



## PLANNING COMMISSION

**Wednesday, September 20, 2023 at 5:00 PM**

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

**\*LIVE STREAM available on Town website\***

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### AGENDA

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

#### Call to Order

#### Roll Call

#### Approval of Minutes

- [1.](#) Minutes from August 16, 2023 Meeting
- [2.](#) Minutes from August 23, 2023 Special Meeting

#### Public Hearing

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

- [3.](#) Application for Conditional Use for Single Family Residential Dwelling
- [4.](#) Reconsider Vacation of Undeveloped El Moro Right of Way

#### Business Items

- [5.](#) Consideration of Conditional Use for Single Family Residential in C1 Zone
- [6.](#) Reconsider the Vacation of Undeveloped El Moro Right of Way
- [7.](#) American Planning Association (APA) Colorado Chapter, Public Official Membership

#### Public Comment

*This time is reserved for the public to speak to items not on the agenda. Individuals must state name and limit comments to (3) minutes unless extended.*

**Next Meeting (10/18) and Future Items**

\* *Conditional Use at 84 Hwy 105, Unit 5*

\* *Replat at 84 Hwy 105*

**Adjourn**

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**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.

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**Notice**

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



## PLANNING COMMISSION

Wednesday, August 16, 2023 at 5:00 PM

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

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### MINUTES

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

**Roll Call.** Members present: Lindsey Zapalac, Susan Miller, Tim Caves, Mark Bruce, Amy Hutson, Bill Fisher, Charlie Ihlenfeld.

#### Approval of Minutes

1. Minutes from July 19, 2023 Meeting. MOTION (Hutson, Bruce) to approve the minutes. Motion passed 7-0.

#### Public Hearing

2. Application to Annex and Rezone Parcel 7109013007 (J.Parco). Chair Ihlenfeld invited the applicant to address the Commission. Mr. Jim Parco, property owner and resident, explained the swap of property with his abutting neighbor, Mr. Jim Fitzgerald (County resident) in 2013. They are seeking to clean up the fact that each have an approximate 7000 sq ft portion of property in a different taxing jurisdiction. Mr. Parco provided the sequence of events and requested that the County portion be annexed and rezoned to his current town property, R1. No questions came from the Board. Chair Ihlenfeld opened the floor to the public. Mr. Dave Miller explained his background, formerly owning a large area of the property in the Town and El Paso County. He expressed concern about various equipment on the property and not wanting to see storage on the property. He stated the following concerns – access easement locked to his five-acre parcel and inadequate slope to the Fitzgerald property; drainage easement should differ to his property (EPC jurisdiction). Discussion took place about the location of a motor home. Mr. Miller reviewed the history of the property. Collins stated that staff met on the property and reviewed the issues presented by Mr. Miller and confirmed there is no issue with the access, the drainage, nor the storage of a trailer. Mr. Jim Parco stated that there is a gate to the access easement and the code was provided to the Millers multiple times. Mr. Parco stated there is no other activity on the property but temporarily storing an airstream on his property, which does not impact the access easement. Mr. Miller stated that the access is his and the lock is inconvenient. Discussion took place about the access easement on Mr. Parco's property and keeping unwanted activity off the property. Chair Ihlenfeld thanked Mr. Miller for his comments and closed the hearing.

#### Business Items

3. Consider Request to Annex and Rezone Property. MOTION (Bruce, Miller) to recommend approval of the annexation request and rezone the parcel to R1. Motion passed 7-0.

4. Consider Adopting Parks Commission Master Plans to Community Master Plan. Collins mentioned the two plans, Glen Park Master Plan approved in 2020 and Centennial Park Master Plan approved in 2023. It was suggested to incorporate the Parks Master Plans to the Community Master Plan. Commissioner Fisher noted the resolutions referenced a site plan, although there was not a site plan in either Master Plan. He suggested taking each plan separately. Discussion took place about Glen Park existing and the Master Plan being more of a maintenance plan. MOTION (Fisher, Hutson) to adopt the Glen Park Master Plan to the Community Master Plan with the addition of a site plan. Motion passed 7-0.

