



## **BOARD OF TRUSTEES MEETING**

**Thursday, November 10, 2022 at 5:00 PM**

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

**\*LIVE STREAM available at 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**

#### **Pledge of Allegiance**

#### **Roll Call**

#### **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.*

- [1.](#) Minutes from October 27, 2022 Meeting
2. Checks over \$15,000 - Timberline (\$26,506.20)

#### **Staff/Department Reports**

3. Water
- [4.](#) Public Works including Roads & Park Maintenance
- [5.](#) Police
- [6.](#) Fire
- [7.](#) Administration
8. Attorney
9. Administrator/Clerk

#### **Public Hearing**

- [10.](#) 1st Reading - Ordinance to Adopt the New Town Code

**Business Items**

- [11.](#) Special Event Application - Star Lighting and Chili Supper (11/26)
- [12.](#) Special Event Application - EZ Business Workshop (11/30) - PLEDG
- [13.](#) Special Event Application - *A Christmas Carol* Production (12/9 & 12/10)
- [14.](#) Special Event Application - "LOVE to Party" Valentine Dinner and Dance (02/11/23)
- [15.](#) Resolution 54-2022 Yule Log Community Tradition (Dinner and Hunt)
- [16.](#) Resolution 55-2022 to Amend the Town Star Lighting Policy
- [17.](#) Resolution 53-2022 to Support Adoption of the Community Master Plan
- [18.](#) Resolution 56-2022 to Adopt 3-mile Plan
- [19.](#) Distribute/Review Draft Master Fee Schedule for 2023
20. Review of Proposed 2023 Budget (Direction for Final Budget)

**Public Comment**

*Public comments are encouraged to be emailed to the Town office at [info@palmerlake.org](mailto:info@palmerlake.org) with subject line of Public Comment (48 hour prior to meeting) and shall be announced, distributed, and addressed 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 concern but may refer it to staff and/or to a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!*

**Board Reports****Next Meeting (Special Meeting 11/17; 12/8) and Future Items****Convene to Executive Session**

*For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – possible annexation; and for the purpose of receiving legal advise on specific legal questions under C.R.S. 24-6-402(4)(b) - code of conduct policy.*

**Reconvene to Open Session****Adjourn**

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**Americans with Disabilities Act**

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



## **BOARD OF TRUSTEES MEETING**

### **Thursday, October 27, 2022 at 5:00 PM**

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

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### **MINUTES**

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**Call to Order.** Mayor Bass called the meeting to order at 5:03 pm.

#### **Pledge of Allegiance**

**Roll Call.** Present: Mayor Bill Bass, Trustees Jessica Farr, Darin Dawson, Sam Padgett, Nicole Currier, Glant Havenar, Karen Stuth.

#### **Presentations**

1. Present the HPA Civic Restoration Award for the Town Hall Project. Mayor Bass presented the HPA Civic Restoration Award for the Town Hall project to GMS, represented by Mark Morton and Ryan Cramer, who managed the project and to Neil Parker of TN Parker Inc.

#### **Consent Agenda**

MOTION (Currier, Stuth) to approve the consent agenda including items 2) Minutes from October 13, 2022 Meeting; 3) Resolution to Approve New Parks Commission Member (Mr. Gene Kalesti); 4) Financials (September). Roll call – aye 7; nay 0. Motion passed. Mr. Gene Kalesti arrived at the meeting for an introduction to the Board.

#### **Staff/Department Reports**

5. Attorney – None.

6. Administrator/Clerk. Collins noted the corrected loan memo on the tabletop and Julia Stambaugh explained the correction. Interim Fire Chief Vincent provided an update on the engine status and having a temporary loaner from Peyton. He also provided a summary of the small fire and evacuation incident of Recovery Village on Sunday. Mayor Bass informed the Board and public members of the thank you notes received from Recovery Village staff and residents. Collins expressed a thank you to town staff, citizens, and Board volunteers for assisting Sunday as well as CORE for the prompt response to restore power. The Planning Commission held a special meeting on Wednesday and approved the Community Master Plan. Awake Palmer Lake will install a new water level gauge in the lake, a copy provided to the Board. Park Commission and Awake Palmer Lake members are collaborating on a concept submittal for a GOCO grant for Centennial Park. Staff is gathering electrical quotes and working a design with CORE to establish power at the west side of the ped bridge. The Parks Commission completed a flyer thanks to funding provided by Tri-lakes Chamber.

**Public Hearing**

7. PUBLIC HEARING - Conditional Use (Vale) for Residential Dwelling in CC Zone. Potential property owner, Ms Melinda Hughes, made her request for a conditional use for a single-family dwelling on a lot on Vale, zoned CC. No person spoke for or against the request. Mayor Bass closed the hearing.

