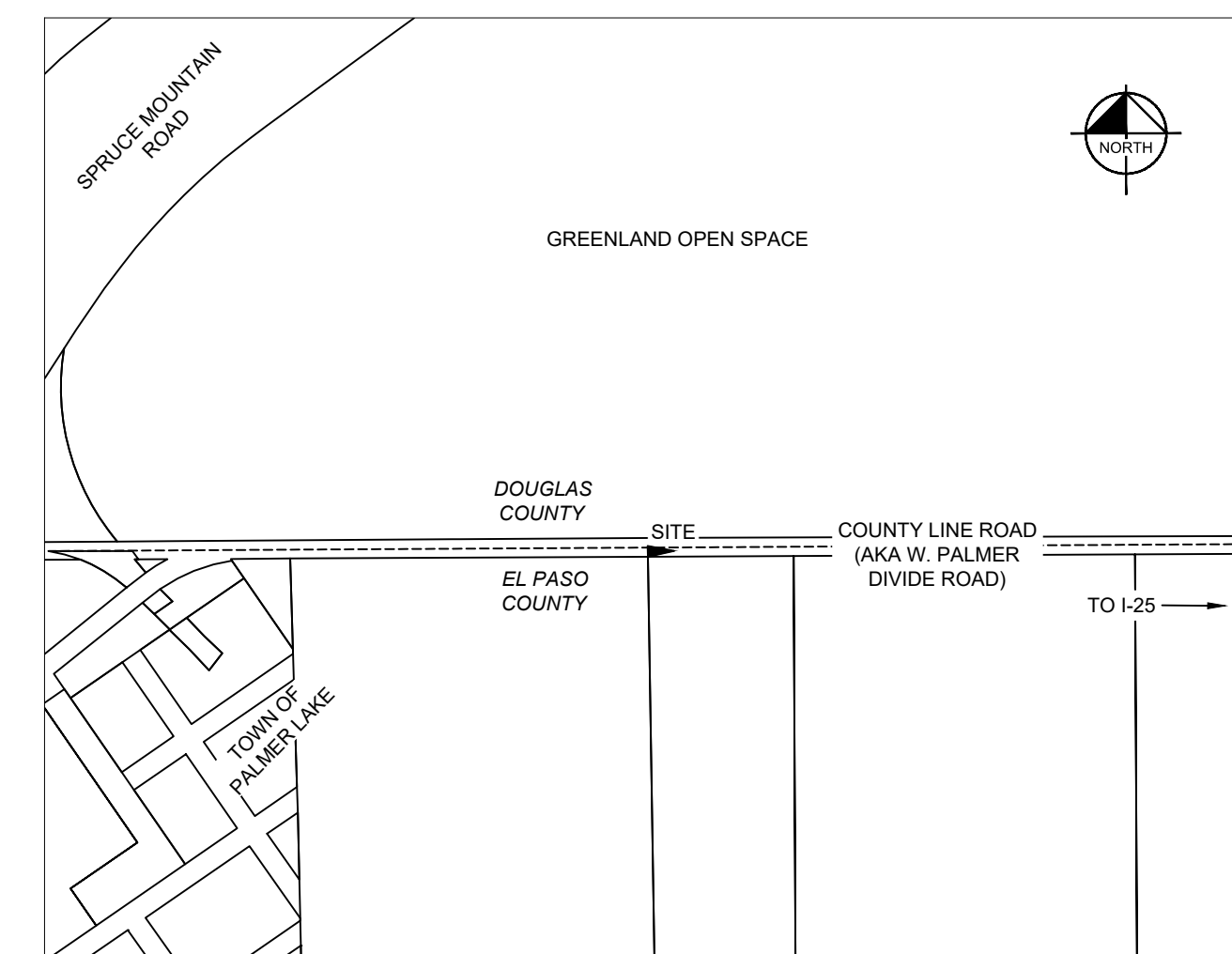
TOWN APPROVAL:

PURSUANT TO AN ORDINANCE MADE AND ADOPTED BY THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, COLORADO, THIS _____ DAY OF _____, OF 20____.

MAJOR _____ DATE _____

ATTEST: _____

TOWN CLERK _____ DATE _____



CLERK AND RECORDER:

STATE OF COLORADO)
COUNTY OF EL PASO)

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT _____ O'CLOCK _M.

THIS _____ DAY OF _____, 20____ A.D.,

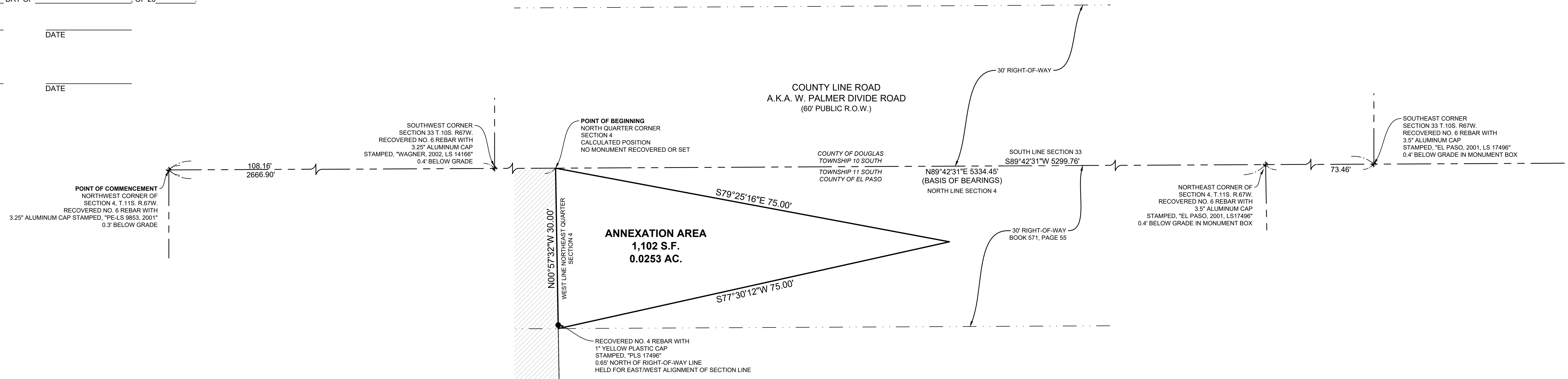
AND IS DULY RECORDED AT RECEPTION NO. _____ OF THE RECORDS COUNTY OF EL PASO, COLORADO

_____, RECORDER

BY: _____
DEPUTY

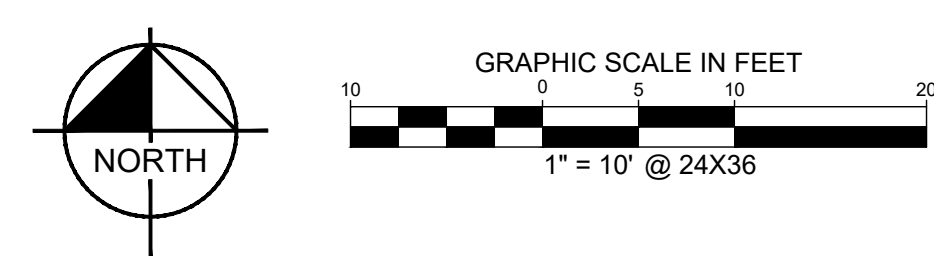
FEE: _____

SURCHARGE: _____



LEGEND

- Recovered Section Corner as Noted
- Recovered Property Monument as Noted
- Boundary to be Annexed
- Existing City Limits
- Section Line
- Right-of-Way Line



No.	DATE	REVISION DESCRIPTION

Kimley»Horn

6200 S. SYRACUSE WAY, # 300
GREENWOOD VILLAGE, CO 80111

Tel. No. (303) 228-2300
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 10'	JAF	DRW	10/09/24	196094002	1 OF 1

NAME: HORN, DANIEL 196094002 - BUC'EES PALMER LAKE CADASTRIAL ANNEXATIONS 196094002 - BUC'EES PALMER LAKE ANNEXATION L.D.W.S. PLOTTED BY: FELDER, JEREMY 10/15/2024 4:10 PM LAST SAVED: 10/14/2024 1:50 PM



A PARCEL OF LAND BEING A PORTION OF THE SOUTH HALF OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS, COUNTY LINE ROAD (A.K.A. WEST PALMER DIVIDE ROAD), DESCRIBED IN BOOK 571 AT PAGE 55 IN THE OFFICE OF THE EL PASO COUNTY CLERK AND RECORDER, SITUATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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THENCE COINCIDENT WITH THE NORTH LINE OF SECTION 4, NORTH 89°42'31" EAST, A DISTANCE OF 2666.90 FEET TO THE CALCULATED POSITION OF THE NORTH QUARTER CORNER OF SAID SECTION 4 AND THE **POINT OF BEGINNING**;

THENCE SOUTH 79°25'16" EAST, A DISTANCE OF 75.00 FEET;

THENCE SOUTH 77°30'12" WEST, A DISTANCE OF 75.00 FEET TO THE INTERSECTION OF THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 4 WITH THE SOUTH LINE OF SAID DECLARED PUBLIC HIGHWAY;

THENCE COINCIDENT WITH SAID WEST LINE NORTH 00°57'32" WEST, A DISTANCE OF 30.00 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 1,102 SQUARE FEET OR 0.0253 ACRES.

ANNEXATION PETITION

The undersigned landowner, in accordance with the provisions of Section 31-12- 101 et. seq. C.R.S., and known as the Municipal Annexation Act of 1965, as amended, hereby petitions the Board of Trustees of the Town of Palmer Lake for annexation to the Town of Palmer Lake of the within described unincorporated area situated and being in the County of El Paso, State of Colorado. In support of this Petition, the petitioners allege and submit the following and make the within requests:

- 1) That it is desirable and necessary to annex the property shown on Exhibit A, attached hereto, comprising a total of 0.1037 acres more or less.
- 2) That the area sought to be annexed to the Town of Palmer Lake meets the requirements of section 31-12-104 and 105 C.R.S. of the Municipal Annexation Act of 1965, as amended, in that:
 - a. Not less than one-sixth of the perimeter of the described property is contiguous to the Town of Palmer Lake. The property for which annexation is sought has a total of 150 feet contiguous to the Town of Palmer Lake.
 - b. The area for which annexation is sought shares a community of interest with the Town of Palmer Lake.
 - c. The area for which annexation is sought will be urban in character in the near future.
 - d. The area for which annexation is sought is integrated with or is capable of being integrated with the Town of Palmer Lake.
 - e. Within the area for which annexation is sought, no lands held in identical ownership shall be divided into separate lots or parcels without the written consent of the landowners thereof.
 - f. No land held in identical ownership comprising twenty (20) acres or more shall be included within the annexation without the written consent of the landowners thereof.
 - g. The annexation which is sought will not result in a detachment of area from any school district and will not result in the attachment of the annexed area to another school district other than that in which it already is.
 - h. The annexation of the area proposed to be annexed will not have the effect of extending the boundary of the Town of Palmer Lake more than three miles in any direction from any point of the Town's boundary in any one year.

3) That the signers of this Petition comprise the landowners of one hundred percent (100%) of the territory included in the area for which annexation is sought.

4) That the petitioners request that the Town of Palmer Lake approve this annexation.

5) That the legal description of the territory proposed to be annexed is attached hereto as Exhibit B.

6) The names and addresses of adjacent property owners to the property for which annexation is sought and within 300 feet of the boundary of the property for which annexation is sought are attached as Exhibit C; the applicant must inform each property owner within 300 feet of the boundary of the property of the annexation petition by way of certified mail; the return receipts will be required to complete the applicants file.

7) No annexation proceedings have been commenced for the annexation to another municipality of part or all of the territory proposed to be annexed.

8) If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the area to be annexed.

9) The Town of Palmer Lake will distribute a copy of the annexation plat to the affected agencies for comment, including public entities of school district and various utilities (i.e., gas, cable, sewer).

10) That upon the Annexation Ordinance becoming effective, all lands within the area sought to be annexed shall become subject to the Colorado Revised Statutes and all ordinances, resolutions, and regulations of the Town of Palmer Lake.

WHEREFORE, the undersigned petitioners request that the Town of Palmer Lake approve the annexation of the Property.

Maria Larsen
Petitioner Name

Petitioner Name

Maria Larsen 10/18/2024
Signature Date

Signature Date

STATE OF COLORADO)
) ss.
COUNTY OF El Paso

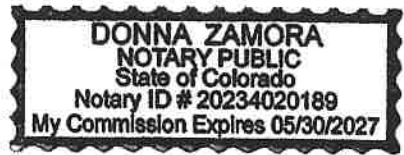
Subscribed and sworn to before me this 18th day of October,
2024,

by Maria Lausew

Donna Zamora
Notary Public

My commission expires:

5/30/2027



BUC'EES PALMER LAKE NO. 2 ANNEXATION MAP

LOCATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH,
RANGE 67 WEST OF THE 6TH P.M..
COUNTY OF EL PASO, STATE OF COLORADO

ANNEXATION DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF THE SOUTH HALF OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS, COUNTY LINE ROAD (A.K.A. WEST PALMER DIVIDE ROAD), DESCRIBED IN BOOK 571 AT PAGE 55 IN THE OFFICE OF THE EL PASO COUNTY CLERK AND RECORDER, SITUATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001", 0.3' BELOW GRADE;
THENCE COINCIDENT WITH THE NORTH LINE OF SECTION 4, NORTH 89°42'31" EAST, A DISTANCE OF 2666.90 FEET TO THE CALCULATED POSITION OF THE NORTH QUARTER CORNER OF SAID SECTION 4 AND THE **POINT OF BEGINNING**;

THENCE SOUTH 88°39'59" EAST, A DISTANCE OF 375.00 FEET;
THENCE SOUTH 86°44'54" WEST, A DISTANCE OF 375.00 FEET;
THENCE NORTH 77°30'12" EAST, A DISTANCE OF 75.00 FEET;
THENCE NORTH 79°25'16" WEST, A DISTANCE OF 75.00 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 4,519 SQUARE FEET OR 0.1037 ACRES.

SIGNED THIS _____ DAY OF _____, 20____,

BY: _____ AS: _____ OF: _____

NOTARY:

I HEREBY CERTIFY THAT ON THE _____ DAY OF _____, 20____, APPEARED BEFORE

ME, _____ AS _____ OF _____

A COLORADO _____, WHO FIRST BEING SWORN, DULY EXECUTED THE ABOVE DOCUMENT.

NOTARY PUBLIC _____ MY COMMISSION EXPIRES: _____

PLANNING DEPARTMENT:

THIS ANNEXATION PLAT WAS REVIEWED BY THE TOWN OF PALMER LAKE PLANNING DEPARTMENT THIS _____ DAY OF _____, 20____.

PLANNING DIRECTOR _____

TOWN APPROVAL:

PURSUANT TO AN ORDINANCE MADE AND ADOPTED BY THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, COLORADO, THIS _____ DAY OF _____, OF 20____.

MAJOR _____ DATE _____

ATTEST:

TOWN CLERK _____ DATE _____

CONTIGUITY STATEMENT:

TOTAL PERIMETER OF AREA CONSIDERED FOR ANNEXATION = 900.00 FEET.
• ONE-SIXTH (1/6) OF TOTAL PERIMETER AREA = 150.00 FEET (16.67%)
• PERIMETER OF AREA CONTIGUOUS WITH EXISTING CITY LIMITS = 150.00 FEET (16.67%)

SURVEYOR'S CERTIFICATION

I, DARREN R. WOLTERSTORFF, A DULY LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE ANNEXATION SHOWN HEREON TRULY AND CORRECTLY REPRESENTS THE ABOVE DESCRIBED PARCEL OF LAND.

PURSUANT TO COLORADO STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS RULE 6.2.2 THE UNDERSIGNED FURTHER CERTIFIES THAT THIS MAP OR PLAT WAS PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, IS ACCURATE TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF, IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE AND IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

I ATTEST THE ABOVE ON THIS _____ DAY OF _____, 20____.

PRELIMINARY
THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT

DARREN R. WOLTERSTORFF, PLS 38281
FOR AND ON BEHALF OF KIMLEY-HORN AND ASSOCIATES, INC.
DARREN.WOLTERSTORFF@KIMLEY-HORN.COM

NOTES:

- ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH 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.
- ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACTS ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, C.R.S.
- BASIS OF BEARINGS:** BEARINGS ARE BASED ON THE NORTH LINE OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, ASSUMED TO BEAR NORTH 89°42'31" EAST, A DISTANCE OF 5334.45 FEET, AS MONUMENTED AT THE NORTHWEST CORNER BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001" 0.3' BELOW GRADE AND AT THE NORTHEAST CORNER BY A NO. 6 REBAR WITH 3.5" ALUMINUM CAP STAMPED, "EL PASO, 2001, LS17496" 0.4' BELOW GRADE IN MONUMENT BOX
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- EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS MAP, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT TRACT: EASEMENTS, BUILDING SETBACK LINES, RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS, ZONING OR OTHER LAND-USE REGULATIONS, AGREEMENTS, LEASE AGREEMENTS AND OWNERSHIP TITLE EVIDENCE.
- THE WORD "CERTIFY" OR "CERTIFICATE" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
- FIELD WORK WAS COMPLETED SEPTEMBER 27, 2024.

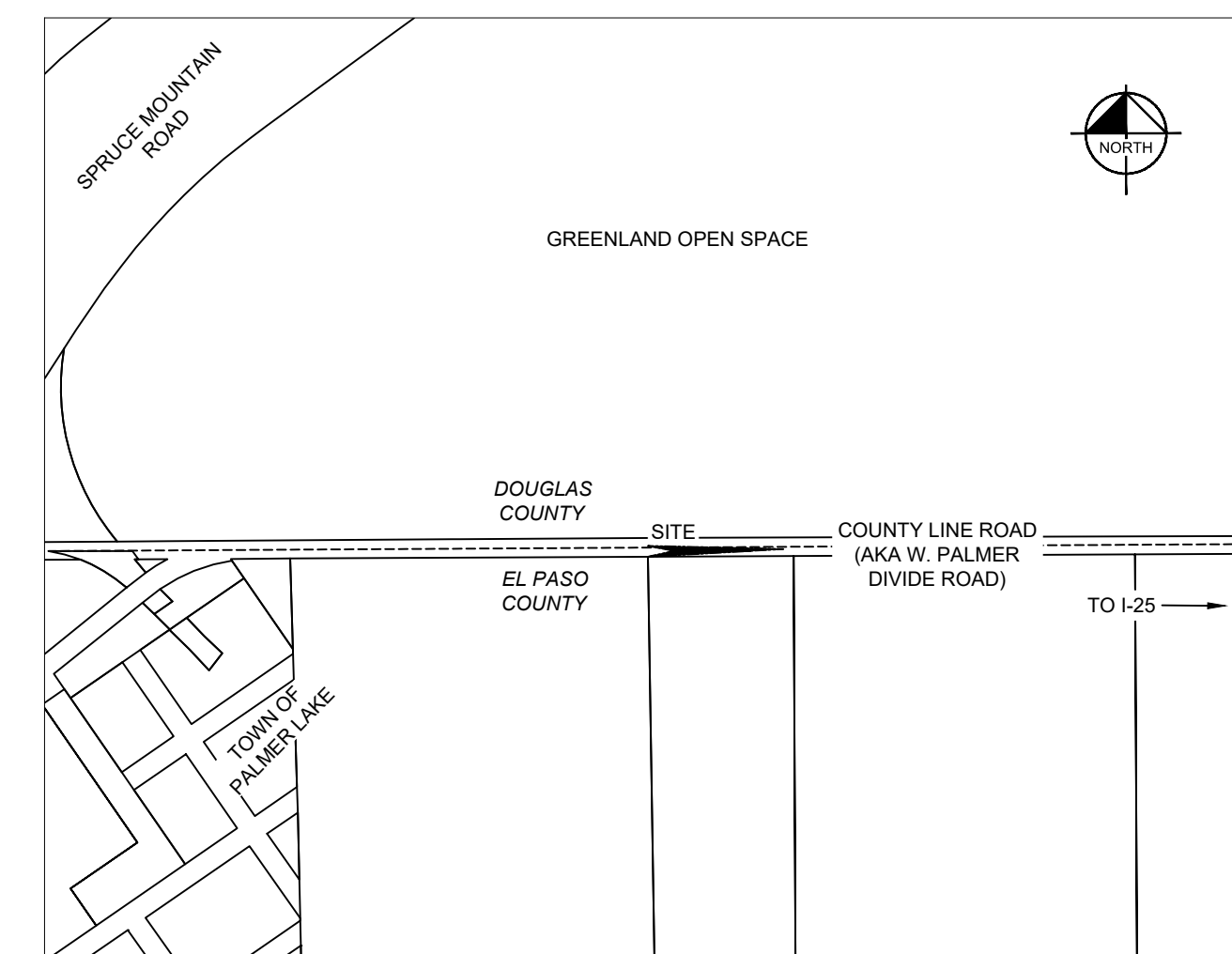
TOWN APPROVAL:

PURSUANT TO AN ORDINANCE MADE AND ADOPTED BY THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, COLORADO, THIS _____ DAY OF _____, OF 20____.

MAJOR _____ DATE _____

ATTEST:

TOWN CLERK _____ DATE _____



CLERK AND RECORDER:

STATE OF COLORADO)
COUNTY OF EL PASO)

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT _____ O'CLOCK _M.

THIS _____ DAY OF _____, 20____ A.D.,

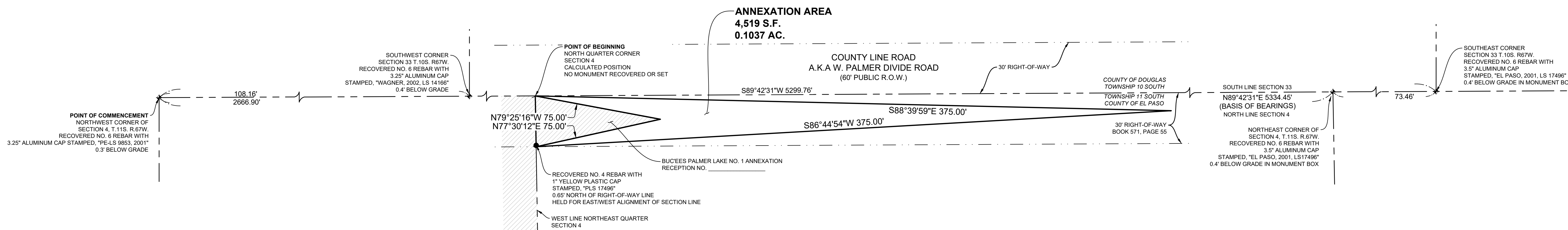
AND IS DULY RECORDED AT RECEPTION NO. _____ OF THE RECORDS COUNTY OF EL PASO, COLORADO

_____, RECORDER

BY: _____
DEPUTY

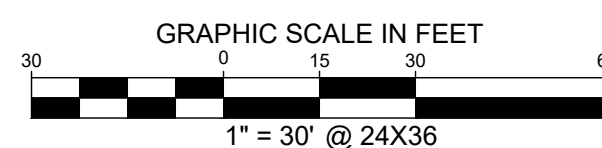
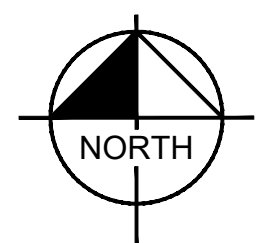
FEE: _____

SURCHARGE: _____



LEGEND

- Recovered SECTION CORNER AS NOTED
- Recovered PROPERTY MONUMENT AS NOTED
- BOUNDARY TO BE ANNEXED
- EXISTING CITY LIMITS
- SECTION LINE
- RIGHT-OF-WAY LINE



No.	DATE	REVISION DESCRIPTION

Kimley»Horn

6200 S. SYRACUSE WAY, # 300 GREENWOOD VILLAGE, CO 80111 Tel. No. (303) 228-2300 www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 30'	JAF	DRW	10/17/24	196094002	1 OF 1



A PARCEL OF LAND BEING A PORTION OF THE SOUTH HALF OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS, COUNTY LINE ROAD (A.K.A. WEST PALMER DIVIDE ROAD), DESCRIBED IN BOOK 571 AT PAGE 55 IN THE OFFICE OF THE EL PASO COUNTY CLERK AND RECORDER, SITUATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001", 0.3' BELOW GRADE;

THENCE COINCIDENT WITH THE NORTH LINE OF SECTION 4, NORTH 89°42'31" EAST, A DISTANCE OF 2666.90 FEET TO THE CALCULATED POSITION OF THE NORTH QUARTER CORNER OF SAID SECTION 4 AND THE **POINT OF BEGINNING**;

THENCE SOUTH 88°39'59" EAST, A DISTANCE OF 375.00 FEET;

THENCE SOUTH 86°44'54" WEST, A DISTANCE OF 375.00 FEET;

THENCE NORTH 77°30'12" EAST, A DISTANCE OF 75.00 FEET;

THENCE NORTH 79°25'16" WEST, A DISTANCE OF 75.00 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 4,519 SQUARE FEET OR 0.1037 ACRES.

ANNEXATION PETITION

The undersigned landowner, in accordance with the provisions of Section 31-12- 101 et. seq. C.R.S., and known as the Municipal Annexation Act of 1965, as amended, hereby petitions the Board of Trustees of the Town of Palmer Lake for annexation to the Town of Palmer Lake of the within described unincorporated area situated and being in the County of El Paso, State of Colorado. In support of this Petition, the petitioners allege and submit the following and make the within requests:

- 1) That it is desirable and necessary to annex the property shown on Exhibit A, attached hereto, comprising a total of 0.5166 acres more or less.

- 2) That the area sought to be annexed to the Town of Palmer Lake meets the requirements of section 31-12-104 and 105 C.R.S. of the Municipal Annexation Act of 1965, as amended, in that:
 - a. Not less than one-sixth of the perimeter of the described property is contiguous to the Town of Palmer Lake. The property for which annexation is sought has a total of 750 feet contiguous to the Town of Palmer Lake.

 - b. The area for which annexation is sought shares a community of interest with the Town of Palmer Lake.

 - c. The area for which annexation is sought will be urban in character in the near future.

 - d. The area for which annexation is sought is integrated with or is capable of being integrated with the Town of Palmer Lake.

 - e. Within the area for which annexation is sought, no lands held in identical ownership shall be divided into separate lots or parcels without the written consent of the landowners thereof.

 - f. No land held in identical ownership comprising twenty (20) acres or more shall be included within the annexation without the written consent of the landowners thereof.

 - g. The annexation which is sought will not result in a detachment of area from any school district and will not result in the attachment of the annexed area to another school district other than that in which it already is.

 - h. The annexation of the area proposed to be annexed will not have the effect of extending the boundary of the Town of Palmer Lake more than three miles in any direction from any point of the Town's boundary in any one year.

3) That the signers of this Petition comprise the landowners of one hundred percent (100%) of the territory included in the area for which annexation is sought.

4) That the petitioners request that the Town of Palmer Lake approve this annexation.

5) That the legal description of the territory proposed to be annexed is attached hereto as Exhibit B.

6) The names and addresses of adjacent property owners to the property for which annexation is sought and within 300 feet of the boundary of the property for which annexation is sought are attached as Exhibit C; the applicant must inform each property owner within 300 feet of the boundary of the property of the annexation petition by way of certified mail; the return receipts will be required to complete the applicants file.

7) No annexation proceedings have been commenced for the annexation to another municipality of part or all of the territory proposed to be annexed.

8) If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the area to be annexed.

9) The Town of Palmer Lake will distribute a copy of the annexation plat to the affected agencies for comment, including public entities of school district and various utilities (i.e., gas, cable, sewer).

10) That upon the Annexation Ordinance becoming effective, all lands within the area sought to be annexed shall become subject to the Colorado Revised Statutes and all ordinances, resolutions, and regulations of the Town of Palmer Lake.

WHEREFORE, the undersigned petitioners request that the Town of Palmer Lake approve the annexation of the Property.

Maria Larsen
Petitioner Name

Petitioner Name

Maria Larsen 10/18/2024
Signature Date

Signature Date

STATE OF COLORADO)

) ss.

COUNTY OF El Paso)

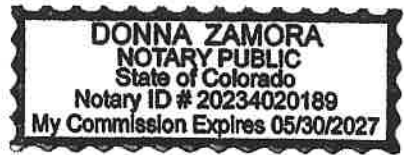
Subscribed and sworn to before me this 18th day of October,
2024,

by Maria Lausew

Donna Zamora
Notary Public

My commission expires:

5/30/2027



BUC'EES PALMER LAKE NO. 3 ANNEXATION MAP
LOCATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH,
RANGE 67 WEST OF THE 6TH P.M..
COUNTY OF EL PASO, STATE OF COLORADO

ANNEXATION DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF THE SOUTH HALF OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS, COUNTY LINE ROAD (A.K.A. WEST PALMER DIVIDE ROAD), DESCRIBED IN BOOK 571 AT PAGE 55 IN THE OFFICE OF THE EL PASO COUNTY CLERK AND RECORDER, SITUATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001", 0.3' BELOW GRADE; THENCE COINCIDENT WITH THE NORTH LINE OF SECTION 4, NORTH 89°42'31" EAST, A DISTANCE OF 2666.90 FEET TO THE CALCULATED POSITION OF THE NORTH QUARTER CORNER OF SAID SECTION 4 AND THE POINT OF BEGINNING;

THENCE SOUTH 89°49'59" EAST, A DISTANCE OF 1875.17 FEET; THENCE SOUTH 89°15'00" WEST, A DISTANCE OF 1874.82 FEET; THENCE NORTH 86°44'54" EAST, A DISTANCE OF 375.00 FEET; THENCE NORTH 88°39'59" WEST, A DISTANCE OF 375.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 22,503 SQUARE FEET OR 0.5166 ACRES.

SIGNED THIS DAY OF 20

BY: AS: OF:

NOTARY:

I HEREBY CERTIFY THAT ON THE DAY OF 20, APPEARED BEFORE

ME, AS OF

A COLORADO, WHO FIRST BEING SWORN, DULY EXECUTED THE ABOVE DOCUMENT.

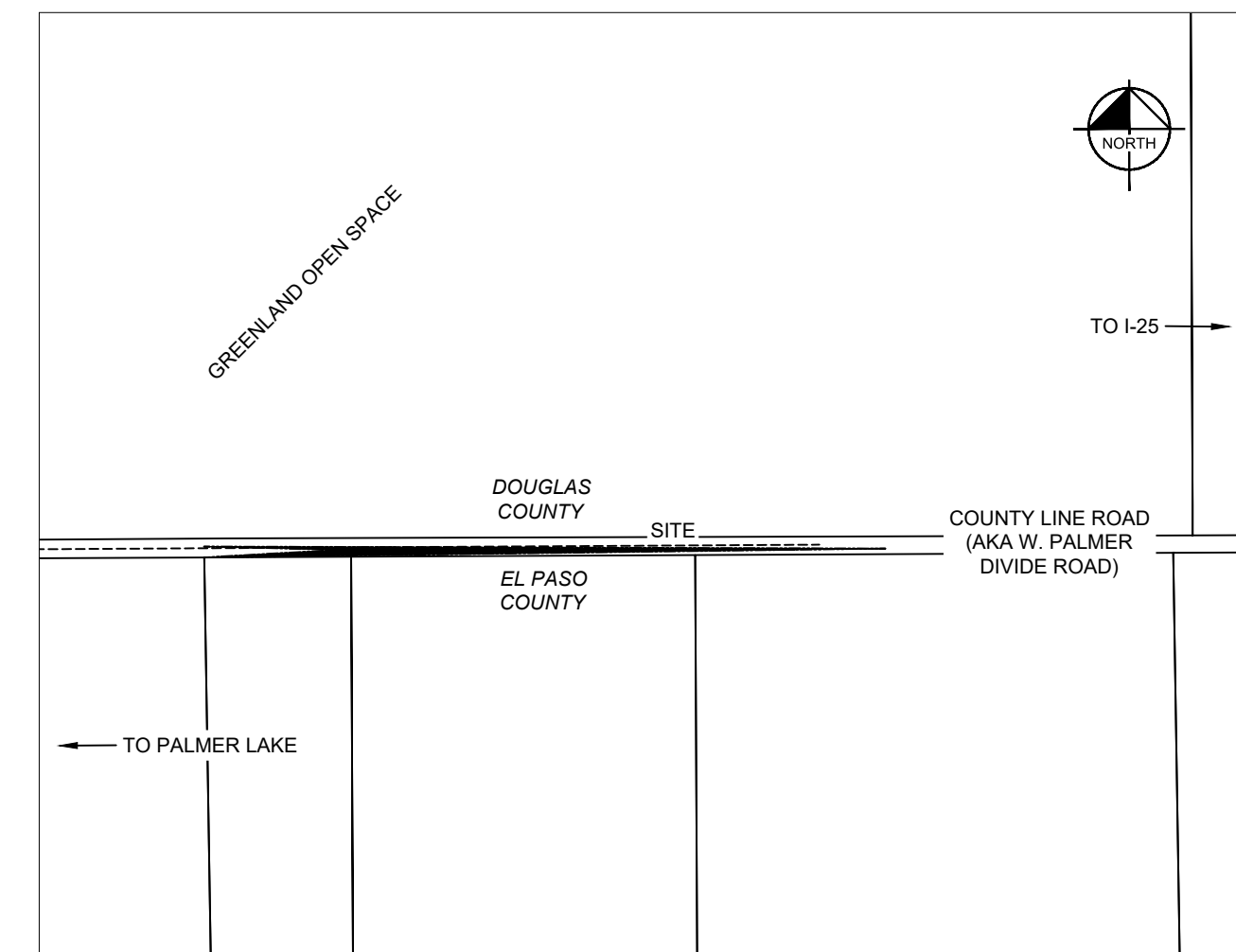
NOTARY PUBLIC MY COMMISSION EXPIRES:

CONTIGUITY STATEMENT:

TOTAL PERIMETER OF AREA CONSIDERED FOR ANNEXATION = 4499.99 FEET.
ONE-SIXTH (1/6) OF TOTAL PERIMETER AREA = 750.00 FEET (16.67%).
PERIMETER OF AREA CONTIGUOUS WITH EXISTING CITY LIMITS = 750.00 FEET (16.67%).

NOTES:

- 1. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH 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.
2. ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACTS ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, C.R.S.
3. BASIS OF BEARINGS: BEARINGS ARE BASED ON THE NORTH LINE OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, ASSUMED TO BEAR NORTH 89°42'31" EAST, A DISTANCE OF 5334.45 FEET, AS MONUMENTED AT THE NORTHWEST CORNER BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001" 0.3' BELOW GRADE AND AT THE NORTHEAST CORNER BY A NO. 6 REBAR WITH 3.5" ALUMINUM CAP STAMPED, "EL PASO, 2001, LS17496" 0.4' BELOW GRADE IN MONUMENT BOX.
4. ALL DISTANCES SHOWN HEREON ARE GROUND DISTANCES IN U.S. SURVEY FEET.
5. EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS MAP, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT TRACT: EASEMENTS, BUILDING SETBACK LINES, RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS, ZONING OR OTHER LAND-USE REGULATIONS, AGREEMENTS, LEASE AGREEMENTS AND OWNERSHIP TITLE EVIDENCE.
6. THE WORD "CERTIFY" OR "CERTIFICATE" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
7. FIELD WORK WAS COMPLETED SEPTEMBER 27, 2024.



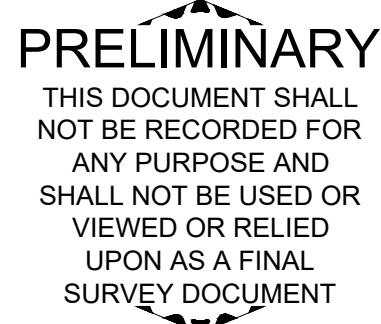
VICINITY MAP
1" = 500'

SURVEYOR'S CERTIFICATION

I, DARREN R. WOLTERSTORFF, A DULY LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE ANNEXATION SHOWN HEREON TRULY AND CORRECTLY REPRESENTS THE ABOVE DESCRIBED PARCEL OF LAND.

PURSUANT TO COLORADO STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS RULE 6.2.2 THE UNDERSIGNED FURTHER CERTIFIES THAT THIS MAP OR PLAT WAS PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, IS ACCURATE TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF, IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE AND IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

I ATTEST THE ABOVE ON THIS DAY OF 20



DARREN R. WOLTERSTORFF, PLS 38281
FOR AND ON BEHALF OF KIMLEY-HORN AND ASSOCIATES, INC.
DARREN.WOLTERSTORFF@KIMLEY-HORN.COM

PLANNING DEPARTMENT:

THIS ANNEXATION PLAT WAS REVIEWED BY THE TOWN OF PALMER LAKE PLANNING DEPARTMENT THIS DAY OF 20

PLANNING DIRECTOR

TOWN APPROVAL:

PURSUANT TO AN ORDINANCE MADE AND ADOPTED BY THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, COLORADO, THIS DAY OF 20

MAJOR DATE

ATTEST:

TOWN CLERK DATE

TOWN APPROVAL:

PURSUANT TO AN ORDINANCE MADE AND ADOPTED BY THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, COLORADO, THIS DAY OF 20

MAJOR DATE

ATTEST:

TOWN CLERK DATE

CLERK AND RECORDER:

STATE OF COLORADO)
) SS
COUNTY OF EL PASO)

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 AT RECEPTION NO. OF THE RECORDS COUNTY OF EL PASO, COLORADO

RECORDER

BY: DEPUTY

FEE:

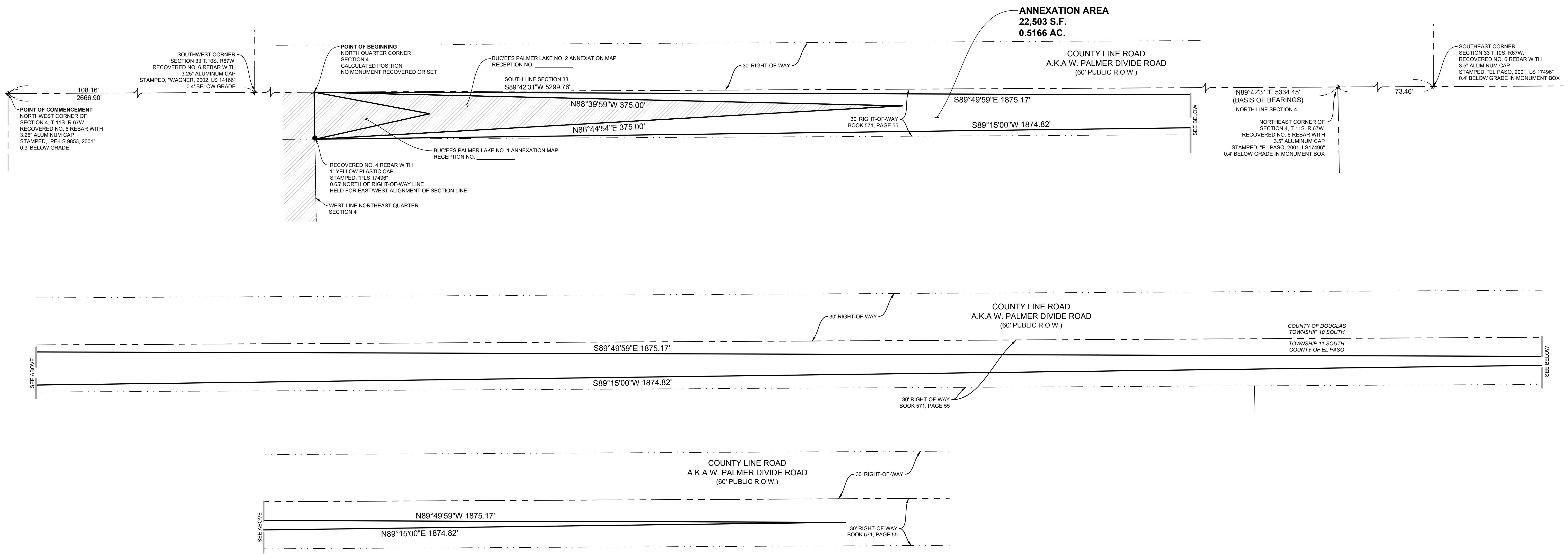
SURCHARGE:

Kimley & Horn logo and contact information: 6200 S. SYRACUSE WAY, # 300 GREENWOOD VILLAGE, CO 80111 Tel. No. (303) 228-2300 www.kimley-horn.com. Includes a table with columns: No., DATE, REVISION DESCRIPTION, Scale, Drawn by, Checked by, Date, Project No., Sheet No.

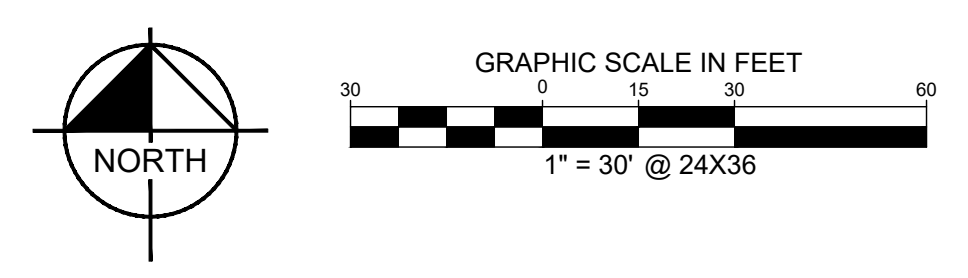
FILED BY: FELDER, JEREMY 10/15/2024 4:39 PM LAST REVISED: 10/15/2024 7:58 AM

BUC'EES PALMER LAKE NO. 3 ANNEXATION MAP

LOCATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH,
RANGE 67 WEST OF THE 6TH P.M..
COUNTY OF EL PASO, STATE OF COLORADO



- LEGEND**
- ◆ RECOVERED SECTION CORNER AS NOTED
 - RECOVERED PROPERTY MONUMENT AS NOTED
 - BOUNDARY TO BE ANNEXED
 - EXISTING CITY LIMITS
 - SECTION LINE
 - - - - - RIGHT-OF-WAY LINE



No.	DATE	REVISION DESCRIPTION

Kimley»Horn

6200 S. SYRACUSE WAY, # 300
GREENWOOD VILLAGE, CO 80111

Tel. No. (303) 228-2300
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 30'	JAF	DRW	10/17/24	196094002	2 OF 2

NAME: JUDEN, DATE: 10/17/2024, TIME: 10:15:20, USER: JUDEN, PLOTTED BY: FELDER, JEREMY, 10/15/2024, 4:39 PM, LAST SAVED: 10/15/2024, 7:58 AM



A PARCEL OF LAND BEING A PORTION OF THE SOUTH HALF OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS, COUNTY LINE ROAD (A.K.A. WEST PALMER DIVIDE ROAD), DESCRIBED IN BOOK 571 AT PAGE 55 IN THE OFFICE OF THE EL PASO COUNTY CLERK AND RECORDER, SITUATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001", 0.3' BELOW GRADE;

THENCE COINCIDENT WITH THE NORTH LINE OF SECTION 4, NORTH 89°42'31" EAST, A DISTANCE OF 2666.90 FEET TO THE CALCULATED POSITION OF THE NORTH QUARTER CORNER OF SAID SECTION 4 AND THE **POINT OF BEGINNING**;

THENCE SOUTH 89°49'59" EAST, A DISTANCE OF 1875.17 FEET;

THENCE SOUTH 89°15'00" WEST, A DISTANCE OF 1874.82 FEET;

THENCE NORTH 86°44'54" EAST, A DISTANCE OF 375.00 FEET;

THENCE NORTH 88°39'59" WEST, A DISTANCE OF 375.00 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 22,503 SQUARE FEET OR 0.5166 ACRES.

ANNEXATION PETITION

The undersigned landowner, in accordance with the provisions of Section 31-12- 101 et. seq. C.R.S., and known as the Municipal Annexation Act of 1965, as amended, hereby petitions the Board of Trustees of the Town of Palmer Lake for annexation to the Town of Palmer Lake of the within described unincorporated area situated and being in the County of El Paso, State of Colorado. In support of this Petition, the petitioners allege and submit the following and make the within requests:

- 1) That it is desirable and necessary to annex the property shown on Exhibit A, attached hereto, comprising a total of 2.3264 acres more or less.
- 2) That the area sought to be annexed to the Town of Palmer Lake meets the requirements of section 31-12-104 and 105 C.R.S. of the Municipal Annexation Act of 1965, as amended, in that:
 - a. Not less than one-sixth of the perimeter of the described property is contiguous to the Town of Palmer Lake. The property for which annexation is sought has a total of 3,749.99 feet contiguous to the Town of Palmer Lake.
 - b. The area for which annexation is sought shares a community of interest with the Town of Palmer Lake.
 - c. The area for which annexation is sought will be urban in character in the near future.
 - d. The area for which annexation is sought is integrated with or is capable of being integrated with the Town of Palmer Lake.
 - e. Within the area for which annexation is sought, no lands held in identical ownership shall be divided into separate lots or parcels without the written consent of the landowners thereof.
 - f. No land held in identical ownership comprising twenty (20) acres or more shall be included within the annexation without the written consent of the landowners thereof.
 - g. The annexation which is sought will not result in a detachment of area from any school district and will not result in the attachment of the annexed area to another school district other than that in which it already is.
 - h. The annexation of the area proposed to be annexed will not have the effect of extending the boundary of the Town of Palmer Lake more than three miles in any direction from any point of the Town's boundary in any one year.

3) That the signers of this Petition comprise the landowners of one hundred percent (100%) of the territory included in the area for which annexation is sought.

4) That the petitioners request that the Town of Palmer Lake approve this annexation.

5) That the legal description of the territory proposed to be annexed is attached hereto as Exhibit B.

6) The names and addresses of adjacent property owners to the property for which annexation is sought and within 300 feet of the boundary of the property for which annexation is sought are attached as Exhibit C; the applicant must inform each property owner within 300 feet of the boundary of the property of the annexation petition by way of certified mail; the return receipts will be required to complete the applicants file.

7) No annexation proceedings have been commenced for the annexation to another municipality of part or all of the territory proposed to be annexed.

8) If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the area to be annexed.

9) The Town of Palmer Lake will distribute a copy of the annexation plat to the affected agencies for comment, including public entities of school district and various utilities (i.e., gas, cable, sewer).

10) That upon the Annexation Ordinance becoming effective, all lands within the area sought to be annexed shall become subject to the Colorado Revised Statutes and all ordinances, resolutions, and regulations of the Town of Palmer Lake.

WHEREFORE, the undersigned petitioners request that the Town of Palmer Lake approve the annexation of the Property.

Maria Larsen
Petitioner Name

Petitioner Name

Maria Larsen 10/18/2024
Signature Date

Signature Date

STATE OF COLORADO)
) ss.
COUNTY OF El Paso

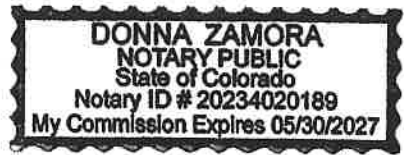
Subscribed and sworn to before me this 18th day of October,
2024,

by Maria Lausew

Donna Zamora
Notary Public

My commission expires:

5/30/2027



BUC'EES PALMER LAKE NO. 4 ANNEXATION MAP

LOCATED IN THE NORTHEAST QUARTER OF SECTION 4,
THE NORTH HALF OF SECTION 3, AND THE NORTHWEST QUARTER OF SECTION 2
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M..
COUNTY OF EL PASO, STATE OF COLORADO

ANNEXATION DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF THE SOUTH HALF OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS, COUNTY LINE ROAD (A.K.A. WEST PALMER DIVIDE ROAD), DESCRIBED IN BOOK 571 AT PAGE 55 IN THE OFFICE OF THE EL PASO COUNTY CLERK AND RECORDER, SITUATED IN THE NORTHEAST QUARTER OF SECTION 4, THE NORTH HALF OF SECTION 3, AND THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001", 0.3' BELOW GRADE;
THENCE COINCIDENT WITH THE NORTH LINE OF SECTION 4, NORTH 89°42'31" EAST, A DISTANCE OF 2666.90 FEET TO THE CALCULATED POSITION OF THE NORTH QUARTER CORNER OF SAID SECTION 4 AND THE **POINT OF BEGINNING**;

THENCE NORTH 89°47'18" EAST, A DISTANCE OF 8630.88 FEET;
THENCE SOUTH 89°35'21" WEST, A DISTANCE OF 8630.54 FEET;
THENCE NORTH 89°15'00" EAST, A DISTANCE OF 1874.82 FEET;
THENCE NORTH 89°49'59" WEST, A DISTANCE OF 1875.17 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 101,337 SQUARE FEET OR 2.3264 ACRES

SIGNED THIS _____ DAY OF _____, 20_____.

BY: _____ AS: _____ OF: _____

NOTARY:

I HEREBY CERTIFY THAT ON THE _____ DAY OF _____, 20_____, APPEARED BEFORE

ME, _____ AS _____ OF _____

A COLORADO _____, WHO FIRST BEING SWORN, DULY EXECUTED THE ABOVE DOCUMENT.

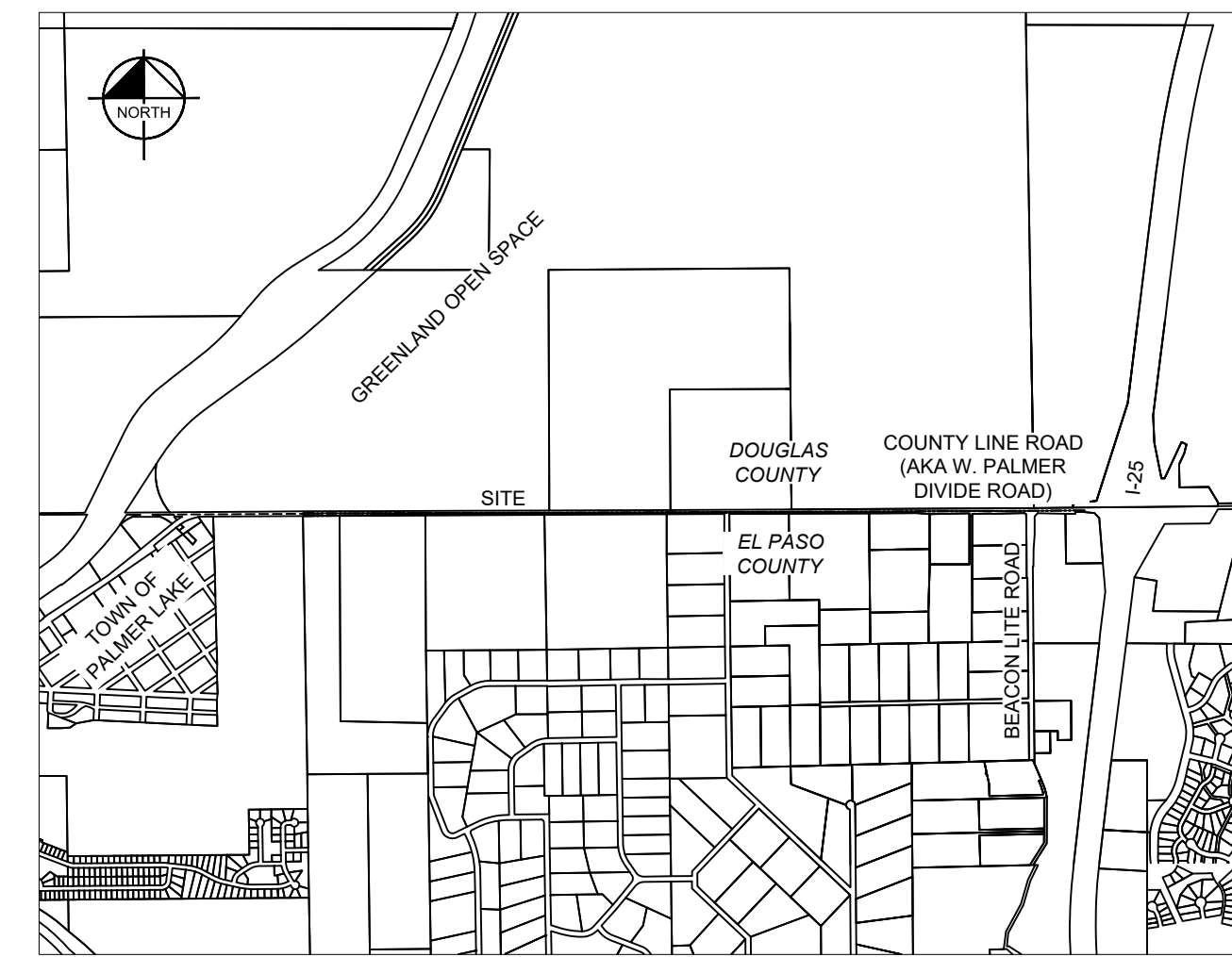
NOTARY PUBLIC _____ MY COMMISSION EXPIRES: _____

CONTIGUITY STATEMENT:

TOTAL PERIMETER OF AREA CONSIDERED FOR ANNEXATION = 21,011.40 FEET.
• ONE-SIXTH (1/6) OF TOTAL PERIMETER AREA = 3501.90 FEET (16.67%).
• PERIMETER OF AREA CONTIGUOUS WITH EXISTING CITY LIMITS = 3749.99 FEET (17.85%).

NOTES:

1. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH 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.
2. ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACTS ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, C.R.S.
3. **BASIS OF BEARINGS:** BEARINGS ARE BASED ON THE NORTH LINE OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, ASSUMED TO BEAR NORTH 89°42'31" EAST, A DISTANCE OF 5334.45 FEET, AS MONUMENTED AT THE NORTHWEST CORNER BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001" 0.3' BELOW GRADE AND AT THE NORTHEAST CORNER BY A NO. 6 REBAR WITH 3.5" ALUMINUM CAP STAMPED, "EL PASO, 2001, LS17496" 0.4' BELOW GRADE IN MONUMENT BOX.
4. ALL DISTANCES SHOWN HEREON ARE GROUND DISTANCES IN U.S. SURVEY FEET.
5. EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS MAP, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT TRACT: EASEMENTS, BUILDING SETBACK LINES, RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS, ZONING OR OTHER LAND-USE REGULATIONS, AGREEMENTS, LEASE AGREEMENTS AND OWNERSHIP TITLE EVIDENCE.
6. THE WORD "CERTIFY" OR "CERTIFICATE" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
7. FIELD WORK WAS COMPLETED SEPTEMBER 27, 2024.



VICINITY MAP
1" = 2000'

SURVEYOR'S CERTIFICATION

I, DARREN R. WOLTERSTORFF, A DULY LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE ANNEXATION SHOWN HEREON TRULY AND CORRECTLY REPRESENTS THE ABOVE DESCRIBED PARCEL OF LAND.

PURSUANT TO COLORADO STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS RULE 6.2.2 THE UNDERSIGNED FURTHER CERTIFIES THAT THIS MAP OR PLAT WAS PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, IS ACCURATE TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF, IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE AND IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

I ATTEST THE ABOVE ON THIS _____ DAY OF _____, 20_____.

PRELIMINARY
THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT

DARREN R. WOLTERSTORFF, PLS 38281
FOR AND ON BEHALF OF KIMLEY-HORN AND ASSOCIATES, INC.
DARREN.WOLTERSTORFF@KIMLEY-HORN.COM

PLANNING DEPARTMENT:

THIS ANNEXATION PLAT WAS REVIEWED BY THE TOWN OF PALMER LAKE PLANNING DEPARTMENT THIS _____ DAY OF _____, 20_____.

PLANNING DIRECTOR _____

TOWN APPROVAL:

PURSUANT TO AN ORDINANCE MADE AND ADOPTED BY THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, COLORADO, THIS _____ DAY OF _____, OF 20_____.

MAJOR _____ DATE _____

ATTEST:

TOWN CLERK _____ DATE _____

TOWN APPROVAL:

PURSUANT TO AN ORDINANCE MADE AND ADOPTED BY THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, COLORADO, THIS _____ DAY OF _____, OF 20_____.

MAJOR _____ DATE _____

ATTEST:

TOWN CLERK _____ DATE _____

CLERK AND RECORDER:

STATE OF COLORADO)
)SS
COUNTY OF EL PASO)

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 AT RECEPTION NO. _____ OF THE RECORDS COUNTY OF EL PASO, COLORADO

_____, RECORDER

BY: _____
 DEPUTY

FEE: _____

SURCHARGE: _____

No.	DATE	REVISION DESCRIPTION

Kimley»Horn

6200 S. SYRACUSE WAY, # 300
GREENWOOD VILLAGE, CO 80111

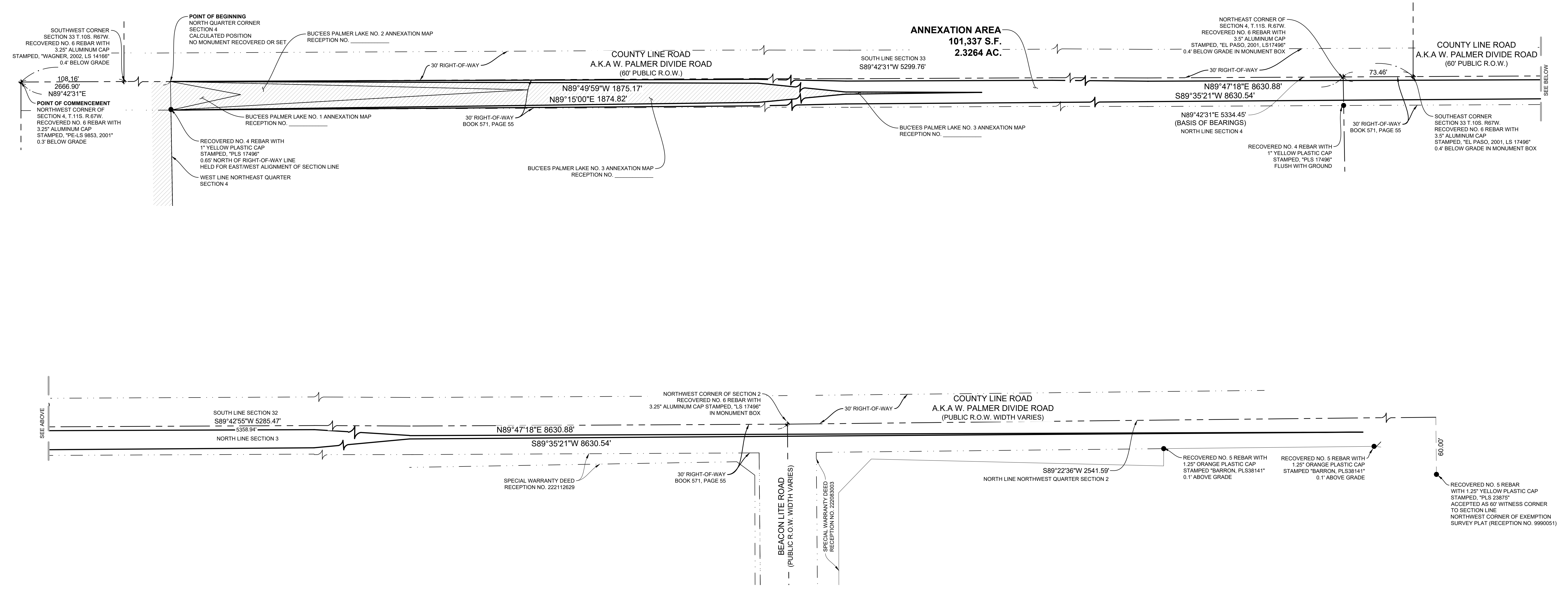
Tel. No. (303) 228-2300
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	JAF	DRW	10/17/24	196094002	1 OF 2

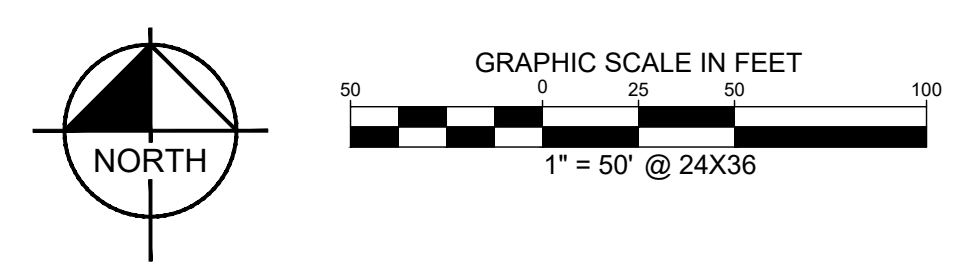
NAME: JUDEN, DATE: 11/06/2024, TIME: 10:14 AM, FILED BY: FELDER, JEREMY, PLOTTED BY: FELDER, JEREMY, 10/16/2024 1:28 PM, LAST SAVED: 10/16/2024 10:14 AM

BUC'EES PALMER LAKE NO. 4 ANNEXATION MAP

LOCATED IN THE NORTHEAST QUARTER OF SECTION 4,
THE NORTH HALF OF SECTION 3, AND THE NORTHWEST QUARTER OF SECTION 2
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M..
COUNTY OF EL PASO, STATE OF COLORADO



- LEGEND**
- ◆ RECOVERED SECTION CORNER AS NOTED
 - RECOVERED PROPERTY MONUMENT AS NOTED
 - BOUNDARY TO BE ANNEXED
 - EXISTING CITY LIMITS
 - SECTION LINE
 - - - RIGHT-OF-WAY LINE



No.	DATE	REVISION DESCRIPTION

Kimley»Horn

6200 S. SYRACUSE WAY, # 300
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Tel. No. (303) 228-2300
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Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 50'	JAF	DRW	10/17/24	196094002	2 OF 2

NAME: JUDEN, DATE: 10/16/2024, TIME: 10:14 AM, PLOTTED BY: FELDER, JEREMY, 10/16/2024, 1:28 PM, LAST SAVED: 10/16/2024, 10:14 AM



A PARCEL OF LAND BEING A PORTION OF THE SOUTH HALF OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS, COUNTY LINE ROAD (A.K.A. WEST PALMER DIVIDE ROAD), DESCRIBED IN BOOK 571 AT PAGE 55 IN THE OFFICE OF THE EL PASO COUNTY CLERK AND RECORDER, SITUATED IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001", 0.3' BELOW GRADE;

THENCE COINCIDENT WITH THE NORTH LINE OF SECTION 4, NORTH 89°42'31" EAST, A DISTANCE OF 2666.90 FEET TO THE CALCULATED POSITION OF THE NORTH QUARTER CORNER OF SAID SECTION 4 AND THE **POINT OF BEGINNING**;

THENCE NORTH 89°47'18" EAST, A DISTANCE OF 8630.88 FEET;

THENCE SOUTH 89°35'21" WEST, A DISTANCE OF 8630.54 FEET;

THENCE NORTH 89°15'00" EAST, A DISTANCE OF 1874.82 FEET;

THENCE NORTH 89°49'59" WEST, A DISTANCE OF 1875.17 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 101,337 SQUARE FEET OR 2.3264 ACRES.