Discussion ensued about the lack of layout or diagram of what is planned where for the Centennial Park Master Plan. Commissioner Fisher offered the background of his involvement in numerous master planning sessions for Centennial. Discussion continued about the location of pickleball courts, parking design, and other conceptual ideas of recreation around the lake. Questions rose about how pickleball courts were approved. Commissioner Caves explained, as a representative of Awake Palmer Lake, that the grant opportunity for \$250,000 came about quickly with the idea for courts and sought permission from the Board. MOTION (Hutson, Miner) to adopt the Centennial Park Master Plan to the Community Master Plan with the addition of a site plan. Motion passed 7-0.

5. Consider Recommendation to Create Sign Code. Discussion took place about the draft code and required legal review prior to presenting it to the Board. Ms. Brenda Quinones, HR consultant for Alpine Essentials, referred to the requests of Ms. Brenda Woodward, specifically allowing wave banners. It was suggested that this request was a good example of the exception process in the sign code. Ms. Quinones also asked for clarification of the marijuana code for signs vs. regular sign code and Collins responded that because there is specific code for marijuana establishment, it will be included all in the marijuana code and referenced in the sign code. Ms. Quinones suggested identifying the downtown district separately to differentiate signs for the area. Commissioner Fisher pointed out his concerns about the draft version of the code – free standing vs. pole vs. monument sign definitions, illustration of 3D signs, allocation of signs, and a discussion of height of signs. Discussion ensued about amortizing for non-conforming signs for the new sign code. Collins suggested that the Commission schedule a workshop to clarify the questions raised. It was agreed that the members would work it out with a workshop and subsequent special meeting to take action on a final draft before the next meeting. Collins will check on the following week 8/23 availability of town hall and confirm with members.

6. Update on Elephant Rock Property. Because the Board of Trustees had a special meeting, Collins reported the direction from the Board at the July 27th meeting affirming decisions for the elephant rock property – two tenants, possible parkland and public safety facility, and removal of cabins, referring to the minutes from the July 27 Board discussion. Commissioner Fisher questioned the Board's decisions about removing cabins without a master plan and without considering public input. He stated the Board is making a mistake and would like to know the real reasons for removing structures. He requested that his remarks be on record. Collins stated she would not debate the direction provided by the Board and comments should be directed to Board members directly. Commissioner Miner inquired about a possible community center that the public wanted when the master plan was explored, and it was mentioned that the Board is not listening to what public members want.

**Public Comment**

None.

**Next Meeting (9/20) and Future Items**

Collins reported that two Requests were issued – one for proposals for the land use code revision of critical issues and one for the engineering design of sidewalks for the downtown corridor.

Commissioner Miner stated that Bill Fisher has designs to consider. Collins stated that both of these projects will involve the Planning Commission. Members Lindsey, Mark and Amy were identified to assist with review of the submittals following the deadlines in September.

**Adjourn.** MOTION (Miner, Hutson) to adjourn at 7:29 PM. Motion passed.

*Minutes by: Dawn A. Collins, Town Clerk*



## PLANNING COMMISSION - WORKSHOP AND SPECIAL MEETING

Wednesday, August 23, 2023 at 5:00 PM

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

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### MINUTES

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**Call to Order Special Meeting following the Workshop.** Chair Ihlenfeld called the special meeting to order at 6:45 pm.

**Roll Call.** Commissioners present: Lindsey Zapalac, Amy Hutson, Mark Bruce, Bill Fisher, Tim Caves, Charlie Ihlenfeld. Excused: Susan Miner.

#### **Business Items**

1. Recommendation on Sign Code. Review and discussion ensued in the workshop. MOTION (Hutson, Bruce) to recommend approval of the sign code with the amendments and a legal review before presented to the Board of Trustees. Motion approved 6-0.

**Adjourn.** MOTION (Hutson, Zapalac) to adjourn at 6:50 pm. Motion passed.

*Minutes by: Dawn Collins, Town Clerk*

received  
8/5

Item 3.