**Business Items**

8. Special Event Application - Yule Log Dinner (11/29) and Hunt (12/11). Mr. Niall Byrne announced the 89<sup>th</sup> annual yule log hunt and dinner. He described the background of the long-time tradition, stating appreciation for numerous volunteers. It was suggested that the Board consider a resolution to permanently establish the event. Approval was not required though the Board approved it unanimously.
9. Special Event Application - 2nd Annual Palmer Lake Hockey Classic (1/6-7). Ms Jill Bradley, HS Coach Bradley's wife, explained the plans for the 2<sup>nd</sup> annual hockey classic to include additional hockey teams and a second day of youth camp. The event will include food trucks and anticipate about 1500 participants. Ms Bradley also noted that they have applied for non-profit status so that regardless of the future coach the event will continue, and funds used for the event. MOTION (Currier, Havenar) to approve the event and waive the fees. Roll call – aye 7; nay 0. Motion passed.
10. Resolution 48-2022 to Approve Conditional Use for Residential Dwelling in CC Zone (Vale). MOTION (Padgett, Currier) to approve Resolution 48-2022 for residential use in a CC zone. Roll call – aye 7; nay 0. Motion passed.
11. Resolution 49-2022 to Authorize Agreement with GMS for Design of the Palmer Lake Elementary School Roadway Project. Collins explained the design portion of the project. Trustee Stuth inquired about an RFQ. MOTION (Currier, Havenar) to approve Resolution 49-2022 to authorize an agreement with GMS. Roll call – aye 7; nay 0. Motion passed.
12. Resolution 50-2022 to Extend Land Use Permit Issued at 95 and 97 Greeley. MOTION (Farr, Dawson) to approve Resolution 50-2022 to extend the land use permits. Roll call – aye 7; nay 0. Motion passed.
13. Resolution 46-2022 to Authorize MOU with Little League (Ballfield). Trustee Currier stated she would like to learn more about the improvements once they are determined. Collins suggested an addendum to the MOU as plans develop. MOTION (Padgett, Currier) to approve Resolution 46-2022 to authorize the MOU. Roll call – aye 7; nay 0. Motion passed. Collins stated that improvements will be brought before the Parks Commission and Board of Trustees as developed.
14. Resolution 51-2022 to Authorize Vehicle Loan Payoff. Trustee Havenar inquired about the water fund portion of the vehicle loan being paid early in 2022. Julia Stambaugh explained the payoff of the loan saving over \$14,000 of interest. The payoff in the amount of \$63,436.78 by 10/31. MOTION (Padgett, Farr) to approve Resolution 51-2022 to authorize the payoff. Roll call – aye 7; nay 0. Motion passed.
15. Resolution 52-2022 to Authorize Signing the Revised IGA with Town of Monument for Emergency Interconnect. Attorney Krob explained the modification to the agreement approved by the Town of Monument in October. MOTION (Farr, Dawson) to approve Resolution 52-2022 to sign the revised IGA. Discussion took place about planning for the future with the emergency interconnect. Mr. Matt Stephen inquired about clarifying the distance to hook up to any water line or specifically the

town water line. Attorney Krob stated he could assist offline to address his inquiry. Roll call – aye 6; nay 1 (Stuth). Motion passed.

16. Emergency Ordinance 15-2022 Considering Moratorium on Signs in Town. Attorney Krob reviewed the purpose of considering an emergency ordinance to hold new signs in town until the sign code is addressed by Planning Commission and adopted by the Board. The square feet size to exclude was discussed. Discussion ensued about signs on private property. It was noted that the town has and does regulate signs. The review is necessary due to constitutional changes. MOTION (Currier, Padgett) to approve Ordinance 15-2022. Roll call – aye 4; nay 3 (Farr, Havenar, Stuth). Motion passed.

17. Direction for Board "Chromebook" Purchase in 2022 (vs. iPad). Collins explained the recommendation of replacing the iPad with a Chromebook and to utilize the unused iPads in the Police department for writing electronic tickets. Board direction was to move forward with the Chromebook.

18. Draft 2023 Budget Updates and Upcoming Meeting Dates. Julia Stambaugh explained the revisions, specifically moving \$20,000 in the Fire budget from communications to capital. Interim Chief Vincent explained further reductions totaling more than \$200,000 in his budget. It was recommended to add the wildland fire program into the proposed budget. Mr. Roger Moseley pointed out errors in the budget, and Julia Stambaugh suggested reviewing his notes offline.

19. Information Relating to the Water Fund - Rates and Loan Obligation. Collins provided the background to this information being introduced to the Board early in 2021 and the Board implementing the appropriate rate increase as directed by resolution in 2019. Stambaugh reviewed the status of the loan obligation and analysis of the water fund to forecast planning for five years. Staff noted their recommendation is that two of the rates be increased to 7% for one year to get where the rates were intended to be at. Mr. Roger Moseley suggested the ARP funds be shown and capital improvement separated on the budget.

20. Information Relating to Recodification Project. Discussion took place about the course of events leading to the completion of the recodification project. Mayor Bass inquired about the workshop planned for 11/7. Trustee Stuth explained having the redline documents reviewed for the public. Ms. Nikki McDonald spoke about the Board members acting as commissioners again. Mr. Roger Moseley stated the short-term rental code needs revision and that the code is a work in progress. Discussion took place about whether to hold the workshop. Attorney Krob explained that staff takes direction from the Board. MOTION (Bass, Currier) to not hold the workshop on 11/7. Roll call – aye 5; nay 2 (Havenar, Stuth). Motion passed.

**Public Comment.** Mr. Bill Dandino thanked the Board members for their service and for all the participation to complete the Community Master Plan. Mr. Dandino addressed Mayor Bass about sending a Mayor's Message weeks prior to the election and using town funds for what seemed like a campaign letter. He requested Mayor Bass reimburse the town costs. Mr. Gene Kalesti stated that he contacted the secretary of state regarding the same complaint. Trustee Havenar stated that the message was campaigning and requested to speak about the matter. Mayor Bass disagreed, stating the discussion was not appropriate for the meeting. Trustee Havenar asked that the minutes reflect she was not allowed to speak, and the meeting continued.

**Board Reports.** Trustee Stuth explained the opportunity for local businesses with the enterprise zone (EZ). A workshop will be scheduled on 11/30 to assist businesses to pre-register/certify this year to take advantage of state income tax benefits.