ANNEXATION PETITION

The undersigned landowner, in accordance with the provisions of Section 31-12- 101 et. seq. C.R.S., and known as the Municipal Annexation Act of 1965, as amended, hereby petitions the Board of Trustees of the Town of Palmer Lake for annexation to the Town of Palmer Lake of the within described unincorporated area situated and being in the County of El Paso, State of Colorado. In support of this Petition, the petitioners allege and submit the following and make the within requests:

- 1) That it is desirable and necessary to annex the property shown on Exhibit A, attached hereto, comprising a total of 5.6233 acres more or less.
- 2) That the area sought to be annexed to the Town of Palmer Lake meets the requirements of section 31-12-104 and 105 C.R.S. of the Municipal Annexation Act of 1965, as amended, in that:
 - a. Not less than one-sixth of the perimeter of the described property is contiguous to the Town of Palmer Lake. The property for which annexation is sought has a total of 17,261.41 feet contiguous to the Town of Palmer Lake.
 - b. The area for which annexation is sought shares a community of interest with the Town of Palmer Lake.
 - c. The area for which annexation is sought will be urban in character in the near future.
 - d. The area for which annexation is sought is integrated with or is capable of being integrated with the Town of Palmer Lake.
 - e. Within the area for which annexation is sought, no lands held in identical ownership shall be divided into separate lots or parcels without the written consent of the landowners thereof.
 - f. No land held in identical ownership comprising twenty (20) acres or more shall be included within the annexation without the written consent of the landowners thereof.
 - g. The annexation which is sought will not result in a detachment of area from any school district and will not result in the attachment of the annexed area to another school district other than that in which it already is.
 - h. The annexation of the area proposed to be annexed will not have the effect of extending the boundary of the Town of Palmer Lake more than three miles in any direction from any point of the Town's boundary in any one year.

3) That the signers of this Petition comprise the landowners of one hundred percent (100%) of the territory included in the area for which annexation is sought.

4) That the petitioners request that the Town of Palmer Lake approve this annexation.

5) That the legal description of the territory proposed to be annexed is attached hereto as Exhibit B.

6) The names and addresses of adjacent property owners to the property for which annexation is sought and within 300 feet of the boundary of the property for which annexation is sought are attached as Exhibit C; the applicant must inform each property owner within 300 feet of the boundary of the property of the annexation petition by way of certified mail; the return receipts will be required to complete the applicants file.

7) No annexation proceedings have been commenced for the annexation to another municipality of part or all of the territory proposed to be annexed.

8) If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the area to be annexed.

9) The Town of Palmer Lake will distribute a copy of the annexation plat to the affected agencies for comment, including public entities of school district and various utilities (i.e., gas, cable, sewer).

10) That upon the Annexation Ordinance becoming effective, all lands within the area sought to be annexed shall become subject to the Colorado Revised Statutes and all ordinances, resolutions, and regulations of the Town of Palmer Lake.

WHEREFORE, the undersigned petitioners request that the Town of Palmer Lake approve the annexation of the Property.

Maria Larsen
Petitioner Name

Petitioner Name

Maria Larsen
Signature

10/18/2024
Date

Signature

Date

STATE OF COLORADO)
) ss.
COUNTY OF El Paso

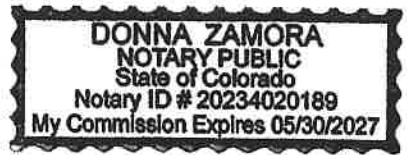
Subscribed and sworn to before me this 18th day of October,
2024,

by Maria Lausew

Donna Zamora
Notary Public

My commission expires:

5/30/2027



BUC'EES PALMER LAKE NO. 5 ANNEXATION MAP
LOCATED IN THE NORTHEAST QUARTER OF SECTION 4,
THE NORTH HALF OF SECTION 3, AND THE NORTHWEST QUARTER OF SECTION 2
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M..
COUNTY OF EL PASO, STATE OF COLORADO

ANNEXATION DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF THE SOUTH HALF OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS, COUNTY LINE ROAD (A.K.A. WEST PALMER DIVIDE ROAD), DESCRIBED IN BOOK 571 AT PAGE 55; ALL OF THOSE SPECIAL WARRANTY DEEDS RECORDED AT RECEPTION NUMBERS 222083003, 222112629, 222082812, AND 222120338; ALL OF TRACT A, AS DEDICATED TO THE COUNTY OF EL PASO, BY EHRICH SUBDIVISION, RECEPTION NO. 204031593; AND A PORTION OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS BEACON LITE ROAD, DESCRIBED IN BOOK 571 AT PAGE 55, ALL DOCUMENTS FOUND IN THE EL PASO COUNTY OFFICE OF THE CLERK AND RECORDER; SITUATED IN THE NORTHEAST QUARTER OF SECTION 4, THE NORTH HALF OF SECTION 3, AND THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001", 0.3' BELOW GRADE; THENCE COINCIDENT WITH THE NORTH LINE OF SECTION 4, NORTH 89°42'31" EAST, A DISTANCE OF 2666.90 FEET TO THE CALCULATED POSITION OF THE NORTH QUARTER CORNER OF SAID SECTION 4 AND THE POINT OF BEGINNING;

THENCE CONTINUING COINCIDENT WITH LAST SAID LINE, NORTH 89°42'31" EAST, A DISTANCE OF 2667.55 FEET TO THE NORTHEAST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "EL PASO, 2001, LS 17496" 0.4' BELOW GRADE, IN MONUMENT BOX; THENCE COINCIDENT WITH THE NORTH LINE OF SAID SECTION 3, AND CONTINUING ON LAST SAID BEARING, NORTH 89°42'31" EAST, A DISTANCE OF 73.46 FEET TO THE SOUTHEAST CORNER OF SECTION 33, TOWNSHIP 10 SOUTH, RANGE 67 WEST, AS MONUMENTED BY A NO. 6 REBAR WITH 3.5" ALUMINUM CAP STAMPED, "EL PASO, 2001, LS 17496" 0.4' BELOW GRADE, IN MONUMENT BOX; THENCE CONTINUING COINCIDENT WITH SAID NORTH LINE, NORTH 89°42'55" EAST, A DISTANCE OF 5285.47 FEET TO THE NORTHWEST CORNER OF SECTION 2, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "LS 17496" IN MONUMENT BOX; THENCE COINCIDENT WITH THE NORTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 2, NORTH 89°22'36" EAST, A DISTANCE OF 615.77 FEET;

THENCE SOUTH 00°37'24" EAST, A DISTANCE OF 30.00 FEET TO THE SOUTHERLY LINE OF SAID COUNTY LINE ROAD, AS DESCRIBED IN BOOK 571, PAGE 55, IN SAID RECORDS; THENCE SOUTH 89°22'36" WEST, A DISTANCE OF 220.93 FEET TO THE NORTHEASTERLY CORNER OF THAT SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222083003, IN SAID RECORDS; THENCE COINCIDENT WITH THE SOUTHERLY AND EASTERLY LINES OF LAST SAID WARRANTY DEED THE FOLLOWING SEVEN (7) COURSES: 1) SOUTH 00°10'14" WEST, A DISTANCE OF 18.15 FEET; 2) NORTH 88°38'48" WEST, A DISTANCE OF 307.11 FEET; 3) SOUTH 44°02'37" WEST, A DISTANCE OF 49.33 FEET; 4) SOUTH 00°08'41" EAST, A DISTANCE OF 203.28 FEET; 5) SOUTH 04°08'13" WEST, A DISTANCE OF 160.73 FEET; 6) SOUTH 00°08'41" EAST, A DISTANCE OF 188.22 FEET; 7) SOUTH 89°51'19" WEST, A DISTANCE OF 7.75 FEET TO THE EAST LINE OF BEACON LITE ROAD, AS DESCRIBED IN SAID BOOK 571, PAGE 55; THENCE COINCIDENT WITH LAST SAID EAST LINE, SOUTH 00°29'49" EAST, A DISTANCE OF 835.22 FEET; THENCE SOUTH 89°30'11" WEST, A DISTANCE OF 60.00 FEET TO THE WEST LINE OF SAID BEACON LITE ROAD; THENCE COINCIDENT WITH LAST SAID WEST LINE, NORTH 00°29'49" WEST, A DISTANCE OF 1063.52 FEET TO THE SOUTHEAST CORNER OF THAT SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222112629, IN SAID RECORDS; THENCE COINCIDENT WITH THE SOUTHERLY AND WESTERLY LINES OF LAST SAID SPECIAL WARRANTY DEED, THE FOLLOWING SIX (6) COURSES:

1) SOUTH 89°42'55" WEST, A DISTANCE OF 6.85 FEET; 2) NORTH 00°08'43" WEST, A DISTANCE OF 342.58 FEET; 3) NORTH 53°19'35" WEST, A DISTANCE OF 23.64 FEET; 4) SOUTH 89°00'38" WEST, A DISTANCE OF 352.21 FEET; 5) NORTH 77°43'28" WEST, A DISTANCE OF 16.95 FEET; 6) SOUTH 89°00'38" WEST, A DISTANCE OF 201.06 FEET TO THE WESTERLY MOST SOUTHWEST CORNER OF LAST SAID SPECIAL WARRANTY DEED, SAID CORNER ALSO CONTIGUOUS WITH TRACT A, EHRICH SUBDIVISION, RECORDED AT RECEPTION NO. 204031593, IN SAID RECORDS; THENCE COINCIDENT WITH THE EASTERLY, SOUTHERLY, AND WESTERLY LINES OF SAID TRACT A THE FOLLOWING THREE (3) COURSES:

1) SOUTH 00°00'50" EAST, A DISTANCE OF 17.69 FEET; 2) SOUTH 89°42'55" WEST, A DISTANCE OF 30.00 FEET; 3) NORTH 00°00'50" WEST, A DISTANCE OF 23.32 FEET TO THE SOUTHEAST CORNER OF THAT SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222082812, IN SAID RECORDS; THENCE COINCIDENT WITH THE SOUTH LINE OF LAST SAID SPECIAL WARRANTY DEED, SOUTH 89°00'40" WEST, A DISTANCE OF 457.79 FEET TO THE SOUTHWEST CORNER OF LAST SAID SPECIAL WARRANTY DEED, SAID CORNER BEING COTERMINOUS WITH THE SOUTHEAST CORNER OF THAT SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222120338, IN SAID RECORDS; THENCE COINCIDENT WITH THE SOUTH LINE OF LAST SAID SPECIAL WARRANTY DEED, NORTH 85°25'38" WEST, A DISTANCE OF 145.38 FEET TO THE WESTERLY CORNER OF LAST SAID SPECIAL WARRANTY DEED AND THE SOUTH LINE OF SAID COUNTY LINE ROAD; THENCE COINCIDENT WITH SAID SOUTH LINE THE FOLLOWING TWO (2) COURSES: 1) SOUTH 89°42'55" WEST, A DISTANCE OF 4029.68 FEET; 2) SOUTH 89°42'31" WEST, A DISTANCE OF 2740.67 FEET; THENCE NORTH 89°35'21" EAST, A DISTANCE OF 8630.54 FEET; THENCE SOUTH 89°47'18" WEST, A DISTANCE OF 8630.88 FEET TO THE POINT OF BEGINNING.

CONTAINING 244,951 SQUARE FEET OR 5.6233 ACRES.

SIGNED THIS DAY OF , 20 BY: AS: OF:

NOTARY:

I HEREBY CERTIFY THAT ON THE DAY OF , 20, APPEARED BEFORE ME, AS OF OF A COLORADO , WHO FIRST BEING SWORN, DULY EXECUTED THE ABOVE DOCUMENT.

NOTARY PUBLIC MY COMMISSION EXPIRES:

CONTIGUITY STATEMENT:

TOTAL PERIMETER OF AREA CONSIDERED FOR ANNEXATION = 37,435.73 FEET. ONE-SIXTH (1/6) OF TOTAL PERIMETER AREA = 6,239.33 FEET (16.67%). PERIMETER OF AREA CONTIGUOUS WITH EXISTING CITY LIMITS = 17,261.41 FEET (46.11%).

PLANNING DEPARTMENT:

THIS ANNEXATION PLAT WAS REVIEWED BY THE TOWN OF PALMER LAKE PLANNING DEPARTMENT THIS DAY OF , 20

PLANNING DIRECTOR

TOWN APPROVAL:

PURSUANT TO AN ORDINANCE MADE AND ADOPTED BY THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, COLORADO, THIS DAY OF OF 20

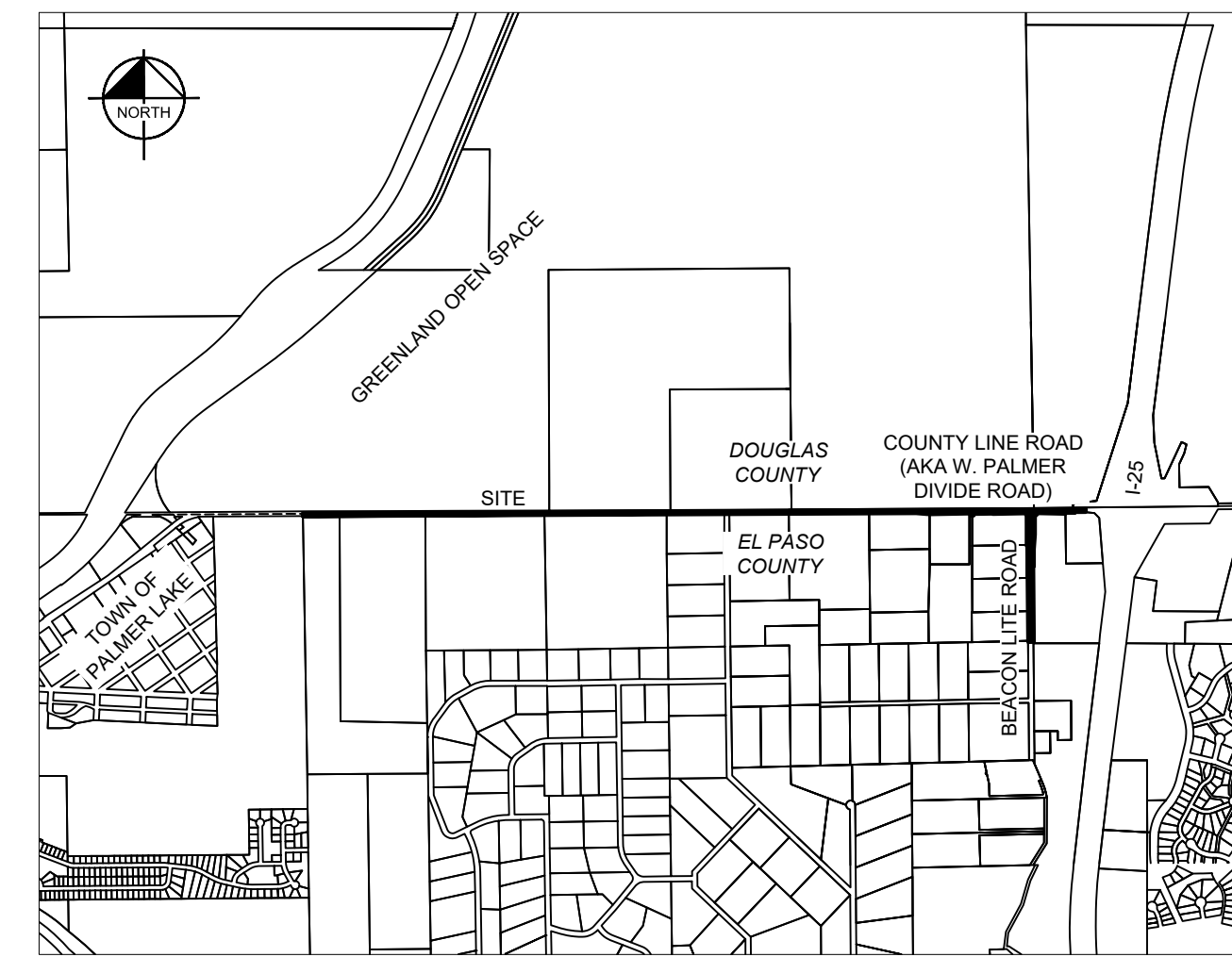
MAJOR DATE

ATTEST:

TOWN CLERK DATE

NOTES:

- 1. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH 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. 2. ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACTS ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, C.R.S. 3. BASIS OF BEARINGS: BEARINGS ARE BASED ON THE NORTH LINE OF SECTION 4, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, ASSUMED TO BEAR NORTH 89°42'31" EAST, A DISTANCE OF 5334.45 FEET, AS MONUMENTED AT THE NORTHWEST CORNER BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001" 0.3' BELOW GRADE AND AT THE NORTHEAST CORNER BY A NO. 6 REBAR WITH 3.5" ALUMINUM CAP STAMPED, "EL PASO, 2001, LS17496" 0.4' BELOW GRADE IN MONUMENT BOX. 4. ALL DISTANCES SHOWN HEREON ARE GROUND DISTANCES IN U.S. SURVEY FEET. 5. EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS MAP, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT TRACT: EASEMENTS, BUILDING SETBACK LINES, RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS, ZONING OR OTHER LAND-USE REGULATIONS, AGREEMENTS, LEASE AGREEMENTS AND OWNERSHIP TITLE EVIDENCE. 6. THE WORD "CERTIFY" OR "CERTIFICATE" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED. 7. FIELD WORK WAS COMPLETED SEPTEMBER 27, 2024.



CLERK AND RECORDER:

STATE OF COLORADO) COUNTY OF EL PASO)

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 AT RECEPTION NO. OF THE RECORDS COUNTY OF EL PASO , COLORADO

RECORDER

BY: DEPUTY

FEE:

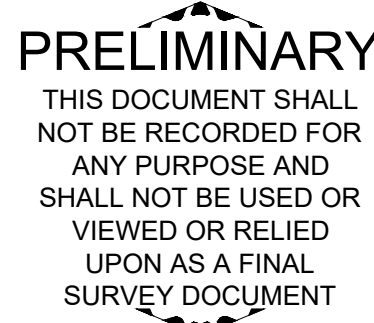
SURCHARGE:

SURVEYOR'S CERTIFICATION

I, DARREN R. WOLTERSTORFF, A DULY LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE ANNEXATION SHOWN HEREON TRULY AND CORRECTLY REPRESENTS THE ABOVE DESCRIBED PARCEL OF LAND.

PURSUANT TO COLORADO STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS RULE 6.2.2 THE UNDERSIGNED FURTHER CERTIFIES THAT THIS MAP OR PLAT WAS PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, IS ACCURATE TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF, IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE AND IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

I ATTEST THE ABOVE ON THIS DAY OF , 20



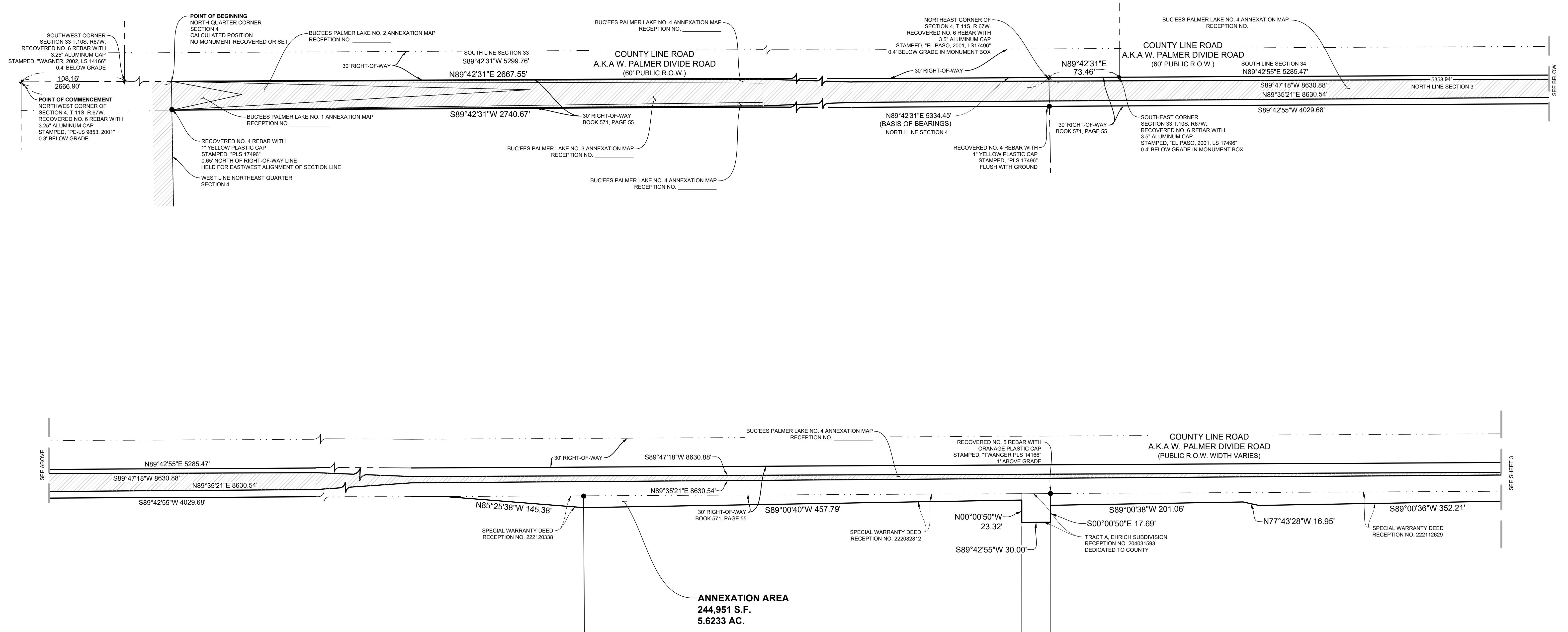
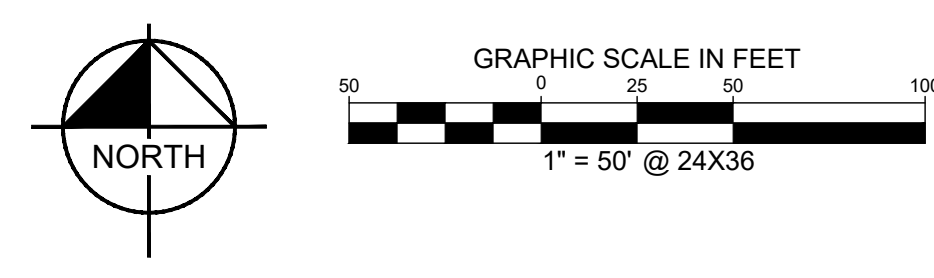
DARREN R. WOLTERSTORFF, PLS 38281 FOR AND ON BEHALF OF KIMLEY-HORN AND ASSOCIATES, INC. DARREN.WOLTERSTORFF@KIMLEY-HORN.COM

Table with columns: No., DATE, REVISION DESCRIPTION

Kimley & Horn logo and contact information: 6200 S. SYRACUSE WAY, # 300 GREENWOOD VILLAGE, CO 80111. Tel. No. (303) 228-2300 www.kimley-horn.com

BUC'EES PALMER LAKE NO. 5 ANNEXATION MAP

LOCATED IN THE NORTHEAST QUARTER OF SECTION 4,
THE NORTH HALF OF SECTION 3, AND THE NORTHWEST QUARTER OF SECTION 2
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M..
COUNTY OF EL PASO, STATE OF COLORADO



ANNEXATION AREA
244,951 S.F.
5.6233 AC.

LEGEND

- ◆ RECOVERED SECTION CORNER AS NOTED
- RECOVERED PROPERTY MONUMENT AS NOTED
- BOUNDARY TO BE ANNEXED
- EXISTING CITY LIMITS
- SECTION LINE
- RIGHT-OF-WAY LINE

No.	DATE	REVISION DESCRIPTION

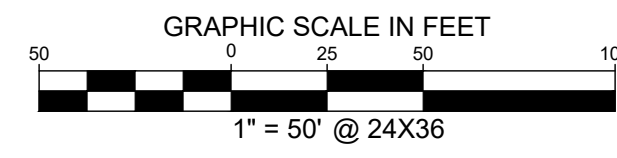
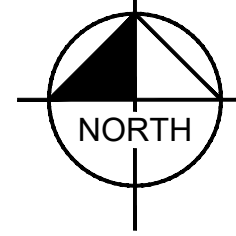
Kimley»Horn

6200 S. SYRACUSE WAY, # 300
GREENWOOD VILLAGE, CO 80111

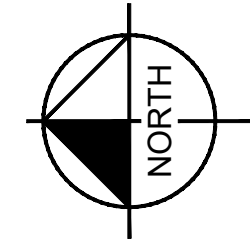
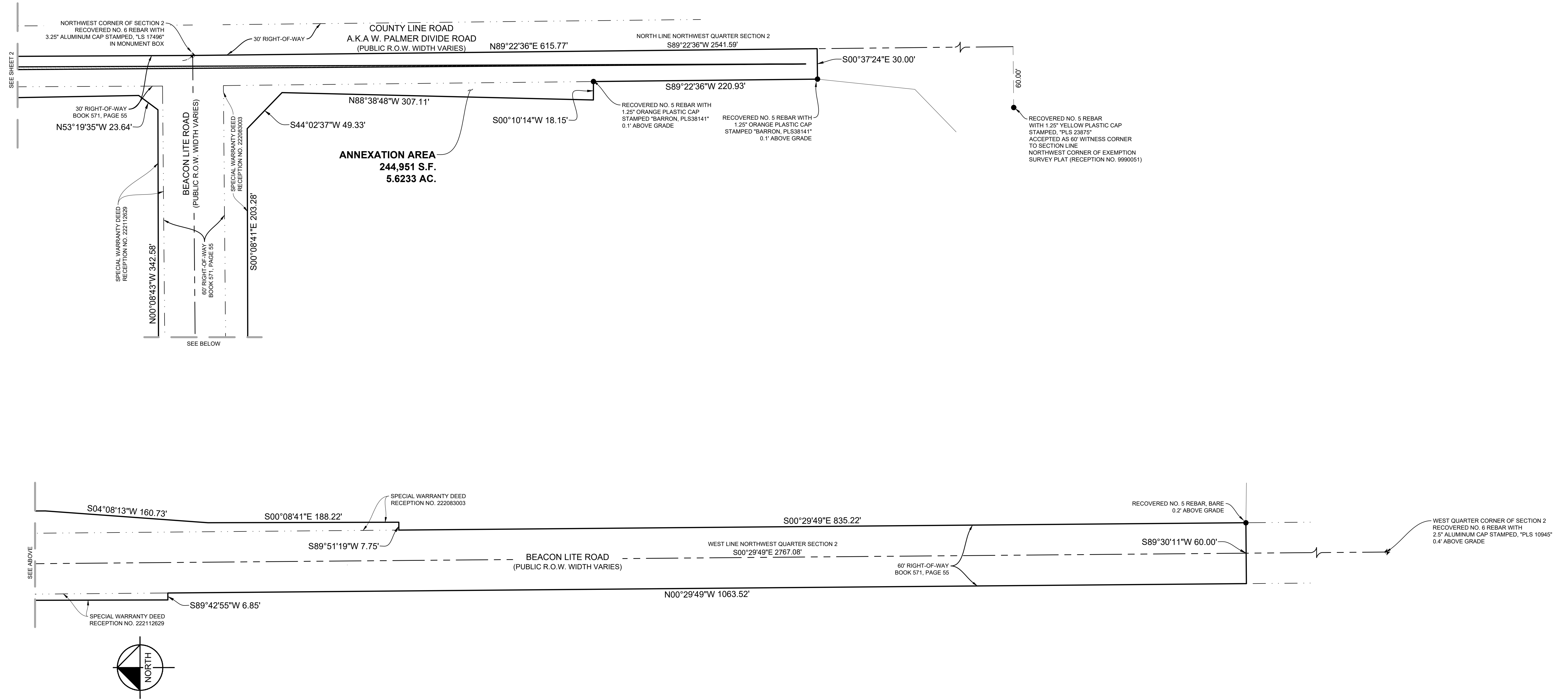
Tel. No. (303) 228-2300
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 50'	JAF	DRW	10/17/24	196094002	2 OF 3

NAME: JUDEN, DATE: 10/16/2024, 2:29 PM LAST SAVED: 10/16/2024 2:41 PM



BUC'EES PALMER LAKE NO. 5 ANNEXATION MAP
LOCATED IN THE NORTHEAST QUARTER OF SECTION 4,
THE NORTH HALF OF SECTION 3, AND THE NORTHWEST QUARTER OF SECTION 2
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M..
COUNTY OF EL PASO, STATE OF COLORADO



No.	DATE	REVISION DESCRIPTION

Kimley»Horn

6200 S. SYRACUSE WAY, # 300
GREENWOOD VILLAGE, CO 80111

Tel. No. (303) 228-2300
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Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 50'	JAF	DRW	10/17/24	196094002	3 OF 3



A PARCEL OF LAND BEING A PORTION OF THE SOUTH HALF OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS, COUNTY LINE ROAD (A.K.A. WEST PALMER DIVIDE ROAD), DESCRIBED IN BOOK 571 AT PAGE 55; ALL OF THOSE SPECIAL WARRANTY DEEDS RECORDED AT RECEPTION NUMBERS 222083003, 222112629, 222082812, AND 222120338; ALL OF TRACT A, AS DEDICATED TO THE COUNTY OF EL PASO, BY EHRICH SUBDIVISION, RECEPTION NO. 204031593; AND A PORTION OF THAT DECLARED PUBLIC HIGHWAY KNOWN AS BEACON LITE ROAD, DESCRIBED IN BOOK 571 AT PAGE 55, ALL DOCUMENTS FOUND IN THE EL PASO COUNTY OFFICE OF THE CLERK AND RECORDER; SITUATED IN THE NORTHEAST QUARTER OF SECTION 4, THE NORTH HALF OF SECTION 3, AND THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH

3.25" ALUMINUM CAP STAMPED, "PE-LS 9853, 2001", 0.3' BELOW GRADE;

THENCE COINCIDENT WITH THE NORTH LINE OF SECTION 4, NORTH 89°42'31" EAST, A DISTANCE OF 2666.90 FEET TO THE CALCULATED POSITION OF THE NORTH QUARTER CORNER OF SAID SECTION 4 AND THE **POINT OF BEGINNING**;

THENCE CONTINUING COINCIDENT WITH LAST SAID LINE, NORTH 89°42'31" EAST, A DISTANCE OF 2667.55 FEET TO THE NORTHEAST CORNER OF SAID SECTION 4, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "EL PASO, 2001, LS 17496" 0.4' BELOW GRADE, IN MONUMENT BOX;

THENCE COINCIDENT WITH THE NORTH LINE OF SAID SECTION 3, AND CONTINUING ON LAST SAID BEARING,

NORTH 89°42'31" EAST, A DISTANCE OF 73.46 FEET TO THE SOUTHEAST CORNER OF SECTION 33, TOWNSHIP 10 SOUTH, RANGE 67 WEST, AS MONUMENTED BY A NO. 6 REBAR WITH 3.5" ALUMINUM CAP STAMPED, "EL PASO, 2001, LS 17496" 0.4' BELOW GRADE, IN MONUMENT BOX;

THENCE CONTINUING COINCIDENT WITH SAID NORTH LINE, NORTH 89°42'55" EAST, A DISTANCE OF 5285.47 FEET TO THE NORTHWEST CORNER OF SECTION 2, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "LS 17496" IN MONUMENT BOX;

THENCE COINCIDENT WITH THE NORTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 2, NORTH 89°22'36" EAST, A DISTANCE OF 615.77 FEET;

THENCE SOUTH 00°37'24" EAST, A DISTANCE OF 30.00 FEET TO THE SOUTHERLY LINE OF SAID COUNTY LINE ROAD, AS DESCRIBED IN BOOK 571, PAGE 55, IN SAID RECORDS;

THENCE SOUTH 89°22'36" WEST, A DISTANCE OF 220.93 FEET TO THE NORTHEASTERLY CORNER OF THAT SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222083003, IN SAID RECORDS;

THENCE COINCIDENT WITH THE SOUTHERLY AND EASTERLY LINES OF LAST SAID WARRANTY DEED THE FOLLOWING SEVEN (7) COURSES:

- 1) SOUTH 00°10'14" WEST, A DISTANCE OF 18.15 FEET;
- 2) NORTH 88°38'48" WEST, A DISTANCE OF 307.11 FEET;
- 3) SOUTH 44°02'37" WEST, A DISTANCE OF 49.33 FEET;
- 4) SOUTH 00°08'41" EAST, A DISTANCE OF 203.28 FEET;
- 5) SOUTH 04°08'13" WEST, A DISTANCE OF 160.73 FEET;
- 6) SOUTH 00°08'41" EAST, A DISTANCE OF 188.22 FEET;
- 7) SOUTH 89°51'19" WEST, A DISTANCE OF 7.75 FEET TO THE EAST LINE OF BEACON LITE ROAD, AS DESCRIBED IN SAID BOOK 571, PAGE 55;

THENCE COINCIDENT WITH LAST SAID EAST LINE, SOUTH 00°29'49" EAST, A DISTANCE OF 835.22 FEET;

THENCE SOUTH 89°30'11" WEST, A DISTANCE OF 60.00 FEET TO THE WEST LINE OF SAID BEACON LITE ROAD;

THENCE COINCIDENT WITH LAST SAID WEST LINE, NORTH 00°29'49" WEST, A DISTANCE OF 1063.52 FEET TO THE SOUTHEAST CORNER OF THAT SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222112629, IN SAID RECORDS;

THENCE COINCIDENT WITH THE SOUTHERLY AND WESTERLY LINES OF LAST SAID SPECIAL WARRANTY DEED, THE FOLLOWING SIX (6) COURSES:

- 1) SOUTH 89°42'55" WEST, A DISTANCE OF 6.85 FEET;
- 2) NORTH 00°08'43" WEST, A DISTANCE OF 342.58 FEET;
- 3) NORTH 53°19'35" WEST, A DISTANCE OF 23.64 FEET;
- 4) SOUTH 89°00'36" WEST, A DISTANCE OF 352.21 FEET;
- 5) NORTH 77°43'28" WEST, A DISTANCE OF 16.95 FEET;
- 6) SOUTH 89°00'38" WEST, A DISTANCE OF 201.06 FEET TO THE WESTERLY MOST SOUTHWEST CORNER OF LAST SAID SPECIAL WARRANTY DEED, SAID CORNER ALSO

CONTIGUOUS WITH TRACT A, EHRICH SUBDIVISION, RECORDED AT RECEPTION NO. 204031593, IN SAID RECORDS;

THENCE COINCIDENT WITH THE EASTERLY, SOUTHERLY, AND WESTERLY LINES OF SAID TRACT A THE FOLLOWING THREE (3) COURSES:

- 1) SOUTH 00°00'50" EAST, A DISTANCE OF 17.69 FEET;
- 2) SOUTH 89°42'55" WEST, A DISTANCE OF 30.00 FEET;
- 3) NORTH 00°00'50" WEST, A DISTANCE OF 23.32 FEET TO THE SOUTHEAST CORNER OF THAT SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222082812, IN SAID RECORDS;

THENCE COINCIDENT WITH THE SOUTH LINE OF LAST SAID SPECIAL WARRANTY DEED, SOUTH 89°00'40" WEST, A DISTANCE OF 457.79 FEET TO THE SOUTHWEST CORNER OF LAST SAID SPECIAL WARRANTY DEED, SAID CORNER BEING COTERMINOUS WITH THE SOUTHEAST CORNER OF THAT SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222120338, IN SAID RECORDS;

THENCE COINCIDENT WITH THE SOUTH LINE OF LAST SAID SPECIAL WARRANTY DEED, NORTH 85°25'38" WEST, A DISTANCE OF 145.38 FEET TO THE WESTERLY CORNER OF LAST SAID SPECIAL WARRANTY DEED AND THE SOUTH LINE OF SAID COUNTY LINE ROAD;

THENCE COINCIDENT WITH SAID SOUTH LINE THE FOLLOWING TWO (2) COURSES:

- 1) SOUTH 89°42'55" WEST, A DISTANCE OF 4029.68 FEET;
- 2) SOUTH 89°42'31" WEST, A DISTANCE OF 2740.67 FEET;

THENCE NORTH 89°35'21" EAST, A DISTANCE OF 8630.54 FEET;

THENCE SOUTH 89°47'18" WEST, A DISTANCE OF 8630.88 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 244,951 SQUARE FEET OR 5.6233 ACRES.

ANNEXATION PETITION

The undersigned landowner, in accordance with the provisions of Section 31-12- 101 et. seq. C.R.S., and known as the Municipal Annexation Act of 1965, as amended, hereby petitions the Board of Trustees of the Town of Palmer Lake for annexation to the Town of Palmer Lake of the within described unincorporated area situated and being in the County of El Paso, State of Colorado. In support of this Petition, the petitioners allege and submit the following and make the within requests:

- 1) That it is desirable and necessary to annex the property shown on Exhibit A, attached hereto, comprising a total of 24.8669 acres more or less.
- 2) That the area sought to be annexed to the Town of Palmer Lake meets the requirements of section 31-12-104 and 105 C.R.S. of the Municipal Annexation Act of 1965, as amended, in that:
 - a. Not less than one-sixth of the perimeter of the described property is contiguous to the Town of Palmer Lake. The property for which annexation is sought has a total of 1,990.72 feet contiguous to the Town of Palmer Lake.
 - b. The area for which annexation is sought shares a community of interest with the Town of Palmer Lake.
 - c. The area for which annexation is sought will be urban in character in the near future.
 - d. The area for which annexation is sought is integrated with or is capable of being integrated with the Town of Palmer Lake.
 - e. Within the area for which annexation is sought, no lands held in identical ownership shall be divided into separate lots or parcels without the written consent of the landowners thereof.
 - f. No land held in identical ownership comprising twenty (20) acres or more shall be included within the annexation without the written consent of the landowners thereof.
 - g. The annexation which is sought will not result in a detachment of area from any school district and will not result in the attachment of the annexed area to another school district other than that in which it already is.
 - h. The annexation of the area proposed to be annexed will not have the effect of extending the boundary of the Town of Palmer Lake more than three miles in any direction from any point of the Town's boundary in any one year.

3) That the signers of this Petition comprise the landowners of one hundred percent (100%) of the territory included in the area for which annexation is sought.

4) That the petitioners request that the Town of Palmer Lake approve this annexation.

5) That the legal description of the territory proposed to be annexed is attached hereto as Exhibit B.

6) The names and addresses of adjacent property owners to the property for which annexation is sought and within 300 feet of the boundary of the property for which annexation is sought are attached as Exhibit C; the applicant must inform each property owner within 300 feet of the boundary of the property of the annexation petition by way of certified mail; the return receipts will be required to complete the applicants file.

7) No annexation proceedings have been commenced for the annexation to another municipality of part or all of the territory proposed to be annexed.

8) If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the area to be annexed.

9) The Town of Palmer Lake will distribute a copy of the annexation plat to the affected agencies for comment, including public entities of school district and various utilities (i.e., gas, cable, sewer).

10) That upon the Annexation Ordinance becoming effective, all lands within the area sought to be annexed shall become subject to the Colorado Revised Statutes and all ordinances, resolutions, and regulations of the Town of Palmer Lake.

WHEREFORE, the undersigned petitioners request that the Town of Palmer Lake approve the annexation of the Property.

Maria Larsen
Petitioner Name

Petitioner Name

Maria Larsen 10/18/2024
Signature Date

Signature Date

STATE OF COLORADO)
) ss.
COUNTY OF El Paso

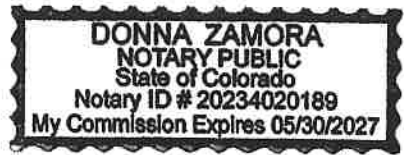
Subscribed and sworn to before me this 18th day of October,
2024,

by Maria Lausew

Donna Zamora
Notary Public

My commission expires:

5/30/2027



BUC'EES PALMER LAKE NO. 6 ANNEXATION MAP

LOCATED IN THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M. COUNTY OF EL PASO, STATE OF COLORADO

ANNEXATION DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF THAT PROPERTY DESCRIBED IN SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222106819, IN THE EL PASO COUNTY OFFICE OF THE CLERK AND RECORDER, SITUATED IN THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 2, AS MONUMENTED BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "LS 17496", IN MONUMENT BOX; THENCE COINCIDENT WITH THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 2, SOUTH 00°29'49" EAST, A DISTANCE OF 30.00 FEET TO THE WESTERLY EXTENSION OF THE NORTH LINE OF THAT PROPERTY DESCRIBED IN SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222083003, SAID WESTERLY EXTENSION ALSO BEING THE NORTHERLY LINE OF THAT PROPERTY DESCRIBED AT RECEPTION NO. 222106819; THENCE COINCIDENT WITH SAID WESTERLY EXTENSIONS AND SAID NORTH LINES, NORTH 89°22'36" EAST, A DISTANCE OF 394.91 FEET TO THE NORTHEAST CORNER OF SAID DEED RECORDED AT RECEPTION NO. 222083003 AND THE POINT OF BEGINNING;

THENCE CONTINUING COINCIDENT WITH THE NORTH LINE OF SAID RECEPTION NO. 222106819, NORTH 89°22'36" EAST, A DISTANCE OF 220.93 FEET TO THE WESTERLY MOST NORTHEAST CORNER OF SAID RECEPTION NO. 222106819, ALSO BEING WESTERLY RIGHT-OF-WAY OF INTERSTATE-25; THENCE COINCIDENT WITH THE EASTERLY LINE OF SAID RECEPTION NO. 222106819 AND SAID WESTERLY RIGHT-OF-WAY THE FOLLOWING FOUR (4) COURSES:

- 1) SOUTH 83°59'37" EAST, A DISTANCE OF 96.54 FEET;
- 2) SOUTH 44°10'02" EAST, A DISTANCE OF 76.80 FEET ;
- 3) SOUTH 04°18'32" EAST, A DISTANCE OF 929.95 FEET;
- 4) SOUTH 07°01'30" WEST, A DISTANCE OF 457.05 FEET;

THENCE NORTH 89°11'43" WEST, A DISTANCE OF 736.97 FEET TO THE EAST LINE OF BEACON LITE ROAD AS DESCRIBED IN BOOK 571, PAGE 55;

THENCE COINCIDENT WITH SAID EAST LINE, NORTH 00°29'49" WEST, A DISTANCE OF 835.22 FEET THE SOUTHWEST CORNER OF SAID RECEPTION NO. 222083003;

THENCE COINCIDENT WITH THE SOUTHERLY AND EASTERLY LINES OF SAID RECEPTION NO. 222083003 THE FOLLOWING SEVEN (7) COURSES:

- 1) NORTH 89°51'19" EAST, A DISTANCE OF 7.75 FEET;
- 2) NORTH 00°08'41" WEST, A DISTANCE OF 188.22 FEET;
- 3) NORTH 04°08'13" EAST, A DISTANCE OF 160.73 FEET;
- 4) NORTH 00°08'41" WEST, A DISTANCE OF 203.28 FEET;
- 5) NORTH 44°02'37" EAST, A DISTANCE OF 49.33 FEET;
- 6) SOUTH 88°38'48" EAST, A DISTANCE OF 307.11 FEET;
- 7) NORTH 00°10'14" EAST, A DISTANCE OF 18.15 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 1,083,204 SQUARE FEET OR 24.8669 ACRES.

SIGNED THIS _____ DAY OF _____, 20____.

BY: _____ AS: _____ OF: _____

NOTARY:

I HEREBY CERTIFY THAT ON THE _____ DAY OF _____, 20____, APPEARED BEFORE

ME, _____ AS _____ OF _____

A COLORADO _____, WHO FIRST BEING SWORN, DULY EXECUTED THE ABOVE DOCUMENT.

NOTARY PUBLIC _____ MY COMMISSION EXPIRES: _____

CONTIGUITY STATEMENT:

TOTAL PERIMETER OF AREA CONSIDERED FOR ANNEXATION = 4,288.03 FEET.
• ONE-SIXTH (1/6) OF TOTAL PERIMETER AREA = 714.67 FEET (16.67%).
• PERIMETER OF AREA CONTIGUOUS WITH EXISTING CITY LIMITS = 1,990.72 FEET (46.43%).

PLANNING DEPARTMENT:

THIS ANNEXATION PLAT WAS REVIEWED BY THE TOWN OF PALMER LAKE PLANNING DEPARTMENT THIS _____ DAY OF _____, 20____.

PLANNING DIRECTOR _____

TOWN APPROVAL:

PURSUANT TO AN ORDINANCE MADE AND ADOPTED BY THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, COLORADO, THIS _____ DAY OF _____, OF 20____.

MAJOR _____ DATE _____

ATTEST:

TOWN CLERK _____ DATE _____

SURVEYOR'S CERTIFICATION

I, DARREN R. WOLTERSTORFF, A DULY LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE ANNEXATION SHOWN HEREON TRULY AND CORRECTLY REPRESENTS THE ABOVE DESCRIBED PARCEL OF LAND.

PURSUANT TO COLORADO STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS RULE 6.2.2 THE UNDERSIGNED FURTHER CERTIFIES THAT THIS MAP OR PLAT WAS PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE. IS ACCURATE TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF. IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE AND IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

I ATTEST THE ABOVE ON THIS _____ DAY OF _____, 20____.

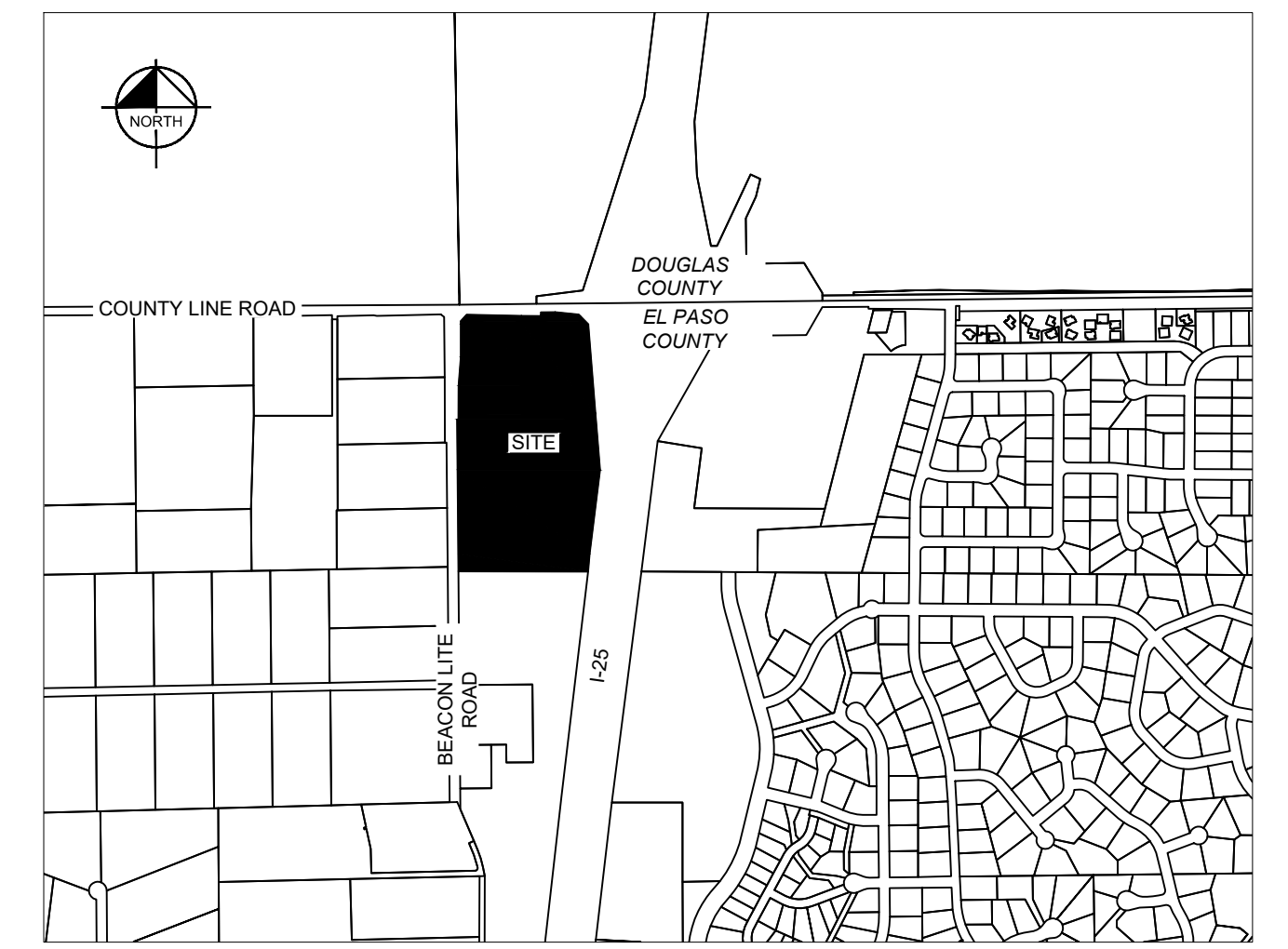
PRELIMINARY

THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT

DARREN R. WOLTERSTORFF, PLS 38281
FOR AND ON BEHALF OF KIMLEY-HORN AND ASSOCIATES, INC.
DARREN.WOLTERSTORFF@KIMLEY-HORN.COM

NOTES:

1. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH 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.
2. ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACTS ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, C.R.S.
3. **BASIS OF BEARINGS:** BEARINGS ARE BASED ON THE WEST LINE OF THE NORTH QUARTER OF SECTION 2, BEARING S00°29'49"E, A DISTANCE OF 2767.08 FEET, AS MONUMENTED AT THE SOUTH END BY A NO. 6 REBAR WITH 2.5" ALUMINUM CAP, STAMPED "PLS 10945", 0.4' ABOVE GRADE, AND AT THE NORTH END BY A NO. 6 REBAR WITH 3.25" ALUMINUM CAP STAMPED, "LS 17496", IN MONUMENT BOX.
4. ALL DISTANCES SHOWN HEREON ARE GROUND DISTANCES IN U.S. SURVEY FEET.
5. EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS MAP, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT TRACT: EASEMENTS, BUILDING SETBACK LINES, RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS, ZONING OR OTHER LAND-USE REGULATIONS, AGREEMENTS, LEASE AGREEMENTS AND OWNERSHIP TITLE EVIDENCE.
6. THE WORD "CERTIFY" OR "CERTIFICATE" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
7. FIELD WORK WAS COMPLETED SEPTEMBER 27, 2024.



VICINITY MAP
1" = 1000'

CLERK AND RECORDER:

STATE OF COLORADO)
)SS
COUNTY OF EL PASO)

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT _____ O'CLOCK ____.

THIS _____ DAY OF _____, 20____ A.D.,

AND IS DULY RECORDED AT RECEPTION NO. _____ OF THE RECORDS COUNTY OF EL PASO, COLORADO

_____, RECORDER

BY: _____
 DEPUTY

FEE: _____

SURCHARGE: _____

No.	DATE	REVISION DESCRIPTION

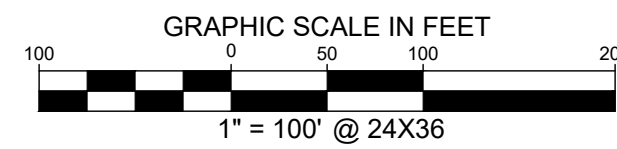
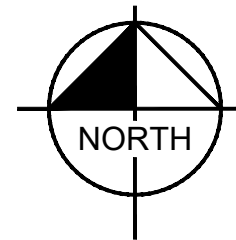
Kimley»Horn

6200 S. SYRACUSE WAY, # 300
GREENWOOD VILLAGE, CO 80111

Tel. No. (303) 228-2300
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	JAF	DRW	10/17/24	196094002	1 OF 2

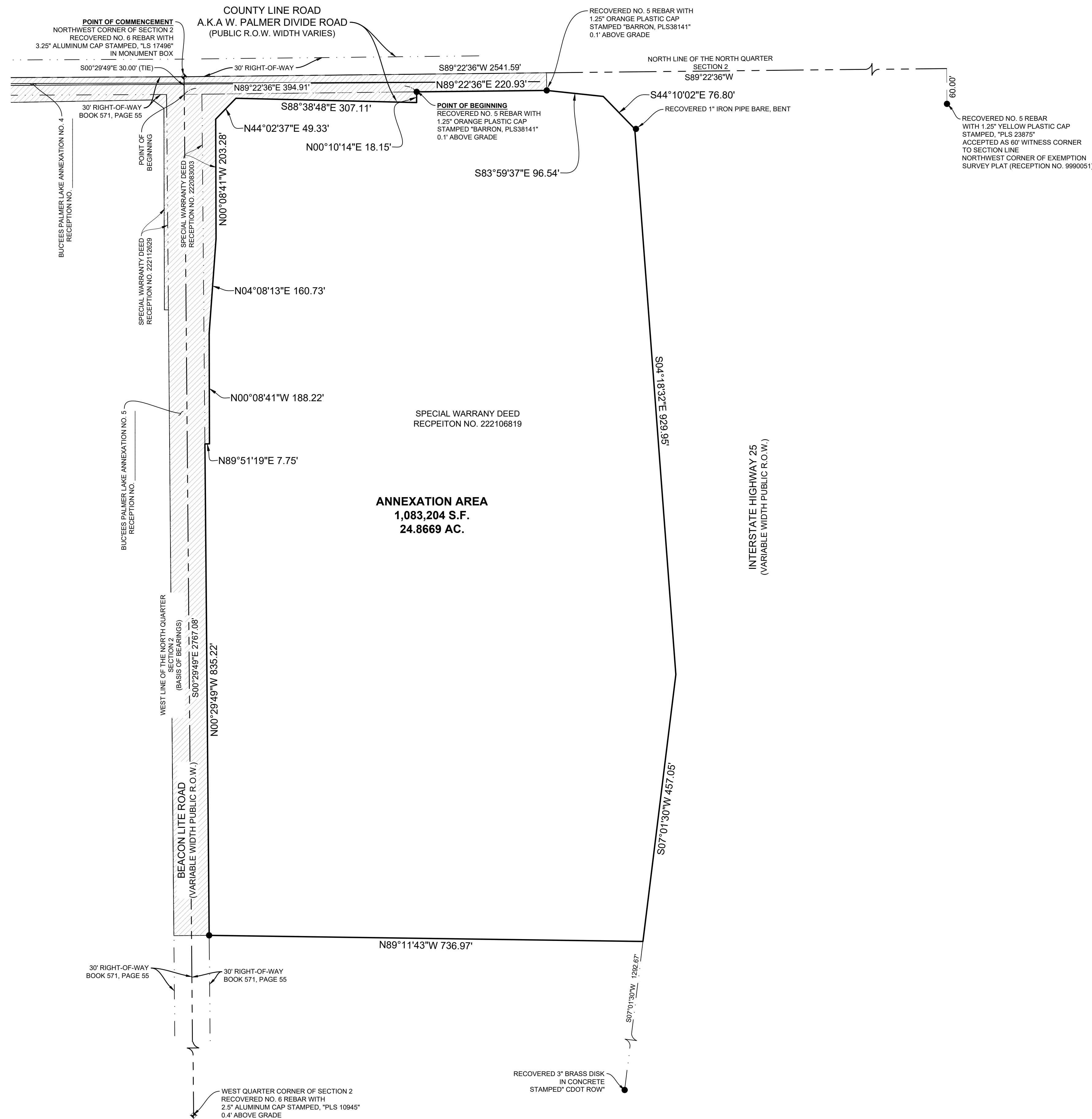
NAME: HORN, DAVI 11/19/2024 02: BUC'EES PALMER LAKE CADASTRIAL/TOPOGRAPHIC ANNEXATIONS/0604402 - BUC'EES PALMER LAKE CADASTRIAL/TOPOGRAPHIC ANNEXATIONS/0604402 - PLOTTED BY: FELDER, JEREMY 10/16/2024 5:09 PM LAST SAVED: 10/16/2024 4:55 PM



BUC'EES PALMER LAKE NO. 6 ANNEXATION MAP

LOCATED IN THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M. COUNTY OF EL PASO, STATE OF COLORADO

- LEGEND**
- ⊕ RECOVERED SECTION CORNER AS NOTED
 - RECOVERED PROPERTY MONUMENT AS NOTED
 - BOUNDARY TO BE ANNEXED
 - EXISTING CITY LIMITS
 - SECTION LINE
 - RIGHT-OF-WAY LINE



ANNEXATION AREA
1,083,204 S.F.
24.8669 AC.

No.	DATE	REVISION DESCRIPTION

Kimley»Horn

6200 S. SYRACUSE WAY, # 300
GREENWOOD VILLAGE, CO 80111

Tel. No. (303) 228-2300
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	JAF	DRW	10/17/24	196094002	2 OF 2



A PARCEL OF LAND BEING A PORTION OF THAT PROPERTY DESCRIBED IN SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222106819, IN THE EL PASO COUNTY OFFICE OF THE CLERK AND RECORDER, SITUATED IN THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIX PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 2, AS MONUMENTED BY A NO. 6 REBAR WITH

3.25" ALUMINUM CAP STAMPED, "LS 17496", IN MONUMENT BOX;

THENCE COINCIDENT WITH THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 2, SOUTH 00°29'49" EAST, A DISTANCE OF 30.00 FEET TO THE WESTERLY EXTENSION OF THE NORTH LINE OF THAT PROPERTY DESCRIBED IN SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 222083003, SAID WESTERLY EXTENSION ALSO BEING THE NORTHERLY LINE OF THAT PROPERTY DESCRIBED AT RECEPTION NO. 222106819;

THENCE COINCIDENT WITH SAID WESTERLY EXTENSIONS AND SAID NORTH LINES, NORTH 89°22'36" EAST, A DISTANCE OF 394.91 FEET TO THE NORTHEAST CORNER OF SAID DEED RECORDED AT RECEPTION NO. 222083003 AND THE **POINT OF BEGINNING**;

THENCE CONTINUING COINCIDENT WITH THE NORTH LINE OF SAID RECEPTION NO. 222106819, NORTH 89°22'36" EAST, A DISTANCE OF 220.93 FEET TO THE WESTERLY MOST NORTHEAST CORNER OF SAID RECEPTION NO. 222106819, ALSO BEING WESTERLY RIGHT-OF-WAY OF INTERSTATE-25;

THENCE COINCIDENT WITH THE EASTERLY LINE OF SAID RECEPTION NO. 222106819 AND SAID WESTERLY RIGHT-OF-WAY THE FOLLOWING FOUR (4) COURSES:

- 1) SOUTH 83°59'37" EAST, A DISTANCE OF 96.54 FEET;
- 2) SOUTH 44°10'02" EAST, A DISTANCE OF 76.80 FEET ;
- 3) SOUTH 04°18'32" EAST, A DISTANCE OF 929.95 FEET;
- 4) SOUTH 07°01'30" WEST, A DISTANCE OF 457.05 FEET;

THENCE NORTH 89°11'43" WEST, A DISTANCE OF 736.97 FEET TO THE EAST LINE OF BEACON LITE ROAD AS DESCRIBED IN BOOK 571, PAGE 55;

THENCE COINCIDENT WITH SAID EAST LINE, NORTH 00°29'49" WEST, A DISTANCE OF 835.22 FEET THE SOUTHWEST CORNER OF SAID RECEPTION NO. 222083003;

THENCE COINCIDENT WITH THE SOUTHERLY AND EASTERLY LINES OF SAID RECEPTION NO. 222083003 THE FOLLOWING SEVEN (7) COURSES:

- 1) NORTH 89°51'19" EAST, A DISTANCE OF 7.75 FEET;

- 2) NORTH 00°08'41" WEST, A DISTANCE OF 188.22 FEET;
- 3) NORTH 04°08'13" EAST, A DISTANCE OF 160.73 FEET;
- 4) NORTH 00°08'41" WEST, A DISTANCE OF 203.28 FEET;
- 5) NORTH 44°02'37" EAST, A DISTANCE OF 49.33 FEET;
- 6) SOUTH 88°38'48" EAST, A DISTANCE OF 307.11 FEET;
- 7) NORTH 00°10'14" EAST, A DISTANCE OF 18.15 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 1,083,204 SQUARE FEET OR 24.8669 ACRES.



Vertex Consulting Services, LLC
 5825 Delmonico Drive, Suite 320
 Colorado Springs, CO 80918

Project Statement

October 21, 2024

Town of Palmer Lake
 Town Administrator/Clerk
 42 Valley Crescent
 PO Box 208
 Palmer Lake, CO 80133

Re: Analysis of Statutory Criteria for Annexation Acceptance

To the Town of Palmer Lake,

Please accept this document as the analysis of how the proposed six (6) Buc'ees Palmer Lake sequential annexation petitions meet the requirements of Section 31-12-104 and 105 C.R.S. of the Municipal Annexation Act of 1965, as amended, and, therefore, must be accepted by the Town of Palmer Lake for future consideration of annexation.

Below is an analysis of Section 31-12-104 C.R.S. The *italic* text is the direct statutory citation and the indented text is the analysis identifying compliance with the statute.

(a) That not less than one-sixth of the perimeter of the area proposed to be annexed is contiguous with the annexing municipality. Contiguity shall not be affected by the existence of a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way or area, public lands, whether owned by the state, the United States, or an agency thereof, except county-owned open space, or a lake, reservoir, stream, or other natural or artificial waterway between the annexing municipality and the land proposed to be annexed. Subject to the requirements imposed by section 31-12-105(1)(e), contiguity may be established by the annexation of one or more parcels in a series, which annexations may be completed simultaneously and considered together for the purposes of the public hearing required by sections 31-12-108 and 31-12-109 and the annexation impact report required by section 31-12-108.5.