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

Office Use Only	
Case Number:	_____
Date:	8-24-23
Fees:	\$250.00
Check #:	#099
Rec'd By:	[Signature]
Application Complete:	MC 8/5.

## Conditional Use Application Form

Name of Applicant/Property Owner: Anette Galaviz Ruiz

Address: 14655 Silverton Rd, Colorado Springs, CO. 80921 Phone#: (719) 646 8244

Email: agalaviz2619@gmail.com

Name of Proposal: Residential - Single Family Home Proposal

Legal Description or Address: 0 Vale St Palmer Lake, CO 80133

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

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

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

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



By signing this application, parties agree to the following:

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

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

Applicant Signature: Arthur Corbin Date: 07/31/2023

If the applicant is not the owner:

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

Owner – Print: \_\_\_\_\_

Owner – Signature: \_\_\_\_\_ Date: \_\_\_\_\_

August 11, 2023

Anette Galaviz Ruiz  
14655 Silverton Rd  
Colorado Springs, CO 80921

Subject: Letter of Intent for New Construction of a Single Family Home in Palmer Lake

I am writing to formally express my intent to submit a proposal for the construction of a new single family home at 0 Vale St. in Palmer Lake, Colorado. Our aim is to obtain a conditional use permit for residential development and contribute positively to the local community.

The primary objective of this endeavor is to establish a comfortable single family residence in Palmer Lake. My fiancé and I have recently become engaged and we are eager to set down our roots in this town. As both of us are nurses, we are also actively exploring employment opportunities in close proximity to Palmer Lake.

The selection of Palmer Lake as the site for our prospective home is a reflection of our admiration for its natural beauty and charming community. We are genuinely excited about the prospect of joining the Palmer Lake's residents and integrating ourselves into its unique environment.

Thank you for considering this letter of intent. We are eagerly anticipating the opportunity to present a comprehensive proposal and collaborate with the Planning Commission and Board of Trustees to make this vision a reality. Should you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,



Anette Galaviz Ruiz



No Photo Available



**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.

**NOTICE OF PUBLIC HEARING**

**TOWN OF PALMER LAKE**

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, September 20, 2023, at 5 PM at the Town Hall, 28 Valley Crescent, Palmer Lake, to consider a Conditional Use application for a residential dwelling at Lot D, French's Hill Sub, parcel ID 7105408066, in C1 zone. A recommendation will be made to the Board of Trustees on the same matter scheduled for Thursday, September 28, 2023, 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

# AFFIDAVIT OF PUBLICATION

STATE OF COLORADO  
COUNTY OF EL PASO

Item 3.

**NOTICE OF PUBLIC HEARING**  
**TOWN OF PALMER LAKE**

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, September 20, 2023, at 5 PM at the Town Hall, 28 Valley Crescent, Palmer Lake, to consider a Conditional Use application for a residential dwelling at Lot D, French's Hill Sub, parcel ID 7105408066, in C1 zone. A recommendation will be made to the Board of Trustees on the same matter scheduled for Thursday, September 28, 2023, at 6 PM. A copy of the complete application is on file at the Town Clerk office at 715-481-2953. /s/ Dawn A. Collins, Town Clerk

Published in the Tri-Lakes Tribune August 30, 2023.

I, Lorre Cosgrove, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper **1 time(s) to wit 08/30/2023**

That said newspaper has been published continuously and uninterruptedly in said County of El Paso for a period of at least six consecutive months next prior to the first issue thereof containing this notice; that said newspaper has a general circulation and that it has been admitted to the United States mails as second-class matter under the provisions of the Act of March 3, 1879 and any amendment thereof, and is a newspaper duly qualified for the printing of legal notices and advertisement within the meaning of the laws of the State of Colorado.



**Lorre Cosgrove**  
Sales Center Agent

Subscribed and sworn to me this 08/31/2023, at said City of Colorado Springs, El Paso County, Colorado.  
My commission expires June 23, 2026.



**Karen Hogan**  
Notary Public

**KAREN HOGAN**  
**NOTARY PUBLIC**  
**STATE OF COLORADO**  
NOTARY ID 20224024441  
MY COMMISSION EXPIRES 06/23/2026

Document Authentication Number  
20224024441-226440



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

Item 4.