**Next Meeting (Nov 10 meeting & Budget Hearing on Nov 17) and Future Items**

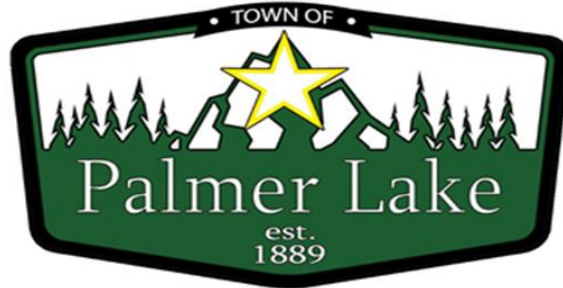
**Convene to Executive Session.** MOTION (Bass, Padgett) to convene to executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – ambulance coverage with Tri-lakes district; land offer on Hwy 105 to town, Elephant Rock property lease terms, possible annexation, possible public land sale; and for the purpose of receiving legal advise on specific legal questions under C.R.S. 24-6-402(4)(b) - road and development standards, code of conduct policy. Roll call – aye 7; nay 0. Motion passed.

**Reconvene to Open Session.** MOTION (Padgett, Dawson) to reconvene to open session. Roll call – aye 7; nay 0. Motion passed.

**Adjourn.** MOTION (Padgett, Currier) to adjourn at 9:29 pm. Motion passed.

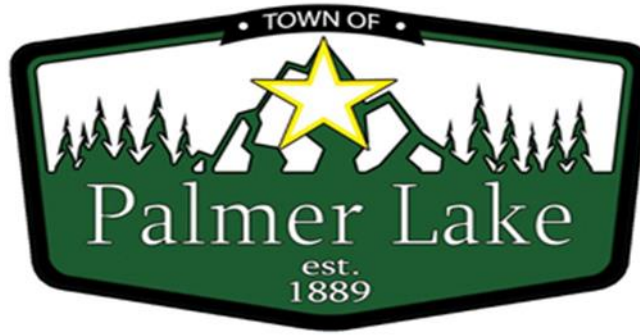
\_\_\_\_\_  
William Bass, Mayor

ATTEST: \_\_\_\_\_  
Dawn A. Collins, Town Clerk



**Board of Trustees Summary Sheet**

	<b>October 2022</b>
Title	<b>Public Works Monthly Report</b>
Date	11/10/2022
Contact	Jason Dosch
Summary	<p>Graded roads            Patched potholes            Sanded icy ROWs during a storm event            Applying dust control on Town roads            Cut tree limbs from ROW and chip branches            Clear drainage ditches            Replaced and repaired street signs            Performed routine maintenance on equipment and playground equipment            Emptied trash cans at Lake Rec area/Cleaned restroom at Lake            Performed playground inspections            Maintained area around the Town office and Town Hall            Mowed grass/upkeep at Elephant Rock property            Set up and tear down seating, tables at Town Hall for meetings and events            Attended Parks Committee meetings            Attended Special events permit meetings            Removed dead deer from ROW            Attended TAC meeting at PPACG            GMS Eng selected during RFQ process for Palmer Lake Elementary School            Project for design - negotiated price for design contract            Performed maintenance parking kiosk at Trailhead parking lot            Assisted Water Dept on Walnut St new water main installation            Hauled new playground mulch for under equipment at Glen Park            Worked on 2023 Budget            Held discussions about Master Plan of Centennial Park with different entities            Installed new mulch in parking lot vegetation area along Hwy 105            Planned, bid and started repaving project on S. Valley Rd from Valley Crescent St to Kent St (in process)</p>
Training	LocalGovU
Other Activity	<p>Developing plan with CORE Electric for new electric service around ped bridge area            Developing plan with PPACG for MMOF grant for main street design</p>



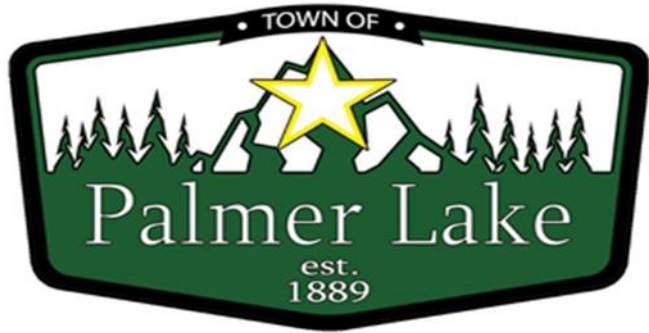
### Board of Trustees Summary Sheet

	<b>Oct-Nov 2022</b>
Title	<b>Police Monthly Report</b>
Action	N/A
Date	10/1-10/31/2022
Contact	J. Vanderpool
Summary	In the Month of October 2022, the PLPD conducted 99 traffic stops and issued 56 citations. Also, in the month of October, 2 DUI arrests, as well as 2 theft arrests were made. 7 Parking tickets were issued.
Training	SFST, Active Shooter, and Leadership training was completed. Chief Vanderpool, completed the FBILEEDA Leadership trilogy. Lt. Lundy will complete this course in January and Sgt. Lundy will complete it before the years end next year.
Photographs	The attached photographs are of the FBILEEDA class, as well as Members of the PLPD discussing Halloween safety at the PL Elementary school.
Other Actions	Officer from PLPD participated in the Active Shooter training scenario at the USAFA. This was a joint training with multiple agencies and was very well received by all agencies involved.
Active investigations	Palmer Lake PD officers are actively investigating 2 burglaries, a criminal mischief (it is believed they are connected), and a sexual assault.
Calls for service	Officers responded to 352 calls for service this month. 308 of these calls were in the Town of Palmer Lake, 44 were outside of town.