Contiguity is achieved via sequential flagpole annexations. One-sixth contiguity equates to roughly 16.67%. The contiguity statement and pertinent calculation are included on Page 1 of

each of the annexation plats on the upper lefthand side of the drawing. Below are the pertinent calculations for each filing:

- Filing 1
 - Total perimeter of area for annexation: 180 feet
 - Length contiguous with Town: 30 feet (16.67%)
- Filing 2
 - Total perimeter of area for annexation: 900 feet
 - Length contiguous with Town: 150 feet (16.67%)
- Filing 3
 - Total perimeter of area for annexation: 4,499.99 feet
 - Length contiguous with Town: 750 feet (16.67%)
- Filing 4
 - Total perimeter of area for annexation: 21,011.4 feet
 - Length contiguous with Town: 3,749.99 feet (17.85%)
- Filing 5
 - Total perimeter of area for annexation: 37,435.73 feet
 - Length contiguous with Town: 17,261.41 feet (46.11%)
- Filing 6
 - Total perimeter of area for annexation: 4,288.03 feet
 - Length contiguous with Town: 1,990.72 feet (46.43%)

(b) That a community of interest exists between the area proposed to be annexed and the annexing municipality; that said area is urban or will be urbanized in the near future; and that said area is integrated with or is capable of being integrated with the annexing municipality. The fact that the area proposed to be annexed has the contiguity with the annexing municipality required by paragraph (a) of this subsection (1) shall be a basis for a finding of compliance with these requirements unless the governing body, upon the basis of competent evidence presented at the hearing provided for in section 31-12-109, finds that at least two of the following are shown to exist:

(I) Less than fifty percent of the adult residents of the area proposed to be annexed make use of part or all of the following types of facilities of the annexing municipality: Recreational, civic, social, religious, industrial, or commercial; and less than twenty-five percent of said area's adult residents are employed in the annexing municipality. If there are no adult residents at the time of the hearing, this standard shall not apply.

The subject property is vacant and there are no existing residents living on the property; therefore, this section does not apply.

(II) One-half or more of the land in the area proposed to be annexed (including streets) is agricultural, and the landowners of such agricultural land, under oath, express an intention to devote the land to such agricultural use for a period of not less than five years.

The property is currently assessed by the El Paso County Assessor's Office as vacant land. In addition, there is no stated intent by the landowner to utilize the land for agricultural purposes.

(III) It is not physically practicable to extend to the area proposed to be annexed those urban services which the annexing municipality provides in common to all of its citizens on the same terms and conditions as such services are made available to such citizens. This standard shall not apply to the extent that any portion of an area proposed to be annexed is provided or will within the reasonably near future be provided with any service by or through a quasi-municipal corporation.

The Town of Palmer Lake does not currently provide gas or electrical service to any citizens within the Town. Electrical service is primarily provided to the citizens of Palmer Lake by CORE Electric Cooperation or by Mountain View Electric Association. The Town of Palmer Lake does not provide sanitation services to any citizens within the Town. Sanitation service is primarily provided by Palmer Lake Sanitation District or Monument Sanitation District.

The Town of Palmer Lake provides water service to most residences within the Town limits. GMS, Inc. prepared a "Water Systems Improvements-22" report for the Town of Palmer Lake, which was dated November, 2022. This report identified the need for a water loop to allow the Town to fully utilize existing water rights and to allow for water service redundancy. The loop was anticipated to continue east along County Line Road/Palmer Divide Road, towards the proposed annexation area. The annexation will facilitate the funding and construction of this critical infrastructure improvement and will also result in the extension of water service to the property in a physically practicable manner.

(2)(a) The contiguity required by paragraph (a) of subsection (1) of this section may not be established by use of any boundary of an area which was previously annexed to the annexing municipality if the area, at the time of its annexation, was not contiguous at any point with the boundary of the annexing municipality, was not otherwise in compliance with paragraph (a) of subsection (1) of this section, and was located more than three miles from the nearest boundary of the annexing municipality, nor may such contiguity be established by use of any boundary of territory which is subsequently annexed directly to, or which is indirectly connected through subsequent annexations to, such an area.

The area proposed to be annexed is immediately adjacent to the Town limits. The furthest portion of property being annexed is currently located approximately 1.8 miles from the existing Town boundary.

(b) Because the creation or expansion of disconnected municipal satellites, which are sought to be prohibited by this subsection (2), violates both the purposes of this article as expressed in section 31-12-102 and the limitations of this article, any annexation which uses any boundary in violation of this subsection (2) may be declared by a court of competent jurisdiction to be void ab initio in addition to other remedies which may be provided. The provisions of section 31-12-116(2) and (4) and section 31-12-

117 shall not apply to such an annexation. Judicial review of such an annexation may be sought by any municipality having a plan in place pursuant to section 31-12-105(1)(e) directly affected by such annexation, in addition to those described in section 31-12-116(1). Such review may be, but need not be, instituted prior to the effective date of the annexing ordinance and may include injunctive relief. Such review shall be brought no later than sixty days after the effective date of the annexing ordinance or shall forever be barred.

This section is not applicable, the proposed annexation does not use a boundary that is in violation of subsection (2). The property is currently identified as being within the Town of Palmer Lake's current "Three Mile Plan" and is planned as a "Retail Node". In addition, no request for judicial review has been filed to date.

(c) Contiguity is hereby declared to be a fundamental element in any annexation, and this subsection (2) shall not in any way be construed as having the effect of legitimizing in any way any noncontiguous annexation.

A minimum of one-sixth contiguity has been achieved for all six of the sequential annexation petitions.

Below is an analysis of Section 31-12-105 C.R.S. The *italic* text is the direct statutory citation and the indented text is the analysis identifying compliance with the statute.

(1) Notwithstanding any provisions of this part 1 to the contrary, the following limitations shall apply to all annexations:

(a) In establishing the boundaries of any territory to be annexed, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, shall be divided into separate parts or parcels without the written consent of the landowners thereof unless such tracts or parcels are separated by a dedicated street, road, or other public way.

All lands included in the annexation petitions is either dedicated right-of-way or under one single ownership. The two parcels of land included in the annexation petition which are owned under a single ownership will not be separated by the action of annexation.

(b) In establishing the boundaries of any area proposed to be annexed, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, comprising twenty acres or more (which, together with the buildings and improvements situated thereon has a valuation for assessment in excess of two hundred thousand dollars for ad valorem tax purposes for the year next preceding the annexation) shall be included under this part 1 without the written consent of the landowners unless such tract of land is situated entirely within the outer boundaries of the annexing municipality as they exist at the time of annexation. In the

application of this paragraph (b), contiguity shall not be affected by a dedicated street, road, or other public way.

The area proposed for annexation is under one single ownership. The owner has signed all petitions.

(c) No annexation pursuant to section 31-12-106 and no annexation petition or petition for an annexation election pursuant to section 31-12-107 shall be valid when annexation proceedings have been commenced for the annexation of part or all of such territory to another municipality, except in accordance with the provisions of section 31-12-114. For the purpose of this section, proceedings are commenced when the petition is filed with the clerk of the annexing municipality or when the resolution of intent is adopted by the governing body of the annexing municipality if action on the acceptance of such petition or on the resolution of intent by the setting of the hearing in accordance with section 31-12-108 is taken within ninety days after the said filings if an annexation procedure initiated by petition for annexation is then completed within the one hundred fifty days next following the effective date of the resolution accepting the petition and setting the hearing date and if an annexation procedure initiated by resolution of intent or by petition for an annexation election is prosecuted without unreasonable delay after the effective date of the resolution setting the hearing date.

The area proposed for annexation was previously included as part of two prior petitions for annexation into the Town of Monument. The first petition was ultimately withdrawn by the landowner prior to formal decision by the Town of Monument Board of Trustees. A second petition for annexation was filed with the Town of Monument, which was subsequently denied by the Board of Trustees. There are currently no active annexation petitions on file with another municipality.

(d) As to any annexation which will result in the detachment of area from any school district and the attachment of the same to another school district, no annexation pursuant to section 31-12-106 or annexation petition or petition for an annexation election pursuant to section 31-12-107 is valid unless accompanied by a resolution of the board of directors of the school district to which such area will be attached approving such annexation.

The annexation will not impact existing school district boundaries.

(e)(I) Except as otherwise provided in this paragraph (e), no annexation may take place that would have the effect of extending a municipal boundary more than three miles in any direction from any point of such municipal boundary in any one year. Within said three-mile area, the contiguity required by section 31-12-104(1)(a) may be achieved by annexing a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way or area, or a lake, reservoir, stream, or other natural or artificial waterway. Prior to completion of any annexation within the three-mile area, the municipality shall have in place a plan for that area that generally describes the proposed location, character, and extent of streets, subways, bridges, waterways, waterfronts, parkways, playgrounds, squares, parks,

aviation fields, other public ways, grounds, open spaces, public utilities, and terminals for water, light, sanitation, transportation, and power to be provided by the municipality and the proposed land uses for the area. Such plan shall be updated at least once annually. Such three-mile limit may be exceeded if such limit would have the effect of dividing a parcel of property held in identical ownership if at least fifty percent of the property is within the three-mile limit. In such event, the entire property held in identical ownership may be annexed in any one year without regard to such mileage limitation. Such three-mile limit may also be exceeded for the annexation of an enterprise zone.

The annexation will not extend the municipal boundary of the Town of Palmer Lake by more than three miles. The annexation is proposed to extend the boundaries by a maximum of approximately 1.8 miles. As stated above, the property is currently identified as being within the Town of Palmer Lake's current "Three Mile Plan" and is planned as a "Retail Node". In addition, no request for judicial review has been filed to date.

(II) Prior to completion of an annexation in which the contiguity required by section 31-12-104(1)(a) is achieved pursuant to subparagraph (I) of this paragraph (e), the municipality shall annex any of the following parcels that abut a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way or area, or a lake, reservoir, stream, or other natural or artificial waterway, where the parcel satisfies all of the eligibility requirements pursuant to section 31-12-104 and for which an annexation petition has been received by the municipality no later than forty-five days prior to the date of the hearing set pursuant to section 31-12-108(1):

(A) Any parcel of property that has an individual schedule number for county tax filing purposes upon the petition of the owner of such parcel;

Not applicable at this time.

(B) Any subdivision that consists of only one subdivision filing upon the petition of the requisite number of property owners within the subdivision as determined pursuant to section 31-12-107; and

Not applicable at this time.

(C) Any subdivision filing within a subdivision that consists of more than one subdivision filing upon the petition of the requisite number of property owners within the subdivision filing as determined pursuant to section 31-12-107.

Not applicable at this time.

(e.1) The parcels described in subparagraph (II) of paragraph (e) of this subsection (1) shall be annexed under the same or substantially similar terms and conditions and considered at the same hearing and in the same impact report as the initial annexation in which the contiguity required by section 31-12-104(1)(a) is achieved by annexing a platted street or alley, a public or private right-of-way, a public or

private transportation right-of-way or area, or a lake, reservoir, stream, or other natural or artificial waterway. Impacts of the annexation upon the parcels described in subparagraph (II) of paragraph (e) of this subsection (1) that abut such platted street or alley, public or private right-of-way, public or private transportation right-of-way or area, or lake, reservoir, stream, or other natural or artificial waterway shall be considered in the impact report required by section 31-12-108.5. As part of the same hearing, the municipality shall consider and decide upon any petition for annexation of any parcel of property having an individual schedule number for county tax filing purposes, which petition was received not later than forty-five days prior to the hearing date, where the parcel abuts any parcel described in subparagraph (II) of paragraph (e) of this subsection (1) and where the parcel otherwise satisfies all of the eligibility requirements of section 31-12-104.

(e.3) In connection with any annexation in which the contiguity required by section 31-12-104(1)(a) is achieved by annexing a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way or area, or a lake, reservoir, stream, or other natural or artificial waterway, upon the latter of ninety days prior to the date of the hearing set pursuant to section 31-12-108 or upon the filing of the annexation petition, the municipality shall provide, by regular mail to the owner of any abutting parcel as reflected in the records of the county assessor, written notice of the annexation and of the landowner's right to petition for annexation pursuant to section 31-12-107. Inadvertent failure to provide such notice shall neither create a cause of action in favor of any landowner nor invalidate any annexation proceeding.

Not applicable at this time.

(f) In establishing the boundaries of any area proposed to be annexed, if a portion of a platted street or alley is annexed, the entire width of said street or alley shall be included within the area annexed.

The entire width of Beacon Lite Road is proposed to be annexed.

(g) Notwithstanding the provisions of paragraph (f) of this subsection (1), a municipality shall not deny reasonable access to landowners, owner of an easement, or the owner of a franchise adjoining a platted street or alley which has been annexed by the municipality but is not bounded on both sides by the municipality.

Not applicable.

(h) The execution by any municipality of a power of attorney for real estate located within an unincorporated area shall not be construed to comply with the election provisions of this article for purposes of annexing such unincorporated area. Such annexation shall be valid only upon compliance with the procedures set forth in this article.

Not applicable. 100% of the required ownership signatures have been received; therefore, the annexation will not be by election.

ANNEXATION IMPACT REPORT

FOR

MONUMENT RIDGE WEST, LLC ANNEXATION INTO THE
TOWN OF PALMER LAKE

PROJECT NO.

DATE: NOVEMBER 13, 2024

PREPARED PURSUANT TO COLORADO REVISED STATE
STATUTE 31-12-108.5

PREPARED BY:

VERTEX CONSULTING SERVICES, LLC

5825 Delmonico Dr., Suite 320, Colorado Springs, CO 80919

KIMLEY-HORN

6200 S SYRACUSE WAY #300

GREENWOOD VILLAGE, CO 80111

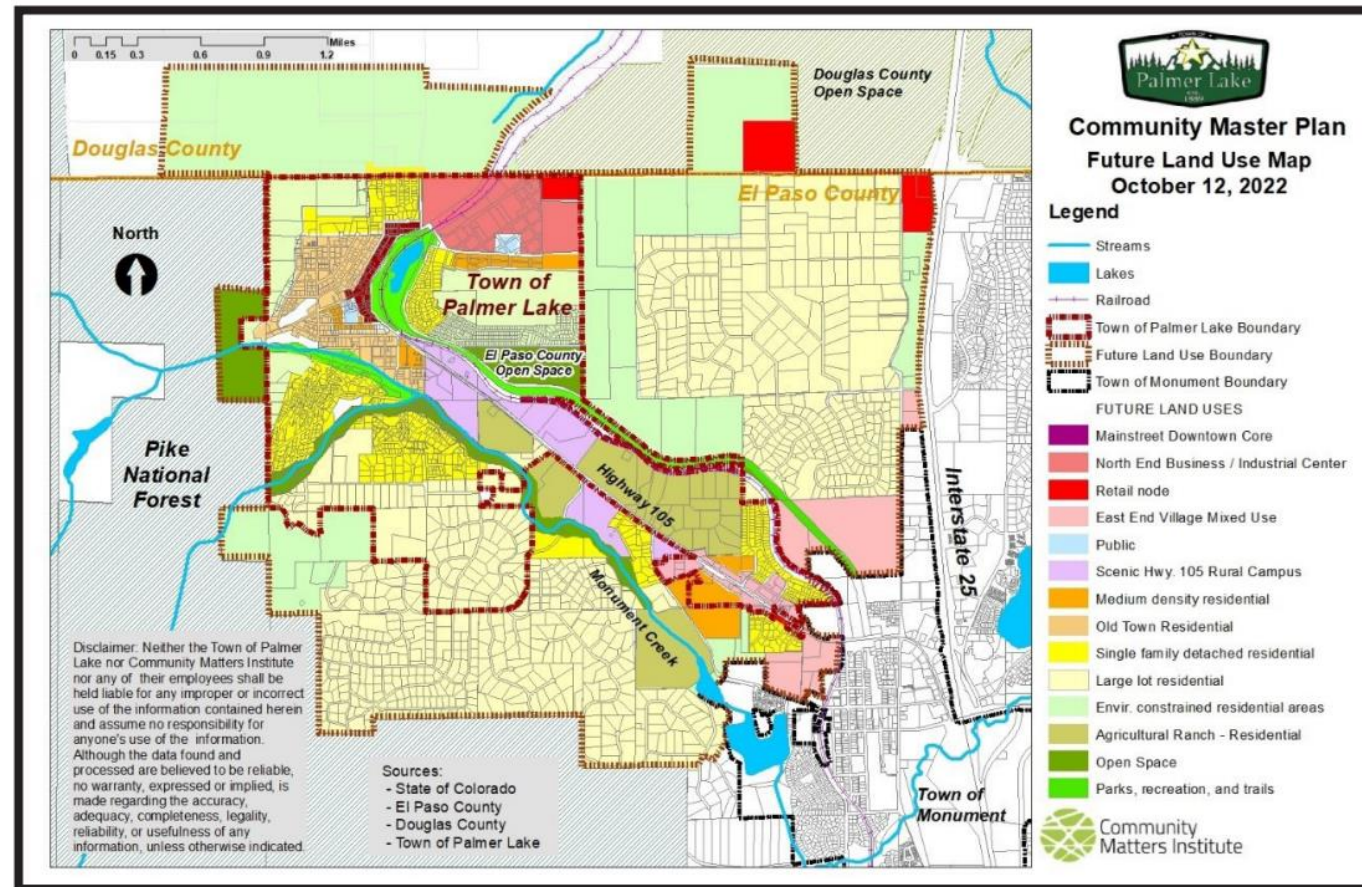
PURPOSE

This Annexation Impact Report (AIR) has been prepared pursuant to Colorado Revised Statute 31-12-108.5 regarding the Buc-ee’s Travel Center Annexations 1-6 proposed by the Monument Ridge West LLC (Property Owner) and Buc-ee’s (Developer). The data and information in this AIR is, in part, based on the documentation prepared to date by the Developer annexation team regarding this property which is proposed for annexation. Due to the limited scope of the initial annexation petition, final and exact data may not be known at this time and generalizations and assumptions have been made where appropriate to address the needs of this AIR.

BACKGROUND

Based on the documents received, the proposed area to be annexed is approximately 33.46 acres in size. The land lies south of County Line Road, West of Interstate 25, and east of Beacon Lite Road. The parcels included in the annexation are presently zoned CC (Commercial Community) and C-1 (Commercial Obsolete) and, once annexed, are proposed to be rezoned to PUD in accordance with the Town of Palmer Lake zoning ordinances. The area included within the annexation petitions has a proposed future land use for a family travel center which will explicitly prohibit tractor-trailer (“18 Wheeler”) access other than those delivering to the development.

The Buc-ee’s Travel Center Annexations 1-6 is included in the Palmer Lake Three-Mile Plan as potential area for annexation. The Palmer Lake Community Master Plan has identified this land as a “Retail Node” in the Future Land Use Map (see below).



The following exhibits have been included at the end of this AIR to illustrate the pertinent details of the area proposed for annexation: **Exhibit 1** illustrates the existing corporate boundaries of the Town of Palmer Lake as well as the boundary of the proposed area to be annexed. **Exhibit 2** displays the current roadways and water mains within the vicinity of the area to be annexed. If provided by public systems, sanitary sewer service will be provided through the Monument Sanitation District, electric service will be provided by CORE Electric Cooperative, and natural gas service will be provided by Black Hills Energy. **Exhibit 3** is a zoning map exhibit illustrating the current and proposed zoning and land uses of the area to be annexed and the immediately adjacent lands.

ANNEXATION AGREEMENT

The Town of Palmer Lake is a statutory town in El Paso County, Colorado. Current Town Municipal Codes prescribe the process and requirements associated with the annexation of property into the Town of Palmer Lake. One of those requirements is an Annexation Agreement by and between the Town of Palmer Lake and the Developer. As this process is in its preliminary stages, an annexation agreement is an early step once the annexation petition is accepted by the Town Board of Trustees, followed by a Development Agreement. The draft agreement will be negotiated and refined as the annexation process proceeds. A final annexation agreement, as statutorily approved by the Board of Trustees, will be completed in accordance with the annexation process requirements (“Annexation Agreement”).

PUBLIC SERVICES

The following public services are currently provided by the Town of Palmer Lake to its citizens, administrative services, police protection, fire protection, roadway maintenance and snow plowing, drainage maintenance for public facilities within public rights-of-way, and potable water service. Due to the proposed commercial use indicated by the Property Owner of the area to be annexed, extension of the Town's public services to the area can be accommodated.

No site plan or conceptual development plan has been officially submitted to the Town of Palmer Lake. The Town does not require such plans until after the annexation petitions have been accepted. However, initial correspondence between the potential annexor and the Town’s Development Review Team indicates a sizable water extension will be required, as contemplated in the 2022 Water System Improvements prepared for the Town of Palmer Lake by GMS, Inc. The estimated water demand for the proposed development is 860,000 gallons per month. The Town of Palmer Lake will work with the Developer on a Water Resources Report to verify the Town has adequate water to serve the proposed development. It is anticipated that the Developer will participate in the design of the water system and contribute to the construction of the necessary infrastructure. All new infrastructure required to serve potable water to the area to be annexed must be designed and installed according to Town standards. The financing of any such new infrastructure would be the responsibility of the Developer and defined in a forthcoming Annexation Agreement.

Regarding police protection services, the Town currently employs seven full-time police officers. These full-time officers are also supported by reserve officers. Buc-ee’s locations of a comparable size and location to that being proposed experience an average of 4-6 calls for service per month. The current staffing and facilities of the Palmer Lake Police Department are believed to be more than adequate to accommodate service to the proposed area to be annexed. Similarly, the Palmer Lake Fire Department employs five full-time staff, three part-time staff and several volunteers. Statistical information maintained for the Department over the years indicates that in 2022 the average response time for arrival on the scene was just over five minutes. Such an excellent response time indicates that the Department is well staffed and is not stretched beyond their capabilities; and therefore, can adequately serve the proposed area to be annexed.

The proposed development is accessed from Beacon Lite Road. The developer will design and construct any necessary offsite roadway improvements called for in the anticipated Traffic Impact Study. The developer will maintain all onsite roadways and drainage facilities. Regarding the public services of administration, roadway maintenance and snow plowing, drainage maintenance and potable water service, the area to be annexed will not impact these services. The administrative efforts required to serve the new development would include the same services currently provided by the Town’s administrative personnel. As a result, this would be a very minor addition to current workloads and can be accommodated by the current staffing. The Town may assume maintenance responsibility of that portion of County Line Road that abuts the area proposed for annexation. In that instance, the Town’s current staffing and equipment are fully capable of assuming that responsibility, as they are currently performing the same maintenance roles on portions of County Line Road that already lie within the Town’s corporate boundary. Additionally, the additional tax revenue being generated by the proposed development will supplement the Town budget, allowing for additional staffing and equipment if it is determined to be needed.

The Town, in accordance with current Municipal Codes, will not be required to finance any new infrastructure required by the new development. Any measurable impact of the proposed annexation on the Town’s current ability to adequately perform the public services described herein shall be adequately mitigated by the Developer as required by the Annexation Agreement. Whether additional staff or equipment will be needed for the Town's police department, fire department, or administrative staff are matters that will be negotiated as part of the annexation agreement between the Town and the developer. The Town will be undertaking an independent fiscal impact analysis and independent traffic impact analysis.

ADDITIONAL CONSIDERATIONS FOR FUTURE DEVELOPMENT

In accordance with the Town of Palmer Lake Municipal Codes and standard protocol for development reviews and processing, a complete drainage study will be required for this area prior to the approval of any development and/or building permits. The Town has been issued a Municipal Separate Storm Sewer System (MS4) permit by the Colorado Department of Public Health and Environment, Water Quality Control Division. Under this permit, the Town is obligated to meet certain water quality standards of stormwater that is collected within the corporate boundaries and discharged to local water bodies. Once annexed, the proposed area would be included within the corporate boundaries of the Town, and subject to the Town’s MS4 regulations. The appropriate drainage evaluations and recommended improvements must be addressed in a drainage study to ensure the Town will remain compliant with their MS4 permit.

In addition to the drainage study, a traffic impact study will also be required prior to the approval of any development and/or building permits. This, too, is part of the Town’s Municipal Code protocol for developments. The traffic study must evaluate the existing traffic conditions and the subsequent impact to those conditions should the area be fully developed as described. The appropriate recommendations will be made by the study, and approved by the appropriate jurisdictional authority, in order to address the added traffic volumes and provide for the appropriate level of service and safety for traffic through the area. The proposed annexed area abuts the southern right-of-way of County Line Road, and will impact the maintenance scope of County Line Road, which currently lies with El Paso County. The area is adjacent to the I-25 / County Line Road interchange and may also require additional considerations for the potential impact to that interchange and the existing CDOT infrastructure serving the interchange. Accordingly, the El Paso County Engineering Department and the Colorado Department of Transportation will have their respective jurisdictional authority to review and approve the drainage study, the traffic impact study, and the plans for any mitigating improvements required by these studies.

SPECIAL DISTRICTS AND PUBLIC SCHOOLS

The area proposed to be annexed into the Town of Palmer Lake does not currently include any known existing special districts within its borders. The area is contained within the boundaries of Lewis-Palmer School District 38. According to the school district's website, the area to be annexed will be served by the Palmer Lake Elementary School, the Lewis Palmer Middle School and the Palmer Ridge High School. However, housing is not proposed within the boundaries of the annexation area therefore creating no impact to the School District. The property is within the Monument Sanitation District service area. Upon preliminary review the Monument Sanitation District has identified they have capacity to serve the proposed development.



KROB LAW OFFICE, LLC
Attorneys at Law

MEMORANDUM

To: Palmer Lake Board of Trustees
From: Scotty P. Krob, Town Attorney
Date: December 6, 2024
Re: Eligibility Hearing on December 12, 2024

This memo is being provided to the Board of Trustees to assist the Board in conducting the eligibility hearing that is scheduled for Thursday, December 12, 2024.

As we have discussed in connection with previous annexations, annexations are governed primarily by Sections 31-12-101, et seq., of the Colorado Revised Statutes, as well as related provisions of the Colorado Constitution. There are three primary steps in an annexation where, as in this case, 100% of the owners of the property proposed for annexation desire to be annexed to the Town.

1. Step 1: Submission of annexation petition and map, and setting hearing for determining whether the property is eligible to be annexed. During this stage, the property owner drafts and files with the town clerk a petition asking to have their property annexed and attaching an annexation map showing the property in relation to the Town. Upon receipt of the petition and annexation map, the town clerk is to bring the matter to the Board of Trustees, and the Board adopts a resolution reflecting the intent of the property owner to annex to the Town, noting that the petition substantially complies with what annexation petitions are

supposed to contain, and setting the matter for a hearing (the “eligibility hearing”) to be held within 30 to 60 days. STEP 1 HAS BEEN COMPLETED.

2. Step 2. Eligibility hearing. At the date and time set by the Board for the eligibility hearing, the Board considers whether the petition and the property satisfy the requirements of the statutes, primarily Sections 31-12-104 and 31-12-105, C.R.S. Those requirements are discussed in greater detail, below.
3. Step 3. Annexation. This final step is the actual annexation of the property. This is a purely discretionary decision by the Board of Trustees. The Town is never obligated to annex property and the Town may determine the terms and conditions on which the property is to be annexed. Likewise (other than enclaves) a property owner cannot be compelled to annex their property to the Town. Annexation usually does not occur unless it is agreed to by both parties - the Town and the property owner. The terms of the agreement are usually set forth in an annexation agreement. Annexation is accomplished by the Town Board of Trustees adopting an annexation ordinance. The annexation ordinance usually approves the annexation thereby making the property a part of the Town, approves the annexation agreement, and zones the property. There is no set time within which the annexation is to be finalized. It can occur at the same time as the eligibility hearing or at some future date after the parties have finished negotiating the annexation agreement. NONE OF THESE ISSUES ARE INVOLVED IN THE ELEGIBILITY HEARING SCHEDULED FOR DECEMBER 12, 2024. ALL OF THEM WILL BE ADDRESSED AT LATER DATES.

THE DECEMBER 12, 2024 ELIGIBILITY HEARING

The sole issue before the Board at the December 12th eligibility hearing is whether the property satisfies the criteria that are set forth in Section 31-12-104 and 31-12-105, of the Colorado Revised statutes to make it eligible to be annexed. Those criteria are as follows:

Criteria under Section 31-12-104:

1. Not less than 1/6 of the perimeter of the area proposed to be annexed must be contiguous with the Town's boundary. Contiguity may be established by a series of annexations that may be accomplished simultaneously. The pending annexation proposes using a series of 6 simultaneous annexations to accomplish contiguity.
2. A community of interest exists between the area proposed to be annexed and the Town.
3. The area is urban or will be urbanized in the near future
4. The area is integrated with or is capable of being integrated with the Town.

As to criteria 2, 3, and 4, the statute specifically provides that where there is 1/6th contiguity, then items 2, 3, and 4 are satisfied unless the Town finds based on specific evidence that at least 2 of the following 3 exist:

- a. Less than 50% of the residents of the area proposed to be annexed use the Town's recreational, civic, social religious, industrial, or commercial facilities and less than 25% of the residents are employed in the Town. If there are no adult residents, this standard does not apply.
- b. At least ½ of the area proposed to be annexed is agricultural and the owners of such agricultural lands state their intention under oath to continue to devote the land to agricultural use for at least 5 years.
- c. It is not physically practicable to extend Town services to the property on the same terms and conditions that they are made available to other Town citizens.

Criteria under Section 31-12-105

5. Land held in identical ownership will not be divided into separate parts as a result of the annexation.
6. No land held in identical ownership that is larger than 20 acres will be included in the area proposed to be annexed, without the written consent of the land owner.
7. No land can be included if it is the subject of a pending annexation petition with another municipality.
8. No land can be added to a school district without a resolution from the school board
9. No land can be annexed if the annexation would extend the Town's boundaries more than three miles.
10. If the required 1/6th contiguity is achieved by annexing a public roadway, notice must be provided to all landowners along the roadway advising them of their right to seek annexation.
11. If a portion of a street is proposed to be annexed the entire street must be annexed.

If the above criteria are satisfied, the Board should adopt a resolution finding that the criteria have been satisfied and concluding that the property is eligible to be annexed. Please note that adopting a resolution finding property is eligible for annexation does not annex the property to the Town. As discussed above, annexation must occur by ordinance and would not happen, if at all, until a later meeting where the Board determines whether annexation is in the interest of the Town and, if so, what conditions should apply to the annexation.

If the Board finds that one or more of the criteria listed above, have not been satisfied, then the Board should adopt a resolution indicating that the property is not eligible for annexation and specifying which of the criteria were not satisfied.

Any public comment and discussion by the Board at the eligibility hearing on December 12, 2024, should be confined solely to the issues related to eligibility that are discussed above.

Any discussion of whether the Town should or should not ultimately annex the property, or whether such annexation would be beneficial to the Town, or what terms or conditions should apply to any such annexation should not be permitted until the future meeting where the question of annexation is addressed.

I look forward to our discussions.

**TOWN OF PALMER LAKE
RESOLUTION NO. 60 - 2024**

A RESOLUTION MAKING FINDINGS REGARDING THE ELIGIBILITY FOR ANNEXATION TO THE TOWN OF PALMER LAKE, COLORADO, OF CERTAIN UNINCORPORATED PROPERTY

WHEREAS, Maria Larsen, (“the Applicant”) is the owner of real property described on Exhibit A, attached (“the Property”), which is located in unincorporated El Paso County, Colorado ; and

WHEREAS, the Applicant has filed a series of six Petitions for Annexation and Annexation Maps, requesting that the Property, along with portions of County Line Road, aka West Palmer Divide Road, be annexed to and made a part of the Town of Palmer Lake; and

WHEREAS, whether to annex the Property is a discretionary decision to be exercised by the Board of Trustees of the Town of Palmer Lake; and

WHEREAS, before the Board of Trustees can decide whether it wishes to exercise its discretion to annex the Property, it must first determine whether the Property, together with the segments of County Line Road, is eligible to be annexed to the Town of Palmer Lake; and

WHEREAS, the criteria and limitations to be applied in order to determine whether property is eligible to be annexed to a town are set forth in the Colorado Constitution, Article II, Section 30, and the Colorado Revised Statutes, primarily Sections 31-12-104 and 31-12-105, and are reflected in the Findings set forth below.

WHEREAS, notice of a combined public hearing for all six serial annexations to be considered collectively as permitted by law in order to determine the eligibility of the Property and the related segments of County Line Road to be annexed, was given as required by law; and

WHEREAS, the public hearing on said annexation petitions and maps was conducted commencing on December 12, 2024, in accordance with the requirements of law.

FINDINGS

Based on the Petitions and Annexation Maps, as well as the statements and materials presented during the public hearing in connection with this matter, the Board of Trustees finds as follows in relation to the Property described on Exhibit A and the related segments of County Line Road:

- 1. Not less than one-sixth of the perimeter of the area proposed to be annexed as described on the annexation maps for each of the six serial annexations on the attached Exhibit A is contiguous with the boundaries of the Town of Palmer Lake.

2. As a result of such contiguity as well as other considerations, a community of interest exists between the Property and the Town of Palmer Lake, Colorado and the Property is urban or will be urbanized in the near future.
3. The Property is integrated with or is capable of being integrated with the Town of Palmer Lake, Colorado.
4. If the Property is annexed, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts of real estate, would be divided into separate tracts or parcels without the written consent of the landowner or landowners thereof, unless such tracts or parcels are separated by a dedicated street, road or other public way.
5. If the Property is annexed, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate comprising twenty (20) acres or more which, together with the buildings and improvements situated thereon, has a valuation for assessment in excess of \$200,000 for ad valorem tax purposes for the year next preceding the annexation, has been included without the written consent of the landowners.
6. No annexation proceedings have been commenced for the annexation to another municipality of part or all of the Property.
7. The proposed annexation of the Property will not result in the detachment of area from any school district and the attachment of the same to another school district.
8. The petitions for annexation of the Property meet the requirements of law and are in proper order for annexation of the Property.
9. The proposed annexations will not have the effect of extending a municipal boundary more than three (3) miles in any direction from any point of the Town boundary in any one year, or to the extent the proposed annexation extends beyond such three (3) mile limit, confining the annexation to such three (3) mile limit would have the effect of dividing a parcel of property held in identical ownership and at least fifty (50%) percent of the said property is within the three (3) mile limit.
10. The entire width of any platted public street or alley to be annexed is included within the proposed annexation.
11. The proposed annexation would not result in denial of reasonable access to landowners, owners of easements, or owners of franchises to use the Town's public ways.
12. The Petitions for annexation of the Property were signed by owners of 100% of the Property exclusive of streets and alleys.

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

- A. The property described in the attached Exhibit A, including the related sections of County Line Road, is eligible for annexation to the Town of Palmer Lake, Colorado and all requirements of law have been met to make such property eligible for annexation, including the requirements of Sections 31-12-104 and 31-12-105, C.R.S., as amended.
- B. No election is required pursuant to Section 31-12-107(2), C.R.S., or any other law of the State of Colorado, as the petition to annex the Property was signed by 100% of the owners of the Property.

MOVED, SECONDED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO THIS 12TH DAY OF DECEMBER, 2024.

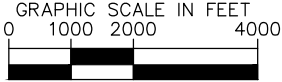
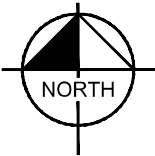
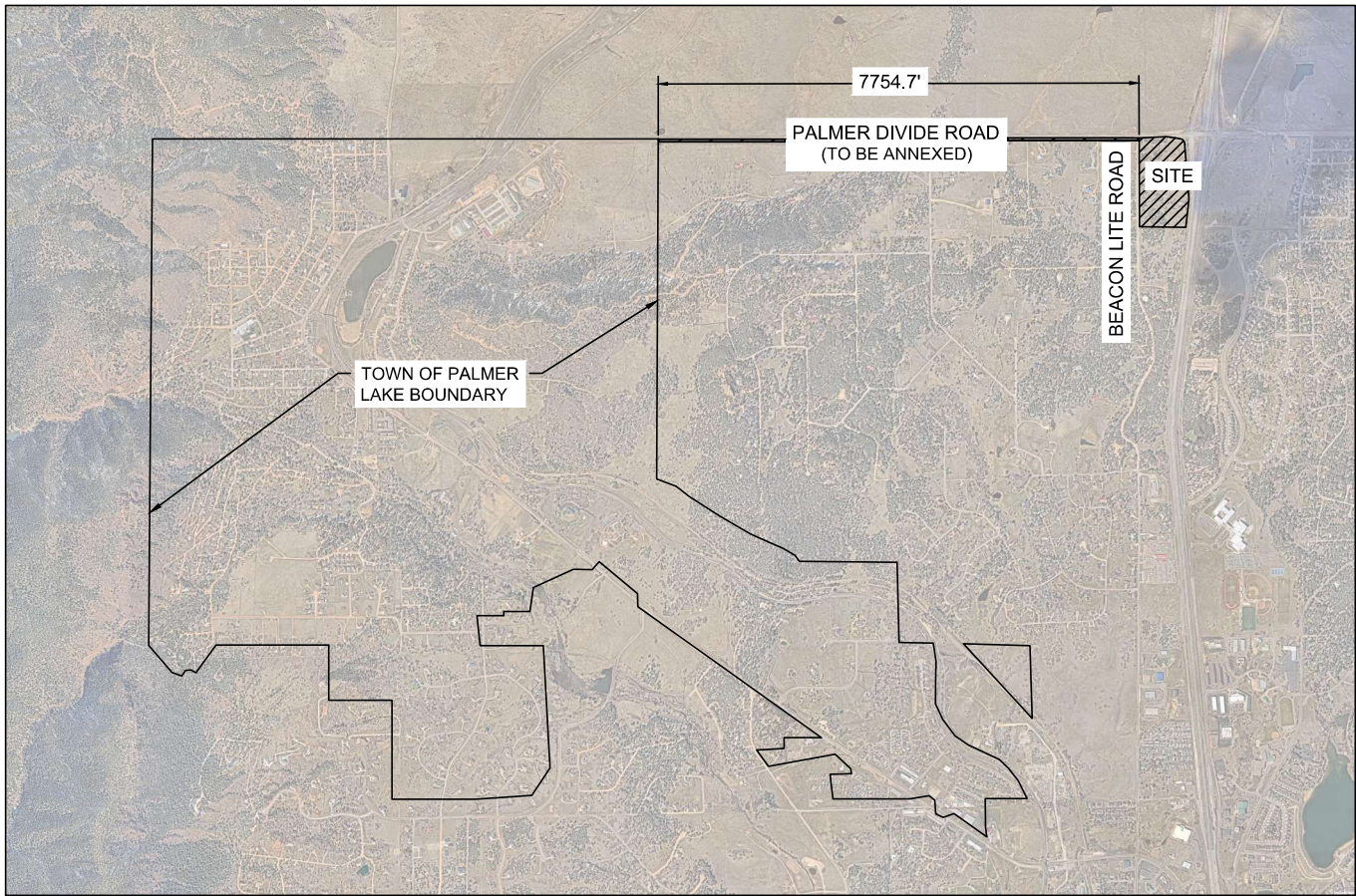
Votes Approving _____
 Votes Opposed: _____
 Absent: _____
 Abstained: _____

ATTEST:

TOWN OF PALMER LAKE, COLORADO

 Dawn A. Collins
 Town Administrator/Clerk

BY: _____
 Dennis Stern
 Mayor Pro Tem

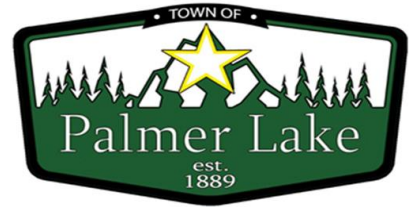


SITE INFORMATION

- SITE SIZE = 24.9 ACRES
- TOTAL ANNEXATION AREA = 33.6 ACRES

BOUNDARY EXHIBIT
11/12/2024





Item 5.

**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Ordinance to Repeal and Replace Planned Development (PD) Code
Presented by: Town Administrator Dawn Collins		

Background

The Planning Commission has reviewed multiple drafts of the Planned Development (PD) zoning code as revised by Community Matters Institute, town planning consultant.

At the December 4 special meeting, the Planning Commission recommended approval of the PD code.

Recommendation on Amended Planned Development (PD) Code. Discussion took place about a few clerical errors. MOTION (Hutson, Miner) to accept and recommend approval of the PD code as presented. Motion passed 6-0.

Recommended Action

Staff recommends the Board approve the ordinance to repeal and replace the PD code as presented.

Drafting Notes:

1. *The tracked changes in this document reflect any changes from the draft reviewed by the Planning Commission in September and October of 2024.*
2. *CMI has been directed to add the procedural requirements and definitions to the draft PD ordinance. This PD section will replace the current Section 17.72. Sections were renumbered in this final draft since this will be adopted as part of the current code organization. The PD ordinance will eventually proceed with the adoption of a replacement Title 17 with major changes in organization.*
3. *As directed by the Planning Commission certain requirements regarding required open space, conformance with the adopted Comprehensive Plan (NKA Community Master Plan), and conformance with the Hillside Overlay District (currently 17.68) remain in place.*
4. *Also note that in Article 3- General Development Standards, the parking and loading standards will be updated, including the option for in-lieu fees. Loading requirements will be added for all non-residential uses and any residential development with over 25,000 sq. ft.*
5. *Capitalization shall be per MuniCode and what is currently adopted; once all new Articles and Titles are reviewed by the MuniCode consistent formatting of capitalization of terms will be completed. For example, currently, the names of Boards and Commissions are not capitalized.*
6. *Grammatical corrections were not tracked. (For example, change ‘in order to’ simplified to ‘to’; punctuation corrected; change ‘which’ to ‘that’; change ‘chapter’ to ‘section.’)*
7. *Items in orange colored text were added by the Town Attorney or DRT members upon review by the DRT on a Teams meeting call on November 22, 2024. Note the most substantial change to the text by the Town Attorney is the following insertion: “unless, after receiving a recommendation from the Planning Commission, the Board of Trustees finds on specifically articulated grounds, that it is in the best interest of the Town and in the interest of the public health, safety, and welfare to approve a PD that does not substantially conform to the Community Master Plan.” Under Colorado statute, the Comprehensive Plan is considered advisory and a guide and is not binding, unless specifically made so by the Town (CRS 31-23-206), and is the basis for regulatory action.*

17.72 Planned Development District.

17.72.010. Intent and Purpose

- (a) Intent. The intent of the Planned Development (PD) district is to promote and improve the health, safety, and general welfare of the residents of the Town by allowing the negotiation of a specialized zoning district that accommodates innovative patterns of development. This district is intended to be used only 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**.
- (b) The purpose of the Planned Development (PD) district is:
- (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.
 - (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 ~~total~~ **overall planned** development plan which can be considered as to its ~~overall~~ 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.

17.72.020 Effective Date and Establishment of a Planned Development District (PD).

- (a) This Section shall apply to and govern all PD applications submitted after the effective date hereof that relate to and include lands located within the legal boundaries of the town. The provisions of this section may also be applied to PD applications for lands that are located outside of the town but which are proposed to be annexed to the town, as permitted by Section 31-12-115, C.R.S., as may be amended.
- (b) Conformance with the adopted Community Master Plan. No PD shall be recommended by the planning commission or approved by the board of trustees unless the PD is found to be in substantial conformance with the adopted Community Master Plan **unless, after receiving a recommendation from the Planning Commission, the Board of Trustees finds on specifically articulated grounds, that it is in the best interest of the Town and in the interest of the public health, safety, and welfare to approve a PD that does not substantially conform to the Community Master Plan.**
- (c) The establishment of any PD shall include coordination with **all adopted codes and regulations including but not limited to the Town's adopted Public Works Standards as may be amended, MS4 requirements, the adopted PPRBD building codes,** and the vesting of the PD zone designation.
- (d) A planned development district may be established upon any tract of land that is five (5) acres or more and is held under single ownership or unified control, provided a zoning or rezoning application is submitted for the tract or lots in compliance with the provisions of this chapter and the application is reviewed by the planning commission and approved by the board of trustees.
- (e) No PD application shall be approved without the written consent of each landowner whose properties are included within the PD. The PD application shall be made by a person or entity having an interest in the property to be included in the PD and shall include the consent of all owners of interest in such property. Lienholder consent will consist of a written acknowledgment that the mortgaged title holders agree to the application for a PD in the town.

- (f) Approval of a Planned Development Plan (hereinafter referred to as “PDP”), the initial approval for a PD zone by the board of trustees shall constitute an overlay district upon the base zone, the base zone being the zone district designation existing prior to the approval of said PDP. If the time limits, as spelled out in the development schedule expire and no time extensions for the Final Development Plan (hereinafter referred to as “FDP”) are approved, then the board of trustees, in its sole discretion, may terminate the FDP and may record a resolution with the El Paso County Clerk and Recorder evidencing such termination. Upon such termination, the PDP shall also be deemed to have been expired and cease to exist as it relates to all lands within the development for which a final plat and FDP have not been approved (undeveloped lands). Despite such expiration, the zoning of undeveloped lands shall remain the same as it existed under the PDP, except no further permits or approvals, including but not limited to FDP, final plat, or building permit approvals, shall be granted by the town in connection with the undeveloped lands unless and until the town has approved a new or amended development plan for the undeveloped lands or a portion thereof. The FDP shall continue to exist and apply to all parts of the development other than the undeveloped lands.
- (g) Where an expired PD was approved with an annexation, the base zone shall be the Residential Agricultural district (RA-5), unless the board expressly determines **upon review and recommendation by the planning commission to the board of trustees that a different designation is more compatible with the adopted Community Master Plan.**
- (h) 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.
- (i) 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. (drafting note: Once a PDP is approved this constitutes the zoning to PD.)
- (j) Land use and development within any PD approved pursuant to these regulations shall be controlled by the provisions of the approved PDP and FDP. Specific maps and a written document detailing negotiated items and other matters related to these approved plans shall be recorded with the El Paso County Clerk and Recorder and duplicate files of said plans and documents kept on file for ready reference in the administrative offices of the Town Clerk.
- (k) Building permits. No building permits shall be applied for or granted **until a certificate of zoning compliance is issued in accordance with Section 17.12.065 of this chapter, nor shall the PPRBD issue any permit** on any portion of property that is currently zoned PD district until and unless the property is platted in accordance with the Town subdivision ordinance as amended and unless a final development plan (FDP) in conformance with this chapter is reviewed by the planning commission and approved by the board of trustees.

17.72.030 Modification of Subdivision Regulations. *(drafting note this updates 17.72.80)*

(a) The provisions of these regulations concerning PDs are not intended to eliminate or replace the requirements applicable to the subdivision of land or airspace, as defined in state statutes and the codes and regulations of the Town. The uniqueness of each PD may **suggest** that specifications for the width and surfacing of streets, public ways, public utility rights-of-way, curbs, and other standards may be subject to modifications from the specifications established in the subdivision regulations adopted by the town, if the reasons for such exceptions are well documented. Modifications may be incorporated **only with the review and recommendation of the Planning Commission and approval by the Board of Trustees** as a part of its review of the PD, FDP and/or the development agreement for a PD and shall conform to acceptable engineering, architectural, and planning principles and practices. It is the intent of this section that any subdivision review under the subdivision regulations be carried out either:

- (1) ~~Subsequent to~~ **After the approval** of PDP; or
- (2) Simultaneously with the review of an FDP or
- (3) Within the time frame specified in the development schedule included in the approved PDP and FDP.

(b) Results of failure to meet schedule or record a final development plan. Failure by the developer to submit a final development plan or to comply with scheduled dates for development shall result in one of the following actions:

- a. Suspension of approved PD or Final Development Plan, pending its reinstatement upon meeting the obligations required for the past due date.
- b. **Planning Commission review and recommendation and then approval, conditional approval, or denial by the Board of Trustees of an extension of due dates if the extension is justified by the developer.**
- c. Stop orders or a freeze on the issuance of new development **or building** permits.
- d. Reversion of the PD zone back to the base zoning as established hereby.

17.72.40 Development time frame and appeals. *(drafting note this adds flexibility to 17.72.160)*

From start of construction, the maximum time allowed is one year ~~six months~~ after approval of the Final Development Plan (FDP). If development has not commenced, a new FDP shall be required. One or more extensions may be allowed for good reason by the planning commission and the board of trustees.

17.72.50 Conditions and Standards

(a) Since the PD district contains no established residential density or non-residential square footage requirements, nor establishes any dimensional standards, and an applicant is allowed to propose by way of example but not limited to alternative parking standards, sign standards, and other site planning and architectural designs to achieve innovation in design, the PD shall be subject to the following performance criteria.

- (1) One or more of the following shall be achieved to approve a Planned Development:

- a. The encouragement of innovations in residential, commercial, and limited industrial development through greater variety in the type, design, and layout of buildings that the Town's existing zone districts cannot accommodate and by the conservation and more efficient provision of open space ancillary to the associated development.
 - b. A better distribution of **induced** traffic on streets and highways.
 - c. Conservation of the value of the land.
 - d. Preservation of the site's natural features.
- (2) The design and construction of the PD shall include adequate, safe, and convenient arrangements for pedestrian and vehicular circulation, off-street parking, and loading spaces. **Loading spaces are required for both non-residential development and residential development in compliance with the PPRBD-adopted building codes and the town's adopted parking and loading requirements, as amended.**
 - (3) The density and/or intensity of development shall be based on the capacity of the land proposed for development to support the PD as well as the impact of the proposed development on town services and facilities and on neighboring properties that reasonably could be impacted by the proposed development. The capacity of the land shall be determined based on the size, topography, and geological and environmental limitations of the land proposed for development.
 - (4) While there may be no fixed dimensional requirements, the planning commission may **recommend to the board of trustees** and the board of trustees may require and **approve** setbacks, lot widths, and space between buildings as necessary to provide adequate access and to aid in fire protection, ensure proper ventilation, light, air, and snow melt between buildings, and to ensure that the PD is compatible with other developments in the area.
 - (5) Open space for the PD developments shall be planned to produce maximum usefulness to the users of the development **and general public** for purposes of recreation, preservation of scenic views, and to maintain the character of the areas as outlined in the adopted Community Master Plan. All areas designated as common or public open space pursuant to the requirements of this Chapter and the **Subdivision regulations** shall be accessible by proper physical and legal access ways.
 - (6) All dimensional standards shall be established and documented on an approved written and graphic PD plan.
 - (7) The developer shall provide within the PD central water and sewer facilities as required by the Planning Commission, Board of Trustees, the Palmer Lake codified water requirements, Palmer Lake Sanitation District, Colorado Department of Public Health and Environment, and El Paso County Public Health.
 - (8) Clustered development is allowed and encouraged to promote maximum open space, economy of development, and variety in the type, design, and layout of buildings. In a multi-lot PD, the averaging of lot areas shall be permitted to provide flexibility in design and to relate lot size to topography, but each lot shall contain an acceptable building site. The clustering of development with usable common open areas shall be permitted to encourage provision for and access to common open areas and to save street and utility construction and maintenance costs.

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- (9) The PD shall provide pedestrian ways adequate in terms of safety, separation, convenience, and access to points of destination.
- (10) The PD shall provide parking areas in conformance with the minimum site development standards of this Title in terms of the number of spaces for each use, location, dimensions, circulation, landscaping, safety, convenience, separation, and screening.
- (11) The PD shall strive for preservation of the natural features on the site **in accordance with the adopted Community Master Plan, as may be amended.**
- (12) The maximum height of buildings may be increased above the maximum permitted for like buildings in other zoning districts in relation to the following characteristics of the proposed building:
- a. Its geographic location.
 - b. The probable effect on surrounding slopes and terrain.
 - c. Unreasonable adverse visual effects on adjacent sites or other areas in the vicinity.
 - d. Potential problems for adjacent sites caused by shadows, loss of air circulation, or loss of view often achieved through the addition of overlay view corridors and other legally viable means.
 - e. Influence on the general vicinity, with regard to vistas and open space.
 - f. Uses within the proposed building.
 - g. Fire protection needs.

17.72.60 Permitted Uses *(drafting note- this section was simply rearranged)*

This district is intended to be used only when no zone district in this Code, or no combination of zone districts, can be used to approve a new development that provides substantial additional benefits to the Town that would not otherwise be achieved by this Code. The following combination of principal permitted uses are allowed in a Planned Development districts as long as the PD intent statement can be satisfied:

- (1) Mixed-use developments.
- (2) Residential dwelling units in detached, attached, or multi-family structures or any combination thereof.
- (3) Nonresidential uses.

17.72.070. - Buffering, screening and setbacks. *(current code).*

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 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.

~~(Code 1973, § 17.52.070; Ord. No. 1-1991, § 9, 1991)~~

17.72.080 Maintenance Provisions and Plan *(drafting note this is essentially the existing 17.72.140- last version reviewed by PC only had the first paragraph).*

- (a) No PD shall be approved unless the board of trustees, after planning commission review and recommendation, is satisfied that the landowner has provided for or established an adequate organization **or entity** for the ownership and maintenance of common open space and private roads, drives, and parking.
- (b) In the event that the organization established to own and maintain common open space, or any successor organization, shall at any time after approval of the planned development, fail to maintain the common open space in reasonable order and condition, the applicable code enforcement procedures will be implemented.
- (c) In cases in which maintenance of roads, common areas, open space, or facilities normally maintained by public entities are proposed to be maintained by homeowners' associations, or other non-governmental bodies, the applicant shall submit a maintenance plan, with the final PUD development plan, conforming to the following requirements:
 - (1) Identification of present and proposed ownership for the facilities or areas included within the maintenance plan. In the case of condominiums, townhouses, or other multiple dwelling units, the method of conveying title and the estate to be granted shall be noted.
 - (2) A service plan to include:
 - a. Proposed method of guaranteeing maintenance.
 - b. Proposed form of unified control which shall include identification and description of corporations, partnerships, trusts, owner's association, or other legal entities having the right to assess individual landowners within the development and identification of the method proposed to enforce required assessments.
 - c. Cost of capital construction for proposed facilities, cost of maintenance of such facilities per year, amount proposed to be assessed to meet such expenses.
 - d. Proposed administrative mechanism to assure that maintenance is carried out as planned.
 - e. Suitable collateral to ensure that in case of discontinuance of control and maintenance, the town may assume such duties as may be appropriate without additional cost to the taxpayer. Collateral shall include liens, letters of credit, bonds, or such method as approved by the town board.

17.72.90 Density *(drafting note this further clarifies and updates 17.72.050)*

- (a) The density and/or intensity of the proposed development shall be based on the capacity of the land to support the PD as well as the impact of the development on Town services and facilities and on neighboring property. The capacity of the land shall be determined based on the size, topography, and constraints of the site.
- (b) Community Master Plan and approved zoning map. The residential densities established in the Town's Community Mater Plan shall be considered the maximum allowed densities

unless the board of trustees based on the PD plan or new evidence, **upon review and recommendation of the planning commission**, finds that such density is not reasonable or desirable.

- (c) The maximum allowed density PDs for areas that are not currently included under the adopted Community Master Plan, shall be established in accordance with the following criteria:
- (1) Land use (actual or planned) and character of the surrounding neighborhood and the impact of the proposed PD on adjacent areas.
 - (2) The ability of existing municipal services and off-site streets, utilities, parks and open spaces, and drainage systems (together with improvements proposed) to effectively serve the proposed PD development.
 - (3) The extent to which the proposed PD contains unique or innovative design features or utilizes and incorporates special site conditions into its design to mitigate the impact of the proposed development on the site and adjacent areas.
 - (4) The amount of on-site, usable open space, and active recreation areas.

~~(Code 1973, § 17.52.050; Ord. No. 1-1991, § 7, 1991)~~

17.72.080. Open space requirements. *(minor edits to the existing 17.72.060 and follows PC direction on newly adopted subdivision ordinance, also includes language from 16.50.020)*

- (a) **Amount of open space required.** The total usable open space within a PD development shall be at least thirty (30) percent of the gross acreage of any residential development containing new housing units (or the cash-in-lieu market value), not including right-of-way and fifteen (15) percent for non-residential development (or the cash-in-lieu market value). No more than fifteen (15) percent of the required percentage of usable open space shall be in the form of water surfaces, floodplains, drainage ways, slopes over 15 percent grade, or stormwater detention areas. At least 25 percent of the usable open space shall be developed for active recreation, which may include, but not be limited to, playing fields (tennis, volleyball, and basketball courts), playground areas, picnic sites, park areas for pets, hardscape plazas, or similar active recreation areas. For the purpose of this section, usable open space **may** include land dedicated to parks as required by the Town's subdivision ordinance **upon review and recommendation by the planning commission to the board of trustees.**
- (b) **Usable open space defined.** Usable open space shall include common open space, or any portion of the development not occupied by buildings, structures, parking areas, driveways, streets, alleys, or service areas.
- (c) **Open Space Negotiations.** PDs are negotiated zone districts and open space dedication is one of the special benefits. The location, type and size of the required open space dedication shall be carried out to ensure the maximum benefit to the **users** of the PD and to the general public. **The final determination of the amount of open space required in light of the extra benefit required of a PD shall be based on a review and recommendation by the planning commission to the board of trustees. The board may require open space dedication, payment of a cash-in-lieu of fee or a combination**

of thereof. The board may approve, approve with conditions, or deny the recommended open space dedication or fees in lieu of.

- (d) Open space maintenance. Provision shall be made through covenants, homeowners' associations or other means acceptable to the board of trustees for the continuing maintenance of any common open space and private walkways not intended to be dedicated to the town.
- (e) Homeowners' association. When the board of trustees deems it appropriate, a nonprofit, incorporated homeowners' association, maintenance district, or other suitable mechanism shall be required for the purpose of improving and maintaining common facilities and amenities. In addition, the board may require approved protective covenants to run with the land. Prior to approval of the PD development, agreements shall be provided which reflect suitable guarantees for the maintenance of common facilities and amenities.

~~(Code 1973, § 17.52.060; Ord. No. 1-1991, § 8, 1991)~~

Drafting note for reference

CURRENT CODE READS AS FOLLOWS: PC WANTED THIS TO REMAIN:

Amount of open space required. The total usable open space within a PUD development shall be at least 30 percent of the gross acreage of the development. No more than 25 percent of the required percentage of usable open space shall be in the form of water surfaces, floodplains, drainage ways, steep slopes or storm water detention areas. At least 25 percent of the usable open space shall be developed for active recreation which may include, but not be limited to, playing fields; playground areas; tennis, volleyball, and basketball courts; picnic sites; bosting areas; or similar active recreation areas. The requirement for active recreation areas is encouraged, but not required, in single-family detached residential developments. For the purpose of this section, usable open space shall not include land to be dedicated for parks or schools without the consent of the Board of Trustees

- *DRAFTING NOTE- SECTIONS 17.72.90 THROUGH X WERE TO HAVE BEEN MOVED TO ARTICLE 6- PROCEDURES. BASED ON THE NOVEMBER 22ND DRT CONFERENCE CALL PROCEDURES AND DEFINITIONS NEED TO BE INCLUDED IN THIS PD ORDINANCE.*
- *THIS ENTIRE SECTION IS A MODIFICATION OF SECTIONS 17.72.090 THROUGH 17.72.110 OF THE CURRENT CODE- TRACK CHANGES OR ORANGE TEXT HAVE NOT BEEN USED.*

17.72.090. Process Overview.

- (a) The application for a PD in the Town of Palmer Lake shall be subject to a four-faceted review process consisting of a pre-application conference with staff and DRT, Sketch Plan submittal, Planned Development Plan and Final Development Plan with options for the application composed of the following:
- (1) Pre applications conferences(s).
 - Optional preapplication conference with town officials
 - Optional public or neighborhood meetings arranged by the applicant.
 - (2) Sketch Plan Review
 - (3) A Planned Development Plan (PDP); and
 - (4) A Final Development Plan (FDP).
- (b) If the applicant seeks to develop the project in phases, the planning commission and board of trustees may, at their discretion, postpone the obligation of the applicant to fulfill any of the submission requirements set forth in this Chapter for any delayed phase of the project.
- (c) These regulations are intended to be applicable to large as well as small project sites. Applicants are encouraged to combine subdivision with the PD process where appropriate and after conferring with Town staff and the DRT.

17.72.100. Preapplication Conference

- (a) A preapplication conference with Town Staff and DRT is required. Before the actual submission of the Planned Development Plan application, the applicant shall participate in a preapplication conference with Town staff/DRT. A preapplication conference is a non-binding meeting held when an application submittal is imminent. It benefits the applicant by giving them the opportunity to discuss submittal requirements with the Town Staff and the DRT. The preapplication conference also serves to facilitate discussion about the technical and engineering elements of the development.

- (b) *Optional Preapplication conference with the Planning Commission and/or BOT.* The applicant, who shall be the landowner or his agent in fact with the power to consent to the inclusion of the site within the PD district, may meet with town officials before the submittal of the application for PD zoning. Any statements in the work session are nonbinding.
- (c) *Optional Public meeting or neighborhood meetings.* The applicant may hold an information meeting for the public. This meeting is by the applicant and not by the Town boards or staff. All arrangements and publicity for such meetings are solely the responsibility of the applicant.

17.72.110 Sketch Plan *(existing 17.72.090- will be updated in new Article 6- table of submittal items)*

- (a) Contents of the sketch plan map to be reviewed at the preapplication conference are described in this section. This plan is to be an indication of the developer's intent, not necessarily to scale, and subject to change.
- (b) The sketch plan map should be approximately scaled, include the entire PD tract and lots, and show in the topography of the land, the location of proposed uses and major buildings, the proposed development density, housing types, layout of roads by functional classification, approximate rights-of-way, layout and configuration of common open space, and location of all entrances to the tract.
- (c) The developer also submits a brief narrative text that describes the general design and architectural policies for the PUD, the treatment of environmentally sensitive land located in the project tract, the proposed time frame for the phased development, and the phases selected as concept plans in the preliminary plan for the PUD tract.
- (d) Application for zoning. After the preapplication conference or conferences, the applicant for a PD zone district may make written application to the planning commission in accordance with current processing schedules and submittal timelines. All information required by this chapter shall accompany the application.