Office Use Only	
Case Number:	_____
Date:	<u>7/26</u>
Fees:	<u>\$500.00 - request waive</u>
Check #:	_____
Rec'd By:	<u>PAZ</u>
<b>Note: A minimum of ten days are required to process this application</b>	

## Right-of-Way Application

Name of Applicant/Property Owner: Duran Walton Ventures LLC, Cindy Powell & Marilyn Redwine

Address: PO Box 1005, Palmer Lake, CO 80133 Phone#: 719-659-7149 (Duran Walton Ventures LLC)  
msgs4maria@live.com DW Ventures LLC 719-482-5481 (Cindy Powell)  
 Email: cindyeducate@yahoo.com (Cindy Powell) xredwine.x@yahoo.com 719-551-6992 (Marilyn Redwine)

Name of Proposal: Vacate ~~El Paso~~ El Paso undeveloped rightofway

Legal Description or Address: \_\_\_\_\_

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

**This is a Right-of-Way Vacation** – A Right of Way vacation is the termination of the **public** interest in a right-of-way (built or unbuilt); it extinguishes the easement for **public** travel that is represented by the right-of-way. The Right of Way is equally divided.


**Criteria for approval of a Right-of-Way Vacation** - In order to approve any Right-of-Way vacation, the Planning Commission must find, based upon evidence, both factual and supportive, provided by the applicant that the vacation sought will not leave any lands adjoining without an established right of way. and that the portion of the right of way sought to be vacated has now become useless to the property owners, the general public, and the Town of Palmer Lake, and that the Final Plat meets all of the criteria stated in Section 16 of the Palmer Lake Municipal Code.

By signing, Applicant agrees to the following:

- Town of Palmer Lake staff or its consultants may enter the property to inspect the property and evaluate the proposal.
- The applicant/petitioner is liable for all fees and costs associated with the Town’s review of this application. These may include, but are not limited, to engineering and consultant fees, public notice / recordation fees, and any other fees paid by the Town in connection with or related to this application.

*Payment of the above fees shall not relieve the applicant of any other fees incurred by the Town.*

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

Applicant Signature:  Date: 7/26/23

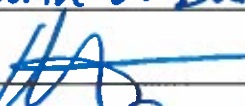
Applicant Signature: Cindy Powell Date: 7/26/23  
(if needed)

Applicant Signature: Marilyn D. Redwine Date: 26 July 2023

If the applicant is not the owner:

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

Owner – Print: Maria L. Duran for DwanWaltonVentures LLC

Owner – Signature:  Date: 7/26/23

Owner – Print: Cindy Powell

Owner – Signature: Cindy Powell Date: 7-26-23

Owner – Print: Marilyn D Redwine

Owner – Signature: Marilyn D Redwine Date: 26 July 2023

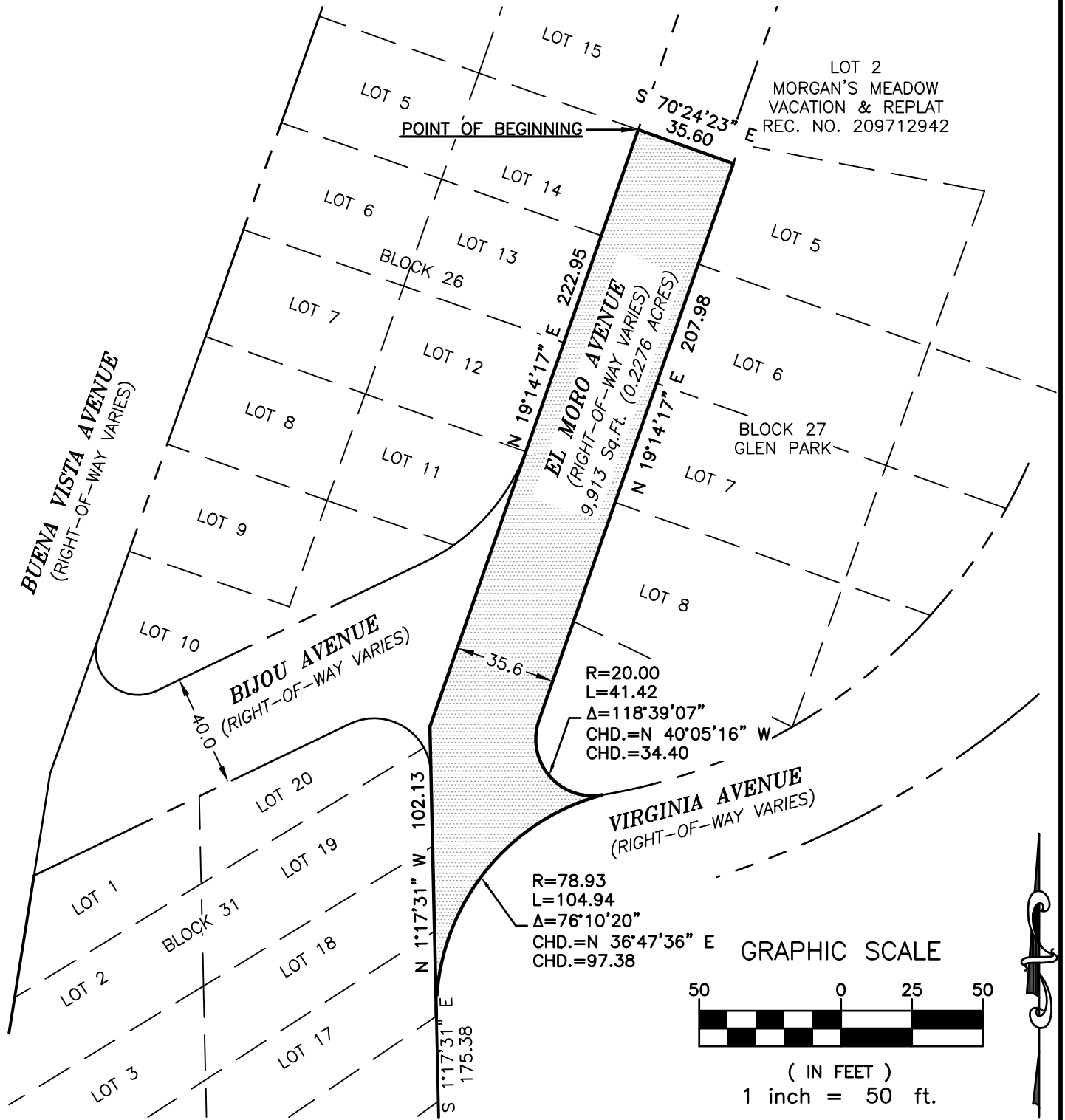
**NOTICE OF PUBLIC HEARING**

**TOWN OF PALMER LAKE**

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on September 20, 2023, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to reconsider a request to vacate the undeveloped El Moro Ave right of way, Glen Park. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on September 28, 2023, 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

# EXHIBIT A SHEET 1 OF 1

LOT 2  
MORGAN'S MEADOW  
VACATION & REPLAT  
REC. NO. 209712942



**P.O. Box 7123**  
**Woodland Park, CO 80863**  
**(719) 687-8385**  
**info@gouldls.com**  
**GouldLandSurveying.com**

**Project No.: 22056**  
**August 7, 2023**

# AFFIDAVIT OF PUBLICATION

STATE OF COLORADO  
COUNTY OF El Paso

Item 4.

**NOTICE OF PUBLIC HEARING**  
**TOWN OF PALMER LAKE**

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on September 20, 2023, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider a request to vacate the undeveloped El Moro Ave right of way, Glen Park. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on September 28, 2023, 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

Published in the Tri-Lakes Tribune August 30, 2023.

I, Lorre Cosgrove, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper **1 time(s) to wit 08/30/2023**

That said newspaper has been published continuously and uninterruptedly in said County of El Paso for a period of at least six consecutive months next prior to the first issue thereof containing this notice; that said newspaper has a general circulation and that it has been admitted to the United States mails as second-class matter under the provisions of the Act of March 3, 1879 and any amendment thereof, and is a newspaper duly qualified for the printing of legal notices and advertisement within the meaning of the laws of the State of Colorado.