Code Enforcement	<p>Code enforcement officers have been working with town residents to correct several violations. The code enforcement officer is continuing her work getting the local businesses up to date with their business licenses.</p> <p>The monthly update is not included with this report as the CODE Enforcement officer has been out of the office.</p>
S.T.E.P.	<p>S.T.E.P. was instituted in March of last year and seems to be making a difference. Accidents are becoming more infrequent. Increased traffic speeds through town have slowed dramatically during these shifts.</p>







*Board of Trustees Summary Sheet*

Title	<b>Palmer Lake Fire Department-Monthly Report</b>																										
Date	October 2022																										
Contact	John Vincent, Interim Chief																										
Summary	<div style="text-align: center;">  </div> <table border="1" data-bbox="500 1386 1302 1801"> <thead> <tr> <th>INCIDENT TYPE</th> <th>OCT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>False Alarm &amp; False Call</td> <td>3</td> <td>3</td> </tr> <tr> <td>Fire</td> <td>4</td> <td>4</td> </tr> <tr> <td>Good Intent Call</td> <td>8</td> <td>8</td> </tr> <tr> <td>Hazardous Condition (No Fire)</td> <td>1</td> <td>1</td> </tr> <tr> <td>Rescue &amp; Emergency Medical Service Incident</td> <td>24</td> <td>24</td> </tr> <tr> <td>Service Call</td> <td>4</td> <td>4</td> </tr> <tr> <td><b>Total</b></td> <td><b>44</b></td> <td><b>44</b></td> </tr> </tbody> </table>			INCIDENT TYPE	OCT	TOTAL	False Alarm & False Call	3	3	Fire	4	4	Good Intent Call	8	8	Hazardous Condition (No Fire)	1	1	Rescue & Emergency Medical Service Incident	24	24	Service Call	4	4	<b>Total</b>	<b>44</b>	<b>44</b>
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	<p><b><u>Significant Event(s)</u></b> Coal Fire – 12 hours on-scene Wildland Fire Due to Significant Wind Event, fire stopped at just over ¼ Acre.</p> <p><b><u>Training:</u></b> Shift Training 2 hour/shift Fire Academy</p> <p>Photo #1 Coal Fire Photo #2 Wildland Fire Photo #3 Wildland Fire Photo #4 Wildland Fire</p>









LAND USE Permits for October 2022

Item 7.

ADDRESS	TYPE OF WORK	EXPIRATION	# of Taps	REGIONAL NUMBER
			1039	
	TYPE	AMOUNT		
	Other	6		
	TOTAL	6		

**CONTACT US REPORT - Oct 2022**

	<b>Submitted Time</b>	<b>First Name</b>	<b>Subject</b>
1	10/05/22 - 1:19 PM	Sharon	Occupancy / Parking
2	10/05/22 - 8:05 PM	Cathy	Valentine's Evening Dance
3	10/11/22 - 1:54 PM	Kim	Town Hall Rental
4	10/14/22 - 1:04 AM	Sharon	Guest Article
5	10/19/22 - 1:47 PM	David	Fence
6	10/24/22 - 7:57 PM	Sharon	Signs
7	10/27/22 - 3:09 PM	Linda	Ben Lomand Land Build

**Dawn Collins**

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**Subject:** FW: Kiosk report

Kiosk numbers for October:

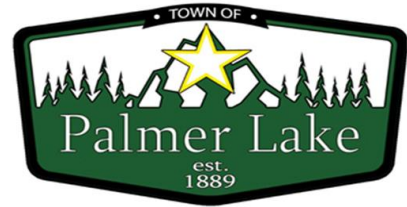
\$ 4,929.00	Gross Collections	(930 Transactions)
\$ (279.00)	Fees	
<u>\$ (70.00)</u>	Monthly T2 Svc charge	
\$ 4,580.00	Net Collections - October	

YTD numbers:

\$ 45,542.96	Gross Collections	<u>YTD # of Transactions</u>	<u>Avg per Month</u>
\$ (2,577.90)	Fees	8,593	1,074
<u>\$ (560.00)</u>	Monthly T2 Svc charge		
\$ 42,405.06	Net Collections		
\$ 3,137.90	Total Fees	7%	

Thank you,

*Julia*



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

<b>DATE:</b> November 10, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b> First Reading – Ordinance to Adopt New Town Code
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

Per Board direction at the 10/13 meeting, this is a public hearing for the first reading of the ordinance to adopt the new town code, a recodification project launched in 2016.

In October 2020, the prior Board directed staff to continue the recodification project to get it completed.

In March 2021, with a 7-0 vote, the current Board directed staff to move forward with the recodification with a final version coming before the Board for adoption.

The modifications include legal and statutory reviews conducted by the former administration and Municode. The contracted process stalled in 2019 at the “post conference implementation” stage, as noted below by Municode. Honoring the contract charges hinged on completion. All costs are paid and waiting on final adoption to make the document “live” to all via the town website. Already invoiced and paid by Palmer Lake:

- \$4,880 at execution of agreement (2016)
- \$3,490 at submission of legal memo (2016)
- \$3,490 at transmittal of Proofs (2022)
- \$2,090 plus any extra costs (additional supplements) at delivery of new Code (2022)

**Note:**

This is a living document that the Board of Trustees has full authority over changing/amending at any time. With this first reading, the final reading and adoption will be at the special meeting on 11/17.

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**OVERVIEW OF RECODIFICATION PROCESS (as noted by Municode Attorney in 2020):**

**Materials—prior code and amending ordinances.** You are providing initial project materials to Lois Davis of our staff. Lois is processing those and will pass the project along to me when she finishes. During the entire remainder of this project, please continue to send all ordinances passed by the town to the link below. Our staff will make sure that they get to me. (You can also copy me with your e-mail so that I will know to be on the lookout for new material.) We will eventually reach a cut-off date, when ordinances will be held for inclusion in the next successive supplement to your code. We will continue to collect them even then, so please continue to send them. The link for providing ordinances during codification is: [ords@municode.com](mailto:ords@municode.com) <<mailto:ords@municode.com>>.

**Evaluation of any planned major code revisions.** If you are planning any major revisions to your new code, please let me know now so that we can consider the efficacy of including them in this project. We’ll need to decide if it is better to slow this project and wait on major revisions or complete the project and save any major revisions for later supplement.