17.72.120. Planned Development Plan (PDP).

(a) Complete application. The complete application packet shall be submitted with detailed information to provide adequate review by decision-making bodies and the general public. The completed application shall be known as the PD Planned Development Plan. In addition to the requirements in 17.12.050 and 17.12.055. The application shall include the following:

- (1) A legal description of the total site.
- (2) Proof of ownership of all lands included in the Planned Development Plan (PDP) area.
- (3) A description of the character of the proposed development, the goals and objectives of the project, an explanation of how the development incorporates innovative design,

the rationale behind the assumptions and choices made by the applicant, and an explanation of the manner in which it has been planned to conform to the adopted Community Master Plan.

- (4) Statements clearly outlining the proposed maximum (up to and including) limits or amounts of all design standards contained in this Title that will be included, or alternate development standards requested to be applied to the PD.
- (5) A general description of the proposed open space, how this requirement for the development and an explanation of how said open space shall be integrated with surrounding developments, both existing and proposed, or how the payment of fees in-lieu of open space and/or in-kind improvements will provide a benefit to the Town.
- (6) A development schedule for the Planned Development Plan and submission of subdivision applications, if applying for concurrent review.
- (7) Quantitative data for the following:
 - (1) 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.
 - (2) Approximate parcel size.
 - (3) Proposed lot coverage ratios of buildings and structures.
 - (4) Proposed gross and net residential densities, and non-residential densities.
 - (5) Amount of required land dedication (parks, open space, wetlands, trails, recreation sites, etc.).
 - (6) Water and sewer demand for projected uses.
 - (7) The proposed maximum height(s) of buildings, setbacks, and related dimensional standards within the PD.
- (8) If residential units are proposed within a residential or mixed-use PD, a letter from the school district stating their ability to accommodate the projected number of students generated by the development and a statement of any applicable land dedication or fees.
- (9) 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.
 - (1) A vicinity map at a legible scale.
 - (2) 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.
 - (3) 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.

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- (4) 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.
 - (5) 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.
 - (6) A generalized grading plan for streets requiring substantial cuts and fills.
 - (7) Description and lot layout showing how 17.68 Hillside Overlay District and Stormwater Quality Control requirements impact site development.
 - (8) The proposed concept and general off-site connection methods for utility service including sanitary sewers, storm sewers, water, electric, gas, cable, and telephone lines.
 - (9) Preliminary drainage plan for the entire project indicating proposed on-site facilities and treatment and abatement of drainage to adjoining properties.
 - (10) A preliminary lighting plan.
 - (11) 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.

(b) Approval Procedure.

- (1) Step 1: The completed application packet and supplementary submittal materials shall be filed with the Town Clerk at least 30 days in advance of the regular meeting date of the planning commission at which the Planned Development Plan (PDP) will be heard. **The publicly noticed meeting date will be determined once the town receives all referral comments from parties of interest, and the staff and DRT have completed a technical review of the submittal. Changes to the original submittal by the applicant requiring substantive review may cause the public hearing to be delayed.**
- (2) Step 2: Within a reasonable time, the Town Administrator or designee shall review the application and determine it is complete or send notice to the applicant of deficiencies. The applicant shall address the deficiencies and provide missing or updated information to the Town Administrator. Upon determination that the application is complete, a completeness certification is provided to the applicant
- (3) Step 3: *Refer the application to parties of interest.* Staff shall send information about the application by regular mail or electronic e-mail to adjacent municipalities,

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- El Paso County, appropriate referral agencies, and other parties of interest. A list of all appropriate referral agencies shall be maintained by the town clerk. Parties of interest receiving a copy of the application and accompanying materials may, within 30 days after receipt, forward written reports of its findings and recommendations to the town. Failure of any reviewing agency or department to respond within the allotted time may be deemed as a response that the agency or department has no comment on the application and submission documents. Failure to submit a written report to the town shall not be deemed as approval or acceptance of the proposed PDP by such agency. Reports received by the town after the allotted referral time may, but need not be, accepted by the planning commission or the board of trustees at any time prior to the planning commission's or the board of trustee's action on the PDP.
- (4) Step 4: The planning commission shall hold a public hearing on the PDP under Title 16.20.090. *(drafting note- PC direction was a unified development code, therefore there will be one section on procedures.)*
 - (5) Step 5: The planning commission shall either recommend approval, approve with conditions, disapproval, or continue the hearing for 30 days. Consent of the applicant(s) is required for any continuance beyond 30 days. Lack of consent to continue or failure to reach an agreement on negotiated items shall be deemed a recommendation of denial.
 - (6) Step 6: A Public Hearing before the board of trustees shall be scheduled pursuant the procedures set forth in Title 16.20.090.
 - (7) Step 7: If the application is approved as presented, conditionally approved, or denied, the Board of Trustees shall, by resolution, either approve the necessary PUD designation, or disapprove said application. If approved, the PDP documents shall be recorded with the El Paso County Clerk and Recorder.
 - (8) Step 8: Within one year following the approval of the Planned Development Plan, the applicant shall file an application packet for a Final Development Plan (FDP).
 - (9) Step 9: If the applicant fails to apply for an FDP or the extensions of deadlines described above, then the Board of Trustees in its sole discretion may terminate the PDP following notice at a public hearing.
 - (10) Step 10: Minor Amendment to the Planned Development Plan. Minor changes of not more than 10% in development standards shall be processed by the Town Administrator and DRT. Any minor amendments beyond 10% but still considered minor by the Town Administrator shall be subject to review and consideration by the planning commission. Upon consideration of said changes, the planning commission shall take formal action in writing, either approving, approving with conditions, or disapproving the changes.
 - (11) Step 11: Major amendments to the Planned Development Plan include without limitation:
 - a. A change in land use or development concept.
 - b. An increase in density or building coverage.
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- c. An increase in the maximum allowed height of structures.
 - d. A realignment of major circulation patterns or a change in functional classification of the street network.
 - e. A reduction in approved open space or common amenities.
 - f. A reduction of off-street parking; or
 - g. Any changes in the development standards or written submittal impacting the intensity, density or design of such standards.
- (12) Step 12: Major amendments to the PDP review and recommendation require review and recommendation by the planning commission followed by approval, approval with conditions or denial by the board of trustees. An application to amend the PDP shall be submitted for consideration and review according to the process outlined above.

17.72.130. Final Development Plan ("FDP").

- (a) Overview. The FDP application is intended to specify design components of the PD or portions thereof and provide for the review of additional items not required by the PDP. An FDP application may be made for all or a portion of the entire PD district as previously approved at the PDP stage. All FDP's must include building locations and footprint dimensions and the location of the required open space dedication, and all required engineering. In any PD, an approved FDP for all or portions of the district must be subdivided before any building permits are issued for the construction of buildings and structures. The completed application shall be known as the FDP.
- (b) Submission Requirements. The FDP shall include all of the information required in the Planned Development Plan in its finalized, detailed form plus any additional items included below. Omissions are cause to continue or deny the application.
- (c) Written Documents. The applicant shall submit a written development plan which shall include the following additional information:
- (1) A final development schedule indicating the approximate date(s) when construction of the PD or phases of said development can be expected to begin and to be completed.
 - (2) If applicable, a description of the proposed open space to be provided at each stage of development; an explanation of how said open space shall be coordinated with surrounding developments; the total amount of open space (including a separate figure for the usable amount of open space); any in-lieu of dedication proposal, a statement explaining the anticipated legal treatment of ownership and maintenance of common open space areas and the amounts and location of dedicated public open space.
 - (3) Copies of proposed development standards, final covenants, declarations, architectural design standards, grants of easements or other restrictions to be imposed upon the use of the land, including common open spaces if applicable, buildings, and other structures within the development.

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- (4) Final environmental studies of the proposed site(s) prepared and attested to by qualified professionals in the fields of soil quality, slope, topography, geology, water rights and availability, groundwater conditions, and impact on wildlife.
 - (5) Any required dedication, documentation and/or improvement agreements and bonds plus a title insurance commitment dated not older than 30 days prior to application.
 - (6) Any new items not submitted with the Planned Development Plan.
 - (7) Quantitative data for the following: final number of dwelling units, total amount of non-residential square footage by use type, calculations for previously agreed upon design and development standards, and footprint sizes of all proposed buildings.
 - (8) A statement that integrates pertinent elements of any pre-annexation and development agreements and contracts negotiated with the Town.
 - (9) Final traffic impact study.
 - (10) Final utility and water plans.

(d) Graphic Documents. The applicant shall submit finalized graphics which shall include the following information:

- (1) Final Site Plan and plan maps that have been revised since the Planned Development Plan approval.
- (2) Final landscape plan.
- (3) The planned pedestrian, bicycle, and vehicular circulation system including their interrelationships with the vehicular parking and unloading system, indicating proposed detailed treatments of points of conflict.
- (4) An erosion control and stormwater plan, including evidence that the FDP complies with the Town's adopted Stormwater Quality Control ordinance.
- (5) The proposed treatment of the perimeter of the PD including materials and techniques used such as screens, fences, walls, illustrated on a landscape plan.
- (6) Final drainage plan stamped by a licensed Colorado engineer.
- (7) Final engineering and construction plans for public improvements and private streets.
- (8) A phasing plan if the development is approved for phased development.
- (9) A detailed lighting plan depicting on-site streetlight location, height, and fixture type, with supplemental specifications.
- (10) Such additional information as may be required by the Planning Commission or Board of Trustees necessary to evaluate the character and impact of the proposed PD.

(e) Approval Procedure.

- (1) Applications for a Final Development Plan shall be submitted in accordance with Title 16 16.20.100. The FDP must be in conformance with the Planned Development Plan as approved or amended.
 - (2) The completed application packet and supplementary submittal materials shall be filed with the Town Administrator at least 30 days in advance of the regular meeting date of the planning commission at which the Final Development Plan will be heard. The publicly noticed meeting date will be determined once the town receives all referral comments from parties of interest, and the staff and DRT have completed a technical review of the submittal. Changes to the original submittal by the applicant requiring substantive review may cause the public hearing to be delayed.
 - (3) Within a reasonable time, the Town Administrator or designee shall review the application and determine it is complete or send notice to the applicant of deficiencies. The applicant shall address the deficiencies and provide missing or updated information to the Town Administrator. Upon determination that the application is complete, a completeness certification is provided to the applicant
 - (4) Upon determination that the application is complete, the Town Administrator shall refer the application to appropriate reviewing agencies in accordance with 17.72.120
 - (5) The planning commission shall hold a public hearing on the FDP in accordance with the provisions outlined in Title 16.
 - (6) The planning commission shall either recommend approval, approval with conditions, disapproval, or continue the hearing for 30 days. Consent of the applicant(s) is required for any continuance beyond 30 days. Lack of consent to continue or failure to reach an agreement on negotiated items shall be deemed a recommendation of denial.
 - (7) A Public Hearing before the Board of Trustees shall be scheduled pursuant to 17.72.120 Article. The Board of Trustees may approve, approve with conditions by resolution, or deny the application. If approved, the applicant shall provide two (2) signed mylars of graphic documents, (2) 24"x36" paper copies with original signatures and the applicant shall execute the FDP in a form acceptable to the El Paso County Clerk and Recorder and file it with the clerk and recorder. The recording fee shall be paid by the applicant.
- (f) Building Permits.** No building permits shall be issued on land within the PD until an FDP for that land has been approved by the planning commission and board of trustees and a certification of zoning compliance has been issued by the town administrator or designee.
- (g) Amendments to the Final Development Plan.** Minor changes of 10% or less in the location, siting, and height of buildings and structures may be authorized by the Town Administrator or designee.

(h) Approval for Amendments to the Final Development Plan. The following changes will require review and approval by the planning commission and board of trustees at a duly noticed public hearing:

- (1) A change in the use or character of the development.
- (2) An increase in the overall land coverage of structures.
- (3) An increase in the intensity and density of use.
- (4) A reduction in approved open space.
- (5) A reduction of off-street parking and loading spaces.
- (6) A reduction in required pavement widths.
- (7) An increase in height over what was originally approved.
- (8) Change to the development standards as recorded with the PDP.
- (9) All other changes in use, or rearrangement of lots, blocks, and building tracts, or any changes in the provision of common open spaces may be made by the board of trustees after a report is prepared by the Town Administrator or designee, and upon recommendation by the planning commission. Such amendments may be made only if they are shown to be required by changes in conditions that have occurred since the FDP was approved or by changes in the Planned Development Plan.
- (10) Any changes which are approved for the FDP must be recorded as amendments in accordance with the procedure established for the recording of the initial FDP documents with the exception that prior to making its recommendation to the board of trustees, the planning commission shall hold at least one public hearing with published notice of the general description of said hearing in the official publication of the Town at least 15 days in advance of the hearing.

(i) Review of Development Schedule. Each approved FDP must contain a detailed development schedule of public and private improvements. Town staff shall monitor the development schedule. Failure of the developer to substantially adhere to the approved schedule shall be cause for an FDP special review by the planning commission. Special review shall be conducted as a result of one or more of the following:

- (1) Failure to begin subdivision platting and/or draw building permits for construction as detailed in the approved development schedule within 18 months of the scheduled starting date or extensions thereto.
- (2) Inactivity or documented lack of progress on any stage of the project for more than two years from the last completed benchmark in the approved development schedule, as determined by either the staff or planning commission.

- (j) **FDP Special Review process.** The FDP special review by the planning commission shall determine if the original assumptions and plans of the PD are still appropriate. During the review, the developer may request that the development schedule be formally amended. If no amendment is granted, the planning Commission shall forward a recommendation to the board of trustees that the FDP be declared null and void, in whole or in part.
- (k) **Request for extensions to the starting dates by the developer.** The planning commission may extend, for not more than two periods of 12 months each, the time for beginning the project.
- (l) **Hearing.** The Board of Trustees shall hold a public hearing to amend or void the FDP.

17.72.130. Periodic Reviews of All Planned Development Districts.

The planning commission will conduct a review of each project on a biennial schedule commencing on or about the anniversary date of the FDP approval. No fees will be charged to the owner of record for these reviews. The owner of record of PD projects may be asked by the planning commission or staff to appear at this review and make a progress report. The planning commission will decide and so note in the minutes as to whether adequate or no progress has been made by the owner of record.

17.72.140. Common Improvements and Common Open Space.

- (a) **Legal Instruments.** The FDP shall be approved subject to the submission of legal instruments setting forth a plan or manner of permanent care and maintenance of all common improvements, required open space, and other facilities provided by the FDP. No such instrument shall be accepted until approved by the Town attorney as to legal form and effect, and by the Board of Trustees. Such documentation shall conform to Section 24-67-105(6), C.R.S.
- (b) **Covenants and Articles of Incorporation.** All required common open space and other facilities provided may be conveyed to a public agency or private association. If the common improvements, applicable open space, or recreational facilities are conveyed to a private association, the developer shall file, as a part of the aforementioned instruments, a declaration of covenants and restrictions, bylaws, and articles of incorporation that will govern the association.

17. 72.150. Other Provisions and Standards.

- (a) **Enforcement.** The provisions of the approved FDP may be enforced by the Town and/or by the occupants, residents, and owners of the PD to the extent and in the manner provided by Section 24-67-106, C.R.S., as may be amended. In addition to and without limitation on such powers of enforcement, the approved PDP or the FDP of the development may provide for additional rights and remedies as against the landowner in the event of any violation of the provisions of the plan.

17.100.10 Definitions

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicable development sites are those that result in land disturbance of greater than or equal to one acre, including sites less than one acre that are part of a larger common plan of development or sale. Applicable development sites include all new development and redevelopment sites for which permanent water quality control measures were required in accordance with an MS4 permit.

Commission means the town planning commission.

Community Master Plan means the Town of Palmer Lake's adopted Comprehensive Plan and which includes any unit or part of such plan separately adopted and any amendment to such plan or parts thereof.

Covenant or restrictive covenant means a contractual agreement between the subdivider or landowner and the buyer of a piece of property that restricts the use of all or portion of the property. The covenant will normally run with the land and therefore will apply to succeeding owners.

Dedication means an appropriation of land to some public use, made by the owner and accepted for such use by or on behalf of the public, and by which the owner reserves to himself or herself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted.

Design standards or design requirements means all requirements and regulations relating to design and layout of subdivisions as contained in these regulations.

Development means any change in the use of land or improvements thereon, including, but not limited to:

- The construction, enlargement, reconstruction or renovation of any improvements which require a building permit.
- A change in use or intensity of use on the land, or within a structure.
- The placement of temporary structures on the land.
- Site clearance, removal or addition of vegetation, grading, dredging, mining, drilling, cut and fill activities, dumping soil or other materials, removal of soil or contouring of a site.

Notwithstanding the foregoing, the following shall not be deemed to constitute development:

- Normal maintenance and repair of improvements which do not involve a change in use or intensity of use.
- Nonstructural interior improvements when they have no effect on the square footage of the existing improvements and are not associated with a change of use.

Development Agreement means a legislatively approved contract between a jurisdiction and a developer (person) have legal or equitable interest in real property in the jurisdiction. The agreement establishes the developer's responsibility regarding project phasing, the provision of public and private facilities, and improvements any other mutually agreed to terms and requirements.

Development Review Team means Town staff and contracted professionals including the Town Engineer, Town Planner, Town Attorney and other land use experts required in the review of development applications.

Easements mean areas within a subdivision other than streets or alleys that are reserved, conveyed, or dedicated for specialized or limited purpose(s).

FEMA means the Federal Emergency Management Agency.

Improvements means all facilities constructed or erected by a subdivider within a subdivision to permit and facilitate the use of lots or blocks for a principal residential, business, or other nonresidential purpose(s).

Natural feature means the components or processes present or produced by nature including soil types, geology, slopes, vegetation, surface water, drainage patterns, aquifers, recharge areas, climate, floodplains, aquatic life, and wildlife.

New development means land-disturbing activities; structural development, including construction or installation of a building or structure; creation of impervious surfaces; and land subdivision for a site that does not meet the definition of redevelopment.

Open Space means any parcel or area of land or water essentially unimproved and set aside, dedicated, designated or reserved for the public or private use or enjoyment or for the use and enjoyment of owners and occupants of land of the subdivision. The types of lands and reasons for preservation include, but are not limited to, the following:

- Lands that may be needed for the health and safety of the community, including areas required for the recharge of groundwater, reservoirs and surrounding lands, lands with vegetation ensuring better air quality, high wildfire danger zones, steep slopes, floodplains, buffers around airports and similar facilities.
- Lands that might be a resource for the community, including farmland, rangeland, lakes, streams, rivers, wetlands, and forests.
- Lands that might be ecologically valuable areas, such as habitat for animals and plants, unique ecosystems, or fire protection.

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- Lands that could provide a diversity of activities for the public, such as areas with outstanding historical, educational, cultural, or archaeological value, areas providing access to lake shores or rivers and streams;
 - Lands that may provide view sheds or aesthetically pleasing experiences; or Lands that may provide or act as community separators providing a buffer between communities.
 - Privately-owned landscaped areas, undeveloped portions of a lot, and rights-of-way are not considered open space.

Parties of Interest means any referral agency, any person to whom or organization to which the Town mailed notice of the hearing to, any person or organization which sent written comments to the Town regarding a pending application, or any person who appeared before the Board or Commission at any hearing.

Property lines mean those imaginary lines outlining the boundaries of properties on lots for the purpose of description in ownership, sale, lease, building development, or other separate use of property.

Planned Development (PD) or Planned Unit Development (PUD) means an area of land controlled by one or more landowners, developed under unified control or a unified plan of development for a number of dwelling units, commercial, educational, recreational, or industrial uses, or any combination of the foregoing, the plan for which may not correspond in lot size, bulk or type of use, density, lot coverage, open space, or other restrictions of the conventional land use regulations of the Palmer Lake zoning ordinance.

Redevelopment includes a site that is already substantially developed with 35 percent or more of existing imperviousness; with the creation or addition of impervious area (including removal and/or replacement), to include the expansion of a building footprint or addition or replacement of a structure; structural development including construction, replacement of impervious area that is not part of a routine maintenance activity; and land disturbing activities.

Right-of-way means the entire dedicated tract or strip of land that is to be used by the public for circulation and service. The length and width of a right-of-way shall be sufficient to provide adequate accommodations for all the physical features to be included in said right-of-way, as hereinafter established.

Road profile means a drawing reflecting a proposed or existing vertical section of a road, street, or alley, for which right-of-way is to be or has been conveyed to the town for road purposes. A road profile may be a true or exaggerated profile, and may reflect either a centerline and/or both flow lines of a road, street, or ally.

Sight Distance Triangle means the area at the four (4) corners of an intersection that is to be kept free of shrubs, ground covers, berms, fences, signs, structures or other materials or items greater than thirty (30) inches in height. Trees shall not be planted in the triangular area.

Staff or Town Staff means persons employed by the Town of Palmer Lake and may include contracted professionals.

Street means a public right-of-way, platted or unplatted, which provides vehicular and pedestrian access to adjacent properties

A Traffic Impact Analysis (TIA) means a study conducted by a traffic engineer that evaluates the availability and adequacy of the transportation system regarding traffic impacts due to proposed development including likely impacts of development that has been approved but not constructed. The TIA also forecasts additional traffic associated with a proposed development, identifies potential problems that might influence traffic flow, and suggests ways to mitigate any negative effects. When conducting a TIA, engineers typically evaluate factors such as the following.

- Roadway capacity
- Intersection operations
- Pedestrian safety
- Parking needs
- Environmental impacts

TOWN OF PALMER LAKE, COLORADO

ORDINANCE NO. 14 - 2024

AN ORDINANCE AMENDING AND REPLACING SECTION 17.2.170 OF THE PALMER LAKE MUNICIPAL CODE GOVERNING AND REGULATING THE PLANNED DEVELOPMENT (PD) ZONING CODE WITHIN THE TOWN OF PALMER LAKE

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

WHEREAS, Chapter 17, Section 17.2.170 of the Town Code sets forth the procedures and requirements for planned development (PD) zoning within the Town; and

WHEREAS, the Board of Trustees has determined that it wishes to update the provisions of the planned development zoning code; and

WHEREAS, proposed revisions were provided to the Palmer Lake Planning Commission and the Commission has reviewed and provided comments regarding the proposed revisions; and

WHEREAS, The Board of Trustees has received, reviewed and considered the proposed revisions to the existing provisions of Section 17.2.170, as reflected in the redline attached as Exhibit A, as well as the comments of the Planning Commission and the public; and

WHEREAS, the Board of Trustees has concluded that it is in the best interest of the health, safety and welfare of the Town to accept and approve the suggested revisions to Section 17.2.170 planned development zoning code resulting in a revised section that reads in its entirety as set forth in Exhibit B, attached.

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

1. The Palmer Lake Municipal Code is hereby amended by replacing Section 17.2.170 planned development, in its entirety with the provisions set forth in Exhibit B, attached.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance 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 Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

3. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this Ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12TH DAY OF DECEMBER, 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Dennis Stern
Mayor Pro Tem

17.72 Planned Development District

17.72.010 Intent and Purpose

- (a) Intent. The intent of the Planned Development (PD) district is to promote and improve the health, safety, and general welfare of the residents of the Town by allowing the negotiation of a specialized zoning district that accommodates innovative patterns of development. This district is intended to be used only 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**.
- (b) The purpose of the Planned Development (PD) district is:
- (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.
 - (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 ~~total~~ overall planned development plan which can be considered as to its ~~overall~~ 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.

17.72.020 Effective Date and Establishment of a Planned Development District (PD)

- (a) This Section shall apply to and govern all PD applications submitted after the effective date hereof that relate to and include lands located within the legal boundaries of the town. The provisions of this section may also be applied to PD applications for lands that are located outside of the town but which are proposed to be annexed to the town, as permitted by Section 31-12-115, C.R.S., as may be amended.
- (b) Conformance with the adopted Community Master Plan. No PD shall be recommended by the planning commission or approved by the board of trustees unless the PD is found to be in substantial conformance with the adopted Community Master Plan **unless, after receiving a recommendation from the Planning Commission, the Board of Trustees finds on specifically articulated grounds, that it is in the best interest of the Town and in the interest of the public health, safety, and welfare to approve a PD that does not substantially conform to the Community Master Plan.**
- (c) The establishment of any PD shall include coordination with **all adopted codes and regulations including but not limited to the Town's adopted Public Works Standards as may be amended, MS4 requirements, the adopted PPRBD building codes,** and the vesting of the PD zone designation.
- (d) A planned development district may be established upon any tract of land that is five (5) acres or more and is held under single ownership or unified control, provided a zoning or rezoning application is submitted for the tract or lots in compliance with the provisions of this chapter and the application is reviewed by the planning commission and approved by the board of trustees.
- (e) No PD application shall be approved without the written consent of each landowner whose properties are included within the PD. The PD application shall be made by a person or entity having an interest in the property to be included in the PD and shall include the consent of all owners of interest in such property. Lienholder consent will consist of a written acknowledgment that the mortgaged title holders agree to the application for a PD in the town.

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- (f) Approval of a Planned Development Plan (hereinafter referred to as “PDP”), the initial approval for a PD zone by the board of trustees shall constitute an overlay district upon the base zone, the base zone being the zone district designation existing prior to the approval of said PDP. If the time limits, as spelled out in the development schedule expire and no time extensions for the Final Development Plan (hereinafter referred to as “FDP”) are approved, then the board of trustees, in its sole discretion, may terminate the FDP and may record a resolution with the El Paso County Clerk and Recorder evidencing such termination. Upon such termination, the PDP shall also be deemed to have been expired and cease to exist as it relates to all lands within the development for which a final plat and FDP have not been approved (undeveloped lands). Despite such expiration, the zoning of undeveloped lands shall remain the same as it existed under the PDP, except no further permits or approvals, including but not limited to FDP, final plat, or building permit approvals, shall be granted by the town in connection with the undeveloped lands unless and until the town has approved a new or amended development plan for the undeveloped lands or a portion thereof. The FDP shall continue to exist and apply to all parts of the development other than the undeveloped lands.
- (g) Where an expired PD was approved with an annexation, the base zone shall be the Residential Agricultural district (RA-5), unless the board expressly determines **upon review and recommendation by the planning commission to the board of trustees that a different designation is more compatible with the adopted Community Master Plan.**
- (h) 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.
- (i) 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. (drafting note: Once a PDP is approved this constitutes the zoning to PD.)
- (j) Land use and development within any PD approved pursuant to these regulations shall be controlled by the provisions of the approved PDP and FDP. Specific maps and a written document detailing negotiated items and other matters related to these approved plans shall be recorded with the El Paso County Clerk and Recorder and duplicate files of said plans and documents kept on file for ready reference in the administrative offices of the Town Clerk.
- (k) Building permits. No building permits shall be applied for or granted **until a certificate of zoning compliance is issued in accordance with Section 17.12.065 of this chapter, nor shall the PPRBD issue any permit** on any portion of property that is currently zoned PD district until and unless the property is platted in accordance with the Town subdivision ordinance as amended and unless a final development plan (FDP) in conformance with this chapter is reviewed by the planning commission and approved by the board of trustees.
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17. 72.030 Modification of Subdivision Regulations

- (a) The provisions of these regulations concerning PDs are not intended to eliminate or replace the requirements applicable to the subdivision of land or airspace, as defined in state statutes and the codes and regulations of the Town. The uniqueness of each PD may suggest that specifications for the width and surfacing of streets, public ways, public utility rights-of-way, curbs, and other standards may be subject to modifications from the specifications established in the subdivision regulations adopted by the town, if the reasons for such exceptions are well documented. Modifications may be incorporated only with the review and recommendation of the Planning Commission and approval by the Board of Trustees as a part of its review of the PD, FDP and/or the development agreement for a PD and shall conform to acceptable engineering, architectural, and planning principles and practices. It is the intent of this section that any subdivision review under the subdivision regulations be carried out either:
- (1) **After the approval** of PDP; or
 - (2) Simultaneously with the review of an FDP or
 - (3) Within the time frame specified in the development schedule included in the approved PDP and FDP.
- (b) Results of failure to meet schedule or record a final development plan. Failure by the developer to submit a final development plan or to comply with scheduled dates for development shall result in one of the following actions:
- a. Suspension of approved PD or Final Development Plan, pending its reinstatement upon meeting the obligations required for the past due date.
 - b. **Planning Commission review and recommendation and then approval, conditional approval, or denial by the Board of Trustees of an extension of due dates** if the extension is justified by the developer.
 - c. Stop orders or a freeze on the issuance of new development **or building** permits.
 - d. Reversion of the PD zone back to the base zoning as established hereby.

17.72.40 Development time frame and appeals *(drafting note this adds flexibility to 17.72.160)*

From start of construction, the maximum time allowed is one year ~~six months~~ after approval of the Final Development Plan (FDP). If development has not commenced, a new FDP shall be required. One or more extensions may be allowed for good reason by the planning commission and the board of trustees.

17.72.50 Conditions and Standards

(a) Since the PD district contains no established residential density or non-residential square footage requirements, nor establishes any dimensional standards, and an applicant is allowed to propose by way of example but not limited to alternative parking standards, sign standards, and other site planning and architectural designs to achieve innovation in design, the PD shall be subject to the following performance criteria.

- (1) One or more of the following shall be achieved to approve a Planned Development:
 - a. The encouragement of innovations in residential, commercial, and limited industrial development through greater variety in the type, design, and layout of buildings that the Town's existing zone districts cannot accommodate and by the conservation and more efficient provision of open space ancillary to the associated development.
 - b. A better distribution of **induced** traffic on streets and highways.
 - c. Conservation of the value of the land.
 - d. Preservation of the site's natural features.
- (2) The design and construction of the PD shall include adequate, safe, and convenient arrangements for pedestrian and vehicular circulation, off-street parking, and loading spaces. Loading spaces are required for both non-residential development and residential development in compliance with the PPRBD-adopted building codes and the town's adopted parking and loading requirements, as amended.**
- (3) The density and/or intensity of development shall be based on the capacity of the land proposed for development to support the PD as well as the impact of the proposed development on town services and facilities and on neighboring properties that reasonably could be impacted by the proposed development. The capacity of the land shall be determined based on the size, topography, and geological and environmental limitations of the land proposed for development.
- (4) While there may be no fixed dimensional requirements, the planning commission may **recommend to the board of trustees** and the board of trustees may require and **approve** setbacks, lot widths, and space between buildings as necessary to provide adequate access and to aid in fire protection, ensure proper ventilation, light, air, and snow melt between buildings, and to ensure that the PD is compatible with other developments in the area.
- (5) Open space for the PD developments shall be planned to produce maximum usefulness to the users of the development **and general public** for purposes of recreation,

preservation of scenic views, and to maintain the character of the areas as outlined in the adopted Community Master Plan. All areas designated as common or public open space pursuant to the requirements of this Chapter and the **Subdivision regulations** shall be accessible by proper physical and legal access ways.

- (6) All dimensional standards shall be established and documented on an approved written and graphic PD plan.
- (7) The developer shall provide within the PD central water and sewer facilities as required by the Planning Commission, Board of Trustees, the Palmer Lake codified water requirements, Palmer Lake Sanitation District, Colorado Department of Public Health and Environment, and El Paso County Public Health.
- (8) Clustered development is allowed and encouraged to promote maximum open space, economy of development, and variety in the type, design, and layout of buildings. In a multi-lot PD, the averaging of lot areas shall be permitted to provide flexibility in design and to relate lot size to topography, but each lot shall contain an acceptable building site. The clustering of development with usable common open areas shall be permitted to encourage provision for and access to common open areas and to save street and utility construction and maintenance costs.
- (9) The PD shall provide pedestrian ways adequate in terms of safety, separation, convenience, and access to points of destination.
- (10) The PD shall provide parking areas in conformance with the minimum site development standards of this Title in terms of the number of spaces for each use, location, dimensions, circulation, landscaping, safety, convenience, separation, and screening.
- (11) The PD shall strive for preservation of the natural features on the site **in accordance with the adopted Community Master Plan, as may be amended.**
- (12) The maximum height of buildings may be increased above the maximum permitted for like buildings in other zoning districts in relation to the following characteristics of the proposed building:
 - a. Its geographic location.
 - b. The probable effect on surrounding slopes and terrain.
 - c. Unreasonable adverse visual effects on adjacent sites or other areas in the vicinity.
 - d. Potential problems for adjacent sites caused by shadows, loss of air circulation, or loss of view often achieved through the addition of overlay view corridors and other legally viable means.
 - e. Influence on the general vicinity, with regard to vistas and open space.
 - f. Uses within the proposed building.
 - g. Fire protection needs.

17.72.60 Permitted Uses

This district is intended to be used only when no zone district in this Code, or no combination of zone districts, can be used to approve a new development that provides substantial additional benefits to the Town that would not otherwise be achieved by this Code. The following combination of principal permitted uses are allowed in a Planned Development districts as long as the PD intent statement can be satisfied:

- (1) Mixed-use developments.
- (2) Residential dwelling units in detached, attached, or multi-family structures or any combination thereof.
- (3) Nonresidential uses.

17.72.070 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 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.

17.72.080 Maintenance Provisions and Plan

- (a) No PD shall be approved unless the board of trustees, after planning commission review and recommendation, is satisfied that the landowner has provided for or established an adequate organization **or entity** for the ownership and maintenance of common open space and private roads, drives, and parking.
- (b) In the event that the organization established to own and maintain common open space, or any successor organization, shall at any time after approval of the planned development, fail to maintain the common open space in reasonable order and condition, the applicable code enforcement procedures will be implemented.
- (c) In cases in which maintenance of roads, common areas, open space, or facilities normally maintained by public entities are proposed to be maintained by homeowners' associations, or other non-governmental bodies, the applicant shall submit a maintenance plan, with the final PUD development plan, conforming to the following requirements:
 - (1) Identification of present and proposed ownership for the facilities or areas included within the maintenance plan. In the case of condominiums, townhouses, or other multiple dwelling units, the method of conveying title and the estate to be granted shall be noted.
 - (2) A service plan to include:
 - a. Proposed method of guaranteeing maintenance.
 - b. Proposed form of unified control which shall include identification and description of corporations, partnerships, trusts, owner's association, or other

legal entities having the right to assess individual landowners within the development and identification of the method proposed to enforce required assessments.

- c. Cost of capital construction for proposed facilities, cost of maintenance of such facilities per year, amount proposed to be assessed to meet such expenses.
- d. Proposed administrative mechanism to assure that maintenance is carried out as planned.
- e. Suitable collateral to ensure that in case of discontinuance of control and maintenance, the town may assume such duties as may be appropriate without additional cost to the taxpayer. Collateral shall include liens, letters of credit, bonds, or such method as approved by the town board.

17.72.90 Density

The density and/or intensity of the proposed development shall be based on the capacity of the land to support the PD as well as the impact of the development on Town services and facilities and on neighboring property. The capacity of the land shall be determined based on the size, topography, and constraints of the site.

- (a) Community Master Plan and approved zoning map. The residential densities established in the Town's Community Master Plan shall be considered the maximum allowed densities unless the board of trustees based on the PD plan or new evidence, **upon review and recommendation of the planning commission**, finds that such density is not reasonable or desirable.
- (b) The maximum allowed density PDs for areas that are not currently included under the adopted Community Master Plan, shall be established in accordance with the following criteria:
 - (1) Land use (actual or planned) and character of the surrounding neighborhood and the impact of the proposed PD on adjacent areas.
 - (2) The ability of existing municipal services and off-site streets, utilities, parks and open spaces, and drainage systems (together with improvements proposed) to effectively serve the proposed PD development.
 - (3) The extent to which the proposed PD contains unique or innovative design features or utilizes and incorporates special site conditions into its design to mitigate the impact of the proposed development on the site and adjacent areas.
 - (4) The amount of on-site, usable open space, and active recreation areas.

17.72.080 Open space requirements

Amount of open space required. The total usable open space within a PD development shall be at least thirty (30) percent of the gross acreage of any residential development containing new housing units (or the cash-in-lieu market value), not including right-of-way, and fifteen (15) percent for non-residential development (or the cash-in-lieu market value). No more than fifteen (15) percent of the required percentage of usable open space shall be in the form of water

surfaces, floodplains, drainage ways, slopes over 15 percent grade, or stormwater detention areas. At least 25 percent of the usable open space shall be developed for active recreation, which may include, but not be limited to, playing fields (tennis, volleyball, and basketball courts), playground areas, picnic sites, park areas for pets, hardscape plazas, or similar recreation areas. For the purpose of this section, usable open space **may** include land dedicated to parks as required by the Town's subdivision ordinance **upon review and recommendation by the planning commission to the board of trustees.**

- (a) Usable open space defined. Usable open space shall include common open space, or any portion of the development not occupied by buildings, structures, parking areas, driveways, streets, alleys, or service areas.
- (b) Open Space Negotiations. PDs are negotiated zone districts and open space dedication is one of the special benefits. The location, type and size of the required open space dedication shall be carried out to ensure the maximum benefit to the **users** of the PD and to the general public. **The final determination of the amount of open space required in light of the extra benefit required of a PD shall be based on a review and recommendation by the planning commission to the board of trustees. The board may require open space dedication, payment of a cash-in-lieu of fee or a combination of thereof. The board may approve, approve with conditions, or deny the recommended open space dedication or fees in lieu of.**
- (c) Open space maintenance. Provision shall be made through covenants, homeowners' associations or other means acceptable to the board of trustees for the continuing maintenance of any common open space and private walkways not intended to be dedicated to the town.
- (d) Homeowners' association. When the board of trustees deems it appropriate, a nonprofit, incorporated homeowners' association, maintenance district, or other suitable mechanism shall be required for the purpose of improving and maintaining common facilities and amenities. In addition, the board may require approved protective covenants to run with the land. Prior to approval of the PD development, agreements shall be provided which reflect suitable guarantees for the maintenance of common facilities and amenities.

17.72.090 Process Overview

- (a) The application for a PD in the Town of Palmer Lake shall be subject to a four-faceted review process consisting of a pre-application conference with staff and DRT, Sketch Plan submittal, Planned Development Plan, and Final Development Plan with options for the application composed of the following:
- (1) Pre-application conferences(s)
 - Optional preapplication conference with town officials,
 - Optional public or neighborhood meetings arranged by the applicant;
 - (2) Sketch Plan Review;
 - (3) A Planned Development Plan (PDP); and
 - (4) A Final Development Plan (FDP).
- (b) If the applicant seeks to develop the project in phases, the planning commission and board of trustees may, at their discretion, postpone the obligation of the applicant to fulfill any of the submission requirements set forth in this Chapter for any delayed phase of the project.
- (c) These regulations are intended to be applicable to large as well as small project sites. Applicants are encouraged to combine subdivision with the PD process where appropriate and after conferring with Town staff and the DRT.

17.72.100 Pre-application Conference

- (a) A pre-application conference with Town Staff and DRT is required. Before the actual submission of the Planned Development Plan application, the applicant shall participate in a preapplication conference with Town staff/DRT. A preapplication conference is a non-binding meeting held when an application submittal is imminent. It benefits the applicant by giving them the opportunity to discuss submittal requirements with the Town Staff and the DRT. The preapplication conference also serves to facilitate discussion about the technical and engineering elements of the development.
- (b) *Optional Preapplication conference with the Planning Commission and/or BOT.* The applicant, who shall be the landowner or his agent in fact with the power to consent to the inclusion of the site within the PD district, may meet with town officials before the submittal of the application for PD zoning. Any statements in the work session are nonbinding.
- (c) *Optional Public meeting or neighborhood meetings.* The applicant may hold an information meeting for the public. This meeting is by the applicant and not by the Town boards or staff. All arrangements and publicity for such meetings are solely the responsibility of the applicant.

17.72.110 Sketch Plan

Contents of the sketch plan map to be reviewed at the preapplication conference are described in this section. This plan is to be an indication of the developer's intent, not necessarily to scale, and subject to change.

- (a) The sketch plan map should be approximately scaled, include the entire PD tract and lots, and show in the topography of the land, the location of proposed uses and major buildings, the proposed development density, housing types, layout of roads by functional classification, approximate rights-of-way, layout and configuration of common open space, and location of all entrances to the tract.
- (b) The developer also submits a brief narrative text that describes the general design and architectural policies for the PUD, the treatment of environmentally sensitive land located in the project tract, the proposed time frame for the phased development, and the phases selected as concept plans in the preliminary plan for the PUD tract.
- (c) Application for zoning. After the preapplication conference or conferences, the applicant for a PD zone district may make written application to the planning commission in accordance with current processing schedules and submittal timelines. All information required by this chapter shall accompany the application.

17.72.120 Planned Development Plan (PDP)

(a) Complete application. The complete application packet shall be submitted with detailed information to provide adequate review by decision-making bodies and the general public. The completed application shall be known as the PD Planned Development Plan. In addition to the requirements in 17.12.050 and 17.12.055. The application shall include the following:

- (1) A legal description of the total site.
- (2) Proof of ownership of all lands included in the Planned Development Plan (PDP) area.
- (3) A description of the character of the proposed development, the goals and objectives of the project, an explanation of how the development incorporates innovative design, the rationale behind the assumptions and choices made by the applicant, and an explanation of the manner in which it has been planned to conform to the adopted Community Master Plan.
- (4) Statements clearly outlining the proposed maximum (up to and including) limits or amounts of all design standards contained in this Title that will be included, or alternate development standards requested to be applied to the PD.
- (5) A general description of the proposed open space, how this requirement for the development and an explanation of how said open space shall be integrated with surrounding developments, both existing and proposed, or how the payment of fees in-lieu of open space and/or in-kind improvements will provide a benefit to the Town.

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- (6) A development schedule for the Planned Development Plan and submission of subdivision applications, if applying for concurrent review.
 - (7) Quantitative data for the following:
 - (1) 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.
 - (2) Approximate parcel size.
 - (3) Proposed lot coverage ratios of buildings and structures.
 - (4) Proposed gross and net residential densities, and non-residential densities.
 - (5) Amount of required land dedication (parks, open space, wetlands, trails, recreation sites, etc.).
 - (6) Water and sewer demand for projected uses.
 - (7) The proposed maximum height(s) of buildings, setbacks, and related dimensional standards within the PD.
 - (8) If residential units are proposed within a residential or mixed-use PD, a letter from the school district stating their ability to accommodate the projected number of students generated by the development and a statement of any applicable land dedication or fees.
 - (9) 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.
 - (1) A vicinity map at a legible scale.
 - (2) 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.
 - (3) 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.
 - (4) 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.
 - (5) 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.
 - (6) A generalized grading plan for streets requiring substantial cuts and fills.
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- (7) Description and lot layout showing how 17.68 Hillside Overlay District and Stormwater Quality Control requirements impact site development.
 - (8) The proposed concept and general off-site connection methods for utility service including sanitary sewers, storm sewers, water, electric, gas, cable, and telephone lines.
 - (9) Preliminary drainage plan for the entire project indicating proposed on-site facilities and treatment and abatement of drainage to adjoining properties.
 - (10) A preliminary lighting plan.
 - (11) 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.

(b) Approval Procedure.

- (1) Step 1: The completed application packet and supplementary submittal materials shall be filed with the Town Clerk at least 30 days in advance of the regular meeting date of the planning commission at which the Planned Development Plan (PDP) will be heard. **The publicly noticed meeting date will be determined once the town receives all referral comments from parties of interest, and the staff and DRT have completed a technical review of the submittal. Changes to the original submittal by the applicant requiring substantive review may cause the public hearing to be delayed.**
- (2) Step 2: Within a reasonable time, the Town Administrator or designee shall review the application and determine it is complete or send notice to the applicant of deficiencies. The applicant shall address the deficiencies and provide missing or updated information to the Town Administrator. Upon determination that the application is complete, a completeness certification is provided to the applicant
- (3) Step 3: *Refer the application to parties of interest.* Staff shall send information about the application by regular mail or electronic e-mail to adjacent municipalities, El Paso County, appropriate referral agencies, and other parties of interest. A list of all appropriate referral agencies shall be maintained by the town clerk. Parties of interest receiving a copy of the application and accompanying materials may, within 30 days after receipt, forward written reports of its findings and recommendations to the town. Failure of any reviewing agency or department to respond within the allotted time may be deemed as a response that the agency or department has no comment on the application and submission documents. Failure to submit a written report to the town shall not be deemed as approval or acceptance of the proposed PDP by such agency. Reports received by the town after the allotted referral time may, but need not be, accepted by the planning commission or the board of trustees at any time prior to the planning commission's or the board of trustee's action on the PDP.

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- (4) Step 4: The planning commission shall hold a public hearing on the PDP under Title 16.20.090.
 - (5) Step 5: The planning commission shall either recommend approval, approve with conditions, disapproval, or continue the hearing for 30 days. Consent of the applicant(s) is required for any continuance beyond 30 days. Lack of consent to continue or failure to reach an agreement on negotiated items shall be deemed a recommendation of denial.
 - (6) Step 6: A Public Hearing before the board of trustees shall be scheduled pursuant the procedures set forth in Title 16.20.090.
 - (7) Step 7: If the application is approved as presented, conditionally approved, or denied, the Board of Trustees shall, by resolution, either approve the necessary PUD designation, or disapprove said application. If approved, the PDP documents shall be recorded with the El Paso County Clerk and Recorder.
 - (8) Step 8: Within one year following the approval of the Planned Development Plan, the applicant shall file an application packet for a Final Development Plan (FDP).
 - (9) Step 9: If the applicant fails to apply for an FDP or the extensions of deadlines described above, then the Board of Trustees in its sole discretion may terminate the PDP following notice at a public hearing.
 - (10) Step 10: Minor Amendment to the Planned Development Plan. Minor changes of not more than 10% in development standards shall be processed by the Town Administrator and DRT. Any minor amendments beyond 10% but still considered minor by the Town Administrator shall be subject to review and consideration by the planning commission. Upon consideration of said changes, the planning commission shall take formal action in writing, either approving, approving with conditions, or disapproving the changes.
 - (11) Step 11: Major amendments to the Planned Development Plan include without limitation:
 - a. A change in land use or development concept.
 - b. An increase in density or building coverage.
 - c. An increase in the maximum allowed height of structures.
 - d. A realignment of major circulation patterns or a change in functional classification of the street network.
 - e. A reduction in approved open space or common amenities.
 - f. A reduction of off-street parking; or
 - g. Any changes in the development standards or written submittal impacting the intensity, density or design of such standards.
 - (12) Step 12: Major amendments to the PDP review and recommendation require review and recommendation by the planning commission followed by approval, approval with conditions or denial by the board of trustees. An application to amend the PDP shall be submitted for consideration and review according to the process outlined above.
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17.72.130 Final Development Plan ("FDP")

- (a) Overview. The FDP application is intended to specify design components of the PD or portions thereof and provide for the review of additional items not required by the PDP. An FDP application may be made for all or a portion of the entire PD district as previously approved at the PDP stage. All FDP's must include building locations and footprint dimensions and the location of the required open space dedication, and all required engineering. In any PD, an approved FDP for all or portions of the district must be subdivided before any building permits are issued for the construction of buildings and structures. The completed application shall be known as the FDP.
- (b) Submission Requirements. The FDP shall include all of the information required in the Planned Development Plan in its finalized, detailed form plus any additional items included below. Omissions are cause to continue or deny the application.
- (c) Written Documents. The applicant shall submit a written development plan which shall include the following additional information:
- (1) A final development schedule indicating the approximate date(s) when construction of the PD or phases of said development can be expected to begin and to be completed.
 - (2) If applicable, a description of the proposed open space to be provided at each stage of development; an explanation of how said open space shall be coordinated with surrounding developments; the total amount of open space (including a separate figure for the usable amount of open space); any in-lieu of dedication proposal, a statement explaining the anticipated legal treatment of ownership and maintenance of common open space areas and the amounts and location of dedicated public open space.
 - (3) Copies of proposed development standards, final covenants, declarations, architectural design standards, grants of easements or other restrictions to be imposed upon the use of the land, including common open spaces if applicable, buildings, and other structures within the development.
 - (4) Final environmental studies of the proposed site(s) prepared and attested to by qualified professionals in the fields of soil quality, slope, topography, geology, water rights and availability, groundwater conditions, and impact on wildlife.
 - (5) Any required dedication, documentation and/or improvement agreements and bonds plus a title insurance commitment dated not older than 30 days prior to application.
 - (6) Any new items not submitted with the Planned Development Plan.
 - (7) Quantitative data for the following: final number of dwelling units, total amount of non-residential square footage by use type, calculations for previously agreed upon design and development standards, and footprint sizes of all proposed buildings.

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- (8) A statement that integrates pertinent elements of any pre-annexation and development agreements and contracts negotiated with the Town.
 - (9) Final traffic impact study.
 - (10) Final utility and water plans.

(d) Graphic Documents. The applicant shall submit finalized graphics which shall include the following information:

- (1) Final Site Plan and plan maps that have been revised since the Planned Development Plan approval.
- (2) Final landscape plan.
- (3) The planned pedestrian, bicycle, and vehicular circulation system including their interrelationships with the vehicular parking and unloading system, indicating proposed detailed treatments of points of conflict.
- (4) An erosion control and stormwater plan, including evidence that the FDP complies with the Town's adopted Stormwater Quality Control ordinance.
- (5) The proposed treatment of the perimeter of the PD including materials and techniques used such as screens, fences, walls, illustrated on a landscape plan.
- (6) Final drainage plan stamped by a licensed Colorado engineer.
- (7) Final engineering and construction plans for public improvements and private streets.
- (8) A phasing plan if the development is approved for phased development.
- (9) A detailed lighting plan depicting on-site streetlight location, height, and fixture type, with supplemental specifications.
- (10) Such additional information as may be required by the Planning Commission or Board of Trustees necessary to evaluate the character and impact of the proposed PD.

(e) Approval Procedure.

- (1) Applications for a Final Development Plan shall be submitted in accordance with Title 16 16.20.100. The FDP must be in conformance with the Planned Development Plan as approved or amended.
 - (2) The completed application packet and supplementary submittal materials shall be filed with the Town Administrator at least 30 days in advance of the regular meeting date of the planning commission at which the Final Development Plan will be heard. The publicly noticed meeting date will be determined once the town receives all referral comments from parties of interest, and the staff and DRT have completed a technical review of the submittal. Changes to the original submittal by the applicant requiring substantive review may cause the public hearing to be delayed.
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- (3) Within a reasonable time, the Town Administrator or designee shall review the application and determine it is complete or send notice to the applicant of deficiencies. The applicant shall address the deficiencies and provide missing or updated information to the Town Administrator. Upon determination that the application is complete, a completeness certification is provided to the applicant
 - (4) Upon determination that the application is complete, the Town Administrator shall refer the application to appropriate reviewing agencies in accordance with 17.72.120
 - (5) The planning commission shall hold a public hearing on the FDP in accordance with the provisions outlined in Title 16.
 - (6) The planning commission shall either recommend approval, approval with conditions, disapproval, or continue the hearing for 30 days. Consent of the applicant(s) is required for any continuance beyond 30 days. Lack of consent to continue or failure to reach an agreement on negotiated items shall be deemed a recommendation of denial.
 - (7) A Public Hearing before the Board of Trustees shall be scheduled pursuant to 17.72.120 Article. The Board of Trustees may approve, approve with conditions by resolution, or deny the application. If approved, the applicant shall provide two (2) signed mylars of graphic documents, (2) 24"x36" paper copies with original signatures and the applicant shall execute the FDP in a form acceptable to the El Paso County Clerk and Recorder and file it with the clerk and recorder. The recording fee shall be paid by the applicant.
- (f) Building Permits.** No building permits shall be issued on land within the PD until an FDP for that land has been approved by the planning commission and board of trustees and a certification of zoning compliance has been issued by the town administrator or designee.
- (g) Amendments to the Final Development Plan.** Minor changes of 10% or less in the location, siting, and height of buildings and structures may be authorized by the Town Administrator or designee.
- (h) Approval for Amendments to the Final Development Plan.** The following changes will require review and approval by the planning commission and board of trustees at a duly noticed public hearing:
- (1) A change in the use or character of the development.
 - (2) An increase in the overall land coverage of structures.
 - (3) An increase in the intensity and density of use.
 - (4) A reduction in approved open space.
 - (5) A reduction of off-street parking and loading spaces.
 - (6) A reduction in required pavement widths.
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- (7) An increase in height over what was originally approved.
 - (8) Change to the development standards as recorded with the PDP.
 - (9) All other changes in use, or rearrangement of lots, blocks, and building tracts, or any changes in the provision of common open spaces may be made by the board of trustees after a report is prepared by the Town Administrator or designee, and upon recommendation by the planning commission. Such amendments may be made only if they are shown to be required by changes in conditions that have occurred since the FDP was approved or by changes in the Planned Development Plan.
 - (10) Any changes which are approved for the FDP must be recorded as amendments in accordance with the procedure established for the recording of the initial FDP documents with the exception that prior to making its recommendation to the board of trustees, the planning commission shall hold at least one public hearing with published notice of the general description of said hearing in the official publication of the Town at least 15 days in advance of the hearing.

(i) Review of Development Schedule. Each approved FDP must contain a detailed development schedule of public and private improvements. Town staff shall monitor the development schedule. Failure of the developer to substantially adhere to the approved schedule shall be cause for an FDP special review by the planning commission. Special review shall be conducted as a result of one or more of the following:

- (1) Failure to begin subdivision platting and/or draw building permits for construction as detailed in the approved development schedule within 18 months of the scheduled starting date or extensions thereto.
- (2) Inactivity or documented lack of progress on any stage of the project for more than two years from the last completed benchmark in the approved development schedule, as determined by either the staff or planning commission.

(j) FDP Special Review process. The FDP special review by the planning commission shall determine if the original assumptions and plans of the PD are still appropriate. During the review, the developer may request that the development schedule be formally amended. If no amendment is granted, the planning Commission shall forward a recommendation to the board of trustees that the FDP be declared null and void, in whole or in part.

(k) Request for extensions to the starting dates by the developer. The planning commission may extend, for not more than two periods of 12 months each, the time for beginning the project.

(l) Hearing. The Board of Trustees shall hold a public hearing to amend or void the FDP.

17.72.130 Periodic Reviews of All Planned Development Districts

The planning commission will conduct a review of each project on a biennial schedule commencing on or about the anniversary date of the FDP approval. No fees will be charged to the owner of record for these reviews. The owner of record of PD projects may be asked by the planning commission or staff to appear at this review and make a progress report. The planning commission will decide and so note in the minutes as to whether adequate or no progress has been made by the owner of record.

17.72.140 Common Improvements and Common Open Space

(a) Legal Instruments. The FDP shall be approved subject to the submission of legal instruments setting forth a plan or manner of permanent care and maintenance of all common improvements, required open space, and other facilities provided by the FDP. No such instrument shall be accepted until approved by the Town attorney as to legal form and effect, and by the Board of Trustees. Such documentation shall conform to Section 24-67-105(6), C.R.S.

(b) Covenants and Articles of Incorporation. All required common open space and other facilities provided may be conveyed to a public agency or private association. If the common improvements, applicable open space, or recreational facilities are conveyed to a private association, the developer shall file, as a part of the aforementioned instruments, a declaration of covenants and restrictions, bylaws, and articles of incorporation that will govern the association.

17.72.150 Other Provisions and Standards

(a) Enforcement. The provisions of the approved FDP may be enforced by the Town and/or by the occupants, residents, and owners of the PD to the extent and in the manner provided by Section 24-67-106, C.R.S., as may be amended. In addition to and without limitation on such powers of enforcement, the approved PDP or the FDP of the development may provide for additional rights and remedies as against the landowner in the event of any violation of the provisions of the plan.

17.100.10 Definitions

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicable development sites are those that result in land disturbance of greater than or equal to one acre, including sites less than one acre that are part of a larger common plan of development or sale. Applicable development sites include all new development and redevelopment sites for which permanent water quality control measures were required in accordance with an MS4 permit.

Commission means the town planning commission.

Community Master Plan means the Town of Palmer Lake's adopted Comprehensive Plan and which includes any unit or part of such plan separately adopted and any amendment to such plan or parts thereof.

Covenant or restrictive covenant means a contractual agreement between the subdivider or landowner and the buyer of a piece of property that restricts the use of all or portion of the property. The covenant will normally run with the land and therefore will apply to succeeding owners.

Dedication means an appropriation of land to some public use, made by the owner and accepted for such use by or on behalf of the public, and by which the owner reserves to himself or herself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted.

Design standards or design requirements means all requirements and regulations relating to design and layout of subdivisions as contained in these regulations.

Development means any change in the use of land or improvements thereon, including, but not limited to:

- The construction, enlargement, reconstruction or renovation of any improvements which require a building permit.
- A change in use or intensity of use on the land, or within a structure.
- The placement of temporary structures on the land.
- Site clearance, removal or addition of vegetation, grading, dredging, mining, drilling, cut and fill activities, dumping soil or other materials, removal of soil or contouring of a site.

Notwithstanding the foregoing, the following shall not be deemed to constitute development:

- Normal maintenance and repair of improvements which do not involve a change in use or intensity of use.
- Nonstructural interior improvements when they have no effect on the square footage of the existing improvements and are not associated with a change of use.

Development Agreement means a legislatively approved contract between a jurisdiction and a developer (person) have legal or equitable interest in real property in the jurisdiction. The agreement establishes the developer's responsibility regarding project phasing, the provision of public and private facilities, and improvements any other mutually agreed to terms and requirements.

Development Review Team means Town staff and contracted professionals including the Town Engineer, Town Planner, Town Attorney and other land use experts required in the review of development applications.

Easements mean areas within a subdivision other than streets or alleys that are reserved, conveyed, or dedicated for specialized or limited purpose(s).

FEMA means the Federal Emergency Management Agency.

Improvements means all facilities constructed or erected by a subdivider within a subdivision to permit and facilitate the use of lots or blocks for a principal residential, business, or other nonresidential purpose(s).

Natural feature means the components or processes present or produced by nature including soil types, geology, slopes, vegetation, surface water, drainage patterns, aquifers, recharge areas, climate, floodplains, aquatic life, and wildlife.

New development means land-disturbing activities; structural development, including construction or installation of a building or structure; creation of impervious surfaces; and land subdivision for a site that does not meet the definition of redevelopment.

Open Space means any parcel or area of land or water essentially unimproved and set aside, dedicated, designated or reserved for the public or private use or enjoyment or for the use and enjoyment of owners and occupants of land of the subdivision. The types of lands and reasons for preservation include, but are not limited to, the following:

- Lands that may be needed for the health and safety of the community, including areas required for the recharge of groundwater, reservoirs and surrounding lands, lands with vegetation ensuring better air quality, high wildfire danger zones, steep slopes, floodplains, buffers around airports and similar facilities.
- Lands that might be a resource for the community, including farmland, rangeland, lakes, streams, rivers, wetlands, and forests.
- Lands that might be ecologically valuable areas, such as habitat for animals and plants, unique ecosystems, or fire protection.
- Lands that could provide a diversity of activities for the public, such as areas with outstanding historical, educational, cultural, or archaeological value, areas providing access to lake shores or rivers and streams;
- Lands that may provide view sheds or aesthetically pleasing experiences; or Lands that may provide or act as community separators providing a buffer between communities.
- Privately-owned landscaped areas, undeveloped portions of a lot, and rights-of-way are not considered open space.

Parties of Interest means any referral agency, any person to whom or organization to which the Town mailed notice of the hearing to, any person or organization which sent written comments

to the Town regarding a pending application, or any person who appeared before the Board or Commission at any hearing.

Property lines mean those imaginary lines outlining the boundaries of properties on lots for the purpose of description in ownership, sale, lease, building development, or other separate use of property.

Planned Development (PD) or Planned Unit Development (PUD) means an area of land controlled by one or more landowners, developed under unified control or a unified plan of development for a number of dwelling units, commercial, educational, recreational, or industrial uses, or any combination of the foregoing, the plan for which may not correspond in lot size, bulk or type of use, density, lot coverage, open space, or other restrictions of the conventional land use regulations of the Palmer Lake zoning ordinance.

Redevelopment includes a site that is already substantially developed with 35 percent or more of existing imperviousness; with the creation or addition of impervious area (including removal and/or replacement), to include the expansion of a building footprint or addition or replacement of a structure; structural development including construction, replacement of impervious area that is not part of a routine maintenance activity; and land disturbing activities.

Right-of-way means the entire dedicated tract or strip of land that is to be used by the public for circulation and service. The length and width of a right-of-way shall be sufficient to provide adequate accommodations for all the physical features to be included in said right-of-way, as hereinafter established.

Road profile means a drawing reflecting a proposed or existing vertical section of a road, street, or alley, for which right-of-way is to be or has been conveyed to the town for road purposes. A road profile may be a true or exaggerated profile, and may reflect either a centerline and/or both flow lines of a road, street, or ally.

Sight Distance Triangle means the area at the four (4) corners of an intersection that is to be kept free of shrubs, ground covers, berms, fences, signs, structures or other materials or items greater than thirty (30) inches in height. Trees shall not be planted in the triangular area.

Staff or Town Staff means persons employed by the Town of Palmer Lake and may include contracted professionals.

Street means a public right-of-way, platted or unplatted, which provides vehicular and pedestrian access to adjacent properties

A Traffic Impact Analysis (TIA) means a study conducted by a traffic engineer that evaluates the availability and adequacy of the transportation system regarding traffic impacts due to proposed development including likely impacts of development that has been approved but not constructed. The TIA also forecasts additional traffic associated with a proposed

development, identifies potential problems that might influence traffic flow, and suggests ways to mitigate any negative effects. When conducting a TIA, engineers typically evaluate factors such as the following:

- Roadway capacity
- Intersection operations
- Pedestrian safety
- Parking needs
- Environmental impacts



BOARD OF TRUSTEES MEETING

Thursday, November 14, 2024 at 6:00 PM

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

MINUTES

Call to Order. Mayor Havenar called the meeting to order following the workshop at approximately 6:10 pm.

Roll Call. Present: Mayor Glant Havenar; Trustees Nick Ehrhardt, Shana Ball, Sam Padgett, Kevin Dreher, Jessica Farr, Dennis Stern. Also present were newly elected Board members Atis Jurka and Amy Hutson.

Pledge of Allegiance. Ms. Laura McGuire led the pledge.