**Lorre Cosgrove**  
Sales Center Agent

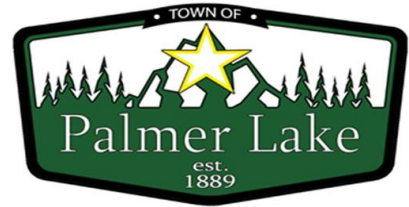
Subscribed and sworn to me this 08/31/2023, at said City of Colorado Springs, El Paso County, Colorado.  
My commission expires June 23, 2026.



**Karen Hogan**  
Notary Public

**KAREN HOGAN**  
**NOTARY PUBLIC**  
**STATE OF COLORADO**  
NOTARY ID 20224024441  
MY COMMISSION EXPIRES 06/23/2026

Document Authentication Number  
20224024441-227230



Item 5.

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

<b>DATE:</b> September 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Consider Conditional Use for SF Residence in C1 Zone (Vale)
<b>Presented by:</b> Town Administrator /Clerk		

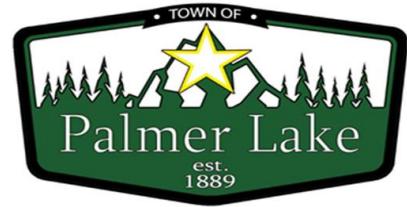
**Background**

Subsequent to a subdivision of lots in a C1 zone near Vale St., a landowner would like to build a single family residence, which is required to have a conditional use in C1 zoning - [https://library.municode.com/co/palmer\\_lake/codes/code\\_of\\_ordinances?nodeId=COOR\\_TIT17ZO\\_CH17.44C1GEBUCOZO](https://library.municode.com/co/palmer_lake/codes/code_of_ordinances?nodeId=COOR_TIT17ZO_CH17.44C1GEBUCOZO)

Thus, the owner of parcel 7105408066 is requesting conditional use for a single-family dwelling on this lot.

**Recommended Action**

Move a recommendation to approve the conditional use for a single-family dwelling from Vale St.  
Note: specific residential zoning requirements will be applied for proposed plans to build.



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

<b>DATE:</b> September 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Reconsider the Request to Vacate El Moro Ave, Glen Park
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

On June 22, the Board of Trustees approved the recommendation of the Planning Commission to vacate the undeveloped El Moro Ave right of way (Ordinance 16-2023).

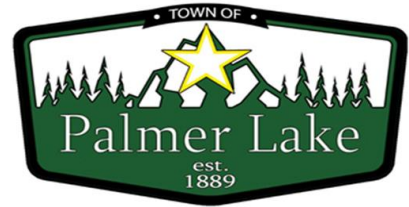
However, in the days following the execution of the ordinance and appropriate filing of the ROW vacation, the Virginia property sold, and the new owner learned of the vacation and expressed interest to participate in the vacation process. The ordinance and exhibit including the permanent trail easement along the Virginia property was not filed.

Therefore, the request is coming before the Planning Commission to reconsider the vacation as a traditional vacation, in which the abutting property owners of the undeveloped right of way receive a portion of the property. This is before you for a recommendation to the Board.

Duran Walton Ventures LLC, Cindy Powell and Marilyn Redwine are requesting to vacate the remaining portion of the undeveloped right of way of El Moro Avenue.

**Recommended Action**

Reconsider the vacation and move a recommendation to approve the traditional vacation of the El Moro right of way providing all three abutting property owners a portion of the right of way.



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

<b>DATE:</b> September 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Membership to American Planning Association (APA) Colorado Chapter
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

Due to interest in the conference sessions for the Colorado Chapter of American Planning Association (APA), the Town joined with a public official membership.

The Colorado Chapter of the APA is a non-profit organization of professionals and citizen planners providing vision and leadership for the future development of Colorado communities.

The site provides information and links to resources - <https://colorado.planning.org/>