**Current contact information.** My role in this process is basically as an advisor to your attorney, who will, with you, make final decisions. That means that, at a minimum, I need the municipal attorney and one town representative to be present at conference.



You may want to include other town personnel (such as department heads) that may be helpful in reviewing the proposed code and making suggestions. Please provide name, address, telephone, and e-mail address for anyone you want included “in the loop.” It has been my experience that getting all key personnel involved early results in a smoother process and a better final code.

**Preliminary organization.** When Lois finishes initial processing, I will prepare a table for our editing staff indicating where amending ordinances are to be inserted in your prior code. I will also suggest any needed reorganization of code chapters. Our editors will work new ordinances in and insert history notes throughout the entire prior code. The project is then returned to me for legal review.

**Legal review.** During legal review, I will review of each code chapter and indicate recommended omissions by using ~~strike-through~~ and recommended additions with underlining. Where necessary, I will insert footnotes asking questions and making recommendations. The finished product at this stage is the “manuscript”, which you can think of as a first rough draft of your new code. The code (manuscript) is not, at that point, edited or proofread, so it may still include typos and will certainly not be numbered correctly. Those steps take place after conference.

**Scheduling conference.** A few weeks after I provide the manuscript to you, we will schedule a teleconference to go over the manuscript and determine the final code content. Teleconferences are normally scheduled in 3-hour blocks. Prior to conference, I will ask that you have all the appropriate town officials and personnel to review the manuscript, making note of any changes that need to be made.

**Conference.** Our goal at conference is to determine what the final contents of the code will be. Some municipalities schedule pre-conference meetings of appropriate personnel, so that issues that may require extensive discussion and decision-making can be addressed with all necessary input from various personnel prior to your conference with me. When you receive the manuscript, you may also provide answers to questions or other materials responsive to my recommendations prior to conference, so that our conference time can be reserved for matters that require further discussion.

**Post conference implementation.** After conference, I will make the necessary changes to the manuscript and transfer it to our editing department. This step should take only a day or so unless I am waiting on input from you. **Note RE: Palmer Lake: it looks like Bill was waiting on feedback from the Town Attorney that never really happened.**

**Editing and proofreading.** Once I transfer the manuscript, the process of line editing, numbering and organization begins. Following detailed editing, the job will pass to our proofreading department, where it will receive a second reading, which will result in a final draft (proof) for your review. It generally takes approximately 2-3 months from the time I release the edited manuscript to our editorial department until you receive the final proof.

**Proof review.** After editing and proofreading, I will provide the proof (which is basically a cleaner copy of the manuscript) to you with instructions regarding making any changes that may need to be made at that point. You will have 45 days to review the proof and provide final changes. *\*\*2022 note: this proof did not include all adopted ordinances sent over (Municode would not provide an additional proof)*

**Final update and printing.** When you have approved the proof, we will begin the final quality check, preparation of tables and index, and printing of the code.

**Shipment.** Generally, we are able to ship the final code within 4-6 weeks after your release of the proof. You will be working with Julie Lovelace of our staff at that time regarding copies, binders, electronic products and related matters. We will also need a current list of municipality officials at that time.

**Adoption; web posting.** When you receive your new code books, I will provide you with a model adopting ordinance, and you will be ready to present the code to the commission for adoption. You’ll then send the completed adopting ordinance to us, which triggers web posting and finalization of any other electronic products you may have purchased. At that point, I’ll provide you with new Municode contact information that you will use in coordinating future supplements to your code.

**ORDINANCE NO. 16-2022**

AN ORDINANCE ADOPTING BY REFERENCE AND ENACTING A NEW TOWN CODE FOR THE TOWN OF PALMER LAKE, COLORADO; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING FOR THE ADOPTION OF SECONDARY CODES BY REFERENCE; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF PALMER LAKE, COLORADO:

**Section 1.** The code entitled "Palmer Lake Municipal Code" published by Municode, consisting of Chapters 1 through 17, with tables and index, is adopted as a primary code by reference.

**Section 2.** All ordinances or portions of ordinances of a general and permanent nature enacted on or before the adoption date of this Ordinance which are inconsistent with the provisions of the Palmer Lake Municipal Code, to the extent of such inconsistency and not otherwise saved from repeal, are hereby repealed.

**Section 3.** The repeal established in the foregoing section shall not be construed to revive any ordinance or part thereof that had been previously repealed by any ordinance which is repealed by this Ordinance.

**Section 4.** The following codes and rules and regulations were adopted by reference and incorporated in the Palmer Lake Municipal Code. One (1) copy of each such code is on file in the town office:

- (1) The *Pikes Peak Regional Building Code*, 2017 edition, published by the Pikes Peak Regional Building Department, as adopted and amended in chapter 14.04.
- (2) The *Model Traffic Code*, 2020 edition, published by the state Department of Transportation, Safety, and Traffic Engineering Branch, as adopted in chapter 10.04.
- (3) The *Standard Specifications for Road and Bridge Construction*, 1991 edition, published by the state Department of Transportation, as adopted in chapter 12.08.
- (4) The *El Paso County Engineering Criteria Manual*, published by El Paso County, as adopted in chapter 12.03.
- (5) The 2020 edition of the *National Electrical Code* as adopted by the State of Colorado as the State of Colorado electrical code, as adopted in Section 14.04.010(L).

- (6) The 2018 edition of the *International Plumbing Code*, as amended and adopted by the State of Colorado, as adopted in Section 14.04.010(M).

**Section 5.** The penalty provisions set forth in the Palmer Lake Municipal Code are hereby adopted as follows:

**1.12.010. General penalty.**

(a) Unless otherwise specifically provided in the relevant Code provisions, any person convicted of violating any provisions or failing to comply with any of the mandatory requirements of the ordinances of the town shall be guilty of a petty offense. A person convicted under this Code shall be punished by a fine of not more than \$2,650.00 or by imprisonment not to exceed one year, or by both such fine and imprisonment.