Consent Agenda. MOTION (Padgett, Ehrhardt) to approve the consent agenda including items 1) Minutes from October 24, 2024 Meeting; 2) Checks over \$15,000 - Krob Law (\$19,337.50) for legal fees, Paramount Environmental Services (\$99,440) for asbestos removal, West Fork Construction (\$252,633.36) for PLES project. Roll call vote – aye 7; nay 0. Motion passed.

Staff/Department Reports

3. Water
4. Public Works including Roads & Park Maintenance
5. Police – Lt Lundy mentioned activity in October.
6. Fire – Chief Vincent reported that staff is checking into storage of PPE equipment at elephant rock. He stated that Halloween was a successful evening and informed members about the two successful controlled burns – one at elephant rock and one at the yard.
7. Administration
8. Attorney
9. Administrator/Clerk – Collins provided a staffing update – including an accepted offer for Police Chief and the resignation of the Deputy Town Clerk. She stated the demolition permit is under review with the state and work expected to start by December. A summary of the PD water damage was provided and a water heater will be replaced. Collins clarified the scope of the vision that the Board wanted from the Parks Commission and it was agreed to focus on the space that the cabins will leave vacant while providing an overall concept if Parks has an idea. Collins stated that Parks will begin to renovate the pavilion this year. An update was provided about the RFP issued for single hauler collection service, requiring an extension and figures for total residential and commercial needs. Collins reported that the County will upload additional totals for unofficial results, and she thanked all

candidates and electors for a great turnout. Additionally, Collins thanked various staff and volunteers for their contribution and working together for town operations.

Public Hearing

10. Review 2024 Budget Amendment. Collins reviewed the amended line items for the 2024 budget. No comments or questions were offered. Mayor closed the hearing.

11. Review Proposed Draft 2025 Budget. Board members generally discussed the use of a portion of the fund balance for capital improvement and equipment. Members stated that a policy should be established. Discussion ensued about the additional \$12,000 service with the Humane Society in the PD budget. It was suggested to wait. Discussion took place about various equipment. Mr. Jurka asked about department members making their case for the department needs. Chief Vincent stated staffing and wages are top priority. Mayor asked Chief about staffing impacting the ISO rating and Chief Vincent explained the rating and benefit to residents with reduced insurance rates. It was stated that the town fire department is currently an ISO rate of 4.4x with desire to reduce to 3. Mayor opened the floor to the public. Ms. Kellie Currie asked that the Board prioritize safety and support the fire department completing a map of fire hydrants, functioning and non-functioning, in the budget. Chief Vincent explained hydrant regulations, that there are currently two non-functioning and properly bagged, and that there are no areas that require additional hydrants or structures without proper distance of a hydrant. Mayor Havenar closed the hearing.

Business Items

12. Resolution 56-2024 to Amend 2024 Budget. MOTION (Stern, Padgett) to approve Resolution 56-2024 to amend the 2024 budget. Roll call vote – aye 6; nay 1 (Farr). Motion passed.

13. Direction on Proposed Draft 2025 Budget. It was directed by members to withhold adding the additional \$12,000 Humane Society service. Collins will continue to finalize figures for the December 12 meeting.

14. Ordinance 15-2024 to Affirm Ground Lease Agreement with CORE for EV Chargers. Attorney Scott Krob offered an explanation and apology for incorrectly directing the Board to adopt leases longer than one year by resolution. He stated that Krob Law will not charge for this correction. Attorney Krob recommended that the Board adopt each ordinance as intended to be effective. Discussion took place about the effective date. MOTION (Farr, Padgett) to adopt Ordinance 15-2024 to affirm the lease agreement with CORE for the EV chargers. Roll call vote – aye 7; nay 0. Motion passed.

15. Ordinance 16-2024 to Affirm Lease Agreement with Pikes Peak Library District. MOTION (Padgett, Dreher) to adopt Ordinance 16-2024 to affirm the lease agreement with Pikes Peak Library. Roll call vote – aye 7; nay 0. Motion passed.

16. Ordinance 17-2024 to Affirm Lease Agreement with Eco Spa LLC. Mayor Havenar read comments from two public members relating to this lease. Ms. Trish Flake offered comments about leases being longer than one year being adopted by ordinance and referenced the statutes. Ms. Cathy Wilcox offered comments about this particular lease undervaluing property and asked the Board to revisit this lease for the best deal for the town. Discussion took place about easements for the trail. Attorney Krob suggested that an executive session be held to negotiate the use and additional terms of the lease. Mayor Havenar opened the floor. Ms. Lindsay Willan agreed to revisit items in the lease. Ms. Kellie Currie stated discussions in public are necessary and Mayor Havenar explained the purpose of executive session and all Board action taking place at an open meeting. MOTION (Ball, Padgett) to

approve Ordinance 17-2024 to affirm the lease with Eco Spa. Roll call vote – aye 7; nay 0. Motion passed. It was also added to revisit the terms of the lease in January.

17. Resolution 53-2024 to Authorize a Professional Service Agreement with EPS, Fiscal Impact Analysis. Attorney Krob explained the three proposed independent analysis planned for consideration of the proposed annexation and will be reimbursed by the applicant. MOTION (Dreher, Farr) to approve Resolution 53-2024 for the fiscal impact analysis. Roll call vote – aye 7; nay 0. Motion passed.

18. Resolution 54-2024 to Authorize a Professional Service Agreement with Stolfus, Traffic Impact Analysis. MOTION (Dreher, Padgett) to approve Resolution 54-2024 for the traffic impact analysis. Roll call vote – aye 7; nay 0. Motion passed.

19. Resolution 55-2024 to Authorize a Professional Service Agreement with GMS, Water System Analysis. Trustee Stern asked about water rights and Attorney Krob explained two types of rights – surface and groundwater and stated that at the time of negotiating an annexation agreement, he will recommend transfer of water rights. MOTION (Stern, Dreher) to approve Resolution 55-2024 for the water system analysis. Roll call vote – aye 7; nay 0. Motion passed.

Public Comment. Ms. Stacey Burton asked what the prior three independent analyses were for and Mayor Havenar stated they are for the proposed annexation for the Buc-ees site.

Board Reports. Trustee Ehrhardt explained the presentation that he attended at the Air Force Academy for the design of the next trail bridge project. He provided an update on the options for the design over the winter and anticipated construction to take place in spring. Trustee Ball announced the \$47,000 grant for recruit training for PD. Trustee Dreher inquired with Chief Vincent about the railroad bridge. Mayor Havenar informed the members of her discussion at PPACG regarding funds for a long-term solution for the Hwy 105 roadway near Spring St.

Next Meeting (12/12) and Future Items. Mayor Havenar announced the public information meeting hosted by Buc-ee's representatives on Tue., 12/3 at the Palmer Lake Elementary School at 6 pm. She also informed members of the Board's December 12 meeting structure.

Convene to Executive Session.

A) For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators pursuant to C.R.S. 24-6-402(4)(e) – modify terms of purchase/sale agreement for town property.

B) For the purpose of acquisition, lease, transfer or sale of any real property interest pursuant to C.R.S. 24-6-403(4)(a) - possible disposition of Town real property.

MOTION (Farr, Dreher) to convene to executive session at 7:38 pm. Roll call vote – aye 7; nay 0. Motion passed.

Reconvene to Open Session

Adjourn. MOTION (Ball, Dreher) to adjourn at 8:07 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk

Vendor ID	Name	Payment Number	Check Date	Check Number		
COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	0002688	12/6/2024	50291		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
PL-07	11/26/2024	Professional fees	\$1,790.00	\$1,790.00	\$0.00	\$1,790.00
PL-08	12/2/2024	Professional fees	\$13,620.00	\$13,620.00	\$0.00	\$13,620.00

Totals: \$15,410.00 \$15,410.00 \$0.00 \$15,410.00

LMP100 M/P CHECK



Community Matters Institute
5021 Juniper Street, North Wing
Littleton, CO 80123 USA
+13037300396
bhaywood@communitymattersinstitute.org

INVOICE

BILL TO

Palmer Lake
Dawn A. Collins, Town
Administrator / Cle
Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, CO 80133

INVOICE # PL-07
DATE 11/26/2024
DUE DATE 12/11/2024
TERMS Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT	
Palmer Lake	Professional Fees Billable to Sepp	2	150.00	300.00	REIMB
Palmer Lake	Professional Fees Billable to Travel center	1.50	150.00	225.00	REIMB
Palmer Lake	Professional Fees Billable to Red Rocks Acres	2	150.00	300.00	
Palmer Lake	Professional Fees Billable to Creekside (Vale)	3.50	150.00	525.00	REIMB
Palmer Lake	Professional Fees Billable to Town-General Planning	1.50	130.00	195.00	
Palmer Lake	Professional Fees Billable to DOLA Contract	1.75	140.00	245.00	REIMB (grant)

BALANCE DUE \$1,790.00

10-21-5109 = 1565.00
10-21-5109-040 = 225.00
WAZ

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to Sepp						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
October	legal opinion on open space requirement, Oct. 30. 31, review of 4th submittal, discuss issues	Cole/Davenport	2	\$ 150.00	\$	300.00
Subtotal			2		\$	300.00

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to Travel Center						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
October	E-mail on course of action, EPS and Stolfus roles and communications; edit and review Annexation Impact	Cole	1	\$ 150.00	\$	150.00
October	Recheck contiguity and distance; ensure retail node	Davenport	0.5	\$ 150.00	\$	75.00
Subtotal			1.5	150	\$	225.00

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to Red Rock Acres						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
10/3/2024	set up meetings, outline issues to discuss	Cole/Davenport	0.25	\$ 150.00	37.50	
10/7/2024	Meeting at Town Hall and by internet	Davenport	1	\$ 150.00	150.00	
10/19/2024	Follow up Memo	Davenport	0.75	\$ 150.00	112.50	
Subtotal			2	150	\$ 300.00	

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to Creekside (Vale)						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
10/3/2024	e-mails on virtual meeting and requirements (check in	Davenport	0.25	\$ 150.00	37.50	
10/20/2024	review site plan and Community Master Plan	Davenport	1	\$ 150.00	150.00	
10/21/2024	Pre- App meeting (applicant no-show)	Davenport	1	\$ 150.00	150.00	
10/25/2024	Draft memo for DRT review	Davenport	0.75	\$ 150.00	112.50	
10/29/2024	Check R-4 vs. zoning standards, height issue raised	Davenport	0.5	\$ 150.00	75.00	
	Creekside Review	Cole-N/C	1.5	\$ -	0.00	
Subtotal			5	\$ 150	\$	525.00

PALMER LAKE-COMMUNITY MATTERS INSTITUTE-- WORKSHEET FOR INVOICE PL-07- OCT 2004

Billable to Town-General Planning						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
October	Storage and misc. zoning and development questions	Cole/Davenport	1.5	\$ 130.00	\$	195.00
Subtotal			1.5	130	\$	195.00

Summary of Invoice PL-07			
DOLA Contract Summary	Contract Amount	\$ 50,000.00	
	Previously billed	\$ 35,210.00	
	This Billing	\$ 245.00	
	Contract Remaining	\$ 14,545.00	
Invoice Summary	Billable to Sepp	2	\$ 300.00
	Billable to Travel Center	1.5	\$ 225.00
	Billable to Red Rock Acres	2	\$ 300.00
	Billable to Creekside (Vale)	1.5hr. No Charge	\$ 525.00
	Billable to Town-General Planning	1.5	\$ 195.00
	Billable to DOLA-Article 2 Zone Districts	1.75	\$ 245.00
	Total Invoice	12.25	\$ 1,790.00

**Contracted rates are \$130 for Town work and \$150 for Applicant review per signed contract; Land Use code update is billed at \$140 an hour not to exceed \$50K. Technical services (e.g. G/S Mapping, Graphics) billed at \$70 per hour.



Community Matters Institute
 5021 Juniper Street, North Wing
 Littleton, CO 80123 USA
 +13037300396
 bhaywood@communitymattersinstitute.org

Item 7.

INVOICE

BILL TO

Palmer Lake
 Dawn A. Collins, Town
 Administrator / Cle
 Town of Palmer Lake
 42 Valley Crescent
 P.O. Box 208
 Palmer Lake, CO 80133

INVOICE # PL-08

DATE 12/02/2024

DUE DATE 12/17/2024

TERMS Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Palmer Lake	Professional Fees Billable to Sepp <i>REIMB</i>	22.25	150.00	3,337.50
Palmer Lake	Professional Fees Billable to Travel Center <i>REIMB</i>	6.50	150.00	975.00
Palmer Lake	Professional Fees Billable to Town of Palmer Lake- General Planning	3.75	130.00	487.50
Palmer Lake	Professional Fees Billable to DOLA Contract <i>REIMB (grant)</i>	63	140.00	8,820.00

BALANCE DUE

\$13,620.00

10-21-5109 = 12,645.00
10-21-5109-040 = 975.00 mac

COMMUNITY MATTERS INSTITUTE

WORKSHEET FOR INVOICE PL-08

Billable to Sepp						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
11/6/2024	draft letter to applicant- review of 4th submittal	Davenport	2	\$ 150.00	\$ 300.00	
11/7/2024	draft letter to applicant- review of 4th submittal	Davenport	2	\$ 150.00	\$ 300.00	
11/8/2024	draft letter to applicant- review of 4th submittal	Davenport	2	\$ 150.00	\$ 300.00	
week of 11/10	Discuss major issues with 4th submittal and create template for DRT memo to the applicant; create reply template with initial CMI comments; follow up with Krob and Collins; verify # of lots- keeps changing; verify ownership of lots- Sepp. Zoom Trust and Jeff H (note not a complete search of ownership); 1.75 of Davenport's time Team's meeting with DRT on November 4, flag issues not addressed by Sepp from April 24, 2024; Master template sent November 6th for DRT; reconcile changes between 3rd submittal and 4th submittal; 6+ emails between DRT; revised draft memo to Sepp sent Sunday 11/10	Cole and Davenport	8.75	\$ 150.00	\$ 1,312.50	
11/11/2024	Ownership of lots for Phase 1; required notification of Phase 2 owners; check assessors records; e-mails on same to DRT	Cole and Davenport	1	\$ 150.00	\$ 150.00	
11/14/2024-11/15/2024	Review draft memo and GMS comments; issue with conflict between ECM and IFC per Chief Vincent; Final comments and additions to Sepp letter on Revisions to Submittal 4, town attorney comments and additions;	Cole and Davenport	2.5	\$ 150.00	\$ 375.00	
11/20/2024	Public Hearing and conditions of approval	Cole	4	\$ 150.00	\$ 600.00	
Subtotal			\$ 22.25	\$ 150.00	\$ 3,337.50	

Billable to Travel Center						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
Week of November 10th	DRT comments on Scope of Services for Buc-rereview annexation impact report and send to DRT; review corrected version and comment from Vertex; DRT emails on process and submittal list; review Dossey PD and comment; send comments and issues to Town Administrator and Town Attorney.	Cole/Davenport	6	\$150	\$	900.00
November	Land dedication and review of scope of services on TIA and Fiscal Impact	Davenport	0.5	\$ 150.00	\$	75.00
Subtotal			6.5	\$ 150.00	\$	975.00

Billable to Town-General Planning						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
November	Conditional use clarification; Corrections to PD regulations DRAFT based on Town Attorney and. Town Manager review with CMI; materials for PC packets .	Cole/Davenport	3.75	\$ 130.00	\$ 487.50	
Subtotal			3.75	\$ 130.00	\$ 487.50	

Billable to DOLA-Article 2 Zone Districts						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
November 17th	Review Oct 16th Pc comments/ analyze, email to dawn on process and issues, 1 hr. call with dawn, TC with Mike on code changes; memo on 're-prioritization' called next steps	Cole	9	\$ 140.00	\$	1,260.00
11/18/2024	Review changes to Article 2 and draft memo; building height 8 am-3:30 pm no lunch; r reply to Fisher on Height, get packet material out by 5:30	Cole /Davenport	8.5	\$ 140.00	\$	1,190.00
11/18/2024	Re-prioritization memo to PC- proposed course moving forward	Cole	1.5	\$ 140.00	\$	210.00
11/18-11/19	Final Article 2 raised as of 2:45 and memo to PC 2:30 ve	Cole /Davenport	3	\$ 140.00	\$	420.00
11/19/2024	TC with Commissioner Bill Fisher and revise memo to include CMI recommendation on Building Height and add graphics	Cole /Davenport	1.5	\$ 140.00	\$	210.00
11/22/2024	DRT Teams meeting /Outline issues for Town attorney/ Town Adm comment and discussion	Cole /Davenport	3.5	\$ 140.00	\$	490.00
11/25/2024	Clean copy with notes on revisions for PC on revised PD ordinance	Cole	8.5	\$ 140.00	\$	1,190.00
11/26/2024	Add definitions and procedural comments; final edits to PD ordinance for DRT review- 11-1:30; 2-7 pm	Cole	8	\$ 140.00	\$	1,120.00
11/27/2024	review PD against Collins edits, add Krob comments	Cole	0.5	\$ 140.00	\$	70.00
11/27/2024	Final Article 2 with track changes/ PD final definitions and clean up procedures	Davenport	5	\$ 140.00	\$	700.00
11/29/2024	Final Article 2 with track changes and create clean copy; final changes to PD -KROB- recommendation to PC- 3 hrs; packet material to Dawn and DRT (N/C)	Cole	3	\$ 140.00	\$	420.00
11/15- 11/28/24	CMI review of PD by MJD, correct text to match tables; DRT Teams call-Final Article 2 sent to Dawn 11/28	Davenport	11	\$ 140.00	\$	1,540.00
Subtotal			63.00		\$	8,820.00

Town Expense General	3.75	\$ 130.00	\$ 487.50
Total Hours for Town-DOLA contract	63	\$ 140.00	\$ 8,820.00
Total reimbursable from Applicants	28.75	\$ 150.00	\$ 4,312.50

Summary of Invoice PL-08		
DOLA Contract Summary	Contract Amount	\$ 50,000.00
	Previously billed	\$ 35,455.00
	This Billing	\$ 8,820.00
	Contract Remaining	\$ 5,725.00
Invoice Summary	Billable to Sepp	22.25
	Billable to Travel Center	6.5
	Billable Town General**	3.75
	Billable to DOLA Contract	63
Total Invoice		\$ 95.50
		\$ 13,620.00

**Contracted rates are \$130 for Town work and \$150 for Applicant review per signed contract; Land Use code update is billed at \$140 an hour not to exceed \$50K. Technical services (e.g. G/S Mapping, Graphics) billed at \$70 per hour.

WEST FORK CONSTRUCTION: PROGRESS PAYMENT

APPLICATION FOR PAYMENT		
TO OWNER	PROJECT NAME	FROM CONTRACTOR
Town of Palmer Lake	Palmer Lake Elementary School Road Improvements	West Fork Construction LLC
APPLICATION NUMBER	4	
PERIOD ENDING	11/30/2024	
JOB #	2410	
CONTRACT NUMBER	24736	
PREPARED BY	Vlad Bocharov	

CONTRACTOR'S APPLICATION FOR PAYMENT		CONTRACTOR'S CERTIFICATION																																	
Refer to backup sheets attached for detailed breakdown 1 Original Contract Amount: 2 Net Changes to Contract: 3 Total Contract Amount: 4 Total Completed To Date: 5 Retainage: a. 5% of Completed Work Total Retainage: 6 Total Completed Less Retainage: 7 Less Previous Applications: 8 Current Payment Due: 9 Balance to Finish Including Retainage:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width: 10%;">\$</td><td style="width: 80%;">1,320,529.50</td></tr> <tr><td>\$</td><td>22,031.90</td></tr> <tr><td>\$</td><td>1,342,561.40</td></tr> <tr><td>\$</td><td>1,372,188.32</td></tr> <tr><td>\$</td><td>68,609.42</td></tr> <tr><td>\$</td><td>1,303,578.90</td></tr> <tr><td>\$</td><td>1,301,555.40</td></tr> <tr><td>\$</td><td>2,023.50</td></tr> <tr><td>\$</td><td>68,609.42</td></tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">EXTRA WORK SUMMARY</th> <th style="width: 30%;">ADDITIONS</th> <th style="width: 30%;">DELETIONS</th> </tr> </thead> <tbody> <tr> <td>Changes From Previous Applications</td> <td style="text-align: center;">\$ - .00</td> <td style="text-align: center;">\$ - .00</td> </tr> <tr> <td>Changes From This Application</td> <td style="text-align: center;">\$ 22,031.90</td> <td style="text-align: center;">\$ -</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: center;">\$ 22,031.90</td> <td style="text-align: center;">\$ - .00</td> </tr> <tr> <td style="text-align: right;">Net Changes</td> <td colspan="2" style="text-align: center;">\$ 22,031.90</td> </tr> </tbody> </table>	\$	1,320,529.50	\$	22,031.90	\$	1,342,561.40	\$	1,372,188.32	\$	68,609.42	\$	1,303,578.90	\$	1,301,555.40	\$	2,023.50	\$	68,609.42	EXTRA WORK SUMMARY	ADDITIONS	DELETIONS	Changes From Previous Applications	\$ - .00	\$ - .00	Changes From This Application	\$ 22,031.90	\$ -	Total	\$ 22,031.90	\$ - .00	Net Changes	\$ 22,031.90		<p>The undersigned Contractor to the best of his knowledge, information and believe of the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to him for Work for which previous Certificates for Payment were issues and payments received from the Owner, and that current payment shown herein is now due.</p> <p>CONTRACTOR WEST FORK CONSTRUCTION LLC DATE 11/30/2024</p> <p>STATE CO COUNTRY USA</p> <p>Subscribed & sworn to before me this day of </p> <p>NOTARY PUBLIC NAME COMMISSION EXPIRATION DATE </p>
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TASK DESCRIPTION	UNIT	ESTIMATED QTY	PREVIOUS QTY	CURRENT QTY	TO DATE QTY	WORK COMPLETE (%)	UNIT PRICE	TO DATE AMOUNT	AMOUNT DUE
Palmer Lake Elementary School Road Improvements - BASE BID SCHEDULE (UPPER GLENWAY IMPROVEMENTS)									
Mobilization	LS	1	1.00		1.00	100%	\$ 23,500.00	\$ 23,500.00	\$ -
Clearing and Grubbing	LS	1	1.00		1.00	100%	\$ 22,000.00	\$ 22,000.00	\$ -
Removal of Inlet	EA	1	1.00		1.00	100%	\$ 3,000.00	\$ 3,000.00	\$ -
Removal of Slope and Ditch Paving	SY	29	29.00		29.00	100%	\$ 43.00	\$ 1,247.00	\$ -
Removal of Pipe	LF	37	59.00		59.00	159%	\$ 22.00	\$ 1,298.00	\$ -
Removal of Sidewalk	SY	547	561.11		561.11	103%	\$ 15.00	\$ 8,416.67	\$ -
Removal of Curb	LF	190	190.00		190.00	100%	\$ 15.00	\$ 2,850.00	\$ -
Removal of Gutter	LF	40	40.00		40.00	100%	\$ 25.00	\$ 1,000.00	\$ -
Removal of Curb and Gutter	LF	394	444.00		444.00	113%	\$ 15.00	\$ 6,660.00	\$ -
Removal of Concrete Curb Ramp	SY	18	18.00		18.00	100%	\$ 40.00	\$ 720.00	\$ -
Removal of Asphalt Mat	SY	2462	2,462.00		2462.00	100%	\$ 10.00	\$ 24,620.00	\$ -
Unclassified Excavation (Complete In Place)	LS	1	1.00		1.00	100%	\$ 30,000.00	\$ 30,000.00	\$ -
Structure Excavation	CY	86	86.00		86.00	100%	\$ 22.00	\$ 1,892.00	\$ -
Structure Backfill (Class 2)	CY	50	50.00		50.00	100%	\$ 82.00	\$ 4,100.00	\$ -
Erosion Log Type 1 (12 inch)	LF	69	-		0.00	0%	\$ 15.00	\$ -	\$ -
Silt Fence	LF	319	-		0.00	0%	\$ 3.50	\$ -	\$ -
Sediment Trap	EA	1	1.00		1.00	100%	\$ 2,600.00	\$ 2,600.00	\$ -
Aggregate Bag	EA	106	106.00		106.00	100%	\$ 18.00	\$ 1,908.00	\$ -
Pre-fabricated Concrete Washout Structure	EA	1	1.00		1.00	100%	\$ 4,000.00	\$ 4,000.00	\$ -
Pre-fabricated Vehicle Tracking Pad	EA	1	1.00		1.00	100%	\$ 8,000.00	\$ 8,000.00	\$ -
Erosion Control Management	LS	1	1.00		1.00	100%	\$ 6,000.00	\$ 6,000.00	\$ -
Seeding (Native)	AC	0.5	0.50		0.50	100%	\$ 3,000.00	\$ 1,500.00	\$ -
Mulching (Weed Free Hay)	AC	0.5	-		0.00	0%	\$ 3,000.00	\$ -	\$ -
Soil Retention Blanket (Class 1)	SY	50	438.00	213.00	651.00	1302%	\$ 10.00	\$ 6,510.00	\$ 2,130.00
Aggregate Base Course (Class 6)	SY	2897	3,297.00		3297.00	114%	\$ 20.00	\$ 65,940.00	\$ -
Hot Mix Asphalt	SY	2897	2,897.00		2897.00	100%	\$ 35.00	\$ 101,395.00	\$ -
Concrete Pavement (6 inch)	SY	101	126.65		126.65	125%	\$ 115.00	\$ 14,564.75	\$ -
Concrete Lined Ditch	LF	32	37.00		37.00	116%	\$ 230.00	\$ 8,510.00	\$ -
18 Inch Reinforced Concrete Pipe	LF	20	20.00		20.00	100%	\$ 165.00	\$ 3,300.00	\$ -
24 Inch Reinforced Concrete Pipe	LF	36	36.00		36.00	100%	\$ 206.00	\$ 7,416.00	\$ -
18 Inch Reinforced Concrete End Section	EA	1	1.00		1.00	100%	\$ 3,500.00	\$ 3,500.00	\$ -
21"x15" Equivalent Corrugated Steel Pipe Arch	LF	28	28.00		28.00	100%	\$ 230.00	\$ 6,440.00	\$ -
21"x15" Equivalent Corrugated Arch Steel End Section	EA	1	1.00		1.00	100%	\$ 2,000.00	\$ 2,000.00	\$ -
30 Inch Plastic Pipe	LF	136	136.00		136.00	100%	\$ 250.00	\$ 34,000.00	\$ -
45 Degree Fabricated Bend (30 Inch Plastic Pipe)	EA	1	1.00		1.00	100%	\$ 6,000.00	\$ 6,000.00	\$ -
30 Degree 30" Fabricated Bend (30 Inch Plastic Pipe)	EA	1	1.00		1.00	100%	\$ 5,500.00	\$ 5,500.00	\$ -
11.25" Fabricated Bend (30-inch Plastic Pipe)	EA	1	1.00		1.00	100%	\$ 5,500.00	\$ 5,500.00	\$ -
Inlet Type R L 5 (10 Foot)	EA	3	3.00		3.00	100%	\$ 11,000.00	\$ 33,000.00	\$ -
Vane Grate Inlet Special	EA	1	1.00		1.00	100%	\$ 25,000.00	\$ 25,000.00	\$ -
Manhole Slab Base (10 Foot)	EA	1	1.00		1.00	100%	\$ 8,500.00	\$ 8,500.00	\$ -
Concrete Sidewalk	SY	335	339.00		339.00	101%	\$ 96.00	\$ 32,544.00	\$ -
Concrete Curb Ramp	SY	23	23.00		23.00	100%	\$ 555.00	\$ 12,765.00	\$ -
Curb and Gutter Type 2 (Section I-B)	LF	200	286.00		286.00	143%	\$ 35.00	\$ 10,010.00	\$ -
Curb and Gutter Type 2 (Section II-B)	LF	459	458.00		458.00	100%	\$ 37.00	\$ 16,946.00	\$ -
Curb and Gutter Type 2 (Section II-M)	LF	262	275.00		275.00	105%	\$ 38.00	\$ 10,450.00	\$ -
Gutter Type 2 (4 Foot)	LF	224	374.00		374.00	167%	\$ 48.00	\$ 17,952.00	\$ -
Bollard	EA	3	-		0.00	0%	\$ 2,000.00	\$ -	\$ -
Construction Surveying	LS	1	1.00		1.00	100%	\$ 20,000.00	\$ 20,000.00	\$ -
Pavement Marking Paint	GAL	7	7.00		7.00	100%	\$ 220.00	\$ 1,540.00	\$ -
Traffic Control	LS	1	1.00		1.00	100%	\$ 42,000.00	\$ 42,000.00	\$ -
Removal of Concrete Pavement	SY	6	7.50		7.50	125%	\$ 150.00	\$ 1,125.00	\$ -
Removal of Asphalt Mat	SY	629	629.00		629.00	100%	\$ 8.00	\$ 5,032.00	\$ -
Structure Backfill (Flow Fill)	CY	6	8.00		8.00	133%	\$ 300.00	\$ 2,400.00	\$ -
Aggregate Base Course (Class 6)(Special)	CY	13	13.00		13.00	100%	\$ 120.00	\$ 1,560.00	\$ -
Hot Mix Asphalt (Patching) (Asphalt)	SY	20	32.00		32.00	160%	\$ 125.00	\$ 4,000.00	\$ -
Gutter Type 2	LF	9	9.00		9.00	100%	\$ 80.00	\$ 720.00	\$ -
2 Inch Conduit (Bored)	LF	52	52.00		52.00	100%	\$ 188.00	\$ 9,776.00	\$ -
6-Inch Valve and Valve Box	EA	10	10.00		10.00	100%	\$ 3,200.00	\$ 32,000.00	\$ -
Water Meter and Vault	EA	8	8.00		8.00	100%	\$ 2,500.00	\$ 20,000.00	\$ -
Connect to Exiting Waterline	EA	2	2.00		2.00	100%	\$ 3,200.00	\$ 6,400.00	\$ -
12-Inch Welded Steel Pipe	LF	40	40.00		40.00	100%	\$ 310.00	\$ 12,400.00	\$ -
3/4 Inch Copper Pipe	LF	277	302.00		302.00	109%	\$ 114.00	\$ 34,428.00	\$ -
1-Inch Copper Pipe	LF	10	10.00		10.00	100%	\$ 311.00	\$ 3,110.00	\$ -
6-Inch Plastic Pipe	LF	961	961.00		961.00	100%	\$ 108.00	\$ 103,788.00	\$ -
6-Inch Valve Insertion	EA	1	1.00		1.00	100%	\$ 18,000.00	\$ 18,000.00	\$ -
Curb Stop and Box	EA	8	9.00		9.00	113%	\$ 425.00	\$ 3,825.00	\$ -
6 Inch Fire Hydrant Assembly	EA	1	1.00		1.00	100%	\$ 15,000.00	\$ 15,000.00	\$ -
Remove Valve Box	EA	4	4.00		4.00	100%	\$ 380.00	\$ 1,520.00	\$ -
Pothole Utilities	EA	8	31.00		31.00	388%	\$ 400.00	\$ 12,400.00	\$ -
3/4 Inch Water Service Tap	EA	12	12.00		12.00	100%	\$ 550.00	\$ 6,600.00	\$ -
1-Inch Water Service Tap	EA	1	1.00		1.00	100%	\$ 575.00	\$ 575.00	\$ -
6-Inch Water Tapping Sleeve	EA	1	1.00		1.00	100%	\$ 3,500.00	\$ 3,500.00	\$ -
			\$ -		0.00	#DIV/0!		\$ -	\$ -
			\$ -		0.00	#DIV/0!		\$ -	\$ -
			\$ -		0.00	#DIV/0!		\$ -	\$ -
							TOTAL		\$ 2,130.00
CHANGE ORDERS									
COR#2	LS	1	1		1.00	100%	\$ 16,242.60	\$ 16,242.60	\$ -
COR#4	LS	1	1		1.00	100%	\$ 2,269.30	\$ 2,269.30	\$ -
COR#5	LS	1	1		1.00	100%	\$ 3,520.00	\$ 3,520.00	\$ -
									\$ -
									\$ -
							TOTAL		\$ -

TASK DESCRIPTION	UNIT	ESTIMATED QTY	PREVIOUS QTY	CURRENT QTY	TO DATE QTY	WORK COMPLETE (%)	UNIT PRICE	TO DATE AMOUNT	AMOUNT DUE
Palmer Lake Elementary School Road improvements - ALTERNATE BID SCHEDULE NO.1 (PIE CORNER IMPROVEMENTS)									
Mobilization	LS	1	1		1.00	100%	\$ 8,000.00	\$ 8,000.00	\$ -
Clearing and Grubbing	LS	1	1		1.00	100%	\$ 18,000.00	\$ 18,000.00	\$ -
Removal of Asphlat Mat	SY	34	34		34.00	100%	\$ 20.00	\$ 680.00	\$ -
Removal of Asphlat Mat	SY	1440	1440		1440.00	100%	\$ 20.00	\$ 28,800.00	\$ -
Unclassified Excavation	LS	1	1		1.00	100%	\$ 35,000.00	\$ 35,000.00	\$ -
Aggregate Bag	LF	64	64		64.00	100%	\$ 18.00	\$ 1,152.00	\$ -
Pre-fabricated Concrete Washout Structure	EA	1	1		1.00	100%	\$ 2,000.00	\$ 2,000.00	\$ -
Pre-fabricated Vehicle Tracking Pad	EA	1	1		1.00	100%	\$ 10,000.00	\$ 10,000.00	\$ -
Erosion Control Management	LS	1	1		1.00	100%	\$ 5,000.00	\$ 5,000.00	\$ -
Seeding	AC	0.1	0.1		0.10	100%	\$ 7,500.00	\$ 750.00	\$ -
Mulching	AC	0.1	0		0.00	0%	\$ 7,500.00	\$ -	\$ -
Aggregate Base Course	SY	1332	1407		1407.00	106%	\$ 30.00	\$ 42,210.00	\$ -
HMA	SY	1332	1423		1423.00	107%	\$ 42.00	\$ 59,766.00	\$ -
Survey	LS	1	1		1.00	100%	\$ 15,000.00	\$ 15,000.00	\$ -
Traffic Control	LS	1	1		1.00	100%	\$ 30,000.00	\$ 30,000.00	\$ -
Removal of Asphalt Mat	SY	343	343		343.00	100%	\$ 20.00	\$ 6,860.00	\$ -
Aggregate Base Course	CY	23	23		23.00	100%	\$ 120.00	\$ 2,760.00	\$ -
6-Inch Valve and Valve Box	EA	8	8		8.00	100%	\$ 3,200.00	\$ 25,600.00	\$ -
Water Meter and Vault	EA	1	1		1.00	100%	\$ 2,500.00	\$ 2,500.00	\$ -
Connect to Exiting Waterline	EA	2	2		2.00	100%	\$ 3,200.00	\$ 6,400.00	\$ -
3/4 Inch Copper Pipe	LF	10	26		26.00	260%	\$ 250.00	\$ 6,500.00	\$ -
6-Inch Plastic Pipe	LF	535	535		535.00	100%	\$ 114.00	\$ 60,990.00	\$ -
Curb Stop and Box	EA	3	3		3.00	100%	\$ 425.00	\$ 1,275.00	\$ -
6 Inch Fire Hydrant Assembly	EA	1	1		1.00	100%	\$ 15,000.00	\$ 15,000.00	\$ -
Remove Valve Box	EA	2	2		2.00	100%	\$ 380.00	\$ 760.00	\$ -
Pothole Utilities	EA	5	15		15.00	300%	\$ 400.00	\$ 6,000.00	\$ -
3/4 Inch Water Service Tap	EA	7	8		8.00	114%	\$ 550.00	\$ 4,400.00	\$ -
F/A Minor Contract Revisions	F/A	1	0		0.00	0%	\$ 5,000.00	\$ -	\$ -
F/A Erosion Control	F/A	1	0		0.00	0%	\$ 2,500.00	\$ -	\$ -
F/A Hazardous Waste Disposal (Off-Site Disposal)	F/A	1	0		0.00	0%	\$ 1,250.00	\$ -	\$ -
F/A Landscaping	F/A	1	0		0.00	0%	\$ 1,250.00	\$ -	\$ -
								TOTAL	\$ -
CHANGE ORDERS									
					0.00	#DIV/0!		\$ -	\$ -
					0.00	#DIV/0!		\$ -	\$ -
					0.00	#DIV/0!		\$ -	\$ -
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					0.00	#DIV/0!		\$ -	\$ -
								TOTAL	\$ -

WEST FORK CONSTRUCTION: PROGRESS PAYMENT

APPLICATION FOR PAYMENT		
TO OWNER	PROJECT NAME	FROM CONTRACTOR
Town of Palmer Lake	Palmer Lake Elementary School Road Improvements	West Fork Construction LLC
APPLICATION NUMBER	5 - Retainage	
PERIOD ENDING	11/30/2024	
JOB #	2410	
CONTRACT NUMBER	24736	
PREPARED BY	Vlad Bocharov	

CONTRACTOR'S APPLICATION FOR PAYMENT		CONTRACTOR'S CERTIFICATION																															
Refer to backup sheets attached for detailed breakdown 1 Original Contract Amount: 2 Net Changes to Contract: 3 Total Contract Amount: 4 Total Completed To Date: 5 Retainage: a. 5% of Completed Work Total Retainage: 6 Total Completed Less Retainage: 7 Less Previous Applications: 8 Current Payment Due: 9 Balance to Finish Including Retainage:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width: 10%;">\$</td><td style="width: 80%;">1,320,529.50</td></tr> <tr><td>\$</td><td>22,031.90</td></tr> <tr><td>\$</td><td>1,342,561.40</td></tr> <tr><td>\$</td><td>1,372,188.32</td></tr> <tr><td>\$</td><td>1,372,188.32</td></tr> <tr><td>\$</td><td>1,303,578.90</td></tr> <tr><td>\$</td><td>68,609.42</td></tr> <tr><td>\$</td><td>-</td></tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">EXTRA WORK SUMMARY</th> <th style="width: 35%;">ADDITIONS</th> <th style="width: 35%;">DELETIONS</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Changes From Previous Applications</td> <td style="text-align: right;">\$ - .00</td> <td style="text-align: right;">\$ - .00</td> </tr> <tr> <td style="text-align: right;">Changes From This Application</td> <td style="text-align: right;">\$ 22,031.90</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$ 22,031.90</td> <td style="text-align: right;">\$ - .00</td> </tr> <tr> <td style="text-align: right;">Net Changes</td> <td colspan="2" style="text-align: right;">\$ 22,031.90</td> </tr> </tbody> </table>	\$	1,320,529.50	\$	22,031.90	\$	1,342,561.40	\$	1,372,188.32	\$	1,372,188.32	\$	1,303,578.90	\$	68,609.42	\$	-	EXTRA WORK SUMMARY	ADDITIONS	DELETIONS	Changes From Previous Applications	\$ - .00	\$ - .00	Changes From This Application	\$ 22,031.90	\$ -	Total	\$ 22,031.90	\$ - .00	Net Changes	\$ 22,031.90		<p>The undersigned Contractor to the best of his knowledge, information and believe of the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to him for Work for which previous Certificates for Payment were issues and payments received from the Owner, and that current payment shown herein is now due.</p> <p> CONTRACTOR WEST FORK CONSTRUCTION LLC DATE 11/30/2024 STATE CO COUNTRY USA </p> <p>Subscribed & sworn to before me this day of </p> <p> NOTARY PUBLIC NAME COMMISSION EXPIRATION DATE </p>
\$	1,320,529.50																																
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MEYER & SAMS, INC.
dba GMS, INC., CONSULTING ENGINEERS
611 N. Weber Street, Suite 300
Colorado Springs, CO 80903-1074
719-475-2935 - 719-475-2938 (Fax)

Town of Palmer Lake
P.O. Box 205
Palmer Lake, CO 80133

December 4, 2024
Invoice No: 20

Project 2022-088 Town of Palmer Lake-Upper Glenway Street Water & Drainage Improvements

Professional Services from September 28, 2024 to October 25, 2024

Phase .520 Construction Administration/Support

Telephone conference with John Chavez regarding driveway tie-in for homeowner at Pie Corner/Columbine and options to improve grading and driveway access; on-site meeting with staff and contractor to review driveway concerns on Pie Corner, review options for changes to driveway slopes and connections to curb head.

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	2.00	\$196.00	\$392.00	
	<u>2.00</u>		<u>\$392.00</u>	
Total Labor				\$392.00

In-House Charges

Reproduction			\$2.80	
			<u>\$2.80</u>	
Total In-House Charges				\$2.80

Total This Phase \$394.80

Total this Invoice \$394.80

MEYER & SAMS, INC.
dba GMS, INC., CONSULTING ENGINEERS
611 N. Weber Street, Suite 300
Colorado Springs, CO 80903-1074
719-475-2935 - 719-475-2938 (Fax)

Town of Palmer Lake
P.O. Box 205
Palmer Lake, CO 80133

December 4, 2024
Invoice No: 56

Project 17071 Town of Palmer Lake-General Engineering

Professional Services from September 28, 2024 to October 25, 2024

Phase .000 General

Prepare EIAF grant letter for police/fire facilities project; review and revisions to EIAF administrative grant for fire and police facilities.

Professional Services

	Hours	Rate	Amount
Senior Professional Engineer	.60	\$196.00	\$117.60
Administrative Support	2.30	\$82.00	\$188.60
	<u>2.90</u>		<u>\$306.20</u>
Total Labor			\$306.20

Total This Phase \$306.20

Phase .504 Red Rock Ranch

Prepare for and attend meeting with applicant team on details, lot layout, roadway configuration and utility services of potential development and discussions on annexation information and processes.

Professional Services

	Hours	Rate	Amount
Senior Professional Engineer	2.50	\$196.00	\$490.00
	<u>2.50</u>		<u>\$490.00</u>
Total Labor			\$490.00

Reimbursable Expenses

Mileage			\$34.42
			<u>\$34.42</u>

Total Reimbursables \$34.42

Total This Phase \$524.42

Phase .517 Commercial Development I25/CL Road

Prepare for and attend a meeting with applicant representatives regarding the design of the water system extension for the development, and coordinate legal and contract details with Town staff and attorney; discuss the water system extension with internal staff and prepare for the eventual review and design of system needs; develop a potential schedule for the GMS report and design; prepare the water system extension Preliminary Engineering Report scope and cost estimate for the applicant.

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	6.00	\$196.00	\$1,176.00	
Executive Assistant	.10	\$98.00	\$9.80	
	<u>6.10</u>		<u>\$1,185.80</u>	
Total Labor				\$1,185.80
				Total This Phase \$1,185.80

Phase .519 Largo Terrace (201 Poco Avenue)

Review replat drawings and zoning code requirements; provide comments on initial proposal; continue review of comments and provide responses to applicant on replat application for Largo Terrace (201 Poco Avenue).

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	1.30	\$196.00	\$254.80	
	<u>1.30</u>		<u>\$254.80</u>	
Total Labor				\$254.80
				Total This Phase \$254.80

Phase .520 Willan Creekside Neighborhood

Prepare for and attend DRT meeting on Willan Creekside Neighborhood regarding zoning, lot layout, roadway configuration and ownership, utility service, drainage and access.

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	1.70	\$196.00	\$333.20	
	<u>1.70</u>		<u>\$333.20</u>	
Total Labor				\$333.20

Reimbursable Expenses

Mileage			\$34.42	
			<u>\$34.42</u>	
Total Reimbursables				\$34.42
				Total This Phase \$367.62

Total this Invoice \$2,638.84

MEYER & SAMS, INC.
dba GMS, INC., CONSULTING ENGINEERS
611 N. Weber Street, Suite 300
Colorado Springs, CO 80903-1074
719-475-2935 - 719-475-2938 (Fax)

Town of Palmer Lake
P.O. Box 205
Palmer Lake, CO 80133

December 4, 2024
Invoice No: 7

Project 2024-052 Town of Palmer Lake - Highway 105 Sidewalk Improvements

Professional Services from September 28, 2024 to October 25, 2024

Phase .401 Lump Sum Design

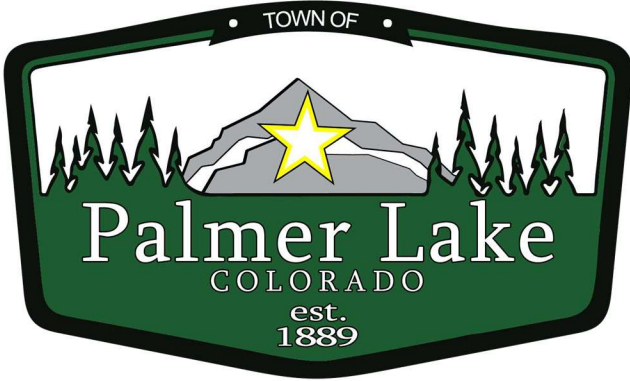
Review of Highway 105 drainage needs and preliminary design and inlet sizing, storm inlet layout and street flow calculations; continue work on inlet design; design and layout curb and gutter (C&G), sidewalk, and combo section for parking lots, with grading to tie-in behind the new sidewalk; evaluate C&G design options, parking lot tie-in grading, and drainage calculations; evaluate drainage options for inlets, piping, discharge erosion control, and C&G flow capacities; prepare for and attend a meeting with staff to discuss design progress and site constraints for C&G options, parking lot grading and entrances, and drainage needs; prepare for site survey for additional topo at pickleball courts and restroom building; shoot in section corners and survey new structures and grading; download survey data and create a new base with the newly added points; extract points and linework from the drone data; continue design and drafting of sidewalk improvements; meeting with Jeff from Palmer Lake Sanitation District to coordinate sanitary sewer impacts.

Phase Fee	\$218,000.00	
Fee Previously Billed	\$34,950.00	
Fee Currently Due	\$22,000.00	
Fee to be Billed	\$161,050.00	
Total This Phase		\$22,000.00

Total this Invoice \$22,000.00



TOWN OF PALMER LAKE
Financial Statements
October 2024
Unaudited



Schedule of Cash Position
October 2024

TOWN OF PALMER LAKE
Schedule of Cash Position
October 2024

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,460,820
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	5.02%	\$ 1,569,003
Colorado Trust (ColoTrust)	Police Reserve	Savings	5.02%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	5.02%	\$ 66,682
Colorado Trust (ColoTrust)	Roads Reserve	Savings	5.02%	\$ 11,105
General Fund Reserves Subtotal				<u>\$ 1,646,797</u>
General Fund Accounts Total				<u><u>\$ 3,107,617</u></u>
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,483,001
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	5.02%	\$ 199,859
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	5.02%	\$ 222,102
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve	Savings	5.02%	\$ 221,414
Water Fund Accounts Total				<u><u>\$ 2,126,376</u></u>
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	5.02%	\$ 30,365
Conservation Trust Fund Account Total				<u><u>\$ 30,365</u></u>



Financial Reports
October 2024

TOWN OF PALMER LAKE

SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL GENERAL FUND

For the Ten Months Ended October 31, 2024
UNAUDITED

Item 8.

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
REVENUE				
Taxes	\$ 2,794,447	\$ 3,174,385	\$ 379,938	114%
Fees and Licenses	291,025	192,756	(98,269)	66%
Intergovernmental	7,000	8,658	1,658	124%
Fines	65,000	54,539	(10,461)	84%
Interest	80,000	83,943	3,943	105%
Departmental	65,000	65,307	307	100%
Grants and Donations	1,385,959	203,386	(1,182,573)	15%
Miscellaneous	70,000	57,241	(12,759)	82%
Total Revenue	\$ 4,758,431	\$ 3,840,215	\$ (918,216)	81%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 246,873	\$ 162,508	\$ 84,365	66%
Professional Services	373,000	228,380	144,620	61%
Administrative/Operations	332,936	292,174	40,762	88%
Capital Outlays	10,000	11,129	(1,129)	111%
Total Administration	\$ 962,809	\$ 694,191	\$ 268,618	72%
Police Department				
Salaries and Benefits	\$ 674,622	\$ 531,264	\$ 143,358	79%
Professional Services	112,600	24,674	87,926	22%
Administrative/Operations	86,845	102,695	(15,850)	118%
Capital Outlays	80,000	95,141	(15,141)	119%
Total Police Department	\$ 954,067	\$ 753,774	\$ 200,293	79%
Fire Department				
Salaries and Benefits	\$ 630,741	\$ 510,104	\$ 120,637	81%
Professional Services	10,000	12,039	(2,039)	120%
Administrative/Operations	128,600	129,596	(996)	101%
Capital Outlays	-	35,145	(35,145)	0%
Total Fire Department	\$ 769,341	\$ 686,884	\$ 82,457	89%
Public Works Department - Roads				
Salaries and Benefits	\$ 334,898	\$ 193,025	\$ 141,873	58%
Professional Services	40,300	21,604	18,696	54%
Administrative/Operations	167,500	102,129	65,371	61%
Capital Outlays	1,673,580	978,564	695,016	58%
Total Roads Department	\$ 2,216,278	\$ 1,295,322	\$ 920,956	58%
Public Works Department - Parks				
Administrative/Operations	\$ 42,100	\$ 28,367	\$ 13,733	67%
Capital Outlays	\$ 31,000	\$ 30,817	\$ 183	99%
Total Parks Department	\$ 73,100	\$ 59,184	\$ 13,916	81%
Total Expenditures	\$ 4,975,596	\$ 3,489,355	\$ 1,486,241	70%
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	\$ (217,165)	\$ 350,860	\$ 568,025	
FUND BALANCE - BEGINNING OF YEAR		\$ 3,661,915		
FUND BALANCE - END OF YEAR		\$ 4,012,775		

Recommended Operating Reserve - 3 months

775,497

TOWN OF PALMER LAKE

SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - BUDGET AND ACTUAL

WATER ENTERPRISE FUND

For the Ten Months Ended October 31, 2024

UNAUDITED

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
REVENUE				
Water Billing	\$ 1,375,000	\$ 1,175,550	\$ (199,450)	85%
Water Improvement Fee	74,000	63,000	(11,000)	85%
Water Loan	216,000	180,456	(35,544)	84%
Water Tap Fees	72,000	16,542	(55,458)	23%
Water Meter/Parts	2,550	-	(2,550)	0%
Late Fees/Service Fees	16,000	16,909	909	106%
Interest	24,000	28,240	4,240	118%
American Rescue Plan	117,390	103,669	(13,721)	88%
PLES Upper Glenway Water Improvement	101,520	-	(101,520)	0%
Miscellaneous	-	795	795	0%
Total Revenue	<u>\$ 1,998,460</u>	<u>\$ 1,585,161</u>	<u>\$ (413,299)</u>	<u>79%</u>
EXPENDITURES				
Salaries and Benefits	\$ 519,749	\$ 353,260	\$ 166,489	68%
Professional Services	137,000	73,789	63,211	54%
Administrative/Operations	438,300	350,754	87,546	80%
Capital Outlays	649,290	764,652	(115,362)	118%
Debt Service	207,179	197,513	9,666	95%
Total Expenditures	<u>\$ 1,951,518</u>	<u>\$ 1,739,968</u>	<u>\$ 211,550</u>	<u>89%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	<u>\$ 46,942</u>	<u>\$ (154,807)</u>	<u>\$ (201,749)</u>	
FUND BALANCE - BEGINNING OF YEAR				
		<u>\$ 1,304,220</u>		
FUND BALANCE - END OF YEAR				
		<u>\$ 1,149,413</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted				
		<u><u>\$ 932,842</u></u>		

Note 1: CWR&PDA Loan Requirement

TOWN OF PALMER LAKE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND

For the Ten Months Ended October 31, 2024

UNAUDITED

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
REVENUE				
State Shared Revenue	\$ 36,140	\$ 24,650	\$ (11,490)	68%
Interest	1,200	1,332	132	111%
Total Revenue	\$ 37,340	\$ 25,982	\$ (11,358)	70%
EXPENDITURES				
Salaries and Benefits	\$ 14,380	\$ 8,651	\$ 5,729	60%
Administrative/Operations	3,000	-	3,000	0%
Capital Outlays	19,000	-	19,000	0%
Total Expenditures	\$ 36,380	\$ 8,651	\$ 27,729	24%
NET CHANGE IN FUND BALANCE	\$ 960	\$ 17,331	\$ 16,371	
FUND BALANCE - BEGINNING OF YEAR		\$ 59,044		
FUND BALANCE - END OF YEAR - Restricted		\$ 76,375		



Accounts Payable Reports
October 2024

Ranges: From: To: From: To:
 Check Number First Last Check Date 10/1/2024 10/31/2024
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50156	AIRGAS	AIRGAS USA, LLC	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$89.29
50157	AMCOBIIT	AMCOBI	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$3,780.00
50158	CDPHE	CDPHE	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$175.00
50159	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$4,575.00
50160	CKT	COMMON KNOWLEDGE TECHNOLOGY	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$2,705.75
50161	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$10,002.50
50162	ECS	EMPLOYERS COUNCIL	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$35.00
50163	GEN-TECH	GEN-TECH	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$898.48
50164	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$665.42
50165	KELLYBOOKSLLC	KellyBooks LLC	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$5,000.00
50166	KUMAR&ASSOCIATE	KUMAR & ASSOCIATES, INC.	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$5,824.25
50167	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$9,507.52
50168	MONARCHMERCHANT	MONARCH MERCHANDISING	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$52.00
50169	OREILLY	O'REILLY	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$18.75
50170	SGS	SGS NORTH AMERICA, INC.	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$240.94
50171	STERICYCLE	STERICYCLE, INC.	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$40.52
50172	GAZETTE	THE GAZETTE	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$136.02
50173	TLECC	TIMBER LINE ELECTRIC & CONTROL	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$1,927.00
50174	USDEPTTREASURY	U.S. Department of the Treasur	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$355.42
50175	UNCC	UTILITY NOTIFICATION CENTER OF	10/2/2024	COBANK-CKG 9495	PMCHK00000188	\$39.99
50176	ABGROCKYMOUNTAI	ABGRM	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$605.76
50177	ALERT360	ALERT 360	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$32.03
50178	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$595.06
50179	CHRISEVANS	CHRIS EVANS	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$52.88
50180	CIVICPLUSLLC	CIVICPLUS LLC	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$2,016.00
50181	ESO	ESO SOLUTIONS, INC.	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$208.53
50182	HABITATMANAGEME	HABITAT MANAGEMENT	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$5,616.92
50183	MEEKS	MEEKS LUMBER & HARDWARE	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$26.35
50184	MONARCHMERCHANT	MONARCH MERCHANDISING	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$52.00
50185	DPCINDUSTRIES	PVS DX, INC.	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$70.00
* 50186	REPUBLICSERVICE	REPUBLIC SERVICES #653	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$1,706.56
* 50187	SMARTFORCE	SMARTFORCE TECHNOLOGIES, INC.	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$259.97
50188	STRIDEEVENTSLLC	STRIDE EVENTS LLC	10/10/2024	COBANK-CKG 9495	PMCHK00000189	\$75.00
50189	REPUBLICSERVICE	REPUBLIC SERVICES #653	10/10/2024	COBANK-CKG 9495	PMCHK00000190	\$729.89
50190	AT&TMOBILITY	AT & T MOBILITY	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$3,283.99
50191	BOUNDTREETMED	BOUND TREE MEDICAL, LLC	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$680.15
50192	COREANDMAIN	CORE & MAIN LLP	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$8,316.66
50193	DYNAMICAIRSYSTE	DYNAMIC AIR SYSTEMS	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$420.00
50194	E470PUBLICHWY	E-470 PUBLIC HIGHWAY AUTHORITY	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$21.41
50195	FIRSTRESPONDER	FIRST RESPONDER COMMUNICATIONS	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$74.00
50196	GALLS	GALLS, LLC	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$170.23
50197	GRAINGER	GRAINGER	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$294.53
50198	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$267.75
50199	OASISLANDSCAPE	OASIS LANDSCAPE & IRRIGATION I	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$333.67
50200	PALMERLAKESANIT	PALMER LAKE SANITATION	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$2,189.00
50201	PITNEYBOWES	PITNEY BOWES GLOBAL FINANCIAL	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$86.73
50202	SGS	SGS NORTH AMERICA, INC.	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$265.58
50203	WESTFORKCONSTRU	WEST FORK CONSTRUCTION LLC	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$619,690.04
50204	WITMERPUBLIC	WITMER PUBLIC SAFETY GROUP INC	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$116.09
50205	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	10/17/2024	COBANK-CKG 9495	PMCHK00000191	\$73.61
50207	CENTURYLINK	CENTURYLINK	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$656.60
50208	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$12,978.07
50209	DUNDA, JEREMIE	Jeremie Dunda	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$75.12
50210	CICCOLELLAJOH	JOHN CICCOLELLA	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$320.00
50211	KROBLAWOFFICES	KROB LAW OFFICE, LLC	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$19,330.00
50212	PALMERLAKECOUNC	PALMER LAKE ARTS COUNCIL	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$100.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50213	PARAMOUNTSERVIC	PARAMOUNT ENVIRONMENTAL SERVIC	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$99,440.00
50214	RHINEHARTOIL	PARKLAND USA CORPORATION	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$3,450.30
50215	ROCKYMOUNTAININ	ROCKY MOUNTAIN INFORMATION NET	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$50.00
50216	SMALLENGINE	SMALL ENGINE WAREHOUSE	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$308.99
50217	T2SYSTEMS	T2 SYSTEMS CANADA INC.	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$70.00
50218	USDEPTTREASURY	U.S. Department of the Treasur	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$355.41
50219	WATTSUPFITTINGI	WATTS UPFITTING INC.	10/24/2024	COBANK-CKG 9495	PMCHK00000192	\$11,095.30
50221	ALERT360	ALERT 360	10/31/2024	COBANK-CKG 9495	PMCHK00000193	\$32.03
50222	CARSONWOLLA	CARSON WOLLA	10/31/2024	COBANK-CKG 9495	PMCHK00000193	\$218.44
50223	CHRISKEOUGH	CHRIS KEOUGH	10/31/2024	COBANK-CKG 9495	PMCHK00000193	\$2,359.85
50224	KELLYBOOKSLLC	KellyBooks LLC	10/31/2024	COBANK-CKG 9495	PMCHK00000193	\$5,000.00
50225	MONARCHMERCHANT	MONARCH MERCHANDISING	10/31/2024	COBANK-CKG 9495	PMCHK00000193	\$171.94
50226	WESTFORKCONSTRU	WEST FORK CONSTRUCTION LLC	10/31/2024	COBANK-CKG 9495	PMCHK00000193	\$252,633.36
Total Checks: 69						Total Amount of Checks: \$1,101,085.62

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

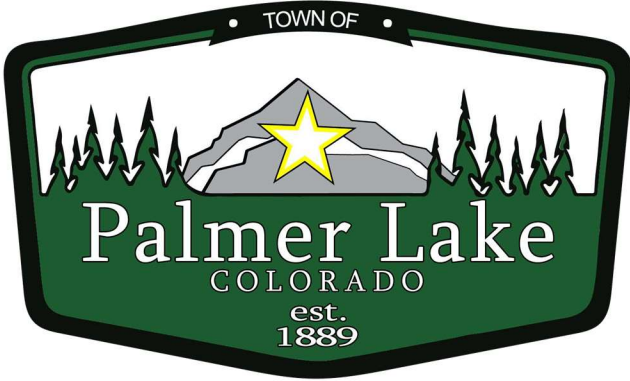
	From:	To:
ACH Date	10/1/2024	10/31/2024
Checkbook ID	COBANK-CKG 9495	COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
10/1/2024	CMTRX00000167	Bank Transaction Entry	WDL000001611	Xfinity	11.07
10/1/2024	CMTRX00000167	Bank Transaction Entry	WDL000001614	Comcast	193.35
10/3/2024	CMTRX00000167	Bank Transaction Entry	WDL000001616	Parking Kiosk Fee	225.74
10/3/2024	CMTRX00000167	Bank Transaction Entry	WDL000001618	Visa Cardmember Services	22,851.84
10/3/2024	CMTRX00000170	Bank Transaction Entry	WDL000001640	Paycom	62,960.51
10/8/2024	CMTRX00000167	Bank Transaction Entry	WDL000001617	WEX Fuel	5,426.07
10/9/2024	CMTRX00000167	Bank Transaction Entry	WDL000001602	Black Hills Energy	136.55
10/9/2024	CMTRX00000170	Bank Transaction Entry	WDL000001639	CORE Electric	8,257.40
10/10/2024	CMTRX00000167	Bank Transaction Entry	WDL000001615	HealthEquity	7.50
10/15/2024	CMTRX00000167	Bank Transaction Entry	WDL000001603	Black Hills Energy	25.43
10/15/2024	CMTRX00000167	Bank Transaction Entry	WDL000001604	Black Hills Energy	25.43
10/15/2024	CMTRX00000167	Bank Transaction Entry	WDL000001605	Black Hills Energy	25.43
10/15/2024	CMTRX00000167	Bank Transaction Entry	WDL000001606	Black Hills Energy	26.20
10/15/2024	CMTRX00000167	Bank Transaction Entry	WDL000001607	Black Hills Energy	29.26
10/15/2024	CMTRX00000167	Bank Transaction Entry	WDL000001608	Black Hills Energy	29.26
10/15/2024	CMTRX00000167	Bank Transaction Entry	WDL000001609	Black Hills Energy	35.42
10/15/2024	CMTRX00000167	Bank Transaction Entry	WDL000001610	Black Hills Energy	46.91
10/15/2024	CMTRX00000167	Bank Transaction Entry	WDL000001622	PCS	1,645.77
10/16/2024	CMTRX00000167	Bank Transaction Entry	WDL000001621	FPPA	7,086.45
10/17/2024	CMTRX00000170	Bank Transaction Entry	WDL000001641	Paycom	58,951.19
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001590	Amcobi	85.00
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001591	Amcobi	90.04
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001592	Amcobi	90.88
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001593	Amcobi	94.60
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001594	Amcobi	95.80
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001595	Amcobi	112.69
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001596	Amcobi	151.50
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001597	Amcobi	152.95
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001598	Amcobi	179.09
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001599	Amcobi	211.24
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001600	Amcobi	1,047.21
10/21/2024	CMTRX00000167	Bank Transaction Entry	WDL000001601	Amcobi	1,636.01
10/24/2024	CMTRX00000167	Bank Transaction Entry	WDL000001619	PCS	1,570.53
10/25/2024	CMTRX00000167	Bank Transaction Entry	WDL000001620	FPPA	7,484.35
10/31/2024	CMTRX00000167	Bank Transaction Entry	WDL000001612	Xfinity	11.07
10/31/2024	CMTRX00000167	Bank Transaction Entry	WDL000001613	Comcast	193.35
10/31/2024	CMTRX00000167	Bank Transaction Entry	WDL000001623	Paycom	80,170.91

Total ACHs: 37

Total Amount of ACHs: \$ 261,374.00



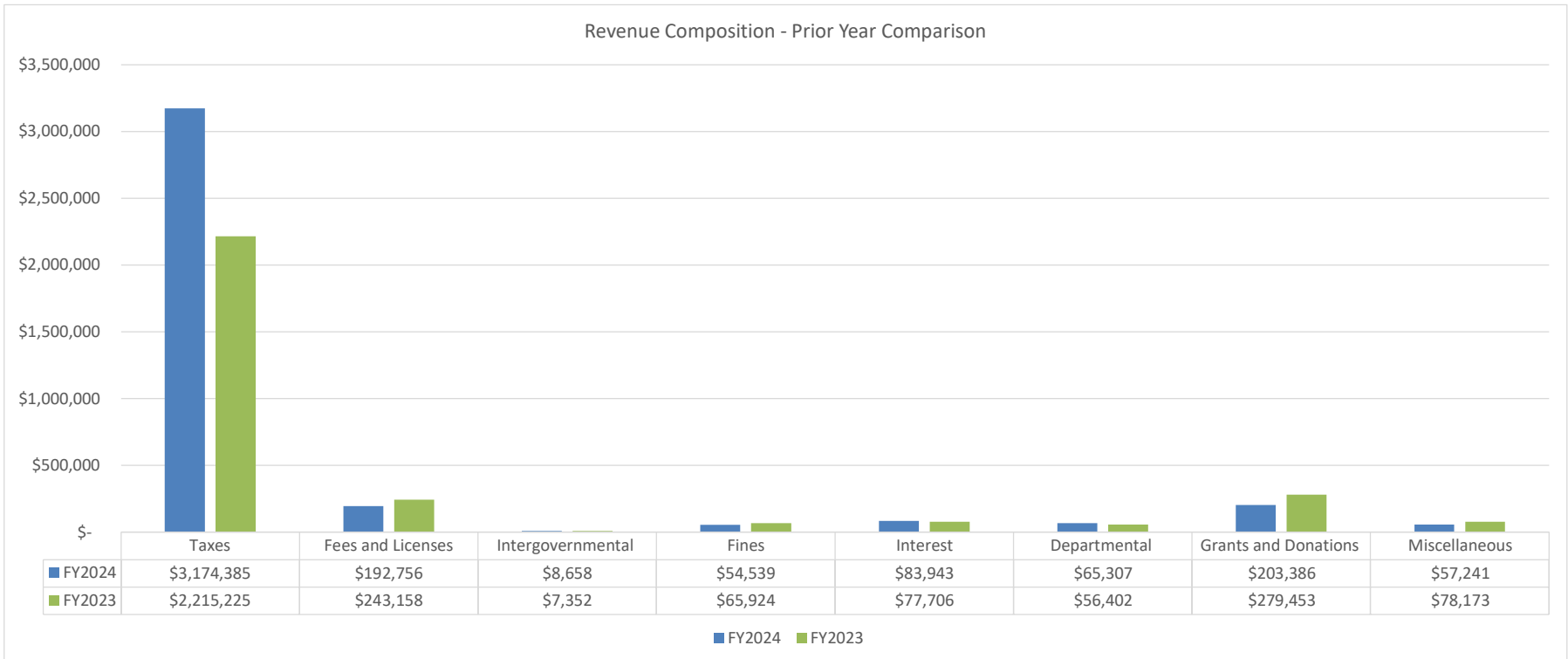
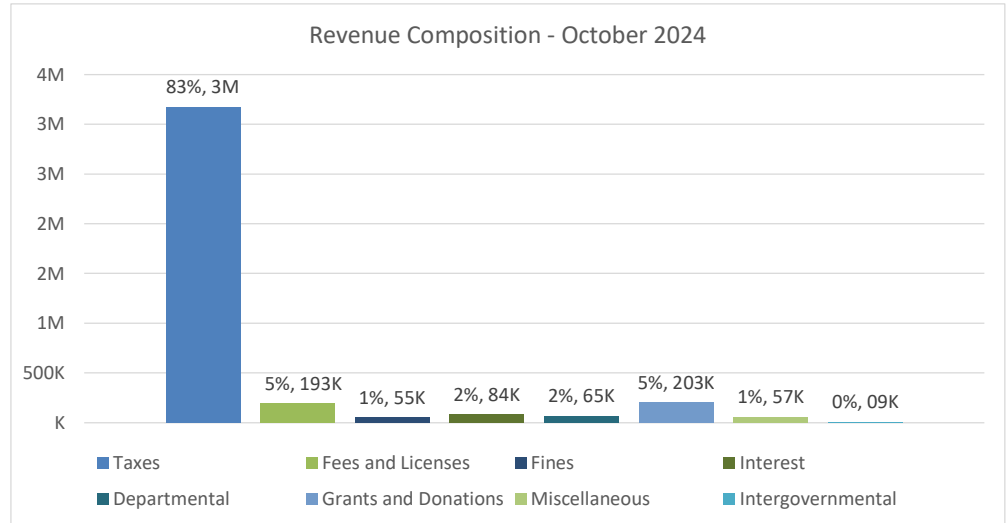
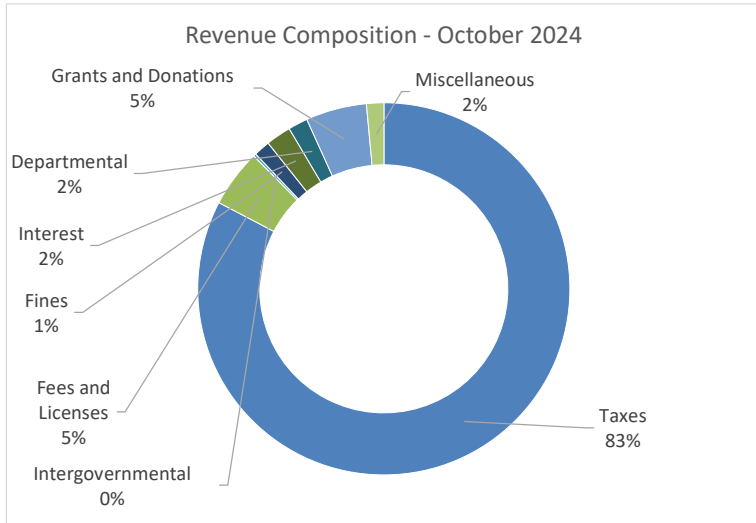
Charts
October 2024

TOWN OF PALMER LAKE

Item 8.

REVENUE CHARTS GENERAL FUND

For the Ten Months Ended October 31, 2024
UNAUDITED



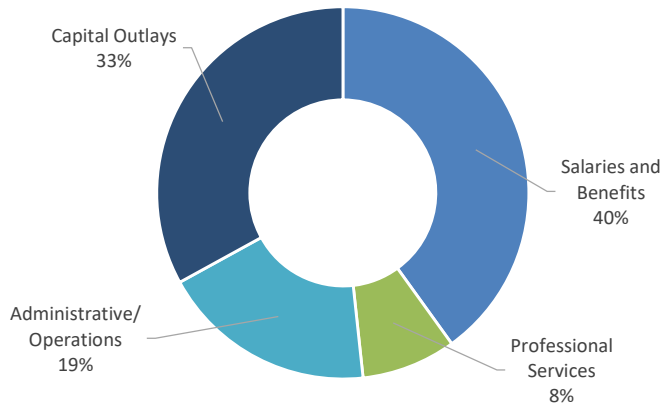
TOWN OF PALMER LAKE

Item 8.

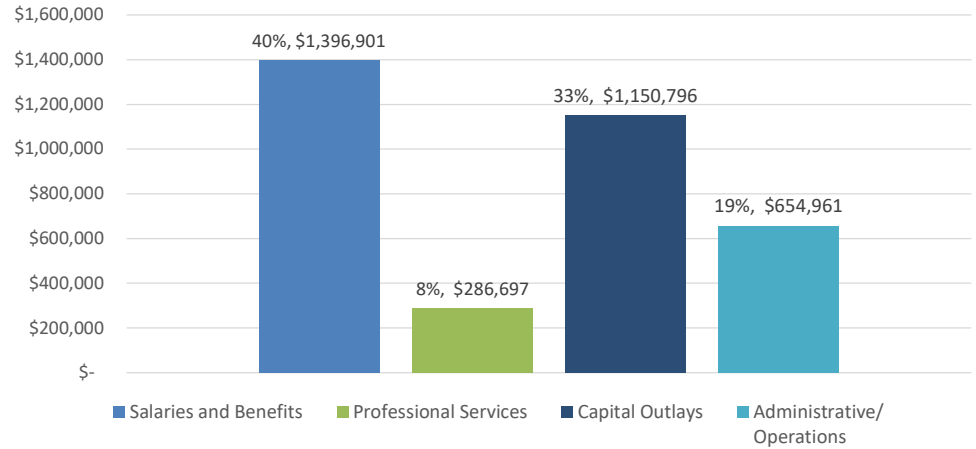
EXPENDITURE CHARTS GENERAL FUND

For the Ten Months Ended October 31, 2024
UNAUDITED

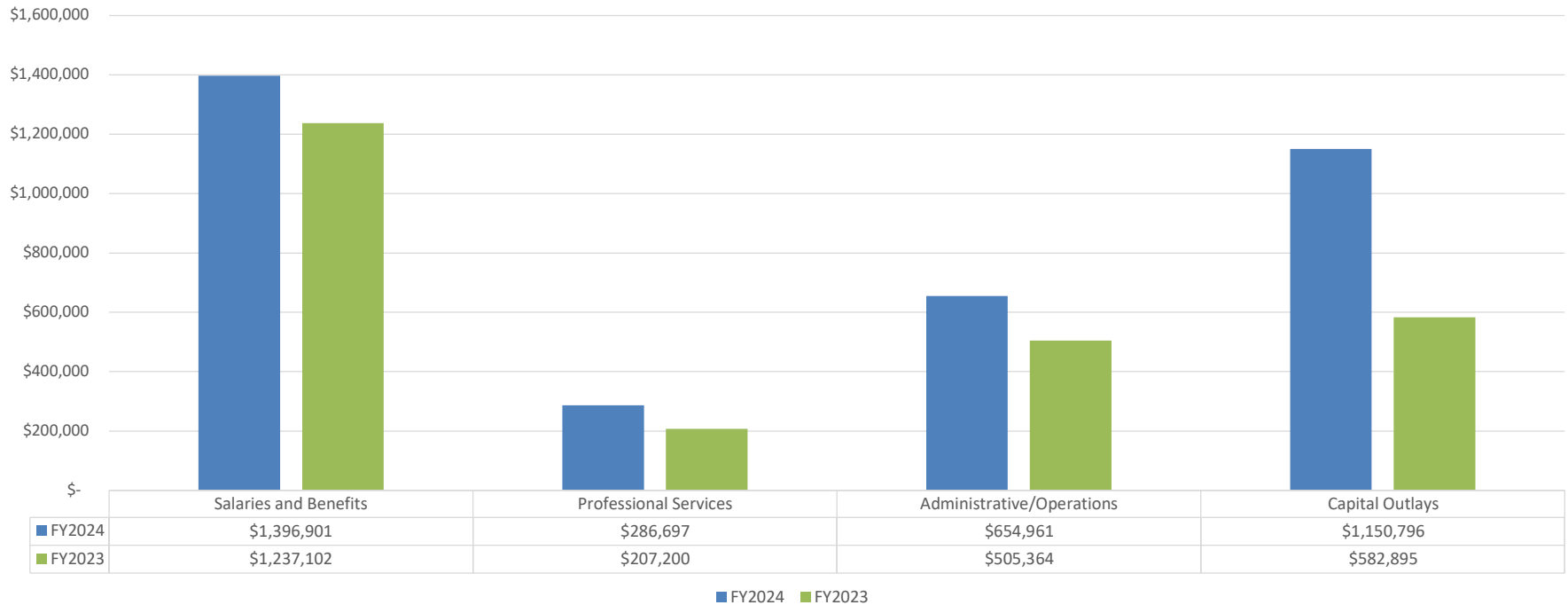
Expenditure Composition by Type - October 2024



Expenditure Composition by Type - October 2024



Expenditure Composition by Type - Prior Year Comparison



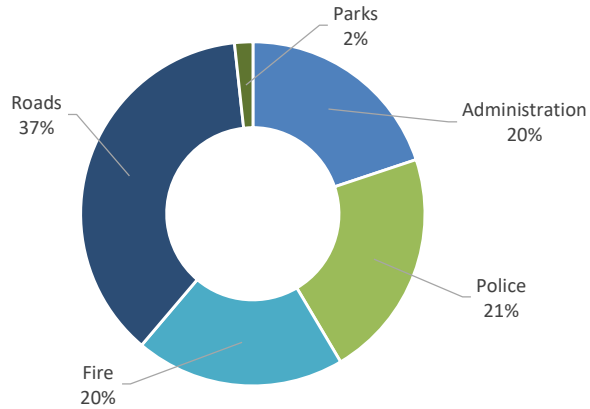
TOWN OF PALMER LAKE

Item 8.

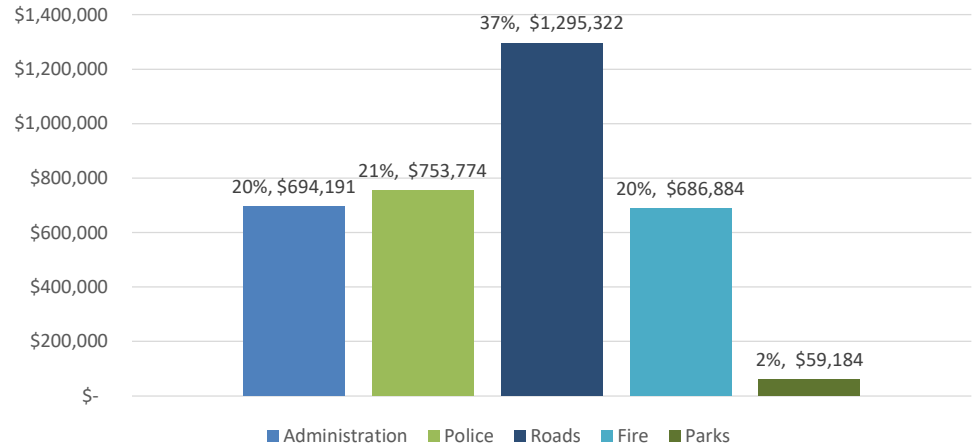
EXPENDITURE CHARTS GENERAL FUND

For the Ten Months Ended October 31, 2024
UNAUDITED

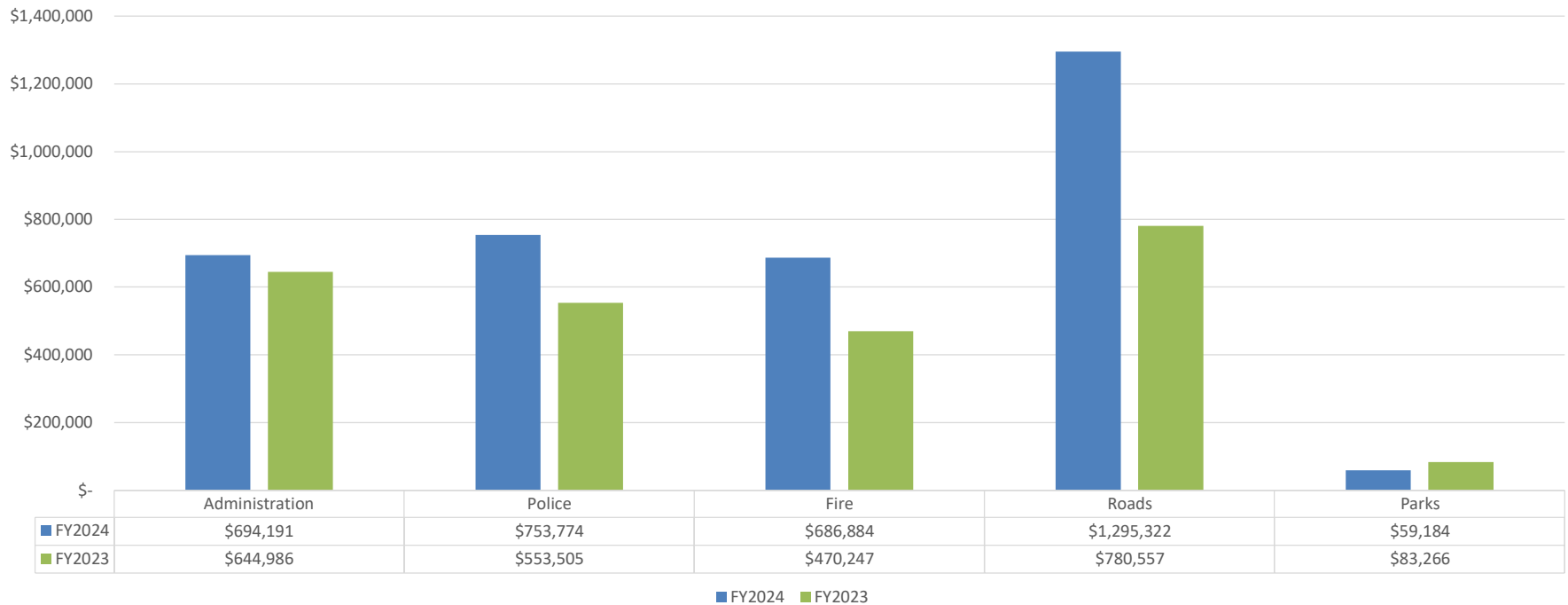
Expenditure Composition by Department - October 2024



Expenditure Composition by Department - October 2024



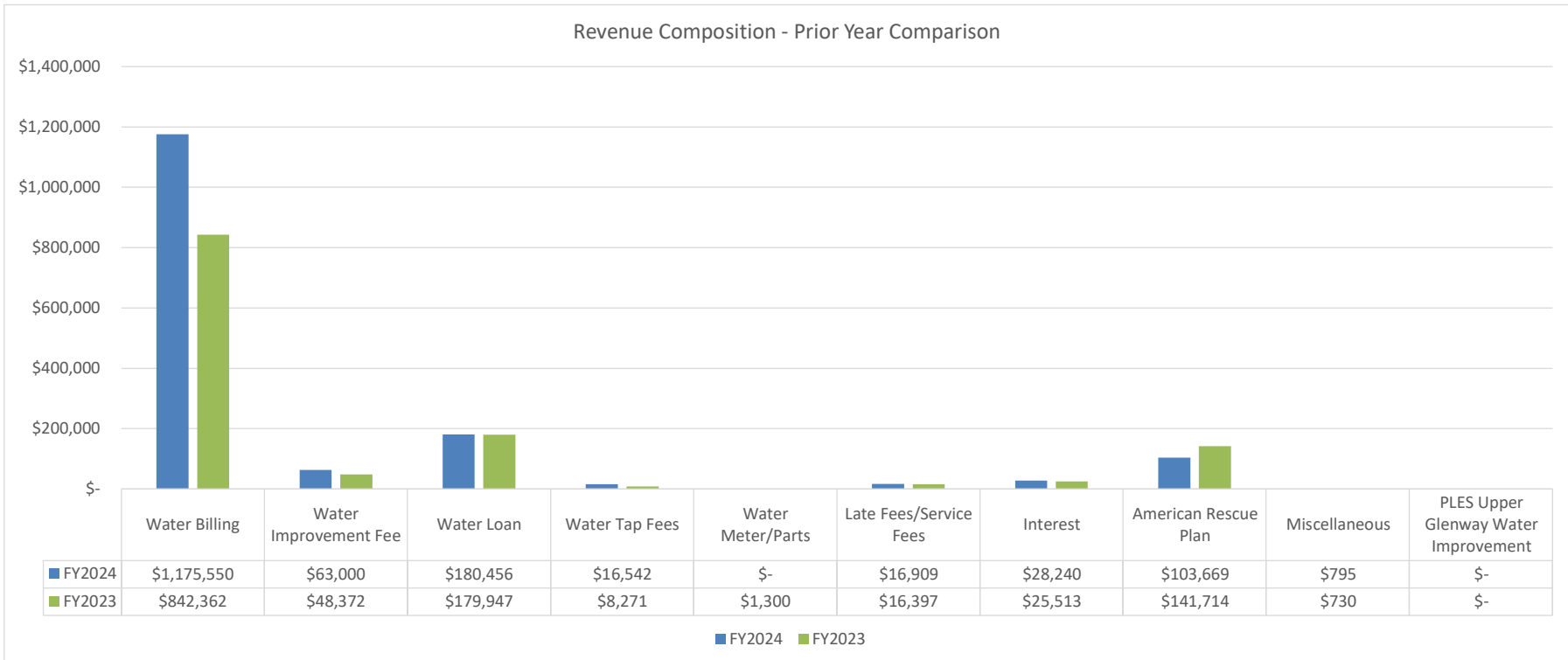
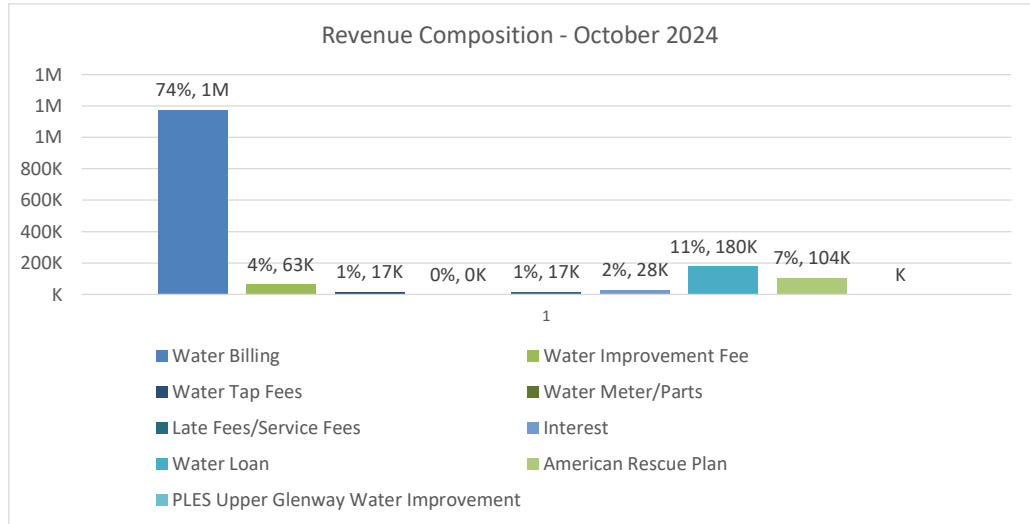
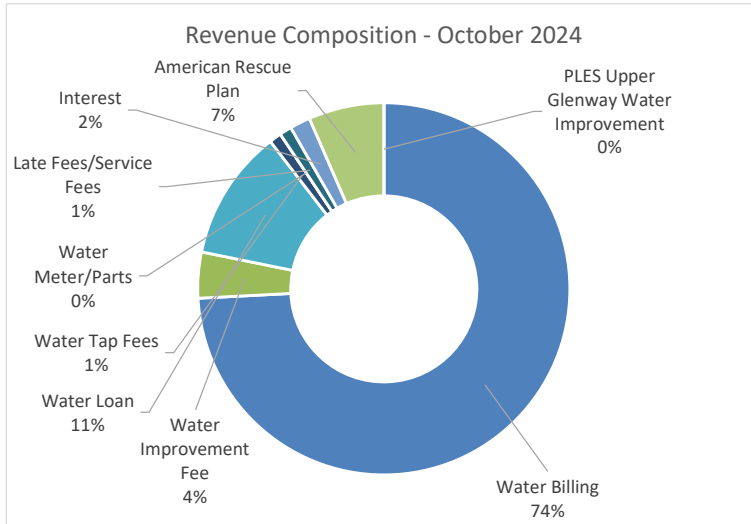
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 8.

REVENUE CHARTS WATER ENTERPRISE FUND For the Ten Months Ended October 31, 2024 UNAUDITED

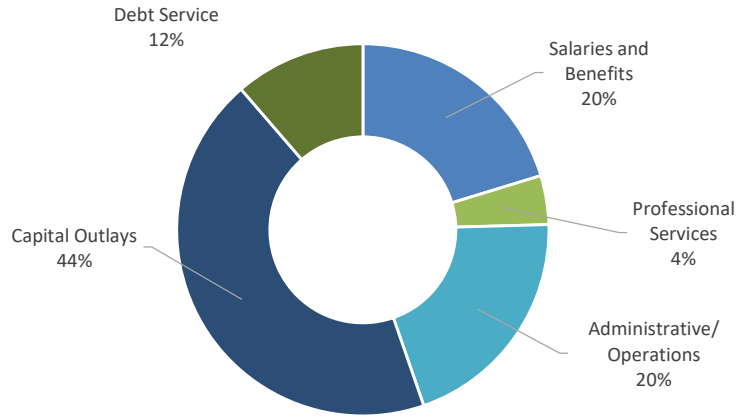


TOWN OF PALMER LAKE

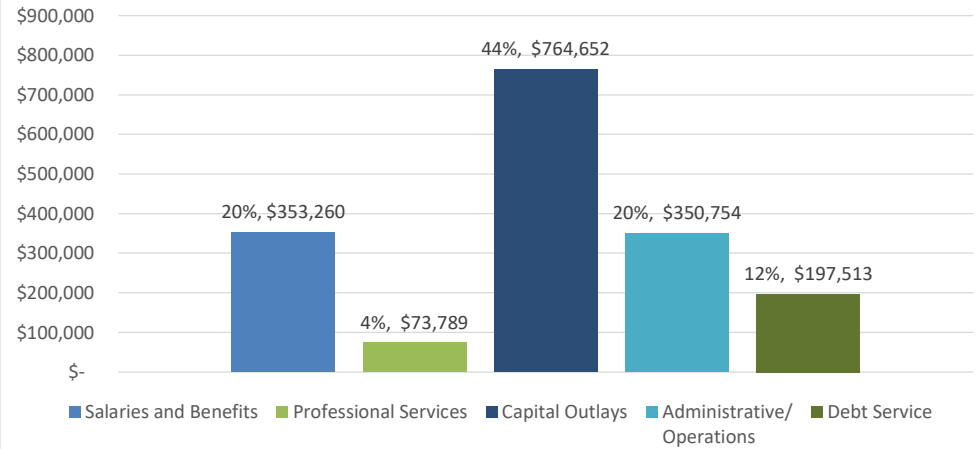
Item 8.

EXPENDITURE CHARTS WATER ENTERPRISE FUND For the Ten Months Ended October 31, 2024 UNAUDITED

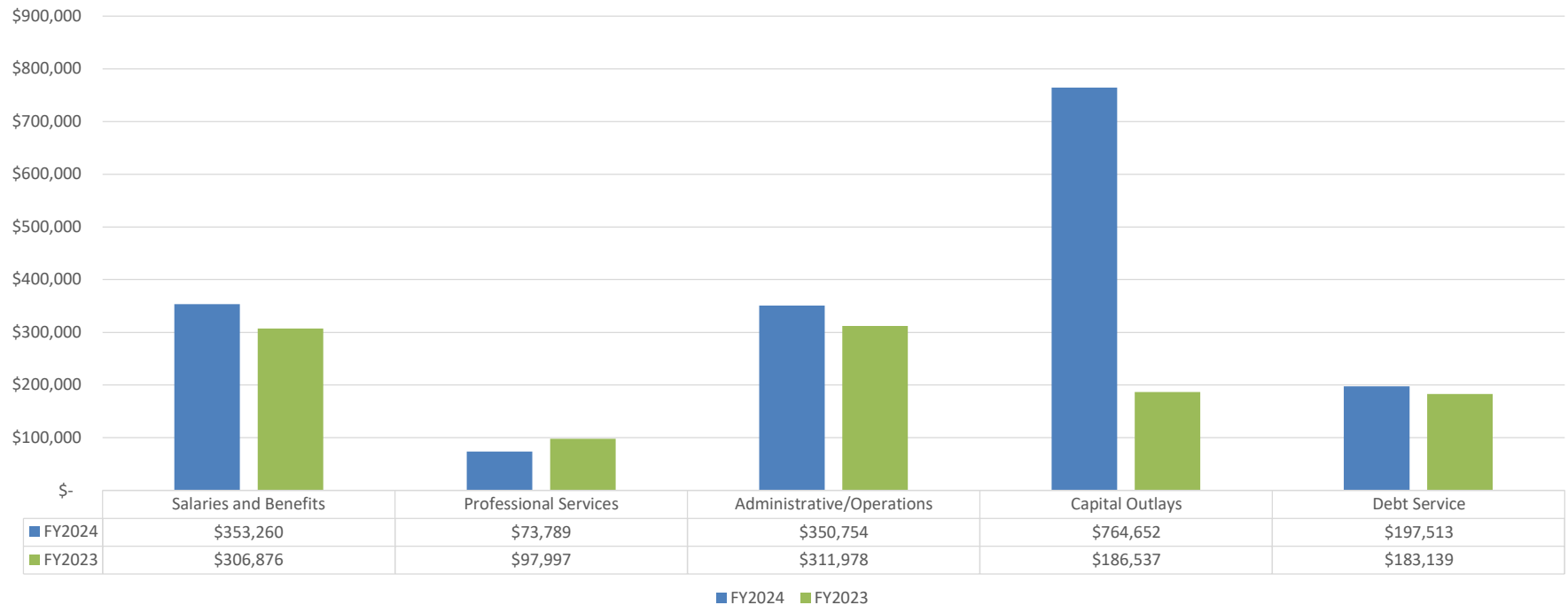
Expenditure Composition by Type - October 2024



Expenditure Composition by Type - October 2024



Expenditure Composition by Type - Prior Year Comparison



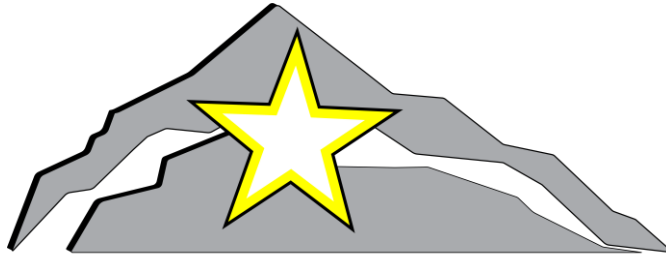
Town of Palmer Lake Monthly Water Usage

**Month
Year November
2024**

	Gallons	Acre Ft
Surface Water	1,836,000	5.63
Well A2	0	0
Well D2	1,824,000	5.6
Total	3,660,000	11.23
Avg. Gal/Day	122,000	0.37

Release To Lake 0 AF Max Allowed = 0 AF / Month
Release Glen Park Evaporation 0 AF
Water system 0 AF

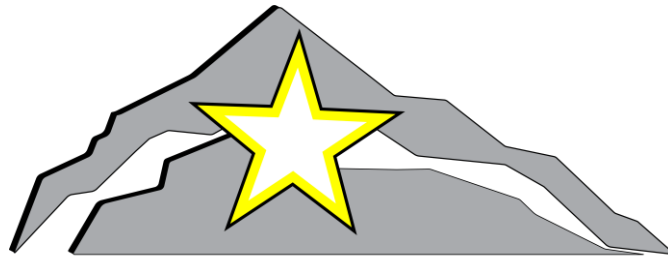
Total 0 Af



Town of Palmer Lake

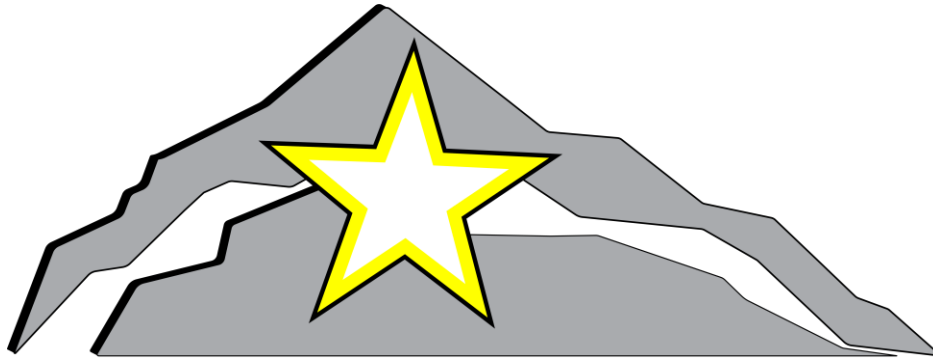
Board of Trustees Summary Sheet

	November 2024
Title	Public Works Monthly Report
Date	December 6, 2024
Contact	Stacy DeLozier
Summary	<p>Grade and Mag Roads Dust control Cut drainage ditches on roads around PL City Limits Fill deep ditches in preparation of snow plow season Cold Patch Asphalt Potholes Clean out various road culverts Cut tree limbs/ brush from roadways and parks Slash pile in PW yard has been burned/ removed Replace and repair applicable road signs Perform routine maintenance on all equipment Empty trash cans at Lake Rec. area, parks and trailhead daily Fix and maintain split rail fences around lake and town Maintain Trailhead parking Kiosk daily, added 3 new Park signs Attended lots of various meetings Hang Christmas lights all around town The bridge bathroom project is built, closed in and ready for roofing. Siding has been started Coordinate placement of Port A Potty's around town and move when needed for Parks Pre winter cleaning around the shop/yard Helped with lots of small projects at Town Hall, PLFD and PLPD Several street-cut permits issued throughout PL City limits Monthly playground maintenance and inspection Work with parks and Awake The Lake on various projects Did the monthly repairs/ maintenance on all Parks lawn mowers/ equipment. New section of EZ Dock has been bought and is at our PW yard now, will install come early Spring</p>
Training	Ongoing weekly/ monthly safety training and meetings



Town of Palmer Lake

Other Activity	<p>PLES roadway project is all finished up, we finished before the deadline and under budget! I am completing the last required documents so CDOT can close out the project.</p> <p>Had a meeting with CDOT about “spring water issue” on 105. They will come in and cut ditches on both sides of the road for now to see if this will help divert the water and not get under the roadway. Basically, assess till next spring and then see if other actions need to take place. (They dug a more pronounced ditch on the South side of 105 in the last few weeks?) CDOT has come in and cleared the sides of the road and dug a drainage ditch. They applied another few layers of asphalt in the bad area.</p> <p>Paramount finished the abatement of the 7 cabins. WestFork has started the ERock cabin demolition. (12/9)</p>
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Town of Palmer Lake

Board of Trustees Summary Sheet

	October & November 2024
Title	PARKS Report
Date	12/12/2024 Board meeting; 12/10/2024 Parks meeting
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 27.50 hr. Clerical (email, calls, grants, spreadsheets) : 45.50 hr. Miscellaneous Meetings (other than Parks) : 16.50 hr.
Total Volunteer Time	Total = 74.50 hours
Upcoming Activity	Parks Meeting 12/10 Workshop (none at this time due to holiday)

Dawn Collins

Subject: Kiosk Revenue - November

	Kiosk Revenue	<p>November Collections for the Kiosk</p> <p>\$ 1,982.20 Gross Collections (374 Transactions)</p> <p>\$ (112.20) Fees</p> <p>\$ (70.00) Monthly T2 Svc charge</p> <hr/> <p>\$ 1,800.00 Net Collections - November</p> <p>YTD Collections 2024 - YTD Transactions: 9863</p> <p>\$ 52,273.90 Gross Collections</p> <p>\$ (2,958.90) Fees</p> <p>\$ - Supplies (Kiosk Paper)</p> <p>\$ (770.00) Monthly T2 Svc charge</p> <hr/> <p>\$ 48,545.00 Net Collections</p> <p>\$ (3,728.90) Total Fees and Maintenance 8%</p>
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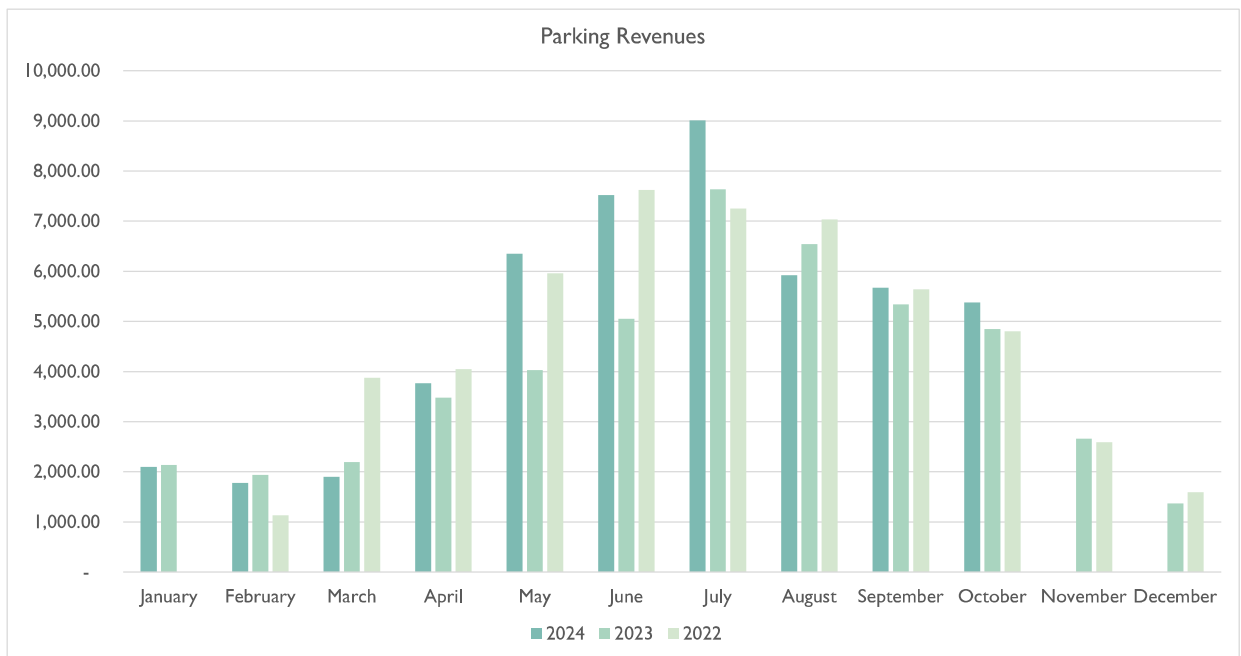
Dawn A. Collins, CMC
Town Administrator/Clerk



Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719.481.2953
dawn@palmer-lake.org
www.townofpalmerlake.com

Parking Revenues

Month	2024	2023	2022
January	2,098.80	2,135.90	-
February	1,780.80	1,939.80	1,132.50
March	1,897.40	2,194.20	3,874.10
April	3,768.30	3,476.80	4,043.90
May	6,349.40	4,028.00	5,957.20
June	7,514.40	5,050.90	7,616.10
July	9,004.70	7,632.00	7,245.10
August	5,920.10	6,540.20	7,033.10
September	5,668.42	5,337.10	5,639.20
October	5,374.20	4,844.20	4,796.50
November	-	2,660.60	2,591.70
December	-	1,367.40	1,590.00
Total	49,376.52	47,207.10	51,519.40



Parking Revenue & Expenditures

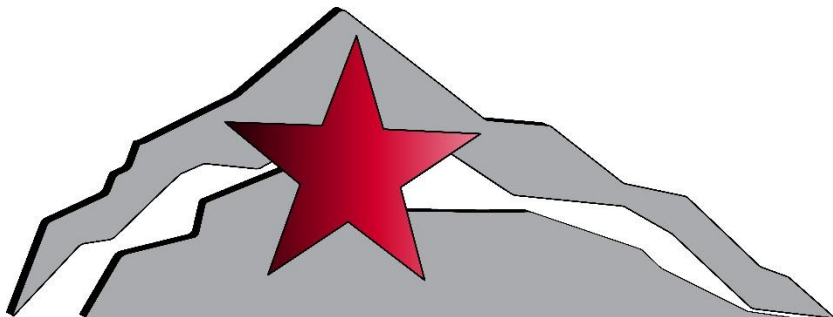
	2024	2023	2022
Revenue	49,376.52	47,207.10	51,519.40
Expenditures	2,611.91	6,042.32	4,241.27
Revenue (Less) Expenditures	46,764.61	41,164.78	47,278.13
Beginning Fund Balance	88,442.91	47,278.13	-
Ending Fund Balance	135,207.52	88,442.91	47,278.13



Board of Trustees Summary Sheet

November 2024	
Title	Police Monthly Report
Action	N/A
Date	11/01-11/30/2024
Contact	Lieutenant A. Lundy
Summary	In the Month of November 2024, the PLPD made 43 traffic stops and issued 38 citations. Also, in the month of November 25 reports were taken and there were 5 traffic accidents. PLPD officers charged 0 domestic violence cases in the month of November. PLPD made 15 citizen contacts.
Training	All officers Completed annual CIRSA training.
Other Actions	PLPD’s building suffered water damage. The damage was mitigated, and the water heater was replaced with hopes the problem is alleviated. PLPD had several budget meetings to get closer to finalizing the Department’s 2025 budget.
Active investigations	PLPD officers are actively investigating drug activity in the 600 block of Hwy. 105. PLPD with MPD and El Paso County has begun surveillance in a troubled section of town to gain intelligence for current ongoing cases in that area.
Calls for service	PLPD officers responded to 581 calls for service this month.

S.T.E.P.	S.T.E.P. was instituted in March of 2021 and has made a great impact on police operations and overall street safety of Palmer Lake. Accidents are more infrequent and speeds through town have slowed dramatically during these shifts. This program has provided a consistent avenue for extra duty while keeping speeds down and the streets safer for residents. Proceeds from the S.T.E.P. program have been utilized to alleviate the PLPD fleet.
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PALMER LAKE FIRE DEPARTMENT

Board of Trustees Summary Sheet

Title	November 2024 Fire Department Report
Date	12 December 2024
Contact	John Vincent, Chief
Summary	<p>Fire Department RMS on-boarding continues.</p> <p>Elephant Rock mitigation continues.</p> <p>Training at Elephant Rock including Monument and Larkspur Fire.</p> <p>1 firefighter obtained their Firefighter-1 certification.</p> <p>1 Firefighter obtained their 1403 certification.</p> <p>1 Firefighter obtained their state proctor for Firefighter and Driver.</p>
Training	149 Hours
Photographs	
Other Action	
Code Enforcement	



Board of Trustees Summary Sheet

	Nov – Dec 2024																																
Title	Administration																																
Date	12/12/2024																																
Contact	Admin personnel																																
Kiosk Revenue	<p>November Collections for the Kiosk</p> <p>\$ 1,982.20 Gross Collections (374 Transactions)</p> <p>\$ (112.20) Fees</p> <p>\$ (70.00) Monthly T2 Svc charge</p> <hr/> <p>\$ 1,800.00 Net Collections - November</p> <p>YTD Collections 2024 - YTD Transactions: 9863</p> <p>\$ 52,273.90 Gross Collections</p> <p>\$ (2,958.90) Fees</p> <p>\$ - Supplies (Kiosk Paper)</p> <p>\$ (770.00) Monthly T2 Svc charge</p> <hr/> <p>\$ 48,545.00 Net Collections</p> <p>\$ (3,728.90) Total Fees and Maintenance 8%</p>																																
Contact Us (online)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Created</th> <th style="width: 20%;">First Name</th> <th style="width: 60%;">Subject</th> </tr> </thead> <tbody> <tr> <td>11/9/24</td> <td>Brad</td> <td>No Buc-ees!</td> </tr> <tr> <td>11/9/24</td> <td>Noah</td> <td>Snow removal</td> </tr> <tr> <td>11/9/24</td> <td>Melinda</td> <td>Snow removal</td> </tr> <tr> <td>11/10/24</td> <td>Lydia</td> <td>Snow Removal</td> </tr> <tr> <td>11/10/24</td> <td>Al</td> <td>Buc-ee's</td> </tr> <tr> <td>11/11/24</td> <td>Kip</td> <td>Pre-annixation notice</td> </tr> <tr> <td>11/20/24</td> <td>Kellie</td> <td>Ben Lomand / neighborhood</td> </tr> <tr> <td>11/27/24</td> <td>Sherry</td> <td>Change of billing address - 147 StarView Circle</td> </tr> <tr> <td>11/28/24</td> <td>Kelli</td> <td>Cleaning quote for your business</td> </tr> </tbody> </table>			Created	First Name	Subject	11/9/24	Brad	No Buc-ees!	11/9/24	Noah	Snow removal	11/9/24	Melinda	Snow removal	11/10/24	Lydia	Snow Removal	11/10/24	Al	Buc-ee's	11/11/24	Kip	Pre-annixation notice	11/20/24	Kellie	Ben Lomand / neighborhood	11/27/24	Sherry	Change of billing address - 147 StarView Circle	11/28/24	Kelli	Cleaning quote for your business
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Land Use permits Issued	<p>October 2024</p> <p>Type: Single Family; Qty: 0</p> <p>Other; Qty: 9</p> <p>Total water taps issued: 1041</p>																																

Business Licenses

BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE	2024	2024
	Nov	Nov
Business Type	STR	other
New Licenses	2	2
Licenses Renewed	1	9
Licenses Expired	0	0
Businesses Closed	0	0
CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)		
	40	149
TOTAL CURRENT BUSINESS LICENSES (New + Renewed)		
	189	

**Note: this will likely reduce going forward due to change of business license regulations*

SCHEDULED TO RENEW IN JANUARY 2025:

BUSINESS NAME
7th Generation Roofing
Advanced Recovery Systems, LLC dba Recovery Village at Palmer Lake, LLC
Austin Hardwoods of Denver
Belt Power LLC
Cinnamonster Franchise Group, Inc. dba Cinnamonster
Custom Design Builders, Inc.
Dead Flowers, LLC
Designio, Inc. dba iWell
Double Vision Construction
Foundation Professionals of Co.
Neighorly Local Operations LLC dba Mr. Rooter Plumbing
Sandoval Custom Creations, Inc.
SEG Security, LLC dba Liberty Home Products
T. Carson and Company
TavaTek, LLC
Techno Metal Post Pikes Peak Region, LLC
Think & Tinker, Ltd.
Tri Noleen Inc

Water Billing

Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
2022	Jan-Dec	1015	41,405,900	11
2023	Jan-Dec	1018	44,855,150	7
2024	Jan	1019	3,498,000	0
	Feb	1019	3,031,550	0

March	1019	2,889,000	0
April	1019	3,401,100	0
May	1019	3,410,300	0
June	1021	4,560,620	0
July	1021	5,888,918	0
August	1021	4,918,121	0
September	1021	5,145,525	0
October	1022	4,117,600	0
November	1022	3,258,300	0
YTD		44,119,034	0

Grant Activity Updates

Dept	Name	Grant Purpose	Grant Amount	Match/ Cost Sharing	STATUS/NEXT STEPS
Police	Training	training and expenses to gain CO POST certification	\$47,756	0	Awarded.
Fire	EMS	5 Life Pack AEDs with capnography	\$12,945	\$0	Awarded \$12,945 (RETAC) for 5 Stryker AEDs.
Admin	Public Safety Facility	public safety facility feasibility study	\$12,500	\$0	Awarded. Issue RFP in December.
Roads	Spruce Mtn Rd Improvement	widen and repave road	\$1,241,847	\$258,149	Design work in 2024 (\$247k). Town to award contract.
Roads	Main Street Design (MMOF)	design main street connectivity, public safety	\$150,000	waived	GMS to review prelim design with PC in Dec.

Staffing Activity

- Ongoing advertising for Accounting Clerk and Water Operator positions
- Speaking with applicants for Deputy Town Clerk
- Police Chief Glen Smith started on 12/3 and a ceremonial oath forthcoming

Code Compliance

Report for BOT, December 12, 2024

Code Compliance Officer start date: October 14, 2024

Report of activity:

Number of Complaints in process: 20 Action items requiring research or action.

Sign Permit 1 resolved

Business License 4 1 resolved; 3 pending

*Non-Compliant issues offer 30-day timeframe to resolve. Business issues re:
Licenses pending (not submitted, but advised) 3*

Fence location 1 resolved

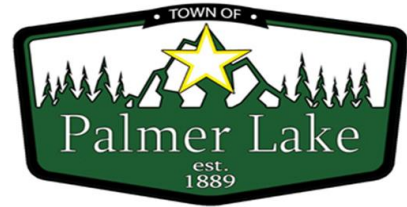
Junkyard issues 2 Pending

Rooster Relocation 1 Resolved

Lighting Issues in residential neighborhood 1 Resolved

Communication, introduction and education with public 42 (residential and commercial)

*Number of addresses requiring contact for parking issues and blocking access for snow removal: 3 have been reported by Roads; Code continues to monitor and advise as necessary.



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Adoption of 2025 Budget and Certify Mill Levy
Presented by: Town Administrator Dawn Collins		

Background

The proposed draft budget for 2025 was initially presented to the Board in October with a department workshop to review the town department needs with each supervisor. Modifications were made following the compensation study, supporting half the increase for staff below the recommended wage. Much of the capital equipment or projects in the General Fund are suggested to be covered by the fund balance, unused revenue carried over from prior years. The revised draft budget was presented and reviewed at the November 14 workshop, and a public hearing was held at the regular meeting.

The final version is presented for adoption by ordinance. Included with this item is a letter summarizing 2024 and the proposed 2025 budget.

Modifications include the following:

- Workers compensation decreased overall due to improved experience modification rate

General Fund – revenue –

- Final 2025 assessed value and backfill estimated about \$70k
- Fire inspections adjusted
- Admin grant – added DOLA planning funds for public safety facility feasibility (\$12k)
- PD grant – added LE recruit training (\$48k)
- Land/building rent adjusted based on actuals reviewed

General Fund – expenditures –

- Admin - Salaries adjusted based on compensation study review, halfway to recommended wage
- Accounting professional services adjusted for future Accounting Clerk training (Great Plains) - split
- Professional services increased for public safety feasibility study (\$25k)
- PD – increased training for recruit training (grant funded)
- FD – reduced supplies of one device to be covered by deployment monies
- Parks – capital improvement reduced for AFA bridge – pavilion renovation/material purchased in 2024

Water Fund – expenditures –

- Salaries adjusted based on compensation study review, halfway to recommended wage
- Accounting professional services adjusted for future Accounting Clerk training (Great Plains) - split

Conservation Trust Fund – no change

Per code, a subsequent resolution follows to certify the mill levy for 2025.

Recommended Action

Staff recommends adoption of the 2025 budget as presented and approval of the resolution to certify the mill levies.

PALMER LAKE, COLORADO

ORDINANCE NO. 19 - 2024

AN ANNUAL APPROPRIATION ORDINANCE SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING THE 2025 BUDGET, AND APPROPRIATING SUMS OF MONEY TO THE FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2025, AND ENDING ON THE LAST DAY OF DECEMBER, 2025.

WHEREAS, the Board of Trustees of the Town of Palmer Lake (“Board”) has appointed the Town Administrator/Clerk to prepare and submit a proposed Budget for the next fiscal year to the Board, as required by C.R.S. Section 29-1-105 through 108, C.R.S.; and Sections 3.04.020 through 3.04.040 of the Palmer Lake Town Code; and

WHEREAS, the Town is authorized by Section 29-1- 108 and 109, C.R.S., to establish and amend its annual budget and to make transfers and supplemental appropriations of budgeted funds; and

WHEREAS, on October 12, 2024, the Town Administrator/Clerk submitted the proposed 2025 Budget to the Board for its consideration; and

WHEREAS, the 2025 Budget remains in balance, as required by Colorado State Budget Law (Section 29-1-103, C.R.S.); and

WHEREAS, upon due and proper notice, published or posted in accordance with Sections 29-1-106, C.R.S., the proposed 2025 Budget was available for inspection by the public at the Town office, 42 Valley Crescent, Palmer Lake, CO 80133, and a public hearing was conducted on November 14, 2024, at the Board of Trustees regular meeting at Town Hall, Palmer Lake, Colorado; and

WHEREAS, interested electors of the Town were given the opportunity to file or register any objections to said proposed Budget; and

WHEREAS, the Budget being adopted by the Board has been prepared based on the best information available to the Board regarding the effects of Article X, § 20 of the Colorado Constitution (“TABOR”).

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE OF EL PASO COUNTY, COLORADO, AS FOLLOWS:

Section 1. Adoption of Budget for 2025. That the Budget as submitted and attached hereto as **Exhibit A** and incorporated herein by this reference and, if amended, then as amended,

is hereby approved and adopted by the Board as the true and accurate budget of the Town of Palmer Lake for fiscal year 2025.

Section 2. Appropriations. That the amounts set forth as expenditures as specifically allocated in the Budget attached hereto as **Exhibit A**, in the column labeled Proposed 2025 Budget are hereby appropriated.

Section 3. Property Tax and Fiscal Year Spending Limits. That, being fully informed, the Board finds that the foregoing budget and appropriations do not result in a violation of any applicable property tax or fiscal year spending limitation.

Section 4. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance 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 Ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 5. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this ordinance.

INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12TH DAY OF DECEMBER 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator, Clerk

BY: _____
Dennis Stern
Mayor Pro Tem



December 2024

To the Town Board of Trustees and Citizens of Palmer Lake:

It is my pleasure to present to the Board and citizens the final version of the 2025 Budget for the Town of Palmer Lake. This is the most important function that town officials and staff collaborate on and manage throughout the year. This document is the result of Board discussion, dedicated time and commitment of department supervisors, and detailed work of administrative staff. It outlines the Town revenue, operations, expenditures, and capital expenditures anticipated for 2025.

Budget Process

The budget process is a year-round function where staff monitors revenues and expenses against the adopted budget. The 2025 Budget planning began approximately August with internal department meetings starting in September. The Town of Palmer Lake staff proposed an initial draft budget with all the needs of the Town departments identified to the Board, including staffing, changes in operating costs, equipment, and various capital items and improvement projects. A draft version of the budget was distributed to the Board on October 10th, and department supervisors discussed the proposed budget for their department at a workshop on October 11, 2024. The anticipated revenue for 2025 will not cover all of the desired capital expenditures of town departments. Administration and all departments emphasized the need for appropriate staff wages, as well as additional staff in some areas, as the most important issue to address with the 2025 Budget. The Board held a public hearing on November 14, 2024, with no substantial public comments or questions related to the proposed budget.

The budget reflects wage increases for staff that are below the recommended wages in the compensation study. The proposed wage increases were adjusted halfway to the recommended wage. It is requested that a commitment be made to reach the mid-range for all employees and continue each year with a minimum of an annual COLA increase. The budget includes two additional full-time officers for Police and two additional full-time firefighters for Fire. No other significant change in staffing from the 2024 Budget is proposed for 2025. The certification of mill levy must be provided to County Commissioners by December 15, 2024, and subsequently, the adopted budget must be filed with the State by January 31, 2025.

In accordance with State Statutes, this is a balanced budget, where expenditures do not exceed revenues plus the available beginning fund balance. It is the request of staff to utilize a portion of the available fund balance to cover various capital expenditures. Those equipment items that grant monies can fund will be sought.

General Fund

The general fund provides for the general services of the Town. Services provided under the General Fund include Administration, Police, Fire, and Public Works for Roads and Parks maintenance. The General Fund utilizes the modified accrual basis of accounting, a method under which revenues are recognized in the period they become available and measurable. Expenditures are recognized in the period the associated liability is

incurred. It is expected to begin 2025 with a beginning balance in the General Fund of approximately \$4,509,000. It is proposed to cover approximately \$323,000 of proposed capital expenditures from fund balanc

Administration supports all departments of the town and includes the functions of municipal court, elections, zoning and land use development, finance, human resource management, information technology, grant administration, public meeting management, and customer service – internally to all departments and externally to all public members for licensing and permits, special events, reservations of town facilities, and general information. In 2024, the Administration office continued to experience turnover of staff, including the Accounting Clerk and Deputy Town Clerk. Currently, positions in the Administration budget include three regular full-time and four regular part-time, including Code Compliance in Administration. Completion of the compensation study in 2024 has been extremely helpful for hiring with established wage ranges. The critical issues of the land use code continue to be reviewed and revised with the Planning Commission. The town's server needs to be upgraded and replaced in 2025. Additionally, Administration proposed upgrades to the Town Hall audio/video setup and consideration of a website upgrade to include a reservation system for the various town venues. The needs for the historic Town Hall, the village green, and elephant rock property also fall under the Administration budget.

The Police Department is responsible for the duties of law enforcement including the investigation, apprehension, and detention of individuals suspected of criminal offenses to protect the public. The department has undergone abundant change in 2024. Prioritizing staff and necessary equipment to conduct public safety was supported by the Board of Trustees. Currently, the department is comprised of 8 full-time sworn officers, including the Chief of Police and Lieutenant, and one part-time Sergeant, serving as command staff, and one part-time Corporal. The Police budget includes two additional full-time positions as well as a part-time Records Technician. Late in 2024, monies were awarded, funding a feasibility study for the proper location of a joint police-fire public safety facility. This need is becoming increasingly important for the Police Department to have space to operate effectively and efficiently.

The Fire Department is responsible for core functions of fire suppression, emergency medical response, hazardous materials response, fire prevention and education for the public. The department has five full-time firefighters, including the Fire Chief, and several part-time firefighters. In 2024, multiple firefighters and equipment were deployed for wildland fires. Additionally, public property is actively being mitigated. The standard staff is four firefighters for proper response. The 2025 Budget includes two additional full-time firefighters, which will provide two full-time per shift. Like the Police Department, a proper space is becoming increasingly important – for staff quarters, storage, equipment, and training.

Public Works is responsible for the town public right of ways and roadways, drainage management as well as parks maintenance. In 2024, the department experienced staff turnover. Currently, the department is staffed with two full-time equipment operators, one full-time maintenance technician, and one part-time maintenance worker. The 2025 Budget has one additional part-time seasonal position. In 2024, the roadway improvement project completed was the grant funded Upper Glenway improvement project in front of Palmer Lake Elementary School. It was successfully completed within the schedule and budget. The design work for a pedestrian walkway along the east side of Hwy 105 continues to progress and the carry over funds budgeted for 2025. Construction funds will need to be sought once a design is final. In 2024, the design portion of Spruce Mountain roadway improvement was initiated and will continue in 2025, as well as the construction activity of the funded project. The Parks and Trails Commission completed a trail and walking bridge in 2024, thanks to the partnership with USAFA. A second bridge will be designed and constructed in 2025. Additionally, the Commission members will begin renovating the open-air pavilion on the Elephant Rock property. In 2024, the Awake Palmer Lake project constructing six pickleball courts was completed and courts opened in the fall. The restroom facility is anticipated to be completed over the winter. Opportunities to fund the development of a soccer/multi-use field at Palmer Lake continue. As public areas continue to be developed, additional seasonal staff will be needed in the future for ongoing general maintenance.

Other Projects

In 2024, the Town Hall had two windows replaced in the kitchen. Grant funds will again be explored in 2025 to upgrade the main entrance to be ADA compliant. A window was also replaced in the upper-level building leased to the Pikes Peak Library. The 28-acre Elephant Rock property is being mitigated by the Fire Department and the 2.8 acres leased to Eco Spa are being cleared. The annex structure is currently being utilized. Plans for the Eco Spa and amphitheater are anticipated in early 2025. The six cabins and long house were abated of asbestos for the demolition of the structures. The Parks and Trails Commission will provide a vision for this open area. Due to the main building lease not coming to fruition, the Board of Trustees will need to revisit the overall vision and plan for this property to address the use, anticipated access from Hwy 105 and required improvements to the property.

Revenues

With anticipation of a healthy economy, it is projected that 2025 General Fund revenues and a portion of the fund balance for one-time items and projects, along with increased sales tax revenue, will allow the budgeted expenditures to be funded. We are optimistic that sales tax will continue to increase.

Expenditures

While we anticipate a slight increase in sales tax revenue, budgeted expenditures remain within the budget. The staff wage increases are to remedy those wages below the recommended wage per the compensation study. The budget also increases the employee retirement contribution match at 4.50% per participating employee (the maximum is 5% for the town contribution) and a required increase of Fire & Police Pension Association (FPPA) to 14.3% (10.5% pension and 3.8% D&D).

Capital Expenditures & Capital Improvements

In the 2025 Budget, capital expenditures are separated from the operating expenditures to better monitor capital improvement spending. The budget reflects the proposed projects. Administration desires to work with the Board of Trustees in 2025 to establish a policy to reserve funds for future capital projects, equipment, and grant matches. Based on the initial draft mission of each department, and the mission of the Board of Trustees, a *draft* strategic plan will be provided in 2025 to begin the discussion to identify and prioritize objectives.

Reserves

Whenever unassigned fund balance accumulates in a fund in excess of the adopted budget, the Town can utilize or assign the excess funds into an appropriate reserve within the Fund. Administration will work closely with the Board in 2025 to review policy for reserve funds.

Water Enterprise Fund

The Water Enterprise Fund is used to report business-type activity on the town's water utility. The total revenues allow the budgeted expenditures to be funded. In the 2025 Budget, capital expenditures are separated from the operating expenditures to better monitor the expenditures. In 2023, the Board of Trustees restructured the water usage tiers and established new water rates pursuant to a water rate analysis and capital improvement study for water infrastructure needs. Water revenue increased in 2024 and is expected to increase in 2025. The sales of water taps have decreased and is reflected in the 2025 Budget. The 2025 water rates will increase as adopted in the master fee schedule. The Water Department currently has two full-time water operators and one full-time water technician, with one full-time Operator in Responsible Charge position to fill. Salaries for the Water Department personnel are in line with the compensation study.