(b) Any such person is guilty of a separate offense for each and every day during any portion of which any violation of the ordinances of the town, is committed, continued or permitted by any such person, and he shall be punished accordingly.

(c) In addition to the penalties set forth in subsection (a) of this section, violations of this Code may be abated by the town through injunctive or other equitable relief and by such other means as provided by law.

(d) The imposition of a penalty does not prevent revocation or suspension of a license, permit or franchise or other administrative sanctions under the provisions of this Code or other applicable law.

**1.12.020. Minor offenders.**

(a) For the purposes of this section, a "minor offender" is defined as any person accused of an offense pursuant to this Code who, on the date of the alleged offense, was at least ten years of age, but had not yet attained the age of 18 years.

(b) Any minor offender convicted of violation of this Code shall be punished by a fine of not more than \$2,650.00, unless provided otherwise by the specific Code provisions alleged to have been violated.

(c) Nothing contained in this chapter shall be construed to abrogate, abolish, or otherwise limit the power of the municipal court to confine a minor offender arrested for an alleged violation of this Code or convicted of a violation thereof, or who is before the court for contempt of court, whether by failure to obey a summons, subpoena, or other lawful order of the court, including an order to pay a fine, or by personal conduct before the court. Pursuant to C.R.S. § 13-10-113, the municipal court may, however, only confine a minor offender in a juvenile detention facility operated by or

contracted by the state department of human services or a temporary holding facility operated by or under contract with a municipal government.

Any confinement of a child for contempt of municipal court or for violation of probation conditions shall not exceed 48 hours.

(d) The presiding judge of the municipal court may promulgate such rules or orders regarding the procedural processing of minor offenders appearing before the municipal court as he may, from time to time and consistent with state law, deem appropriate.

#### **2.24.090. Penalty for adult.**

Any adult convicted in the municipal court of a violation of any ordinance of the town may be punished according to chapter 1.12; provided, however, that any lesser penalty than that which is permitted herein may be expressly provided for by ordinance of the town or by laws of the state and in such cases, such lesser penalty shall be controlling upon the municipal court.

#### **2.24.100. Penalty for juvenile.**

Any child convicted in the municipal court of a violation of any ordinance of the town may be punished according to chapter 1.12.

#### **5.04.160. Enforcement and fines.**

In addition to any other remedies available to the town, this chapter may also be enforced in the municipal court or any court of competent jurisdiction. The municipal court is authorized to revoke a business license for non-compliance with this chapter, in addition to any other remedies authorized by law. Any person who violates the requirements of this chapter may be punished in accordance with the general penalty provisions set forth in chapter 1.12.

#### **5.04.170. Renewal of license.**

(a) At any time within 60 days prior to the expiration of the current license, a licensee may make application for a license renewal for the succeeding year and pay the required fees. Unless otherwise provided by this title, if application is so made and no action or proceeding is pending against the licensee for suspension or revocation of the current license, and upon payment of the required fee, the licensee may continue the business for the succeeding period unless or until the application for license renewal is denied. Within 30 days, a renewal application will be mailed to the business owner.

(b) In the event a suspension or revocation proceeding is pending when the licensee applies for renewal, the business may continue during the pendency of the proceeding, but the renewal application shall not be acted upon until the suspension or revocation proceeding has been completed and the time to appeal such decision has expired.

(c) Every renewal application shall be evaluated in accordance with the requirements of this title applicable to the initial issuance of a license. In addition to local compliance, if there are more than two findings of complaints about the business operation on file with the town, the clerk shall inform the business owner and schedule a review of the license renewal before the town board of trustees to determine renewal or a conditional license with criteria to address within another six or 12 months of the succeeding licensing year.

(d) Whenever any renewal application and accompanying license fee payment is not received on or before the expiration date of any license issued for the current license term, and the licensee continues to engage in the business for which the license was issued, a penalty fee in the amount set by resolution of the board of trustees shall be imposed for each month of delinquency. The town clerk shall be authorized to waive or adjust any and all of such penalty and additional fee whenever in the clerk's judgment the delinquency is not the fault of the licensee or when collection or payment would constitute an injustice.

(e) The failure of a licensee to exercise the privilege of renewal granted under a license for a period of 60 days beyond the expiration of the license shall be apparent evidence that the renewed license is abandoned.

#### **5.08.130. Violation, penalty and enforcement.**

(a) It is unlawful for any owner, local agent, other agent of the owner or renter to violate any provision of this chapter.

(b) In addition to the suspension and revocation actions set forth in this chapter, violations of this chapter are subject to the penalties set forth in this Code.

(c) Any violation of this chapter shall constitute a nuisance under this Code and may be subject to the abatement procedures set forth in municipal code.

(d) This section shall not be construed to prohibit the town from taking any action permitted by law or in equity to remedy a violation of this chapter, including, but not limited to, seeking an injunction in any court of competent jurisdiction.

#### **5.36.100. Penalty.**

Any person, firm or corporation who violates a provision of this chapter shall be considered to have committed a civil infraction and not a crime, and upon a finding of guilty or entry of a plea of guilty or entry into a plea agreement, shall be subject to a fine not to exceed \$2,650.00.

Each day upon which such infraction continues shall constitute a separate infraction. Nothing herein shall prevent the town from utilizing any and all other remedies available to the town.

**7.08.120. Penalty for violations.**

Violations of this chapter, or any part thereof, shall be punished according to chapter 1.12; provided, however:

(1) Conviction of section 7.08.030 shall subject any person convicted of the violation thereof a minimum fine of \$30.00 for the first offense; \$60.00 for the second offense; and \$90.00 for the third offense.