In 2024, the Water Department completed the water line upgrade as part of the PLES roadway project. Additionally, the department network is being secured by the end of 2024. The completed Preliminary Engineering Report identifying water system improvement projects will need to be revisited by the Board of Trustees. There is currently no activity on the new Arapahoe well for additional water supply and looping the

distribution system. Water personnel will continue to replace water distribution lines and the 2025 Budget includes funding for replacing the Canon City and Park water lines. With remaining capital funds, it is anticipated to start the Shady Ln line replacement, which will require multiple years to accomplish.

Conservation Trust Funds

The Conservation Trust Fund accounts for lottery proceeds that are restricted for specific use for parks improvement. There is ongoing partnership consideration and grant seeking to further assist in providing funds to upgrade and improve public amenities around Palmer Lake, Centennial Park, Glen Park, and Columbine Park.

Conclusion

The 2025 Budget has been prepared with discussion of department needs with the Board of Trustees and prioritizing needs. It allocates necessary funding to the services of the Town to benefit residents and visitors. This budget reflects the Town Board's commitment to necessary infrastructure improvement. Balancing the Town's fiscal responsibility and the vast needs of the community continues to be a challenge. This challenge provides an opportunity to strategically plan for future years. A strategic plan of priorities will require collaborative work with the Board of Trustees.

I would like to express my appreciation to the current and new members of the Town Board of Trustees for their commitment to serving the community. I also want to express great appreciation to the department supervisors and administrative staff for their dedicated efforts to prepare a balanced budget for 2025.

Sincerely,

Dawn A. Collins

Dawn A. Collins, CMC

Town Administrator/Clerk

TOWN OF PALMER LAKE

GENERAL FUND

2025 Budget

		Final	Audited	Original	Amended	YTD Estimate	Proposed
		Budget	Actual	Budget	Budget	Ending	Budget
		FY2023	FY2023	FY2024	FY2024	FY2024	FY2025
	Description						
GENERAL FUND REVENUE							
Taxes							
	Property Tax - General	\$ 503,417	\$ 503,277	\$ 619,337	\$ 658,809	658,809	\$ 657,668
	Property Tax - Fire	447,960	446,302	551,110	586,234	586,234	585,218
	Specific Ownership Tax	108,000	110,810	110,000	110,000	121,641	108,000
	Motor Vehicle Registration	-	-	-	-	-	11,000
	Highway Users Tax	100,000	103,640	90,000	90,000	107,861	103,000
	El Paso Co Road & Bridge Tax	6,000	7,352	7,000	7,000	9,000	9,000
	Use Tax - Building Materials	40,000	32,593	36,000	36,000	8,697	30,000
	Sales/Use/Excise Tax - All Other	2,465,000	1,691,966	1,388,000	1,388,000	2,091,844	2,076,000
		3,670,377	2,895,940	2,801,447	2,876,043	3,584,086	3,579,885
Fees and Licenses							
	Franchise Fee - Comcast	38,000	16,981	25,000	25,000	17,996	25,000
	Franchise Fee - CORE (IREA)	50,000	60,127	47,000	47,000	37,190	60,000
	Franchise Fee - Black Hills	50,000	53,942	74,000	74,000	40,470	55,000
	Franchise Fee - Other	35	2,894	25	25	1,210	2,000
	Administration Fees	-	175	-	-	-	-
	Fees/Permits/Zoning/Subdivisions	40,000	34,182	45,000	45,000	55,531	60,000
	Impact Fees - Drainage	7,200	14,959	20,000	20,000	834	15,000
	Business Licenses	30,000	24,484	25,000	25,000	22,961	20,000
	Lodging Fees	40,000	58,927	45,000	45,000	42,647	40,000
	Liquor/MJ License Fees	6,200	6,424	10,000	10,000	12,468	11,725
		261,435	273,095	291,025	291,025	231,307	288,725
Fines							
	Citation Fines/Court Fees	70,000	45,279	45,000	45,000	44,969	40,000
	Citation Fines/Court Fees - STEP*	20,000	40,461	20,000	20,000	20,478	20,000
		90,000	85,740	65,000	65,000	65,447	60,000
Interest							
	Savings/Interest	3,000	-	-	-	-	-
	Interest - Savings/Reserve	10,000	82,274	70,000	70,000	88,732	76,000
	Interest - Water Loan	30,000	10,000	10,000	10,000	10,000	9,567
		43,000	92,274	80,000	80,000	98,732	85,567
Departmental							
	Library Revenue	5,000	-	-	-	-	-
	Admin Revenue	-	5,275	5,000	5,000	4,256	4,500
	Police Revenue*	4,500	9,776	10,000	10,000	12,786	11,000
	Fire Revenue	-	6,985	5,000	5,000	2,074	5,000
	Roads Revenue	-	791	-	-	-	-
	Parks Revenue*	40,000	46,202	45,000	45,000	54,000	50,000
		49,500	69,029	65,000	65,000	73,116	70,500
Grants and Donations*							
	Admin Grants	-	-	25,000	25,000	17,577	18,050
	Co State Hist Soc Town Hall ADA Door	42,000	-	-	-	-	-
	PD Grants	5,000	15,300	199,000	199,000	98,877	165,156
	Fire Grants	-	49,261	-	-	-	-
	Roads Grants	-	-	354,311	354,311	37,000	1,317,311

TOWN OF PALMER LAKE

GENERAL FUND

2025 Budget

	Final Budget FY2023	Audited Actual FY2023	Original Budget FY2024	Amended Budget FY2024	YTD Estimate Ending FY2024	Proposed Budget FY2025
CDOT PL Elem Sch Rd Improv	145,682	52,075	807,648	621,471	621,471	-
CDOT Overlay Maint.	200,000	200,000	-	-	-	-
Parks Grants	2,500	2,340	-	-	-	-
Admin Donations	-	-	-	-	104	-
PD Donations	-	5,501	-	-	-	-
Fire Donations	-	570	-	-	225	-
Roads Donations	-	-	-	-	-	-
Parks Donations	-	5,375	-	-	16,010	12,000
	395,182	330,422	1,385,959	1,199,782	791,264	1,512,517
<u>Miscellaneous</u>						
FPPA Matching Funds (DOLA VFP)	17,100	-	-	-	-	-
Land/Building Rent	20,000	33,806	30,000	30,000	26,340	37,600
Fire Deployment Reimbursement*	80,000	73,081	40,000	40,000	33,998	50,000
Land/Equipment Sales	-	19,000	-	-	6,790	-
Miscellaneous Income	100	8,746	-	-	170	-
Insurance Income	-	2,366	-	-	-	-
	117,200	136,999	70,000	70,000	67,297	87,600
<u>Other Financing Sources</u>						
Transfers from Other Funds	-	-	-	40,300	40,300	-
	-	-	-	40,300	40,300	-
Total Revenue (New Revenue and Other Financing Sources)	4,626,694	3,883,499	4,758,431	4,687,150	4,951,550	5,684,794
Unassigned Fund Balance	-	2,880,403	3,276,067	3,661,915	3,661,915	4,507,793
Total Revenue and Unassigned Fund Balance	4,626,694	6,763,902	8,034,498	8,349,065	8,613,465	10,192,588
GENERAL FUND EXPENDITURES						
<u>Administration</u>						
<u>Salaries and Benefits</u>						
Salaries/Wages, Full Time	163,930	64,184	105,900	105,900	65,565	115,287
Salaries/Wages, Part Time	56,709	99,952	96,486	96,486	92,216	139,172
Salaries/Wages, PT Sick	1,890	1,548	-	-	-	-
Overtime	-	184	496	496	-	6,234
Social Security ER	13,797	9,528	12,579	12,579	9,265	16,163
Medicare ER	3,227	2,228	2,942	2,942	2,167	3,780
FUTA	239	203	210	210	231	252
Workers Comp Ins	8,683	4,082	2,759	2,759	3,511	610
Retirement ER Match	6,557	6,012	5,928	5,928	8,493	6,182
Health Ins ER- pd	19,374	6,092	17,940	17,940	12,417	19,090
Dental Ins ER- pd	-	-	993	993	687	-
Vision Ins ER- pd	-	-	157	157	109	-
Life Ins ER- pd	590	344	483	483	349	483
	274,996	194,357	246,873	246,873	195,010	307,253
<u>Professional Services</u>						
Professional Svcs-Accounting	22,275	86,728	70,000	70,000	58,462	63,000
Professional Svcs-IT	63,200	25,902	33,000	33,000	34,940	64,700

TOWN OF PALMER LAKE

GENERAL FUND

2025 Budget

	Final Budget	Audited Actual	Original Budget	Amended Budget	YTD Estimate Ending	Proposed Budget
	FY2023	FY2023	FY2024	FY2024	FY2024	FY2025
Professional Svcs-Legal/OJW	60,000	59,044	60,000	60,000	103,706	95,000
Professional Svcs-Other	160,000	81,102	210,000	210,000	108,000	150,000
	305,475	252,776	373,000	373,000	305,108	372,700
Administrative/Operations						
Employee Clothing	800	-	500	500	-	800
Employee/BOT/PC Training	6,900	1,810	5,000	5,000	4,682	8,000
Employee/BOT/PC Travel	6,000	277	3,000	3,000	412	1,000
Employee/BOT/PC Per Diem	5,000	1,240	2,000	2,000	-	200
Advertising	2,000	1,175	2,000	2,000	1,320	2,000
Bank Fees/Services	700	66	200	200	11	100
Communications	28,000	26,800	1,800	1,800	4,967	6,400
County Treasurer Fees	18,000	9,523	13,000	13,000	14,649	12,000
Election Expense	15,000	-	12,000	12,000	1,683	12,000
Insurance	106,000	114,859	100,100	100,100	112,799	120,400
Legal Notices/Recordings	5,000	2,785	5,000	5,000	2,103	3,000
Memberships/Registrations	12,000	13,741	14,000	14,000	10,626	13,500
Postage	1,000	1,492	1,300	1,300	1,318	2,400
Economic Development	13,000	1,255	5,000	5,000	-	1,500
General Supplies	20,000	15,023	15,236	15,236	11,054	15,000
General Supplies- Elephant Rock	-	-	-	-	-	-
General Services	47,807	33,274	27,500	27,500	20,954	24,500
General Service- Elephant Rock	-	631	100,000	100,000	195,000	1,000
Utilities	14,500	11,314	19,000	19,000	18,418	18,000
Utilities- Elephant Rock	-	3,372	1,000	1,000	10,903	12,000
Utilities- Electric	6,600	6,048	-	-	-	-
Utilities- Electric Elephant Rock	-	3,228	-	-	-	-
Utilities- Water	7,400	8,583	-	-	-	-
Utilities Water- Elephant Rock	-	1,013	-	-	-	-
Utilities- Sanitation	3,100	4,249	-	-	-	-
Utilities- Sanitation Elephant Rock	-	405	-	-	-	-
Building Maintenance	6,050	-	5,000	5,000	7,000	5,000
Equipment Maintenance	1,000	-	-	-	-	-
Miscellaneous Expense	-	776	-	-	-	-
Vehicle Repair & Maintenance	-	-	-	-	1,834	1,500
Fuel	500	213	300	300	146	400
	326,357	263,152	332,936	332,936	419,879	260,700
Capital Outlays						
CO State Hist Soc Town Hall ADA Door	42,000	-	-	-	-	-
Capital Improvement	220,000	59,529	-	-	12,000	15,000
Capital Improvement- Town Hall	32,960	-	10,000	10,000	-	-
Capital Equipment	6,000	-	-	-	-	11,200
	300,960	59,529	10,000	10,000	12,000	26,200
Total Administration Expenditures	1,207,788	769,814	962,809	962,809	931,997	966,853
Police Department						
Salaries and Benefits						
Salaries/Wages, Full Time	426,105	373,204	400,710	400,710	375,927	701,828
Salaries/Wages, Part Time	159,455	114,860	113,104	113,104	129,131	139,994
Salaries/Wages, PT Sick	5,315	937	-	-	-	-

TOWN OF PALMER LAKE

GENERAL FUND

2025 Budget

	Final Budget	Audited Actual	Original Budget	Amended Budget	YTD Estimate Ending	Proposed Budget
	FY2023	FY2023	FY2024	FY2024	FY2024	FY2025
Salaries/Wages, STEP	5,000	19,970	10,000	10,000	7,392	10,000
Salaries/Wages, Extra Duty	5,000	9,505	8,000	8,000	7,320	8,000
Overtime	2,049	413	1,798	1,798	1,007	29,464
Social Security ER	11,570	9,807	8,612	8,612	9,616	12,056
Medicare ER	8,597	7,405	7,476	7,476	7,164	12,895
FUTA	512	472	512	512	564	554
Worker Comp Ins	34,876	20,193	19,985	19,985	23,688	21,675
Retirement ER Match	17,044	7,224	17,030	17,030	7,052	21,154
FPPA	38,599	31,155	37,671	37,671	31,300	71,067
FPPA D&D	13,814	11,150	13,562	13,562	11,268	25,719
Health Insurance	51,664	16,449	32,760	32,760	23,036	68,060
Dental Ins ER- pd	-	-	1,813	1,813	1,511	-
Vision Ins ER- pd	-	-	287	287	239	-
Life Ins ER- pd	1,572	1,320	1,302	1,302	1,300	2,142
	781,175	624,064	674,622	674,622	637,516	1,124,609
Professional Services						
Professional Svcs-IT	-	5,093	16,200	16,200	16,500	18,300
Professional Svcs-Other	-	-	96,400	96,400	9,328	96,100
	-	5,093	112,600	112,600	25,828	114,400
Administrative/Operations						
Employee Clothing	7,077	3,895	4,120	4,120	2,442	7,700
Employee Training	5,300	2,280	3,000	3,000	8,114	24,534
Employee Travel	4,160	179	3,400	3,400	3,511	3,100
Employee Per Diem	2,560	162	1,000	1,000	170	500
Subject Testing	1,000	-	1,000	1,000	475	5,000
Communications	8,400	6,050	20,525	20,525	12,763	22,175
Memberships/Registrations	3,940	12,136	13,000	13,000	14,887	13,000
Postage	-	-	-	-	-	-
General Supplies	12,292	8,652	10,000	10,000	28,967	40,000
General Services	6,500	1,686	3,000	3,000	11,860	9,000
Utilities	-	-	3,800	3,800	3,922	5,000
Building Maintenance	8,600	-	1,000	1,000	3,500	10,000
Equipment Maintenance	2,280	-	-	-	540	3,000
Repair & Maintenance	-	2,951	-	-	-	-
Miscellaneous Expense	-	-	-	-	-	-
STEP Expenditures	-	2,613	-	-	-	-
Vehicle Repair & Maintenance	6,863	6,502	5,000	5,000	18,522	21,000
Fuel	28,000	17,067	18,000	18,000	15,154	20,000
Police Donations/ Grant Expense	5,000	7,271	-	-	-	-
	101,972	71,444	86,845	86,845	124,828	184,009
Capital Outlays						
Capital Improvement	-	-	5,000	5,000	-	7,000
Capital Equipment	25,428	-	75,000	75,000	95,141	5,000
	25,428	-	80,000	80,000	95,141	12,000
Total Police Department Expenditures	908,574	700,601	954,067	954,067	883,313	1,435,018
Fire Department						
Salaries and Benefits						
Salaries/Wages, Full Time	468,605	308,487	374,124	374,124	347,740	615,000

TOWN OF PALMER LAKE

GENERAL FUND

2025 Budget

	Final Budget	Audited Actual	Original Budget	Amended Budget	YTD Estimate Ending	Proposed Budget
	FY2023	FY2023	FY2024	FY2024	FY2024	FY2025
Salaries/Wages, Part Time	100,930	53,817	62,612	62,612	45,834	59,174
Salaries/Wages, PT Sick	3,364	-	-	-	-	-
Overtime	44,805	33,525	31,909	31,909	52,253	85,087
Fire Deployment	50,000	32,991	20,000	20,000	39,522	25,000
Social Security ER	7,694	6,212	5,370	5,370	4,875	8,232
Medicare ER	8,957	5,982	6,795	6,795	6,731	11,372
FUTA	638	438	344	344	468	470
Workers Comp Ins	45,203	19,199	21,903	21,903	27,196	24,405
Retirement ER Match	20,536	4,298	17,256	17,256	5,209	17,972
FPPA ER	46,893	26,541	38,203	38,203	35,480	68,407
FPPA D&D	16,783	9,499	13,753	13,753	12,773	24,757
FPPA Volunteer Pension Fund	-	3,808	2,519	2,519	2,519	2,519
Health Ins ER- pd	51,664	14,524	32,760	32,760	28,344	55,610
Dental Ins ER- pd	-	-	1,813	1,813	3,947	-
Vision Ins ER- pd	-	-	287	287	522	-
Life Ins ER- pd	1,572	889	1,092	1,092	1,231	1,512
	867,644	520,210	630,741	630,741	614,644	999,520
Professional Services						
Professional Svcs-IT	-	4,003	10,000	10,000	14,447	17,700
	-	4,003	10,000	10,000	14,447	17,700
Administrative/Operations						
Employee Clothing	6,703	3,360	5,000	5,000	1,949	12,000
Employee Training	17,473	7,319	10,000	10,000	6,515	12,000
Employee Travel	4,000	-	2,000	2,000	567	1,000
Employee Per Diem	3,500	43	2,000	2,000	76	200
Communications	17,000	7,432	17,200	17,200	7,202	11,325
Memberships/Registrations	980	2,819	400	400	222	400
General Supplies	17,500	19,671	15,000	15,000	3,496	11,100
Medical Equip/Supplies	5,000	1,937	2,500	2,500	4,533	5,000
General Services	31,764	6,300	16,000	16,000	18,706	12,000
Utilities	-	-	4,500	4,500	6,225	7,000
Building Maintenance	-	40	3,000	3,000	4,170	7,500
Equipment Maintenance	7,000	2,060	5,000	5,000	2,057	3,000
Repair & Maintenance - Building	4,500	-	-	-	-	-
Fire Deployment Expenses	-	19,917	10,000	10,000	16,000	12,500
Vehicle Licenses/Fees	2,000	-	-	-	-	-
Vehicle Repair & Maintenance	20,000	27,695	25,000	25,000	27,065	30,000
Fuel	15,000	10,367	11,000	11,000	15,689	12,500
	152,420	108,960	128,600	128,600	114,473	137,525
Capital Outlays						
Capital Improvements	-	-	-	-	-	-
Capital Equipment	137,000	-	-	-	42,174	15,000
	137,000	-	-	-	42,174	15,000
Total Fire Department Expenditures	1,157,064	633,173	769,341	769,341	785,738	1,169,745
Public Works Department - Roads						
Salaries and Benefits						
Salaries/Wages, Full Time	179,954	147,145	206,389	206,389	151,855	203,360
Salaries/Wages, Part Time	58,826	37,152	55,574	55,574	28,096	23,627

TOWN OF PALMER LAKE

GENERAL FUND

2025 Budget

	Final Budget FY2023	Audited Actual FY2023	Original Budget FY2024	Amended Budget FY2024	YTD Estimate Ending FY2024	Proposed Budget FY2025
Salaries/Wages, PT Sick	1,961	171	-	-	-	-
Overtime	836	1,153	917	917	905	7,944
Social Security ER	14,978	11,240	16,299	16,299	10,849	14,565
Medicare ER	3,503	2,629	3,812	3,812	2,537	3,406
FUTA	260	236	260	260	231	218
Workers Comp Ins	23,977	14,300	15,537	15,537	18,180	7,713
Retirement ER Match	7,232	3,356	8,810	8,810	658	5,317
Health Insurance ER	22,962	3,377	24,960	24,960	16,659	26,560
Dental Ins ER- pd	-	-	1,382	1,382	993	-
Vision Ins ER- pd	-	-	287	287	188	-
Life Ins ER - pd	699	480	672	672	479	672
	315,186	221,239	334,898	334,898	231,630	293,379
Professional Services						
Professional Svcs-IT	-	-	1,300	1,300	1,167	1,300
Professional Services - MS4	-	-	10,000	10,000	3,375	10,000
Professional Svcs Other	10,000	12,581	29,000	29,000	19,500	20,000
Professional Svcs-Other-M4	10,000	-	-	-	-	-
Professional Svcs-Other-Engineering	10,000	7,138	-	-	-	-
	30,000	19,719	40,300	40,300	24,042	31,300
Administrative/Operations						
Employee Clothing	750	1,138	700	700	1,507	1,500
Employee Training	811	-	500	500	5,628	1,000
Employee Travel	250	-	200	200	-	200
Employee Per Diem	200	-	200	200	-	100
Communications	-	-	2,000	2,000	1,277	2,000
Memberships/Registrations	750	519	700	700	554	1,500
General Supplies	4,000	3,134	4,000	4,000	2,593	3,500
Signs Parts/Supplies	5,000	2,627	3,500	3,500	-	9,000
	35,900	45,156	40,000	40,000	17,408	50,000
Utilities	-	3,346	3,700	3,700	3,810	4,000
Street Lights- Road	13,200	7,550	13,000	13,000	13,215	14,000
Building Maintenance	6,000	2,699	5,000	5,000	730	2,500
Equipment Maintenance	-	381	1,000	1,000	4,125	4,500
Road/Street Material	35,000	25,843	30,000	30,000	38,046	35,000
Dust Control	18,000	13,807	18,000	18,000	-	14,000
Culverts	5,000	5,044	5,000	5,000	-	8,000
Vehicle Repair & Maintenance	4,000	5,766	6,000	6,000	9,416	7,000
Repair - Heavy Equipment	20,000	5,576	20,000	20,000	10,358	15,000
Fuel	18,000	11,745	14,000	14,000	13,886	15,000
	166,861	134,331	167,500	167,500	122,555	187,800
Capital Outlays						
Capital Improvements - Building	-	-	12,000	12,000	-	15,000
Capital Improvements - Roads	463,014	159,791	100,000	100,000	-	30,000
Capital Improvement - Drainage	90,000	-	90,000	90,000	-	90,000
CDOT Overlay Maint.	200,000	244,842	-	-	-	-
CDOT PL Elem Sch Rd Improv	145,682	99,700	1,006,580	1,015,357	1,015,357	-
Capital Imp - Spruce Mtn Rd	-	-	247,000	247,000	-	1,499,996
Capital Imp - Sidewalk Design	-	2,207	218,000	218,000	37,000	181,000
Capital Equipment	37,000	5,700	-	-	-	10,000
	935,696	512,240	1,673,580	1,682,357	1,052,357	1,825,996

TOWN OF PALMER LAKE

GENERAL FUND

2025 Budget

	Final Budget FY2023	Audited Actual FY2023	Original Budget FY2024	Amended Budget FY2024	YTD Estimate Ending FY2024	Proposed Budget FY2025
Total PW Dept - Roads Expenditures	1,447,743	887,529	2,216,278	2,225,055	1,430,584	2,338,475
Public Works Department - Parks Expenditures						
<u>Administrative/Operations</u>						
Employee Clothing	200	223	200	200	-	250
Employee Training	250	-	200	200	-	450
Memberships/Registrations	100	-	100	100	-	200
Parks Committee	1,000	-	-	-	-	-
General Supplies	7,090	12,392	8,000	8,000	9,148	12,000
General Services	14,800	19,165	20,000	20,000	14,693	20,000
Utilities	-	-	4,600	4,600	5,265	5,600
Equipment Maintenance	1,000	417	1,000	1,000	322	1,000
Vehicle Repair	1,000	460	1,000	1,000	-	1,000
Fuel/Lubricants	1,600	2,438	3,500	3,500	1,478	4,000
Parks Committee (donations)	2,500	-	-	-	-	-
Parking Kiosk Expenses	-	3,707	3,500	3,500	3,134	3,100
	29,540	38,802	42,100	42,100	34,040	47,600
<u>Capital Outlays</u>						
Capital Improvements	-	48,468	31,000	31,000	40,000	20,000
Capital Equipment	56,125	23,600	-	-	-	-
	56,125	72,068	31,000	31,000	40,000	20,000
Total PW Dept - Parks Expenditures	85,665	110,870	73,100	73,100	74,040	67,600
Total Departments Expenditures	3,599,046	2,332,173	4,012,787	4,021,564	3,173,674	5,010,838
Total Admin and Dept Expenditures	4,806,833	3,101,987	4,975,596	4,984,373	4,105,671	5,977,692
TOTAL REVENUE AND UNASSIGNED FUND BALANCE OVER (UNDER) EXPENDITURES	(180,139)	3,661,915	3,058,902	3,364,692	4,507,793	4,214,896
TOTAL REVENUE OVER (UNDER) EXPENDITURES	(180,139)	781,512	(217,165)	(297,223)	845,878	(292,897)
APPROPRIATE FROM UNASSIGNED FUND BALANCE	-	-	217,165	297,223	-	292,897
FUND BALANCE - BEG OF YEAR	2,749,080	2,880,403	3,276,067	3,661,915	3,661,915	4,507,793
FUND BALANCE - END OF YEAR**	\$ 2,568,941	\$ 3,661,915	\$ 3,058,902	\$ 3,364,692	\$ 4,507,793	\$ 4,214,896
**3 month Operating Reserve as recommended by State of Colorado						
\$775,497 in 2023						
*These revenues are restricted internally or externally, in full or in part.						

TOWN OF PALMER LAKE

WATER FUND

2025 Budget

		Final	Audited	Original	Amended	YTD Estimate	Proposed
		Budget	Actual	Budget	Budget	Ending	Budget
		FY2023	FY2023	FY2024	FY2024	FY2024	FY2025
Description							
WATER FUND REVENUE							
Water Billing Revenue		\$ 940,000	\$ 1,056,274	\$ 1,375,000	\$ 1,375,000	\$ 1,410,660	\$ 1,438,257
Water Improvement Fee		55,000	60,919	74,000	74,000	75,600	79,626
Water Loan Revenue		216,000	215,962	216,000	216,000	216,548	217,596
Water Tap Fees		100,000	81,332	72,000	72,000	19,850	75,090
Water Meter/ Parts		3,000	3,330	2,550	2,550	-	2,550
Late Fees/ Service Fees		14,000	19,722	16,000	16,000	20,291	15,000
Water Reserve/Savings Interest		7,000	31,205	24,000	24,000	33,888	30,000
Water Revenue Interest		7,000	-	-	-	-	-
Misc. Income		200	1,555	-	-	954	-
Water Dept. Misc. Revenue / TANK		10,000	-	-	-	-	-
American Rescue Plan		259,238	232,054	117,390	103,669	103,669	-
PLES Upper Glenway Water Improvement		-	-	101,520	287,697	287,697	-
Water Grants		-	-	-	-	7,500	-
Total Revenue		1,611,438	1,702,353	1,998,460	2,170,916	2,176,656	1,858,119
Unassigned Fund Balance		-	958,494	1,173,080	1,304,220	1,304,220	1,443,847
(Less) Restricted Fund Balance		-	(216,571)	(279,820)	(216,571)	(216,571)	(216,571)
Unrestricted Fund Balance		-	741,923	893,260	1,087,649	1,087,649	1,227,276
Total Revenue and Unrestricted Fund Balance		1,611,438	2,444,276	2,891,720	3,258,565	3,264,305	3,085,395
WATER FUND EXPENDITURES							
<u>Salaries and Benefits</u>							
Salaries/Wages, Full Time		423,291	302,129	373,082	373,082	334,523	392,126
Salaries/Wages, Part Time		-	23,907	24,414	24,414	24,943	28,619
Salaries/Wages, PT Sick		-	27	-	-	-	-
On-call Pay		15,308	22	15,768	15,768	-	22,898
Overtime		1,482	539	1,311	1,311	3,106	17,398
Social Security ER		27,285	19,842	25,704	25,704	23,090	28,585
Medicare ER		6,381	4,640	6,011	6,011	5,172	6,685
FUTA		239	210	227	227	274	227
Workers Comp Ins		29,172	16,960	12,703	12,703	14,916	7,971
Retirement ER Match		17,603	2,990	17,185	17,185	2,978	11,529
Health Ins ER- pd		40,900	9,122	39,780	39,780	12,515	34,030
Dental Ins ER- pd		-	-	2,202	2,202	1,170	-
Vision Ins ER- pd		-	-	348	348	185	-
Life Ins ER- pd		1,245	892	1,014	1,014	1,042	1,071
		562,906	381,280	519,749	519,749	423,912	551,139
<u>Professional Services</u>							
Professional Svcs- Acctg		45,225	37,541	30,000	30,000	23,363	27,000
Professional Svcs IT/ Water Billing		78,000	63,330	62,000	62,000	60,466	75,500
Professional Svcs- Legal		20,000	5,177	10,000	10,000	2,842	6,000
Professional Svcs- Other		40,000	19,011	35,000	35,000	1,876	25,000
		183,225	125,059	137,000	137,000	88,546	133,500
<u>Administrative/Operations</u>							

TOWN OF PALMER LAKE

WATER FUND

2025 Budget

		Final	Audited	Original	Amended	YTD Estimate	Proposed
		Budget	Actual	Budget	Budget	Ending	Budget
		FY2023	FY2023	FY2024	FY2024	FY2024	FY2025
Employee Clothing		1,000	568	1,000	1,000	912	1,000
Employee Training		4,500	-	3,000	3,000	1,506	3,000
Employee Travel		6,000	91	300	300	-	200
Employee Per Diem		3,000	-	500	500	-	100
Bank Fees/ Services		100	-	100	100	-	100
Communications		3,100	4,334	3,000	3,000	2,141	2,800
Insurance		13,400	14,775	42,900	42,900	47,584	51,600
Publication / Legal Notices		500	-			-	-
Membership/ Registrations		10,000	8,201	10,000	10,000	7,104	8,500
Misc. Expenses		800	-	-	-	-	-
General Supplies		-	-	1,000	1,000	1,343	2,500
General Supplies- Treatment		49,000	47,888	50,000	50,000	47,639	55,000
General Supplies - Distribution		3,000	8,925	8,000	8,000	50,481	30,000
Water Meters/ Parts Replace		2,000	1,053	10,000	10,000	11,268	10,000
General Services		27,870	11,907	39,000	39,000	1,615	12,000
General Svc/Maint - Treatment		22,000	58,024	45,000	45,000	43,560	50,000
General Svc/Maint - Distribution		22,000	42,622	40,000	40,000	26,696	40,000
Utilities		83,000	70,585	135,000	135,000	117,188	120,000
Utilities - Natural Gas		18,400	2,266	-	-	-	-
Utilities- Water		12,500	19,554	-	-	-	-
Utilities- Sanitation		16,400	14,898	-	-	-	-
Utilities- Sanitation		45,000	-	-	-	-	-
Equipment Maintenance		19,539	-	-	-	-	-
Water Meters / Repairs		3,000	-	-	-	-	-
Building Maintenance		2,000	5,586	5,000	5,000	29	3,500
Vehicle Repair/ Maint		8,000	15,616	12,000	12,000	29,906	16,000
Fuel		10,000	9,421	9,500	9,500	7,469	10,000
Water Quality Tests		23,731	10,626	10,000	10,000	5,135	11,000
Reservoirs / Dam Maintenance		13,000	13,002	13,000	13,000	19,330	16,000
		422,840	359,942	438,300	438,300	420,905	443,300
Capital Outlays							
Capital Improvement - Building		262,541	-	12,000	12,000	-	15,000
Capital Improvement - Treatment		-	43,985	5,000	5,000	48,699	10,000
Capital Improvement - Distribution		-	-	150,000	150,000	180,599	185,000
Capital Improvement (Dist) - PLES Upper Glenw		-	-	141,900	522,326	522,326	-
Capital Improvement - Shady Ln		-	-	183,000	183,000	-	180,000
ARP - Expenses		-	232,054	117,390	103,669	103,669	-
Capital- CL2		33,984	-	-	-	-	-
Capital Equipment		92,000	14,560	40,000	40,000	10,560	64,800
		388,525	290,599	649,290	1,015,995	865,853	454,800
Debt Service							
CWRPDA 2009 Principal		89,078	90,869	101,229	92,695	92,695	94,558
CWRPDA 2009 Interest		15,983	13,700	13,406	12,276	12,276	10,413
CWRPDA 2018 Principal		48,845	49,827	50,829	50,829	50,829	51,850
CWRPDA 2018 Interest		19,323	18,175	17,340	17,340	17,340	16,318
General Fund Loan- Principal		-	-	14,375	14,375	14,374	29,181
General Fund Loan- Interest		10,000	10,000	10,000	10,000	10,000	9,567
		183,229	182,571	207,179	197,515	197,513	211,887
Other Uses							
Transfers to Other Funds		-	-	-	40,300	40,300	-

TOWN OF PALMER LAKE

WATER FUND

2025 Budget

		Final Budget FY2023	Audited Actual FY2023	Original Budget FY2024	Amended Budget FY2024	YTD Estimate Ending FY2024	Proposed Budget FY2025
		-	-	-	40,300	40,300	-
Total Expenditures and Other Uses		1,740,725	1,339,451	1,951,518	2,348,859	2,037,030	1,794,627
TOTAL REVENUE AND UNRESTRICTED FUND BALANCE OVER (UNDER) EXPENDITURES AND OTHER USES		(129,287)	1,104,825	940,201	909,706	1,227,276	1,290,768
TOTAL REVENUE OVER (UNDER) EXPENDITURES AND OTHER USES		(129,287)	362,902	46,942	(177,943)	139,627	63,492
APPROPRIATE FROM UNASSIGNED FUND BALANCE		129,287	-	-	177,943	-	-
FUND BALANCE - BEG OF YEAR		958,494	941,318	1,173,080	1,304,220	1,304,220	1,443,847
FUND BALANCE - END OF YEAR*		\$ 829,207	\$ 1,304,220	\$ 1,220,022	\$ 1,126,277	\$ 1,443,847	\$ 1,507,339
<i>*3 month Operating Reserve required by CWR&PDA</i>							
<i>\$216,571 per 2023 audit</i>							

TOWN OF PALMER LAKE

CONSERVATION TRUST FUND

2025 Budget

		Final Budget FY2023	Audited Actual FY2023	Original Budget FY2024	YTD Estimate Ending FY2024	Proposed Budget FY2025
Description						
CTF REVENUE						
Interest Income- CTF		\$ 400	\$ 1,473	\$ 1,200	\$ 1,599	\$ 1,425
CTF Revenue		36,140	37,346	36,140	36,000	36,000
Total Revenue		36,540	38,819	37,340	37,599	37,425
Unassigned Fund Balance		-	37,609	50,561	59,044	87,992
Total Revenue and Unassigned Fund Balance		36,540	76,428	87,901	96,643	125,417
CTF EXPENDITURES						
<u>Salaries and Benefits</u>						
Salaries/Wages, Part Time		18,720	7,808	13,000	7,808	12,000
PT Sick Pay		624	-	-	-	-
Social Security ER		1,199	484	806	484	744
Medicare ER		280	113	189	113	174
FUTA		42	42	21	42	42
Workers Comp Ins		-	205	364	204	336
		20,866	8,652	14,380	8,651	13,296
<u>Administrative/Operations</u>						
General Supplies		4,150	236	-	-	4,000
General Services		3,000	3,322	3,000	-	-
Equipment Maintenance		350	-	-	-	-
Repair/Maintenance Supplies		2,000	-	-	-	-
Fuels/Lubricants		1,000	-	-	-	-
		10,500	3,558	3,000	-	4,000
<u>Capital Outlays</u>						
Capital Improvement		5,174	5,174	19,000	-	10,000
		5,174	5,174	19,000	-	10,000
Total Expenditures		36,540	17,384	36,380	8,651	27,296
TOTAL REVENUE AND UNASSIGNED FUND BALANCE OVER (UNDER) EXPENDITURES		0	59,044	51,522	87,992	98,121
TOTAL REVENUE OVER (UNDER) EXPENDITURES		0	21,435	961	28,948	10,129
APPROPRIATE FROM UNASSIGNED FUND BALANCE		-	-	-	-	-

TOWN OF PALMER LAKE
CONSERVATION TRUST FUND
2025 Budget

		Final	Audited	Original	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2023	FY2023	FY2024	FY2024	FY2025
FUND BALANCE - BEG OF YEAR		37,609	37,609	50,561	59,044	87,992
FUND BALANCE - END OF YEAR		\$ 37,609	\$ 59,044	\$ 51,522	\$ 87,992	\$ 98,121

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 61 - 2024

**A RESOLUTION LEVYING PROPERTY TAXES FOR THE TAX YEAR 2024 TO HELP
DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF PALMER LAKE
COLORADO, FOR THE 2025 BUDGET YEAR**

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

WHEREAS, the El Paso County Assessor has certified the total valuation for assessment for the taxable year 2024 is \$55,225,780; and

WHEREAS, the mill levy is set in accordance with the applicable provisions of the Colorado Constitution and Colorado Statutes.

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

1. Section 1. Mill Levy Assessment.

- A. Mill Levy for Operating Expense. For the purposes of meeting general operating expenses of the Town during the 2025 Budget year, there is hereby levied a tax of 11.238 mills upon each dollar of the total valuation of assessment of all taxable property within the Town, to raise \$620,627 in revenue.
- B. Levy for Fire Department Expense. In addition, for the purpose of funding the Palmer Lake Fire Department (General Fund) during the 2024 Budget year, there is hereby levied a tax of 10.00 mills upon each dollar of total valuation for assessment of all taxable property within the Town, to raise \$552,258 in revenue.
- C. Total Mill Levy to be certified is 21.238 mills.
- D. The Town's Administrator/Clerk is hereby authorized and directed to immediately have certified, to the Board of County Commissioners of El Paso County, the mill levies for the Town hereinabove determined and set.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. 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.

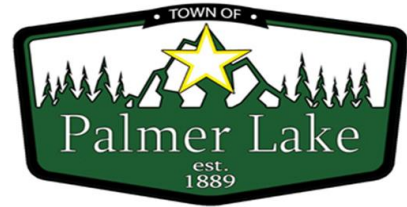
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF DECEMBER 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Dennis Stern
Mayor Pro Tem



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Resolution to Award Design of Spruce Mountain Rd improvement
Presented by: Town Administrator Dawn Collins		

Background

The Spruce Mountain Road improvement project has been on the list of transportation projects with PPACG (TIP) for several years. It was approved by the PPACG board for design and construction funding, beginning mid-year 2024 through 2026. The funds allocated for design are: \$246,782 (STP \$204,311; local match \$42,471)

An RFQ was issued for the design work and four proposals were received from Mead & Hunt, Bohannon Huston, JR Engineering, and GMS, Inc. Town staff and one consultant reviewed the proposals based on the following criteria - company and personnel qualifications; recent experience with similar projects, and approach to the scope of work. JR Engineering had the highest score primarily due to experience with similar projects. Fees were subsequently reviewed with JR Engineering and the proposal of \$244,280 is within the design funding. The proposal was further reviewed by CDOT for acceptance and award. Enclosed is the resolution and proposal for JR Engineering.

Recommended Action

Staff recommends approval of the resolution to award and authorize a contract with JR Engineering for the design work.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 57-2024

A RESOLUTION TO AWARD AND AUTHORIZE AN AGREEMENT WITH JR ENGINEERING FOR THE DESIGN OF SPRUCE MOUNTAIN ROAD IMPROVEMENT, PALMER LAKE, COLORADO

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

WHEREAS, the Town Board of Trustees has authority over contract agreements for the Town; and

WHEREAS, a request for proposals was issued, and a review of the qualifications was conducted by town staff and consultant for the design of the Spruce Mountain Road Improvement for the Town of Palmer Lake; and

WHEREAS, qualifications were received and further reviewed and accepted by CDOT, and staff has provided a recommendation to award the design based on the qualifications and fees.

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

1. The Town Board of Trustees hereby awards the design work to JR Engineering, as identified and directed by the Board, in Exhibit A.
2. The Town Board further authorizes entering into an agreement approved by the Town Attorney with JR Engineering to complete the design of the Spruce Mountain Road improvement project in an amount not to exceed \$244,280.
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 MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF DECEMBER 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Dennis Stern
Mayor Pro Tem



REQUEST FOR QUALIFICATIONS

OCTOBER 10, 2024

PALMER LAKE SPRUCE MOUNTAIN ROAD PROJECT

PREPARED BY



CIVIL ENGINEERING & PLANNING · CONSTRUCTION SERVICES
 LANDSCAPE ARCHITECTURE · SURVEYING · TRANSPORTATION · WATER RESOURCES

SERVICE ♦ EXPERTISE ♦ QUALITY

October 10, 2024

Town of Palmer Lake
 Stacy DeLozier
 42 Valley Crescent
 Palmer Lake Town, CO 80133

RE: Request for Qualifications – Palmer Lake Spruce Mountain Road Project

Dear Selection Committee:

JR Engineering (JR) is enthusiastic to have this opportunity of working with the *Town of Palmer Lake* staff to provide exceptional professional surveying and engineering services for the improvements associated with the Spruce Mountain Road project. **JR's** Project Team has fully reviewed the RFQ, conducted a site visit, and researched available project information to formulate the project approach that will undoubtedly exceed the goals of the *Town*. *Our strategy is simple; we will employ the time-tested Transportation Engineering and Project Team Management Skills of JR Engineering, to efficiently and cost-effectively complete the scope included in this request for proposal.*

Our professional engineers, designers, surveyors and project management team will, among other things:

- ❖ Provide all of the project management and coordination efforts associated with the Project Design
- ❖ Comply with all of the *Town* project requirements
- ❖ Provide the *Town* with Project Initiation, Agency, Stakeholder, and Utility Coordination
- ❖ Provide a topographic and SUE survey, as required, along the project corridor
- ❖ Coordinate with subconsultants in the preparation of geotechnical reports and environmental documents
- ❖ Prepare Final Plans, Construction Specifications, and Final Engineers Estimate of Probable Cost

The project scope will be performed by **JR's** experienced staff within our Transportation Group with support from our Survey Group, and our Water Resources Group, and our teaming partners (Kumar & Associates, and RockSol Consulting). JR Engineering's Transportation Group primarily focuses on municipal and county transportation and drainage projects, which include elements similar in scope to this roadway project. JR's point-of-contact for the *Town* is our Client Manager, Mr. Glenn Ellis, PE who has over 28 years of public works experience and together, our proposed team has completed over 50 roadway, intersection, and Public Works projects for Colorado municipalities. I will serve as the Project Principal, and along with Mr. Ellis, we will ensure that the *Town's* project is fully supported by our experienced staff, continually monitoring budgets, schedule and project goals.

JR Engineering is committed to delivering all of our projects on time and within budget while meeting the goals of our clients and the surrounding community. JR Engineering would like to be a part of your team and help make the *Town's* **Vision a Reality** and I look forward to your favorable consideration of our proposal. If additional information or clarification is needed to support our submittal, please feel free to contact me or Mr. Ellis.

I certify that all information and data submitted are true and complete to the best of my knowledge. As JR Engineering's President, I (Aaron Clutter) am authorized to make representations on behalf of JR Engineering and am authorized to enter into a contract with the *Town*. I am also assigning these same authorizations to the Client Manager, Glenn Ellis. Our contact information is below.

Respectfully submitted,

JR ENGINEERING, LLC



Aaron L. Clutter, PE
 President
 7200 S. Alton Way, Suite C400
 Centennial, CO 80112
 Ph: (303) 267-6220
 Fax: (303) 721-9019
 Email: aclutter@jrengineering.com



Glenn Ellis, PE
 Client Manager
 5475 Tech Center Drive, Suite 235
 Colorado Springs, CO 80919
 Ph: (303) 267-6241
 Fax: (303) 721-9019
 Email: gellis@jrengineering.com

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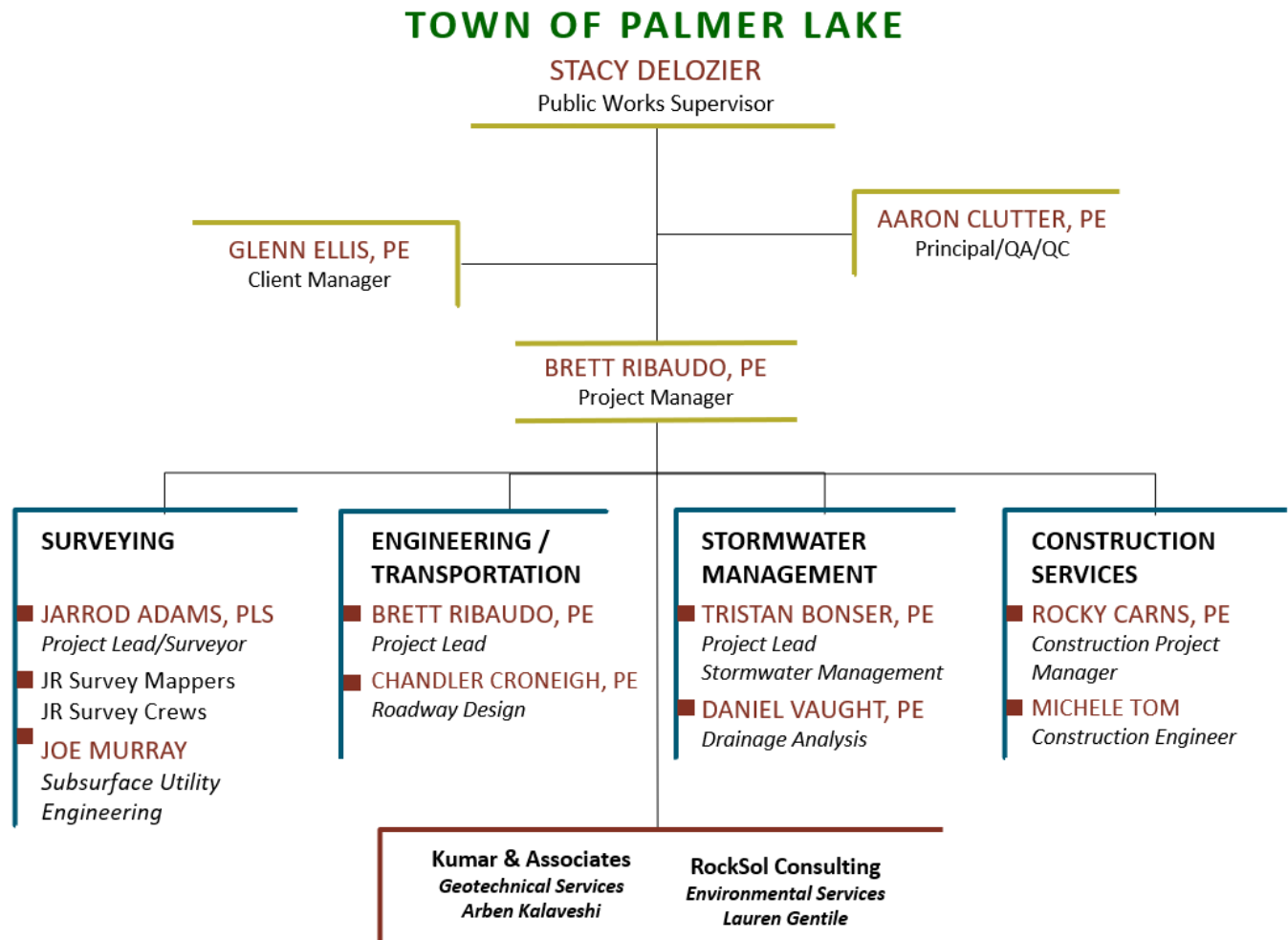
APPENDIX RÉSUMÉS



JR Engineering has assembled a strategic, specialized team to collaborate with the *Town of Palmer Lake* and perform the duties outlined in the scope of work. Our team combines decades of expertise to devise creative, cost-effective, and sustainable survey, roadway, drainage, and utility solutions for the *Town*. We have also included the following subconsulting firms as part of our team to perform specialized services identified in the scope of work: (RockSol Consulting – Environmental Services, and Kumar & Associates – Geotechnical Services). JR Engineering has worked with these teaming partners on numerous prior municipal projects and regularly engages these partners for transportation and utility projects. Design leads for most firms are familiar with communicating and coordinating design under JR Engineering’s project management direction and, we are comfortable challenging each other to reach the best, most effective, and most affordable design possible. As the prime consultant for this team, JR Engineering will be responsible for regularly coordinating tasks, budgets, and schedules with each of our subconsulting partners.

Organizational Chart

The organizational chart below identifies the key personnel of the JR Engineering team and depicts the lines of authority and anticipated roles and responsibilities of our key team members. We selected our key personnel and sub-consultants based on their technical expertise and ability to provide solutions and improvements for the *Town*.



Résumés for the Project Team are included in the Appendix.

KEY PROJECT PERSONNEL

JR Engineering has set up a qualified and professional project team to complete this project for the *Town*. Key JR Engineering and Teaming Partners staff involved with this project are identified below. Their resumes and the resumes of key sub-consultant personnel can be found in the Appendix.

<p>Glenn Ellis, PE Client/Project Manager B.S. Civil Engineering Utah State University Registration/Associations: Colorado PE ASCE</p>	<p>Mr. Ellis has over 28 years of engineering experience as a City Engineer, Project Manager, and Project Engineer for a wide variety of civil engineering projects and public works programs. Mr. Ellis' experience includes both private and public sector clients involving all aspects of a project including initial scoping, funding, survey, public involvement, easement and right of way acquisition, design, bidding, construction management, and final close-out. Mr. Ellis will serve as the Client and Project Manager, and oversee all aspects of the project. He will coordinate with the design team, sub-consultants, and the <i>Town</i>.</p>
<p>Brett Ribaud, PE Transportation Lead B.S. Civil Engineering Technology Colorado State University – Pueblo Registrations/Associations: Colorado PE ASCE</p>	<p>Mr. Ribaud has over 10 years of engineering experience as a project manager on a variety of transportation engineering projects associated with the CDOT transportation system. His experience encompasses design, and project management, for transportation projects ranging in value from low to extremely high. He is also experienced in intersection and roadway design, drainage, phasing, traffic control plans, and the development of plans, specifications, and estimates. Mr. Ribaud will serve as the Transportation Lead and will oversee all elements of the design of the project.</p>
<p>Tristan Bonser, PE Water Resources Lead B.S. Civil Engineering Colorado State University Registrations/Associations: Colorado PE UDFCD Stream Management Academy CDOT Certified Erosion Control Supervisor</p>	<p>Mr. Bonser has 15 years of experience in civil engineering with an emphasis on the design of rural and urban drainage conveyance and stormwater detention/water quality for private entities and state, county, and municipal governments. His areas of expertise include hydrology, hydraulics, groundwater engineering, and water rights. He also has a broad knowledge of hydrologic, hydraulic, and groundwater resources software and regulatory agency criteria through successfully completed projects throughout the state. Mr. Bonser will serve as the Water Resources Design Lead and will oversee all drainage analysis and design.</p>
<p>Jarrold Adams, PLS Survey Lead B.S. Geomatic Engineering Ohio State University Registrations/Associations: Colorado PLS</p>	<p>Mr. Adams has over 15 years of surveying experience. He is responsible for overall management of the survey department. His experiences includes all phases of surveying services, from client relations, project estimating, and staff coordination through project planning, data collection, office reduction, and quality control. He currently oversees all survey projects, including design surveys, ALTA/ACSM land title surveys, utility mapping, right-of-way mapping, and construction surveying. Mr. Adams will serve as the Lead Surveyor and will oversee the field and office survey work in support of the development of the drawing files, and legal descriptions, as required.</p>

<p>Joe Murray Subsurface Utility Engineering Lead Registrations/Associations: Certified Professional SUE Technician and Utility Locator NGA and GPR certified</p>	<p>Mr. Murray has over 8 years of experience in the utility locating/SUE industry. His job site experience includes property locates, full subdivisions, electric sub-station, gas regulator stations, gas pipelines, military bases, solar projects, and site ground penetrating radar investigations. Mr. Murray will serve as the Lead Subsurface Utility Engineer and will oversee all utility locates. He will coordinate with 811, and all identified utility companies in obtaining utility mapping to assist with the field locates, and conduct the field designating of all utilities.</p>
<p>Rocky Carns, PE Construction Management Lead B.S. Civil Engineering University of Wyoming Registrations/Associations: Colorado and Wyoming PE APWA and ITE</p>	<p>Mr. Carns has over 40 years of experience in civil engineering design, project management, and construction administration. He will serve as the Construction Management Lead, and will oversee the construction management services, and coordinate the internal staffing needs to ensure that the project has daily coverage to monitor and track progress of the project. Rocky will make periodic site visits together with Michelle.</p>
<p>Arben Kalaveshi, PE Geotechnical Lead B.S. Mechanical Engineering University of Colorado at Colorado Springs Registrations/Associations: Colorado PE CAGE ASCE</p>	<p>Mr. Kalaveshi has over 20 years of geotechnical engineering and construction materials experience. He is responsible for the development and implementation of geotechnical investigations and providing analysis and recommendations for commercial, municipal, and residential projects, and has significant experience in the installation and measurement of geotechnical instrumentation including slope inclinometers, extensometers, and groundwater sampling wells, as well as in slope stability analysis. Mr. Kalaveshi will serve as the Project Lead for the geotechnical efforts of the project.</p>
<p>Lauren Gentile Environmental Lead B.A. Environmental Studies University of Colorado Registrations/Associations: PMP CDOT PEL</p>	<p>Ms. Gentile has over 14 years of experience in natural resources management and compliance with both state and federal environmental regulations. She specializes in biological resource assessments, vegetation surveys, hazardous materials Initial Site Assessments, and the review and implementation of environmental permits and clearances. Ms. Gentile will serve as the Project Lead for the environmental efforts of the project.</p>

COMPANY INFORMATION

About our Company

JR Engineering, LLC is a privately owned Colorado civil engineering and surveying consulting firm. Aaron Clutter, PE, is president, with Kurtis Williams, PE, LEED® AP, and Daniel Clark, PE as vice presidents.

JR began in 1973 as a surveying and civil consulting firm. Today, we offer a full range of civil engineering, surveying, subsurface utility engineering, and construction management services. We can manage your project from planning and preliminary engineering to final design through construction completion – *on schedule, within budget, and without compromise*. Our expertise includes design-build, transportation, civil engineering, water resources, construction services, utility locates, and surveying. Our multi-disciplined engineers, surveyors, subsurface utility engineering (SUE) locators, and support personnel enable us to respond quickly to demanding assignments, schedules, and changing scopes.

Our public sector focus is at the local level – cities, counties, and districts with projects similar in scope to this project anticipated by the *Town*. We take as much pride in solving small problems as we do in designing and managing large projects. We have substantial experience with roadway projects, intersection and traffic improvements, storm drainage, potable water distribution systems, sanitary collection and transmission systems, pumping stations, sidewalks, trails, curb and gutter, construction management, utility locates, and land surveying.

Our Staff

JR's engineers specialize in municipal engineering and construction management services. Our management team includes past city and county engineers, traffic engineers, and public works directors with decades of practical experience at public agencies across the Rocky Mountain Region. The Client Manager for this contract, Glenn Ellis, has over 16 years of experience working for cities, most recently being the City Engineer for the City of Sioux City, Iowa.

JR's staff of 86 employees includes 25 designers with EIT certifications, five licensed transportation PEs, five water resource engineers, 22 land development PEs and personnel, 15 field crew & office surveyors, six construction management engineers, 1 SUE locator, and seven professional support personnel. We have a certified Professional Traffic Operations Engineer (PTOE), three licensed professional land surveyors (PLS), and two LEED® accredited professionals (LEED AP).

Our Structure

A client manager is your primary contact. They have multi-disciplinary experience and understand your goals and objectives. Skilled design engineers from our *Transportation, Water Resources, Construction Services, Land Development, and Land Surveying Groups* support them. We assemble a team for each project to meet the needs and scope and deliver flexible, efficient, quality services.

Our Locations

Headquartered in Centennial, at I-25 and Dry Creek, we also have offices in Fort Collins, Colorado Springs, and Genesee. Our Client Manager, Glenn Ellis, works on projects throughout Southern Colorado from the Colorado Springs office. Team members across all offices work on multiple projects concurrently, using state-of-the-art work-sharing methods combined with our exceptional communication standards.

STATEMENT OF QUALIFICATIONS

TRANSPORTATION

JR Engineering's *Transportation Group* primarily focuses on municipal, county, and metropolitan district transportation projects. We offer a full range of transportation services to assist our clients in new and reconstructed roadway projects, intersection projects, traffic signal design, safety improvement projects, pedestrian and bicycle facilities, trail design, and transportation planning.

Transportation Services

Our team of experienced design engineers is led by a management team comprised of past city, county, city traffic engineers, and public works directors, with decades of practical experience working for public agencies throughout the Rocky Mountain Region.

First, we develop an understanding of our client’s true needs, goals, and critical success factors. We then combine our design skills with our project experience including transportation planning, alternative analysis, safety studies, public involvement, utility coordination, contract document preparation, bidding services, and construction management; to provide a full complement of engineering services and lead your project from conception to completion – *on schedule, within budget, and without compromise.*

JR has the capability to provide the following transportation and traffic services:

- | Civil Engineering Design | Traffic Engineering | Transportation Planning |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • <u>Roadway and Intersections</u> • Roundabouts • Interchanges • <u>Bicycle and Pedestrian</u> • Bus Pullouts and Pads • Streetscapes | <ul style="list-style-type: none"> • Access Management • Traffic Impact Studies • Intersection Capacity Analyses • Traffic Signal Design • Safety Studies | <ul style="list-style-type: none"> • Preliminary Design Studies • Alternative Analyses • Safe Routes to School • Transportation Master Plans |

Municipal Roadway Experience

Our *Transportation Group* focuses on county and municipal roadway and intersection projects and has the experience and knowledge to lead these projects. Many of these involve CDOT funding and require following the CDOT Local Agency procedures, including its Right-of-Way plan format, and utility and environmental clearance requirements.

WATER RESOURCES

JR’s *Water Resource* engineers specialize in developing innovative, practical, and cost-effective solutions to a wide variety of stormwater and utility-related projects. Our water resource engineers also work side-by-side with our roadway engineers. In combination with our roadway projects, our drainage engineers have designed over 30 miles of storm sewer systems, potable, and non-potable water, and 22 miles of sanitary sewer in the last 10 years. These storm systems range from 18 to 84 inches to major box culvert outfall systems. Waterline designs have ranged from 6-inch to 36-inch transmission lines, and sanitary sewer designs include 6-inch to 20-inch major outfall systems.

Our managers make certain that our client’s issues are understood and each issue is addressed while meeting schedule and budgetary goals.

To support these goals JR’s *Water Resources Group* has the experience and understanding necessary to lead the project to successful completion; from preliminary concepts and analysis, detailed engineering plans, compressive bid documents, agency coordination, and final construction.

JR has the capability to provide the following hydraulic and hydrologic design services:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Bridge and Culvert Design • <u>Storm Sewer Systems</u> • <u>Floodplain Delineation</u> • <u>FEMA Map Revisions</u> • Master Drainage Plans • Sediment Transport Studies • Drop and Grade Control Structures • Open Channel Design • Scour Analysis, Floodplain Mitigation, and Remediation | <ul style="list-style-type: none"> • Stream Stabilization, Hydrologic Studies, and Reservoir Hydraulics • <u>Stormwater Management</u> • Potable and Non-Potable Waterline Design • Sanitary Sewer Design • Water and Wastewater System Modeling • Pump Stations • Water Storage Tanks • Raw Water Production and Wells |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

LAND SURVEYING

JR’s *Land Surveying Group* has been a cornerstone of our business since its inception in 1973. We take great pride in the reputation we have earned for delivering the highest level of quality and efficiency while maintaining the flexibility required to provide custom service. JR’s surveyors are adept at working as value-added members of multi-disciplined teams.

JR is available to assist your team with the following services:

- Boundary Surveys
- Right-of-way and Property Research
- Topographic Mapping
- Construction Staking
- Route Surveying
- ALTA Surveys
- Control Networks
- Legal Descriptions
- Land Survey Plats
- As-built Surveys

SUBSURFACE UTILITY ENGINEERING (SUE)

JR's *Subsurface Utility Engineering Group* works alongside the *surveying division* in providing utility locating and designating services following CRS 9-1.5-101 and ASCE 38-22 guidelines. JR's experienced staff prepare plans that document utilities at the following Quality Levels (simplified): Quality Level D (record drawings), Quality Level C (observable features), Quality Level B (designating via geophysical equipment), and Quality Level A (excavation and exposure). JR's *SUE Group* will research utility information from available sources (811, private utility companies, etc.), designate these utilities in the field, coordinate with the survey group to record the utility location information and work with partner excavation (test hole) companies to excavate utilities to document utility type, size, depth, and condition to ensure that design drawings accurately portray the underground network on utilities. The SUE group is made up of surveyors, utility designers, and public works engineers.

Professional Surveying Services

Our experienced survey staff will obtain utility data with an accuracy of 0.1 feet vertically and 0.2 feet horizontally. All marks, features, and exposed utilities will be collected via the latest technology and processed as CAD deliverables. Utility manholes will be investigated and measured for depth, slope, size, direction, material, etc.

Utility Designation

Our *Utility Designation Staff* has experience locating and designating utilities on the most complex of projects using various means of locating, including but not limited to, radio detection, magnetic locating, and ground penetrating radar.

Reports and Plans

Our *Public Works Engineering Group* will prepare final SUE plans and QL-A reports based on the data found to the greatest accuracy possible. A PE will stamp the plans and reports to certify the quality, completeness, and accuracy of the information collected to the best of our knowledge and abilities.

TEAMING PARTNERS

Kumar & Associates

Kumar & Associates, Inc. is an employee-owned consulting engineering firm providing professional and technical services in the areas of geotechnical engineering, environmental sciences, engineering geology, construction observation, and materials testing. The firm was established in 1989 and has a current staff of more than 140 professional engineers and geologists, environmental scientists, engineering technicians, and support personnel. Their offices are located in Denver (HQ), Parker, Colorado Springs, Fort Collins, Glenwood Springs, and Summit County, Colorado.

RockSol Consulting

RockSol Consulting Group, Inc. is a Colorado-based firm that provides engineering services for the analysis, design, and construction of roadways, bridges, structures, retaining walls, pavements, foundations, underground excavations, rock slopes, and concrete and earthen structures that have been in business since 1996. Their capabilities include geotechnical, structural, and civil engineering, roadway design, traffic engineering, environmental services, construction management, inspection, and materials testing. RockSol's staff consists of over 180 highly experienced staff members including a full geotechnical engineering team and laboratory materials testers who have worked on numerous transportation projects for local, state, and federal agencies.