(2) Conviction of section 7.08.080 shall subject any person convicted of the violation thereof a minimum fine of \$50.00 for the first offense; \$100.00 for the second offense; and \$150.00 for the third offense.

(3) Conviction of section 7.08.100 shall subject any person convicted of the violation thereof a minimum fine of \$30.00 for the first offense; \$60.00 for the second offense; and \$90.00 for the third offense.

**7.12.100. Penalty for violations.**

Violations of this chapter, or any part thereof, shall be punished according to chapter 1.12; provided, however, that conviction of section 7.12.040 shall subject any person convicted of the violation thereof a minimum of \$30.00 for the first offense; \$60.00 for the second offense; and \$90.00 for the third offense.

**8.08.120. Weeds, brush, leaves, pine needles or litter.**

It shall be unlawful for weeds, brush, leaves, pine needles or litter, as defined in section 8.16.020, to be allowed to accumulate on property within the town. The town shall give written notice of abatement to the occupant and mail notice to the owner of the property where weeds, brush, leaves, pine needles or litter has been allowed to accumulate directing the occupant and/or owner to remove same. Failure to remove same within 48 hours, or such other time as is specified in the notice, shall authorize the town to enter onto said property and to remove and dispose of same in whatever manner the town shall determine to be appropriate. If the town has to remove same, the town shall assess the whole cost of such removal and disposal, including all incidental costs incurred in connection therewith, plus an additional five percent for inspection, and shall give written notice of assessment to the owner and the occupant by personal service or by certified mail return receipt requested. The assessment shall be a lien against each lot or tract of land from which the weeds, brush, leaves, pine needles or litter has been removed, until paid in full, and shall have priority over all other liens except general taxes and prior special assessments. In case such assessment is not paid within 60 days from the date of the assessment notice, the assessment may be certified by the town clerk to the county treasurer who shall collect the assessment, together with a ten percent penalty for cost of collection, in the same manner as other taxes are collected. The laws of the state for assessment

and collection of general taxes, including the laws for the sale and redemption of property for taxes, shall apply to the collection of such assessment.

**8.28.040. Penalty for violations.**

Any person found guilty of violating any provision of this chapter shall be punished as follows:

(1) For any violation involving fireworks, open burning or an open fire, to include without limitation prohibited or unlawful recreational fires, a minimum fine amount of \$1,000.00 and, in the discretion of the court, up to a maximum of one year in jail.

(2) For any violation involving prohibited smoking during town stage 2 fire restrictions, a minimum fine amount of \$500.00 and, in the discretion of the court, up to a maximum of one year in jail.

(3) For any violation other than a violation set forth in subsection (a) or (b) of this section, a penalty in the discretion of the court and as allowed by the general penalty provision set forth in this Code.

**9.04.030. Penalty for violations.**

Any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this Code is committed, continued, or permitted, and upon conviction of any such violation, such person, firm, or corporation shall be punished according to chapter 1.12.

**9.36.070. Penalty for violations.**

Any person violating the provisions of this chapter or chapter 9.16 shall, on conviction thereof, be fined according to chapter 1.12.

**9.40.010. Penalty.**

Any person who is drunk or is in a state of intoxication in any public place in the town or is drunk or disorderly in any private place within the town, shall, upon conviction thereof, be fined according to chapter 1.12.

**9.44.050. Penalties.**

The following penalties herewith set forth in full shall apply to this chapter:

(1) It is unlawful for any person to violate any of the provisions stated or adopted in this chapter.

(2) Any person violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and, upon conviction, shall be punished in accordance with the general penalty in chapter 1.12.

**9.48.070. Street obstruction—Penalty for violation.**

Any person violating any of the provisions of sections 9.48.010 through 9.48.060 shall, on conviction thereof, be fined in accordance with chapter 1.12.

**9.48.090. Destroying public property—Penalty.**

Any person violating any of the provisions of section 9.48.080 shall, on conviction thereof, be fined according to chapter 1.12.

**9.52.020. Penalty for violations.**

Every person convicted of a violation of this chapter shall be fined according to chapter 1.12.

**10.04.020. Penalty assessments.**

Any person who violates any provision of section 10.04.010 is guilty of a misdemeanor and, upon conviction thereof, shall be punished according to chapter 1.12.

**10.28.040. Penalty.**

Any persons and/or company upon conviction shall be punished in accordance with the general penalty in chapter 1.12.

**13.08.040. Penalties.**

The following penalties, herewith set forth in full, shall apply to this chapter:

(1) It is unlawful for any person to violate any of the provisions stated or adopted in this chapter.

(2) Every person convicted of a violation of any provision stated or adopted in this chapter shall be punished in accordance with the general penalty in chapter 1.12.

**13.20.130. Waste of water prohibited.**

Consumers shall prevent unnecessary waste of water and keep all water outlets closed when not in actual use. Hydrants, urinals, water closets, bathtubs and other fixtures must not be left running for any purpose other than the use for which they were intended. In addition to the penalty provided herein for code violations, the water supply may be turned off where any such waste occurs.

**13.24.090. Enforcement.**

(a) Every law enforcement officer of the town shall, in connection with his duties imposed by law, diligently enforce the provisions of this chapter.

(b) The town police chief is authorized to issue a first-time verbal warning for the first offense; however, in the town police chief's discretion, he may

issue a citation if he determines that the violation is flagrant. Any oral or written warning will be documented by the person giving same. All subsequent offenses will be cited into municipal court. Violation of this chapter shall be punished in accordance with the general penalty section of chapter 1.12.