EXPERIENCE

BRIDGE STREET WIDENING

CLIENT: CITY OF BRIGHTON
 CONTACT: CHRISTOPHER MONTOYA, PE
 ASSISTANT PW DIRECTOR/ (303) 655-2037
CMONTOYA@BRIGHTONCO.GOV
 500 SOUTH 4TH AVENUE, BRIGHTON, COLORADO 80601

DESIGNED: 2022-2023
 COST: \$1,236,356
 CONSTRUCTION ESTIMATE: \$20,000,000



JR Engineering prepared the design for the Bridge Street Widening project, a critical corridor in the City of Brighton that connects the community. The project scope included roadway reconstruction and widening, a culvert widening/extension, four traffic signals, water line and storm sewer installation, pond modifications, utility relocations, and sidewalk/trail design.

The critical issues within the site include issues with lack of road widening, storm sewer system capacity issues, lack of stormwater quality treatment, new and replacement of traffic signals, water line additions and replacements, and needed traffic and pedestrian safety improvements. JR Engineering was tasked with providing Brighton with a design that improves the roadways and drainage within the site while providing more pedestrian connectivity. The majority of the roadway required widening and reconstruction of the pavement.

JR Engineering was also tasked with analyzing existing roadway drainage and the existing storm sewer system to identify capacity issues within the system, which led to the design of a new storm sewer system, pond modifications, and water quality improvements for the corridor. Utility conflicts were prevalent as well, so many utility relocation and coordination efforts were required.

JR prepared specifications and cost estimates for the City in conformance with CDOT templates. JR also prepared Right-of-Way Plans for the required Right-of-Way Acquisition and temporary construction easements.

Personnel Involved:

- Daren Sterling, PE – Client Manager
- Alex Iuga – Roadway Design Engineer
- Kelly Unkrich – Stormwater Design Engineer
- Eric Lee, PE – Project Manager (Transportation)
- Tristan Bonser, PE – Project Manager (Stormwater Management)

FIRM CAPABILITIES / EXPERIENCE

MANITOU AVENUE FROM PARK AVENUE
TO SERPENTINE DRIVE (MAPS)

CLIENT: CITY OF MANITOU SPRINGS
 CONTACT: DOLE GREBENIK, PE (Not with the City)
 CITY ENGINEER/(303) 705-0236
DOLE.GREBENIK@CASTLEPINESCO.GOV
 101 BANKS PLACE, MANITOU SPRINGS, CO 80829

CONSTRUCTED: 2021-2023
 COST: N/A
 CONSTRUCTION ESTIMATE: N/A



JR Engineering is providing City oversight and Inspection Services for the City’s streetscape and drainage improvements of Manitou Avenue (CDOT Business Highway 24). JR is acting on behalf of the City, and managing all aspects of the construction management efforts. These services include submittal review, RFI coordination, field design revisions, pay application review, change order (force account) review, compliance with City and CDOT standards, and construction inspection. The Manitou Avenue project consists of the construction of a collector roadway through downtown Manitou Springs, from Park Avenue to Serpentine Drive (approximately 1/3 mile). Other elements of the project include the construction of an asphalt pavement roadway, a new storm sewer system, new water mains, landscaping, as well as underground conversion of overhead utilities.

Personnel Involved:
 Rocky Carns, PE – Construction Project Engineer

**MILL STREET CORRIDOR
COMPLETE STREET DESIGN**

CLIENT: CITY OF ASPEN
CONTACT: JUSTIN FORMAN
(970)-429-2783
JUSTIN.FORMAN@CITYOFASPEN.COM
130 SOUTH GALENA STREET
CITY OF ASPEN, CO 81611

DESIGNED: 2017-2020
COST: \$100,000
CONSTRUCTION ESTIMATE: \$1,000,000



Mill Street is a 4-lane major collector roadway within downtown Aspen that provides access to Main Street, the Public Library, and the City’s Rio Grande events park. It provides the main connection with large residential areas north of town. Traffic volumes along the corridor did not require the existing 4-lane configuration, providing opportunities to utilize the existing roadway width to accommodate other modes of transportation and streetscaping elements.

The goals of the project were to: improve safety and comfort for pedestrians and cyclists, improve the function and safety of pedestrian crossings along the corridor, integrate bicycles into the right-of-way, improve mobility, and enhance Aspen’s character as a bicycle and pedestrian-friendly community. As a Complete Street, the City wanted to create a corridor that was safe, functional, comfortable, and enjoyable for pedestrians, cars, and vehicles alike and enhance the community’s access to the City’s network of trails via connectivity through and beyond the project area.

With direction from the City Council and the Civic Master Plan, the City of Aspen commissioned a conceptual design study to develop and determine the feasibility and implementation of pedestrian crossings, streetscape improvements, shared bicycle lanes, and traffic calming into the Mill Street Corridor.

These goals were referenced throughout the conceptual design phase to continually focus discussions and solutions on the project’s purpose and need.

The conceptual design study provided an overview of the study process including the traffic corridor analysis, development, and screening of corridor improvement alternatives, and recommendations for Complete Street design solutions to be used in the preliminary and final design of the Mill Street Corridor.

Personnel involved:
Eli Farney, PE, PTOE – Project Manager
Alex Iuga – Project Designer

BERKELEY GARDENS NEIGHBORHOOD
 CLIENT: ADAMS COUNTY
 CONTACT: LONG NGUYEN, PE
 SENIOR ENGINEER
 (720)-523-6808
LHNGUYEN@ADCOGOV.ORG
 4430 S. ADAMS COUNTY PARKWAY, SUITE W5700
 BRIGHTON, CO 80601

DESIGNED:	2017-2020
COST:	\$993,900
CONSTRUCTION ESTIMATE:	\$16,500,000



JR Engineering developed a comprehensive plan for updating the infrastructure within the Berkeley Gardens neighborhood in Adams County. This area, covering approximately 0.2 square miles, comprises nearly 300 individual plots, including a mix of residential homes, commercial enterprises, places of worship, an electric substation, and multiple dwelling units. To address the community's outdated transportation, stormwater, and utility systems, Adams County commissioned this project.

The neighborhood faced several challenges, such as improper roadway gradients, insufficient capacity of the storm sewer system, a lack of stormwater treatment facilities, and the need for traffic and pedestrian safety enhancements. JR Engineering's role was to redesign the roadways to enhance vehicle and pedestrian pathways. This entailed either completely rebuilding or resurfacing the majority of roads within the area.

JR conducted a thorough analysis of the existing road drainage and storm sewer systems to pinpoint and address capacity issues. Their findings led to a redesign that complied with Adams County's standards, requiring coordination with various utility providers. Remarkably, the redesign necessitated minimal relocation of existing utilities, despite the area's dense utility infrastructure. Additionally, the plan called for the construction of a detention and water quality pond designed to treat most of the site's runoff and to allow for its discharge to Clear Creek, navigating beneath an existing irrigation ditch.

JR Engineering also prepared detailed specifications and cost estimates for Adams County, aligning with the Colorado Department of Transportation (CDOT) guidelines. This included creating Right-of-Way Plans to facilitate the acquisition of necessary land and temporary construction easements, ensuring a comprehensive approach to the redevelopment of Berkeley Gardens' infrastructure.

Personnel Involved:

- | | |
|--------------------------------------------|-----------------------------------------------------------|
| Daren Sterling, PE – Client Manager | Eric Lee, PE – Project Manager (Transportation) |
| Alex Iuga – Roadway Design Engineer | Tristan Bonser, PE – Project Lead (Stormwater Management) |
| Kelly Unkrich – Stormwater Design Engineer | |

**EAST 112TH AVENUE (PHASE 1)
INFRASTRUCTURE AND ROAD IMPROVEMENTS**
 CLIENT: CITY OF COMMERCE CITY
 CONTACT: BRENT SODERLIN, PE
 CITY ENGINEER/(303) 795-3863
 BSODERLIN@LITTLETONGOV.ORG
 8602 ROSEMARY STREET
 COMMERCE CITY, COLORADO 80112

DESIGNED: 2018-2019
 COST: \$1,000,000
 CONSTRUCTION ESTIMATE: \$9,000,000



JR Engineering spearheaded the design of a pivotal 1-mile segment of 112th Avenue from Chambers Road to Parkside Drive in Commerce City, marking the first phase in a comprehensive plan to revamp and widen 112th Avenue from Potomac Street to Tower Road. The project ambitiously aimed to upgrade the roadway into a Multimodal Arterial, incorporating sidewalks, trails, drainage systems, intersection enhancements, and necessary utilities, including a new parking facility for the Buffalo Run Golf Course. This effort was coordinated in-house, emphasizing seamless integration and innovation.

This multifaceted initiative required collaboration with several jurisdictions, including Commerce City, Adams County, the South Adams County Water and San District, and the Reunion Metropolitan District, to address the diverse needs and requirements of the project. JR Engineering meticulously prepared all construction documents, managed utility relocations—including the undergrounding of power lines—secured rights-of-way, and set up intergovernmental agreements to ensure shared cost and maintenance responsibilities.

Significant elements of the design included the installation of about a mile of 16" PVC non-potable water lines, updates to potable water systems, a detention pond, new traffic control solutions, and comprehensive construction phasing and detour planning. As construction commenced in early 2020, JR Engineering provided ongoing design support and construction staking services, ensuring the project's execution aligned with its intended design and goals.

Personnel Involved:

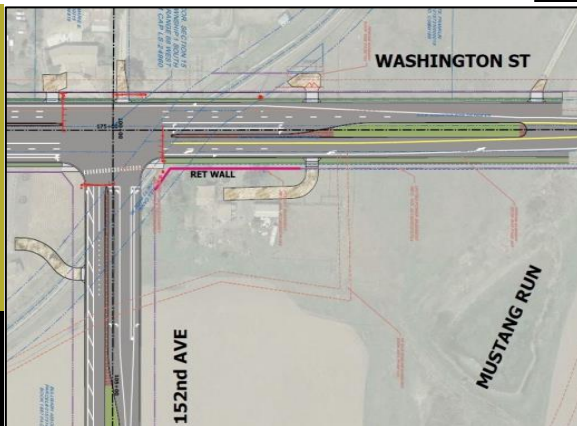
Aaron Clutter, PE – Client Manager
 Alex Iuga – Project Designer

Eric Lee, PE – Project Manager
 Tristan Bonser, PE – Drainage Engineer

**WASHINGTON STREET WIDENING
(150TH AVENUE TO E-470)**

CLIENT: CITY OF THORNTON
CONTACT: PETE BRESZALL
PROJECT MANAGER
(720) 977-6251
PETE.BRESZALL@THORNTONCO.GOV
12450 WASHINGTON ST.
THORNTON, CO 80241-2405

DESIGNED: 2012-2021
COST: \$900,000
CONSTRUCTION ESTIMATE: \$15,000,000



Located in Thornton's northern area, Washington Street, a two-lane rural road, is facing a transition due to increased traffic demands. The City of Thornton has plans to expand it into a six-lane major arterial roadway and to realign the intersection at 152nd Avenue and Washington Street for enhanced traffic flow and safety.

To address these needs, JR Engineering conducted a comprehensive review of the intersection, focusing on ensuring adequate sight distances and proposing adjustments to the roadway's design to support the repositioned intersection. The team detailed design plans adhering to the Colorado Department of Transportation (CDOT) standards, ensuring that all technical and safety requirements were met.

JR developed Right-of-Way plans in the CDOT format to outline the necessary property acquisitions for the project's execution. An integral part of this redevelopment included relocating a segment of the Bull Canal. Specifically, 1000 feet of the canal was redirected into a concrete box culvert, a move that required careful planning and execution to maintain drainage efficacy while accommodating the road's expansion and the intersection's realignment. This comprehensive approach ensures that the updated Washington Street will meet the city's growing transportation needs while adhering to state standards and enhancing local infrastructure resilience.

Personnel Involved:

- | | |
|-------------------------------------|-------------------------------------------|
| Daren Sterling, PE – Client Manager | Eli Farney, PE – Project Manager |
| Jason Tarry, PE – Drainage Lead | Tristan Bonser, PE – Drainage Design |
| Angela Reid, PE – Roadway Design | Alex Iuga – Roadway Design |
| Jarrod Adams, PLS – Survey Manager | Trent Marshall, PE – Construction Manager |

In addition to the contact information provided in these write-ups for projects with municipalities, JR Engineering has provided engineering design efforts for the following municipalities:

1. City of Manitou Springs (Roy Chaney – Public Works Director, (719) 499-1642, rchaney@manitouspringsco.gov)
2. City of Colorado Springs (Robin Allen – Civil Engineer III, (718) 385-5407, robin.allen@coloradosprings.gov)
3. Pueblo County (Karim Ayoub – Project Manager, (719)-583-4753, karima@pueblocounty.us)

UNDERSTANDING

JR Engineering understands that the *Town of Palmer Lake* is proposing to make roadway improvements along Spruce Mountain Road between County Line Road and the Douglass County line, including areas between County Line Road and Highway 105. The proposed improvements include bike lanes and drainage improvements. The Town has also indicated that improvements to the right-turn lane from County Line Road would be beneficial to larger trucks as they currently are unable to make the turn without crossing into the opposing lane and at times, knocking over the Yield Sign on the corner.



In reviewing the corridor, the cross-section appears to be consistent throughout, and modifications to it would not necessarily be needed. Adjacent to the edge of roadway and shoulders the topography drops off to areas that contain wetlands. Modify the cross-section would impact these areas, thus complicating the project efforts and timeline. Additionally, just under half of the total length of roadway falls within the floodplain, and will be evaluated to ensure there is no impact. It is anticipated that a Floodplain Development permit will be needed, and a No-Rise Certification will be provided.

To summarize our understanding of the elements and goals of the project, the improvements along the project corridor include the following:

- ❖ Roadway and drainage improvements design, potentially including intersection layout and design
- ❖ Multi-modal improvements (addition of bike lanes)
- ❖ Right-of-way research
- ❖ Floodplain impacts
- ❖ Subsurface Utility Engineering
- ❖ Construction documents and cost estimates
- ❖ Assist the *Town* in applying for state and federal grants

The project includes Conceptual, Preliminary, and Final design. The Scope is Services is well-defined and will be the basis for the project development and deliverables.

JR's Design Team has experience in all aspects of the project. The Project Experience section of this proposal contains project descriptions and contact information for projects similar to this project.

CRITICAL ISSUES

Based on our knowledge of the project location, JR Engineering has identified the following critical issues that will need to be addressed to accomplish the goals of this project:

1. Intersection configuration
2. Floodplain impacts

Critical Issue 1 – Intersection Configurations

Based on a review of the layout of the Spruce Mountain Road and County Line Road intersection, modifications can be made to improve mobility of the turn lanes. Coordination with Mountain View Electric would be required as the utility pole on the east corner may be impacted and would need to be relocated to accommodate any realignment or widening of the intersection.

JR will review the configuration of the intersection with the right-of-way, and work with the *Town* in proposing alternative configurations that better align with the traffic movements at the intersection.

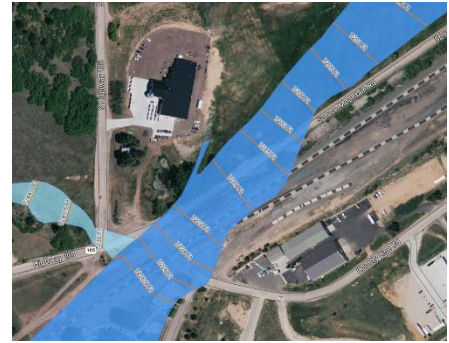


UNDERSTANDING AND APPROACH

Critical Issue 2 – Floodplain Impacts

Spruce Mountain Road crosses through the floodplain from the outlet of Palmer Lake along Carpenter Creek. Any roadway improvements made within the floodplain will need to be analyzed to ensure impacts are minimized. This can be achieved by not impacting the roadway profile with additional fill. It is anticipated that a No Rise Certification will be required.

JR will determine the extent of the impacts, and work with the County Floodplain Manager to ensure impacts are documented and a Floodplain Development permit can be issued for the project.



APPROACH

JR's Team has reviewed the Scope of Services included in the *Town's Request for Qualifications* and is prepared to perform all tasks identified therein, or a modified list developed through negotiations. The following project concept highlights our specific approach to completing significant project tasks. These services are outlined to coincide with the services identified in the RFQ.

Data Collection and Conceptual Design

After the award of the project, JR will prepare project documentation, and begin the Data Collection and Conceptual Design Task by performing the following duties.

Project Kickoff Meeting

The project team will attend an initial project kickoff meeting with *Town Staff*. The purpose of the meeting will be to finalize project scope understanding and responsibilities, set project milestones within the schedule, and establish progress meeting times.

Topographic and Boundary Survey

JR's Survey Division will initiate the field survey. JR's surveyors will perform a detailed topographic survey of the project corridor and adjacent improvements. JR will prepare AutoCAD base files containing the results of the field investigation and topographic survey. All project base mapping will be prepared in AutoCAD Civil3D 2023 format and it is assumed that the project coordinate system will be NAD83 Colorado State Plane, South Zone, US Foot. After the project, all CAD-based mapping and design files will be provided to the *Town*. JR will utilize deeds and public records to establish property boundaries.

Subsurface Utility Engineering (SUE) (QL-B)

JR will provide utility locates along the project corridor. JR will ensure that the limits of the locates are within the project limits as identified by JR and confirmed with the *Town*. The utilities will be thoroughly investigated to limit potential utility conflicts. The utilities located will be certified to Quality Level B per ASCE 38 criteria, which requires the subsurface identification of utilities. JR will also survey the locates and incorporate them into a certified Subsurface Utility Engineering (SUE) set of plans. At this time, it is not anticipated that Subsurface investigation (QL A) will be required.

Geotechnical Investigation

JR has teamed with Kumar & Associates, who will perform a geotechnical investigation by collection soil samples for the roadway subgrade determination. The borings will provide information on the subsurface soil profiles, including depth to groundwater. The data obtained will be used to provide a recommendation for the roadway pavement section, subgrade, and embankment backfill materials, and compaction requirements.

Environmental Investigation / Permitting

JR has teamed with RockSol Consulting to provide the environmental investigations and reporting for the project which will likely be required if state or federal funding is secured. The wetlands will be delineated, and the area will be investigated for historical, archaeological, and cultural resources.

Drainage Analysis

JR will obtain the floodplain modeling from FEMA to utilize in establishing baseflow elevations within the roadway footprint, and begin an analysis of the drainage patterns and flows. The analysis will be outlined to follow the criteria requirements of the El Paso County's *Storm Drainage Design Criteria Manual* for the Drainage Report, and subsequent Floodplain Development permit.

UNDERSTANDING AND APPROACH

Progress Meetings and Coordination

JR will conduct regular progress meetings with the *Town* throughout the duration of this phase, and provide coordination efforts with the subconsultants and other entities. In the meetings, JR will provide an update on the status of the project, and discuss upcoming design-related elements to keep the project progress moving forward.

Upon review of the findings of the data collected, JR will begin design efforts in preparation for the conceptual design submittal.

Conceptual Intersection Design

JR will begin conceptual design of the intersection of Spruce Mountain Road and County Line Road. This concept will look to modify the intersection configuration to improve turning movements.

Conceptual Design Review Meeting

JR will prepare the design package, and coordinate a Conceptual Design Review meeting with the *Town* for plan review. Before the meeting, the design package will be distributed to the *Town* for review.

Preliminary and Final Design

Upon completion of the Conceptual Design Review meeting with the *Town*, JR will prepare all required design plans and documents following *Town* Standards and Criteria.



Corridor Improvement Design

JR will progress and finalize the design of the corridor, and incorporate signage and striping plans into the plan set. The plans will include detailed information pertaining to the cross-section of the corridor, including horizontal and vertical information.

Intersection Design

JR will utilize the information from conceptual design review to finalize the layout the intersection improvements. JR will review the right-of-way, existing improvements within the intersection footprint, adjacent parcel improvements, and utility infrastructure to determine how the proposed improvements will impact these other improvements.

No-Rise Certification

JR will prepare a No-Rise Certification letter for work within the floodplain and will provide all necessary information that shows the improvements will cause no impact to the 100-year base flood elevation. JR understands that the improvements with this project cannot exceed the parameters required with the No-Rise Certification letter.

Traffic Control/Construction Phasing

JR will prepare designs with constructability in mind. We will evaluate the impacts on the construction phasing and traffic control, and work with the *Town* to put together a final plan that best fits within the project schedule and budget. We will develop complete construction phasing and traffic control plans so that bidding contractors are aware of the lane and road closure requirements. This will result in consistent bids and limit impacts on the traveling public during construction.

Construction Specifications

JR will finalize construction specifications following the *Town's and CDOT's* construction standards and specifications. Project Special Provisions will be prepared showing revisions to CDOT specifications that better align with the *Town's* Construction Design Standards and Specifications. Additionally, specifications will be incorporated as required by the funding sources.

Cost Estimate

JR will review the final plans, and update the quantities and cost estimate for the proposed improvements. JR will review this estimate before the FOR meeting to ensure that the budget is not exceeded, and to look for any areas that could impact the budget before finalizing the plans.

Field Investigation Review (FIR) and Final Office Review (FOR) Meetings

JR will prepare the design package, and coordinate FIR and FOR meetings with the *Town* for plan review. Before the meetings, the design package will be distributed to the *Town* for review.

State and Federal Grant Assistance

Utilizing the design package and cost estimate, JR will work with the *Town* in identifying potential funding sources, and assist in the preparation of application and submittal documents. If funding is secured, JR will work with the *Town* to modify the design package to ensure that all funding source requirements are prepared and submitted.

Construction Documents

Upon completion of the FOR meeting with the *Town*, JR will coordinate with the *Town* regarding the overall project budget before proceeding with the preparation of the construction documents.

Construction Documents

JR will assist the *Town* by providing stamped construction documents (drawings, specifications, and bid tabulations), electronic drawing files, final cost estimate, and bid tabulation in electronic format in preparation for the *Town* advertising the project for bidding.

Construction Bidding, Construction Assistance, and Design Support [Alternate]

Although not part of the original scope for the project, JR can provide bidding and construction assistance for the *Town* as an alternate to be negotiated and accepted at a later date.

Bidding Assistance

JR will provide the *Town* with the necessary documents to support their bidding package preparation. JR will also assist with bidding by attending the pre-bid meeting, providing answers to questions, addenda, reviewing of the bids, and providing a contractor recommendation based on the bid results.



Construction Observation

JR will visit the project on a daily basis to observe the progress of the work and field check for general conformance to the construction documents and standards and specifications. Full time observation can be provided as required, but is not anticipated. Daily reports, utilizing CDOT Form 266, will be generated documenting the location of work, scope of work, number of workers, type of equipment, quantities removed/installed, and any other pertinent information associated with the site visit (i.e. traffic control setup, weather conditions, safety observance, etc.). The report will also track overall contract time, as well as contract time associated with the specific project location. Material delivery tickets will be collected and documented during this time.

Construction Design Support

JR will assist the *Town* by reviewing and responding to contractor’s Requests for Information, and submittals, as well as providing design support if issues are encountered during construction and assisting in the resolution of critical construction issues as needed.

Material Sampling and Testing

JR will work with our teaming partner, Kumar & Associates, during construction to assist the *Town* by provide material sampling and testing as requested.

Construction Meetings

JR will attend the pre-construction meeting and will attend progress meetings as needed to support the *Town* and contractor by addressing questions required to progress the construction of the project.



RÉSUMÉS





Mr. Ellis has over 27 years of engineering experience as a Client Manager, City Engineer, Project Manager, and Project Engineer for a wide variety of civil engineering projects and public works programs. These include transportation, roadways, drainage, stormwater, water, wastewater, and traffic signalization. As a Client Manager, Mr. Ellis has worked with local developers and governmental agencies in the design of private development, as well as public works infrastructure projects. When serving as the City Engineer for the City of Sioux City, Iowa, and the City of Commerce City, Colorado, he was responsible for identifying, developing, and implementing the full spectrum of Capital Improvement Programs. This included development of project scope and budgets, and making presentations to budget committees and City Councils.

GLENN ELLIS | CLIENT MANAGER | PE

BACHELOR OF SCIENCE – CIVIL ENGINEERING
UTAH STATE UNIVERSITY 1995

REGISTRATIONS AND PROFESSIONAL AFFILIATIONS

Professional Engineer #38861/Colorado and #22079/Iowa (not renewed) | American Society of Civil Engineers

YEARS OF EXPERIENCE » 27 YEARS

YEARS WITH JR ENGINEERING » 6 YEARS

RELEVANT PROJECT EXPERIENCE

Jackson Creek Parkway Corridor Improvements – Stormwater and Utility Design/Coordination – Monument, CO

Lewis Palmer School District 38 Trail System – Monument, CO

Vineland Area Outfall Systems Plan – Pueblo County, CO

Manitou Avenue Fiber Optic Installation Design – Manitou Springs, CO

Clarksley Road & Mountain View Road Water and Waste Water Replacement – Manitou Springs, CO

Manitou Avenue Pedestrian and Drainage Improvements (MAPS) Design Review and Construction Observation – On-Call Contract, Manitou Springs, CO

30th Street Corridor Improvements – Utility Design, Colorado Springs, CO

Christian Brothers Automotive Facilities, Colorado Springs, and Falcon, CO

Calvary Chapel Castle Rock, Castle Rock, CO

I-29 Utility Relocations, Sioux City, IA

Pierce Street Reconstruction, Sioux City, IA

Sanitary Sewer Lift Station Improvements, Sioux City, IA

Prairie Gateway and Dick's Sporting Goods Park Infrastructure, Commerce City, CO

Quebec Street Corridor Improvements, Commerce City, CO

104th Avenue Corridor Improvements, Commerce City, CO

Railroad Crossing Gate Installations, Commerce City, CO



With 10 years of experience, Mr. Ribaud serves as a Project Lead on a variety of transportation engineering projects for the public works transportation group. These include transportation, roadways, drainage, stormwater, water, wastewater, and traffic signalization. While working at CDOT, Region 2, he was responsible for coordinating with CDOT specialty units, and other project stakeholders. Brett has served as the CDOT representative to public, local, State and Federal entities, businesses and other parties involved with projects.

BRETT RIBAUDO | PROJECT LEAD | PE

BACHELOR OF SCIENCE – CIVIL ENGINEERING TECHNOLOGY
COLORADO STATE UNIVERSITY - PUEBLO 2014

REGISTRATIONS AND PROFESSIONAL AFFILIATIONS

Professional Engineer #60165 | American Society of Civil Engineers

YEARS OF EXPERIENCE » 10 YEARS

YEARS WITH JR ENGINEERING » 1 YEARS

RELEVANT PROJECT EXPERIENCE

Brookside Water System Improvements – Brookside, CO

Manzanola Water System Improvements – Manzanola, CO

Huerfano Wastewater Improvements – Walsenburg, CO

Santa Fe Avenue Improvements – 4th Street to Baxter Street – Pueblo, CO

US50B & 21st/23rd Lane Improvements – Pueblo County, CO

SH96D Overlay – Eads to Sheridan Lake Improvements – Kiowa County, CO

US50B Improvements – Fowler to Manzanola – Otero County, CO

Ruxton Corridor Improvements – Manitou Springs, CO

Creek Walk Trail, Phase 6 – Manitou Springs, CO

Creek Walk Trial, Phase 4 – Manitou Springs, CO

I-25 Exit 108 Interchange Improvements – Pueblo County, CO

I-25 Exit 104 Interchange Improvements– Pueblo, CO

SH96 & SH115 Critical Culverts – Various Counties, CO



Mr. Adams has over 15 years of experience in surveying. He is responsible for overall department management, boundary analysis, establishing control networks, and deed research. Mr. Adams has experience in all phases of surveying services, from client relations, project estimating, and staff coordination through project planning, data collection, office reduction, and quality control. He currently oversees all survey projects including design surveys, ALTA/ACSM land title surveys, utility mapping, Right-of-way mapping, and construction surveys.

JARROD ADAMS | SURVEY MANAGER | PLS

BACHELOR OF SCIENCE – GEOMATICS ENGINEERING
OHIO STATE UNIVERSITY 2006

REGISTRATIONS AND PROFESSIONAL AFFILIATIONS

Professional Land Surveyor #38252/Colorado

YEARS OF EXPERIENCE » 15 YEARS

YEARS WITH JR ENGINEERING » 15 YEARS

RELEVANT PROJECT EXPERIENCE

Pole Canyon Wind and Transmission Line, Huerfano County, CO

Tri-State Generation Transmission Line, Adams County, CO

Metro Wastewater Boundary and Mapping, Adams County, CO

Littleton Fire Protection District Mapping, Littleton, CO

Las Vegas Wastewater Treatment Plant Mapping, Colorado Springs, CO

Douglas County Schools Topographic Survey, Douglas County, CO

East 104th Ave. Expansion Right-of-way Mapping, Commerce City, CO

NORAD ALTA/ACSM Land Title Survey, Cheyenne Mountain, CO

Anschutz Medical Campus Design Surveys, Aurora, CO

University of Denver Academic Commons, Denver, CO

Washington St. Widening Right-of-Way Mapping, Thornton, CO



Mr. Murray has over 8 years of experience in the utility locating/SUE industry, he has experienced a tremendous amount of change in utility locating over the years. He serves as the SUE Manager/Project Lead for all SUE or Locating related services. His experience includes many different types of SUE efforts on job sites in many different states along the East Coast, Texas, Illinois, and Colorado. His job site experience includes property locates, full subdivisions, electric sub-stations, gas regulator stations, gas pipelines, military bases, 1 to 16-mile 115KV re-routes, solar projects, and site GPR investigations. Has worked side by side with many well-known utility companies, including Eversource, National Grid, PSEG, Duke Energy, Xcel Energy, Texas Natural Gas, Piedmont Natural Gas, Verizon, AT&T, Comcast, MCI, Zayo, Century Link, RG&E, Orange and Rockland (NY) and many more.

JOE MURRAY | SUBSURFACE UTILITY ENGINEERING MANAGER

REGISTRATIONS AND PROFESSIONAL AFFILIATIONS

Certified Professional SUE Technician and Utility Locator | NGA and GPR Certified

YEARS OF EXPERIENCE » 8 YEARS

YEARS WITH JR ENGINEERING » 1 YEAR

RELEVANT PROJECT EXPERIENCE

Eversource

- o Line 250 115KV Re-Route, Boston, MA
- o Line 1704-1733 115KV Re-Route, Hartford CT
- o Line 282 115KV Re-Route, Watertown MA
- o Line 110 115KV Re-Route, Brookline MA
- o Line 1744 115KV Re-Route, Danbury CT
- o Old Saybrook Substation Rebuild, Old Saybrook CT
- o Medway Substation Rebuild, Medway MA
- o Cape Cod Space Force Fiber Duct Locate, Barnstable MA
- o Brockton SUE Survey, Brockton MA
- o Ludlow Substation As-Built, Ludlow MA

Stantec Portland Jetport Runway GPR Investigation, Portland ME

Duke

- o Simpsonville Regulator Station Rebuild, Simpsonville SC
- o Pierpont Regulator Station Rebuild, Pierpont OH

National Grid Tewksbury Pipeline Build, Tewksbury MA

Haskell, Hood Milk Plant As-Built Survey, Batavia, NY

Quincy Federal Building Parking Lot Solar Port Build, Quincy MA

Ossining School District Solar Port Build, Ossining NY

Cultech Solar Port Build, South Plainfield, NJ



Mr. Bonser is JR's Water Resource Group Lead and has 16 years of experience in civil engineering and construction management as a design engineer, project engineer, and project manager on both public infrastructure and development projects. His area of expertise is in water resources engineering, with an emphasis on hydrologic and hydraulic analysis and modeling, design of water and wastewater utility infrastructure, design of open channels and naturalized channel design, urban drainage design, stormwater water quality/detention, and pump stations/lift stations. He also has expert knowledge of AutoCAD Civil 3D; hydrologic, hydraulic, and groundwater resources software; and regulatory agency criteria.

TRISTAN BONSER | WATER RESOURCES GROUP LEAD | PE

BACHELOR OF SCIENCE – CIVIL ENGINEERING
COLORADO STATE UNIVERSITY 2007

REGISTRATIONS AND PROFESSIONAL AFFILIATIONS

Professional Engineer #47602/Colorado

YEARS OF EXPERIENCE » 16 YEARS

YEARS WITH JR ENGINEERING » 16 YEARS

RELEVANT PROJECT EXPERIENCE

Lutz Reservoir Non-Potable Pump Station; Brighton, CO

Phase II Culvert Project; Brighton, CO

Vineland Area Outfall Systems Plan Phase A; Pueblo County, CO

Sand Creek Channel Restoration; El Paso County, CO

Chesapeake Potable Water Line Replacement; Highlands Ranch, CO

Second Creek Reach 3 Improvements: Chambers Road to BNSF Railroad; Commerce City, CO

Swan Meadow Village Water Line Replacement; Dillon, CO

Ragweed Draw Hydrologic Analysis; Commerce City, CO

Las Vegas Street Drop Structure; Sand Creek; Colorado Springs, CO

South Platte River S Tributary 6 & Fairgrounds Tributary Improvements; Thornton, CO

High Line Canal Operational SWMM Model; Douglas County, CO

T-88 Basin Master Drainage Plan; Commerce City, CO

Kettle Creek Drainage Basin Planning Study (DBPS); Colorado Springs, CO

Dogwood Gulch Channel Improvements; Denver, CO

Tanglewood Creek Channel Improvements; Westminster, CO

Peña Station Sanitary Lift Station; Denver, CO

Reunion Irrigation System Conversion; Commerce City, CO

Pine Bluffs Water Master Plan; Pine Bluffs, WY

Arben Kalaveshi, P.E.
Senior Project Engineer



Education

University of Colorado at Colorado Springs
B.S., Mechanical Engineering, 2002

Professional Registration

Registered Professional Engineer:
Colorado License No. 45969

Professional Affiliations

Colorado Association of Geotechnical
Engineers (CAGE)

American Society of Civil Engineers
(ASCE)

Qualifications Summary

Mr. Kalaveshi has over **20 years of experience** in the geotechnical engineering and construction materials testing industry. He is responsible for the development and implementation of geotechnical investigations and providing analysis and recommendations for commercial, municipal, and residential projects, and has significant experience in the installation and measurement of geotechnical instrumentation including slope inclinometers, extensometers, and groundwater sampling wells as well as in slope stability analysis.

His background includes conducting construction observations for various municipal and commercial projects, including the inspection of reinforcing steel in several residential and commercial buildings; as well as, for drilled shaft foundations, and is experienced in reading plans and specifications.

Professional Experience

- **Pueblo Memorial Airport Runway Reconstruction** (Pueblo, CO): Conducted a geotechnical investigation for the reconstruction and rehabilitation of the existing runways and taxiways using FAA design methodology.
- **Plum Creek Widening Project** (Castle Rock, CO): Conducted a geotechnical investigation for approximately 1½ miles of widened roadway.
- **Founder's Parkway and Crowfoot Valley Road Expansion Project** (Castle Rock, CO): Conducted a geotechnical investigation and construction support for the construction of about 7,000 lineal feet of new roadway, and about 650 feet of retaining wall. Roadway pavement recommendations were developed using both AASHTO 1993 methodology, and CDOT's newly adopted Mechanistic-Empirical design procedure.
- **Powers and I-25 Interchange Project** (Colorado Springs, CO): Conducted a geotechnical investigation for the construction of about 5 miles of new two and three-lane roadway, including 6 bridge structures, and 5 box culverts. Roadway pavement recommendations were developed using CDOT's newly adopted Mechanistic-Empirical design procedure. Special considerations included pervious soils and the presence of groundwater above the anticipated cut depths of up to about 40 feet.
- **Jordan Widening Project** (Parker, CO): Provided geotechnical recommendations and pavement section design for the widening of Jordan road from 2 lanes to 4 lanes.
- **Mountain View Repaving Project** (Mountain View, CO): Conducted a geotechnical investigation for the reconstruction and rehabilitation of the existing pavements town wide.
- **Kings Point Road** (Parker, CO): Conducted a geotechnical investigation for the construction of about 2,900 lineal feet of roadway. Special considerations include the presence of highly expansive soils.
- **Motsenbocker Widening Project** (Parker, CO): Conducted a geotechnical investigation for the widening of Motsenbocker Roadway for a total of about 3,500 lineal feet.
- **Cottonwood Drive Expansion Project** (Parker, CO): Conducted geotechnical investigation for the expansion of Cottonwood Drive including the addition of a new 5-span bridge section over Cherry Creek. Construction of a partial foundation was completed during the construction of the original bridge over 25 years ago. Analysis and review of the in-place foundation elements was included in providing LRFD recommendations using the existing elements to reduce overall construction costs. Construction of this project is planned soon.
- **Colorado Center Re-pavement** (El Paso County, CO): Provided recommendations for the rehabilitation or reconstruction of the existing pavement within the 135-acre subdivision.

Lauren Gentile | Environmental Services Manager

SUMMARY OF QUALIFICATIONS

Lauren has 14 years of experience in natural resources management and compliance with both state and federal environmental regulations. As the environmental project manager during the design phase, she is able to anticipate environmental requirements that will need to be met prior to construction, reducing project costs and delays due to environmental related permitting and clearances. She specializes in biological resource assessments, vegetation surveys, hazardous materials Initial Site Assessments, and the review and implementation of environmental permits and clearances. Lauren has worked on several large road construction projects ensuring the contractor meets environmental compliance requirements for stormwater, dewatering, APEN, SB 40, and 404 permits and certifications, and NEPA mitigation measures.

EXPERIENCE

Ruxton Avenue Improvements | City of Manitou Springs
 Environmental Manager. (2021 – Present). Lauren is managing the completion of NEPA clearances required to obtain the Categorical Exclusion (CatEx) in partnership with JR Engineering. An environmental resource assessment was conducted for the early stages of design to determine environmental impacts and clearances required. The project takes place in Mexican spotted owl critical habitat. Lauren is leading the coordination efforts with CDOT and USFWS to comply with the threatened and endangered species act.
 Scope: This project consists of road engineering and design improvements along Ruxton Avenue from Manitou Avenue (which is the historic alignment of U.S. Highway 24 (US 24)), to near the Barr Lot. RockSol will be providing environmental resource impact assessment to develop the 50% plans.

120th Street over Coal Creek Bridge Rehabilitation | City of Lafayette
 Environmental Manager. (2023 – Present). Lauren is managing the completion of NEPA clearances required to obtain the Categorical Exclusion (CatEx) for this project. Environmental tasks include wetland/waters of the U.S. delineation, preparation an individual 404 certification to USACE, biological resources, hazardous materials initial site assessment (ISA), 4(f) impacts, providing regulatory assistance (SWMP, MS4, CDOT), cultural resource assessment and SHPO consultation.
 Scope: RockSol is providing Engineering services to design the replacement of the entire top slab of the bridge culvert and bridge railing for the 120th Over Coal Creek box culvert. RockSol will coordinate directly with the City and with CDOT to ensure all design needs, clearances, and approvals are met for the final design of this extended project.

Alkire Street, 78th to 80th Avenue Trail | City of Arvada
 Environmental Manager. (2020 – 2023). Lauren is serving as the environmental project manager, ensuring the submission of all environmental permits and clearances for this local agency project. Environmental tasks include biological resources, Waters of the U.S./ wetlands delineation, 404 compliance, hazardous materials initial site assessment (ISA), and SWMP plan design. Ms. Gentile completed the 404 Self Certification Letter, biological resources report, and ISA for this project.
 Scope: The project is funded through a CDOT TAP grant and will construct a new concrete trail along Alkire Street between W 78th Avenue and W 80th Avenue. The trail, combined with a planned trail project south of 78th Avenue, provides a vital missing link in the community to connect schools and nearby residential neighborhoods where limited options exist more safely. Project work includes trail, roadway, and pedestrian bridge design, right-of-way plan development, ditch coordination, environmental permitting, utility identification and relocation, and final construction plans.



Total Years of Experience
14 years

Total Years with RockSol
5 years

Education

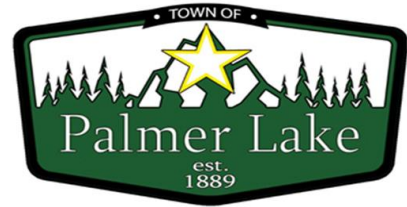
- B.A., Environmental Studies, B.A., Geography, University of Colorado

Certifications and Training

- Project Management Professional (PMP)
- Envision Sustainability Professional (ENV SP)
- CDOT SWMP Preparer
- Transportation Erosion Control Supervisor (TECS)
- Raptor Identification
- Preble's Meadow Jumping Mouse Identification
- Traffic Noise Fundamentals and TNM 2.5
- Section 4(f) Compliance for Historic Properties
- CDOT PEL Training
- OSHA 10-Hour Road Construction



TASKS	WORK ITEM	JR Engineering						Sub-Consultant	Direct Expense	Totals
		Principal	Manager / Group Lead	Project Lead	Project Engineer/ Surveyor	Engineer/ Surveyor	Two-Man Field Survey			
		\$250	\$200	\$175	\$155	\$140	\$190	L.S.	L.S.	
100	Project Initiation, Data Collection, and Management									
	Kick-Off Meeting / Field Investigations		4.0	4.0						\$1,500
	Boundary and Right-of-way Research and Survey		4.0	12.0	16.0		10.0			\$7,280
	Topographic, Design, and Utility Survey						48.0			\$9,120
	Prepare Base Files		4.0	4.0	16.0					\$3,980
	Utility Research (OL D)		4.0	4.0						\$1,500
	Utility OL B Locates		2.0	16.0						\$3,200
	Prepare Utility Base Files		2.0	2.0	4.0					\$1,370
	Project Meetings (assume 8 meetings)		16.0	16.0						\$6,000
	Utility Coordination		32.0							\$6,400
	Project Coordination		40.0							\$8,000
	Subtotal									\$48,350
200	Conceptual and Preliminary Design Phase									
	Geotechnical Analysis and Report		4.0					\$16,500		\$17,300
	Environmental Research and Analysis		4.0					\$24,750		\$25,550
	Intersection Conceptual Design		4.0	6.0	8.0	8.0				\$4,210
	Preliminary Design, Plans, and Index of Specifications		12.0	16.0	24.0	30.0				\$13,120
	Preliminary SUE Plans		8.0	8.0	12.0	12.0				\$6,540
	Preliminary Cost Estimate		4.0	4.0	4.0					\$2,120
	FIR Meeting		4.0	4.0						\$1,500
	Preliminary ROW Plans		10.0	16.0	20.0					\$7,900
	ROWPR Meeting		4.0	4.0						\$1,500
	Subtotal									\$79,740
300	Stormwater Drainage Design									
	Hydrologic Calculations - Road Widening		2.0	3.0	4.0	6.0				\$2,385
	Prepare Drainage Maps		2.0	3.0	4.0	10.0				\$2,945
	Prepare Culvert Hydraulic Analysis		2.0	2.0	6.0	4.0				\$2,240
	Preliminary Drainage Memo		2.0	2.0	6.0	8.0				\$2,800
	Prepare Culvert Plans and Details		3.0	4.0	12.0	16.0				\$5,400
	Prepare Culvert Wall Plans and Details		3.0	4.0	8.0	8.0				\$3,660
	Prepare Final Drainage Report		4.0	8.0	14.0	20.0				\$7,170
	Subtotal									\$26,600
400	FEMA CLOMR									
	FEMA Data Request								\$400	\$400
	Prepare Carpenter Creek Hydraulic Models (CLOMR)		6.0	20.0	16.0	8.0				\$8,300
	Prepare Carpenter Creek Floodway Encroachment Hydraulic Model		3.0	10.0		8.0				\$3,470
	Prepare Drainage Work Map		4.0	6.0	8.0	16.0				\$5,330
	Prepare Annotated FIRM and Flood Profiles		3.0	6.0	4.0	14.0				\$4,230
	Prepare MT-2 Forms		1.0	2.0	2.0	2.0				\$1,140
	Prepare Carpenter Creek CLOMR Report		6.0	8.0	16.0	12.0				\$6,760
	Prepare Draft Property Owner Notifications		2.0	2.0		6.0				\$1,590
	Prepare ESA Compliance			2.0	4.0					\$970
	Address FEMA/CWCB Additional Data Requests		8.0	12.0	12.0	16.0				\$7,800
	FEMA LOMC Application Fee (Online LOMC)								\$6,500	\$6,500
	Subtotal									\$46,490
500	Final Design Phase and Construction Documents									
	Update Plans for Final Design		6.0	12.0	24.0	40.0				\$12,620
	Project Specifications		2.0	2.0	4.0	12.0				\$3,050
	Final Cost Estimate		2.0	2.0		4.0				\$1,310
	CDOT Clearances/Permitting		6.0					\$4,750		\$5,950
	SUE Plans		4.0	4.0	8.0					\$2,740
	Right-of-way Plans		6.0	8.0	8.0					\$3,840
	Legal Descriptions and Exhibits (assume 3)		4.0	4.0	8.0					\$2,740
	FOR Meeting		4.0	4.0						\$1,500
	Finalize Plans and Documents for Bidding		4.0	4.0	8.0	16.0				\$4,980
	Subtotal									\$38,730
600	Bidding Phase									
	Attend Pre-bid Meeting and Site Walk Through		4.0	4.0						\$1,500
	Respond to Bidder's Questions, and Prepare Addenda		2.0	4.0	4.0					\$1,720
	Meeting to Review Bids and Provide Recommendation		4.0	2.0						\$1,150
	Subtotal									\$4,370
	Total:		261	260	284	276	58	\$46,000	\$6,900	\$244,280



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Resolution to Authorize Volunteer Plan Affiliation Agreement, FPPA
Presented by: Town Administrator Dawn Collins		

Background

The town offered a pension plan for fire and police. Currently, there are five former volunteer firefighters that remain on the plan. New volunteers are not eligible. This agreement authorizes the Fire Protection and Police Association (FPPA) to manage the funds.

Recommended Action

Staff recommends approval of the resolution to authorize the agreement with FPPA.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 58-2024

**A RESOLUTION TO AUTHORIZE VOLUNTEER PLAN AFFILIATION AGREEMENT
FIRE AND POLICE PENSION ASSOCIATION (FPPA)**

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

WHEREAS, the Town of Palmer Lake provides a pension plan for its volunteer firefighters; and

WHEREAS, it is requested that FPPA continue to administer its volunteer pension plan and manage the plan funds for investment.

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

1. The Mayor is authorized to sign the volunteer plan affiliation agreement, effective 01/01/2025, attached hereto.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. 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 MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF DECEMBER 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Dennis Stern
Mayor Pro Tem

VOLUNTEER PLAN AFFILIATION AGREEMENT

This Affiliation Agreement is hereby entered into by and between the Town of Palmer Lake, (hereinafter referred to as the *Employer* and the Fire and Police Pension Association (hereinafter referred to as the FPPA) to become effective on 01/01/2025 (MM/DD/YYYY), as follows:

WITNESSTH;

Whereas, C.R.S. 31-31-705 and C.R.S. 31-30-1108 permit the FPPA Board of Directors (hereinafter referred to as the FPPA Board) to make agreements with governing bodies which provide pension plans for volunteer firefighters for the purpose of administering such plans and managing the funds of such plans for investment; and

Whereas, Section 1818 of the FPPA Rules and Regulations, provides that the governing body of an employer having a pension plan for its volunteer firefighters may elect to affiliate with FPPA, and

Whereas, by adoption of this Affiliation Agreement dated 12/12/2024 (MM/DD/YYYY), the *Employer* has requested that FPPA administer its volunteer pension plan and manage the plan's funds for investment; and

Whereas, FPPA has considered this request and based upon the evidence presented, FPPA has received satisfactory evidence that the *Employer* should be allowed to affiliate, having met the statutory, regulatory, administrative, and financial requirements; and

Whereas, by signature below, FPPA approves the affiliation of the *Employer*;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

1. Pursuant to C.R.S.31-31-705, the assets of the *Employer's* plan shall be transferred to FPPA on the effective date of affiliation as set forth within this Agreement, unless the effective date is a legal holiday, in such case the actual transfer must be made on the next business day following the effective date. FPPA's approval is contingent upon the conversion to cash of the *Employer's* plan assets as specified by FPPA.
2. It shall be the responsibility of the *Employer* to ensure the safe delivery of the pension plan assets to FPPA's depository.

3. FPPA agrees to provide a receipt for the assets delivered upon confirmation from FPPA's depository.
4. FPPA will be responsible for investment of the assets and will continue to use its best efforts to generate earnings on your plan's funds. However, as in other similar investment situations, FPPA cannot guarantee a specified rate of earnings nor exclude the possibility of losses. *Employer* hereby agrees that FPPA has the authority to determine the investment asset allocation of the funds and *Employer* understands that this asset allocation is subject to change. *Employer* understands that there could be a change to the assumed rate of investment return which could also result in an increase in required contributions to the plan.
5. While funds will be commingled for investment, the amount of the principal of your plan's affiliated funds, together with any earnings or losses thereon, shall be accounted for separately.
6. The *Employer* will be responsible for the collection and transmission of all contributions to FPPA with the exception of state contributions, made pursuant to C.R.S. 31-30-1112, as amended. State contributions will be transferred to FPPA by the Department of Local Affairs (DOLA) in accordance with the law and the DOLA's policies and standards concerning eligibility for state contributions.
7. The *Employer* understands that the required contributions may be made from a combination of employer and state matching funds, but that the *Employer* is ultimately responsible for meeting the required contribution obligations as specified by FPPA's Actuary.
8. FPPA is responsible for making benefit payments to the plan beneficiaries, as directed by the *Employer* for so long as *Employer* continues to forward the full amount of the required employer contributions to FPPA required to fund your volunteer firefighter pension plan as specified by FPPA's Actuary, and while there is sufficient money in your fund to pay the benefits.
9. The *Employer* understands that any expenses incurred by FPPA that are directly related to FPPA's administration of the plan shall be paid from that plan's assets. Any expenses incurred by FPPA that are attributable to more than one plan will be allocated to each plan on an equitable basis as determined by FPPA. The allocated expense shall be paid from the assets of each plan.
10. FPPA will not be liable to make payments on your behalf except from those monies in your volunteer firefighter pension fund, including earnings thereon. In the event any person commences a civil action or similar proceeding against the FPPA for benefits or

other matters arising from your volunteer firefighter pension plan, you will reimburse FPPA for its expenses arising from the defense of such action or assume its defense upon the consent of FPPA and will indemnify the FPPA for the total amount of any judgment resulting therefrom. In the event you fail to adequately contribute to your volunteer firefighter pension fund and FPPA commences a civil action or similar proceeding against you to collect unpaid contributions, you will pay FPPA's reasonable costs of collection, including but not limited to attorneys fees.

11. The *Employer* understands and agrees that it has the following responsibilities:
 - Establishing eligibility for and the amount of benefits to be received by members and beneficiaries of the plan, including the determination of base benefits, years of service under the plan, marital status, and continuing eligibility of retirees and survivors;
 - Maintaining records of the terms and provisions of the plan as they may be adopted and amended;
 - Making determinations regarding benefit improvements, if any;
 - That any benefit improvements can only be made if the *Employer* complies with C.R.S. 31-30-1122(3) and pays the actuarially required contributions necessary to fund such benefits; and
 - Periodically certifying information required by FPPA to administer the plan benefits.
12. The *Employer* understands that it may terminate this Agreement in accord with applicable procedures established by FPPA. A copy of the current procedures for disaffiliation are available from FPPA.
13. The *Employer* understands and acknowledges that pursuant to C.R.S. 31-31-705, FPPA may terminate the affiliation of the *Employer* from FPPA by providing sixty (60) days written notice to the *Employer* for failure to fulfill its responsibilities to the plan or its failure to renew an affiliation agreement.
14. The *Employer* shall take the necessary steps to satisfy the qualification requirements specified in section 401 of the Internal Revenue Code including adopting a plan document in substantially similar form to the model plan document which is attached hereto as Exhibit A. The *Employer* acknowledges that it will keep the Plan Document attached hereto as Exhibit A up to date with any benefit improvements and ensure that any changes are communicated to FPPA, and the plan document is updated.
15. This Agreement may be modified or amended by FPPA and/or the *Employer* only in writing and will only be effective upon formal approval by both parties.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

For the FIRE AND POLICE PENSION ASSOCIATION

For the TOWN OF PALMER LAKE
(Governing Body of Municipality,
District or Authority)

Kevin Lindahl, Executive Director
FPPA

Authorized Signatory
Glant Havenar

Print Name
Mayor

Title

Exhibit A

Plan Document

The Employer hereby adopts this Plan Document for its volunteer firefighter pension plan.

I. Qualification rules under IRC 401(a)

a. The Employer incorporates by reference FPPA Rules regarding volunteer plans, as applicable, into this Plan Document. Part 18 of the FPPA Rules specifies the requirements for meeting the qualification requirements specified in sections 401(a) and 414(d) of the Internal Revenue Code.

II. The Employer has established benefits in accordance with C.R.S. 31-30-1101 et.seq and incorporates the provisions of that article into this Plan Document.

III. Benefits shall be distributed in accordance with C.R.S. 31-30-1101 et.seq and this Plan Document.

RETIREMENT BENEFIT

a. Pursuant to C.R.S. 31-30-1122(1), the normal retirement pension amount for volunteer firefighters who have twenty years of active service and who are over fifty years of age shall be:	100.00
b. Pursuant to C.R.S. 31-30-1122(2), the retirement pension amount for volunteer firefighters who have less than twenty years of service, but 10 or more years, who are fifty years of age or older shall be:	0.00
i. The vesting for the monthly benefit shall be as follows:	20 Years

(continued on next page)

DISABILITY

a. Pursuant to C.R.S. 31-30-1121 (1), if a volunteer firefighter is injured while in the line of duty as a volunteer firefighter, the volunteer firefighter shall be entitled to: i. A short-term disability monthly annuity for not more than one year in an amount of:	0.00
b. A long-term disability monthly annuity for a disability that deprives the volunteer firefighter of an earning capacity and that extends beyond one year in an amount of:	0.00

SUPPLEMENTAL RETIREMENT PENSION (EXTENDED SERVICE)

a. Pursuant to C.R.S. 31-30-1125, the Employer shall pay a supplemental payment (Extended service award) of:	0.00
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SURVIVOR BENEFIT

a. Pursuant to C.R.S. 31-30-1126, the Employer shall pay a survivor benefit to the surviving spouse in an amount equal to:	0.00
b. Pursuant to C.R.S. 31-30-1127, as a result a death from injuries in the line of duty the Employer shall pay a survivor benefit in an amount equal to: OR	0.00
c. In lieu of the survivor benefit provided under C.R.S. 31-30-1126 and 1127, the Employer elects to pay a survivor benefit pursuant to C.R.S. 31-30-1128 in the amount of:	0.00

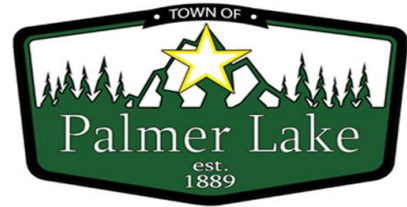
FUNERAL BENEFIT

a. Pursuant to C.R.S. 31-30-1129, the Employer shall pay a funeral benefit in the amount of:	\$100.00
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Table 2 - Actuarial Valuation Information Checklist

		Current Plan	State Match Calc	Maximum Per State Statute
1. Normal Retirement Benefit (monthly):				
a. Regular	Retirement Benefit ^a	\$100.00	\$300.00	None
b. Extended Service				
Amount Per Year of Service	Supplemental Retirement ^a	\$0.00	\$0.00	5% of Regular, for 10 Additional years
2. Vested Retirement Benefit (monthly):				
a. With 10 to 20 Years of Service				
Amount Per Year of Service per Minimum Vesting Years	Retirement Benefit ^b	\$0.00	\$15.00	Pro rata Share of Regular
b. Minimum Vesting Years	Retirement Benefit ⁱ	20	10	20 Years
3. Disability Retirement Benefit (monthly):				
a. Short Term Disability for line of duty injury				½ of Regular or \$225,
Amount payable for not more than 1 year	Disability ^a	\$0.00	\$150.00	whichever is greater
b. Long Term Disability for line of duty injury				Regular or \$450 whichever
Lifetime Benefit	Disability ⁱⁱ	\$0.00	\$300.00	is greater
4. Survivor Benefits (monthly):				
a. Following Death before Retirement Eligible;				
Due to death in the line of duty as a volunteer firefighter	Survivor Benefit ^b	\$0.00	\$150.00	½ of Regular or \$225, whichever is greater
b. Following Death after Normal Retirement	Survivor Benefit ^a	\$0.00	\$150.00	50% of Regular
c. Following Death after Normal Retirement with Extended Service		\$0.00	\$0.00	50% of Extended
d. Following Death after Vested Retirement with 10 to 20 Years of Service		\$0.00	\$7.50	50% of Vested
e. Following Death after Disability Retirement		\$0.00	\$150.00	50% of Long Term
f. Optional Survivor Benefits in lieu of 4a-e				
Following Death before or after Retirement Eligible due to death on or off duty as a volunteer firefighter	Survivor Benefit ^c	\$0.00	\$0.00	100% of Regular
(Purchase of Life Insurance Required)				
5. Funeral Benefit (Required Benefit):				
a. Funeral Benefit Lump Sum, one time only	Funeral Benefit ^a	\$100.00	\$100.00	2 times Regular





**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Resolution to Authorize Financial Audit Service with PAH
Presented by: Town Administrator Dawn Collins		

Background

For several years, the financial audit for the town has been conducted by Green & Associates. Mr. David Green has serviced the town well, recommending many improvements to the town’s record keeping procedures. However, he has reduced his clients to special districts due to a lack of staff and will no longer service municipal clients.

With his notice to the town, he provided a recommendation for similar style/service as he provides - P. Andrew Hall LLC. Mr. Hall provided a proposal for similar service and cost, not to exceed \$18,000 for 2025.

The financial audit activity is typically scheduled in June/July for the prior year financials.

Recommended Action

Staff recommends approval of the resolution to authorize audit services from PAH.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 59-2024

A RESOLUTION TO AUTHORIZE A LETTER OF UNDERSTANDING FOR PROFESSIONAL AUDITING SERVICES FROM P. ANDREW HALL, LLC

WHEREAS, the Town of Palmer Lake, Colorado, is required to have a financial audit conducted annually; and

WHEREAS, P. Andrew Hall, LLC was recommended by the Town’s long-standing auditor, Green & Associates LLC, to audit the financial statements of the governmental activities, the business-type activities, and each major fund including the related notes to the financial statements, for the year ending December 31, 2024.

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

1. The Mayor is authorized, along with Town Administrator, to sign the letter of understanding, attached hereto, to establish services for the financial audit with P. Andrew Hall, LLC, for a not-to-exceed amount of \$18,000.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. 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 MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF DECEMBER 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Dennis Stern
Mayor Pro Tem

December 5, 2024

Board of Trustees
Town of Palmer Lake, Colorado

We are pleased to confirm our understanding of the services we are to provide to the Town of Palmer Lake for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town of Palmer Lake as of and for the year ended December 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Palmer Lake's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Palmer Lake in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules – General Fund
- 3) Schedule of Changes in Net Pension Liability and Related Ratios
- 4) Schedule of Pension Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Palmer Lake's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining and Individual Nonmajor Fund Statements
- 2) Budgetary Comparison Schedules – Conservation Trust Fund and Water Fund

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1) Local Highway Finance Report

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers to serve your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will

take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- 1) Management Override of Controls
- 2) Improper Revenue Recognition

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Palmer Lake's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the Town of Palmer Lake in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the

general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of P. Andrew Hall, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Colorado or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of P. Andrew Hall, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Colorado or its designee. State of Colorado or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

P. Andrew Hall is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately April 1, 2025 and to issue our reports no later than June 30, 2025.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$18,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected

circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Town of Palmer Lake’s financial statements. Our report will be addressed to Board of Trustees and Management of the Town of Palmer Lake, Colorado. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Town of Palmer Lake and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

P. Andrew Hall, LLC

P. Andrew Hall, LLC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Palmer Lake.

Management signature: _____

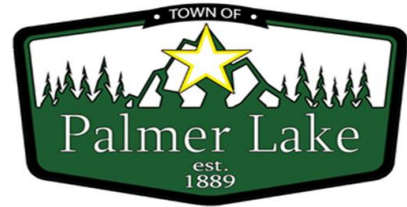
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Title: _____

Date: _____



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Notice of Vacant Seats to Appoint Officials
Presented by: Town Administrator Dawn Collins		

Background

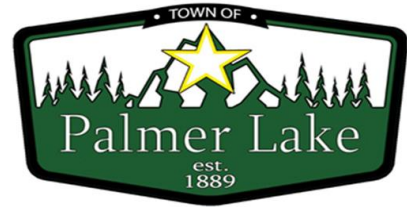
The start of each year, new appointments to Commissions/Boards are made by the Board of Trustees. The following are seats that are either a full term of two years or fill a remaining term, open for applications –

Planning Commission has three vacant seats to fill

Parks and Trails Commission has two vacant seats and one alternate seat to fill

If you know an individual who has been a resident for more than one year and has interest to serve the community, please encourage them to apply for appointment before the extended deadline of Thu., December 21st. Staff or Commission Chairs are happy to speak with interested applicants.

The applicants will meet with the respective Commission members and recommendations considered by the Board of Trustees in January for respective appointments.



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Consider Dates for Training, Retreat, Joint Potluck
Presented by: Town Administrator Dawn Collins		

Background

At the start of the year, with new officials, staff suggests the Board begin with a retreat to consider the direction of the town leadership.

Additionally, staff suggests a training date for officials – with each body or combined - once new appointments are confirmed.

Lastly, as directed by the Board in 2024, a joint potluck is scheduled for all officials and significant other early in the year to kick off getting to know each other for a successful year.

Staff has identified the following available dates of the town hall and noted recommended dates/function (*) –

- January 2, Thursday evening
- January 3*, 10, 17*, 24 - Friday AM .. *1/3 training; 1/17 retreat*
- January 8*, Wednesday evening .. *1/8 potluck*
- January 21, Tuesday evening
- January 22, Wednesday evening