(c) Discontinuance of service. In addition to or in place of any fine or imprisonment, the mayor, upon the recommendation of the water supervisor, shall have the authority to enforce the provisions of this chapter by the discontinuance of water service in the event of violation hereof. The person affected shall have right of appeal as set forth in section 13.20.110. Upon discontinuance of water service, the same shall not be reestablished until satisfactory assurances are received by the town that further violations of this chapter will not occur and until the person has complied with section 13.08.130, including paying for the turning off and turning on of the water service.

(d) The town police chief or his designee shall have the right to enter onto any property within the town in accordance with section 1.12.010 to inspect any complaints of violation of this chapter.

#### **14.20.070. Violations; penalties; enforcement.**

(a) The Town shall review all exterior lighting plans for compliance with this chapter and has the right to inspect all installations of exterior lighting for compliance.

(b) Prosecution for a first violation of this chapter will follow after the Town has issued a courtesy only notice to the property owner by hand delivery or by US mail addressed to the address of the violation with a request that the violation be removed or remediated within 30 days of the date the notice is delivered or placed in the mail. No such notice will be provided for any allegations of a second violation at such address.

(c) The penalty for violation of any portion of this chapter shall be:

(1) First violation: A minimum fine of \$50 per non-compliant light fixture.

(2) Second and subsequent violations: A minimum fine of \$100 per non-compliant light fixture.

(d) Each and every day that a violation continues shall be a separate offense.

#### **16.64.020. Penalty for violations.**

Any individual or person acting as a subcontractor or as an agent for a subdivider who is found guilty of violating any of the provisions of this title is guilty of a misdemeanor and shall, upon conviction, be punished according to the general penalty in chapter 1.12. The sale of each and every lot sold in

violation of this title is considered a separate violation. These penalties shall be in addition to any others that may be imposed.

**17.64.090. Penalties for noncompliance.**

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this regulation and other applicable regulations. Violations of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall be subject to penalty as provided in chapter 1.12.

**17.104.040. Penalty; nuisance declared.**

(a) It is unlawful for any person to violate any of the provisions of this section. Any such violation is hereby designated a criminal offense, and any person found guilty of violating any of the provisions of this section shall, upon conviction thereof, be punished by a fine or imprisonment or both pursuant to section 1.12.010. Each day that a violation of any of the provisions of this section continues to exist shall be deemed a separate and distinct violation.

(b) The conduct of any activity or business in violation of this section is hereby declared to be a public nuisance, which may be abated pursuant to the provisions for the abatement of nuisance provided for in chapter 8.04.

**Section 6.** Additions or amendments to the Code, when passed in the form as to indicate the intention of the Town to make the same a part of the Code, shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

**Section 7.** Ordinances adopted after this ordinance that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to those provisions of the Code.

**Section 8.** The Board finds, determines and declares that this Ordinance is necessary for the immediate preservation of public health and safety in order to make this Ordinance applicable to the Town at the earliest possible date so that administrative efficiency may be obtained therefrom and to assure that the purposes of this Ordinance are met. This Ordinance and the Palmer Lake Municipal Code shall become immediately effective upon the adoption hereof.

This Ordinance shall be in full force and effect following adoption and approval by the Board, thirty (30) days following its publication.

INTRODUCED, READ, PASSED, AND PUBLIC NOTICE ORDERED PUBLISHED at a regular meeting of the Board of the Town of Palmer Lake, Colorado, this 10<sup>TH</sup> day of November, 2022.

Public Notice Publication Dates: 10/26/2022 and 11/2/2022

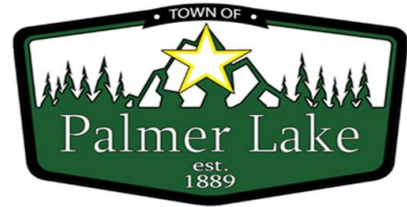
INTRODUCED A SECOND TIME at a regular meeting of the Board of the Town of Palmer Lake, Colorado held on \_\_\_\_\_, 2022 PASSED, ADOPTED AND ORDERED PUBLISHED.

TOWN OF PALMER LAKE

\_\_\_\_\_  
William Bass, Mayor

Town Attorney: \_\_\_\_\_  
Matthew Krob, Krob Law

ATTEST: \_\_\_\_\_  
Dawn A. Collins, Town Clerk



Item 11.

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

<b>DATE:</b> November 10, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b> SPECIAL EVENT APPLICATION – The Palmer Lake Firefighters Assoc. – Chili Supper and Star Lighting
<b>Presented by:</b> Deputy Clerk Julia Stambaugh		

**Recommended Action**

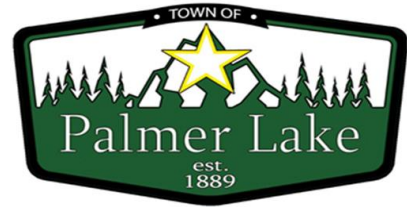
To recognize the event to take place at the Town Hall as presented and endorsed by Staff.

**Background**

The Palmer Lake Firefighters Association will be hosting the annual Chili Supper and the Bethlehem Star Lighting scheduled for November 26, to begin at 4:30pm to 7:00pm. This fun event will include a chili supper, photos with Santa, hay wagon rides, and Christmas carolers. There will also be a drawing to win a change to light the Star! The admission to the event is \$12.00 for adults and \$6.00 for children over 3yrs old.

The Santa Mailbox will be onsite for the children to send their letters to Santa. It will be making appearances at local sites across Palmer Lake. Staff will post the locations on the Town website as they become available.

At the writing of this memo, we have not had a department head meeting with the event coordinators, which is scheduled for the week of Nov 7. We will share more information at the Nov 10 meeting.



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

<b>DATE:</b> November 10, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b> SPECIAL EVENT APPLICATION – PLEDG to host a Palmer Lake Business Workshop
<b>Presented by:</b> Deputy Clerk Julia Stambaugh		

**Recommended Action**

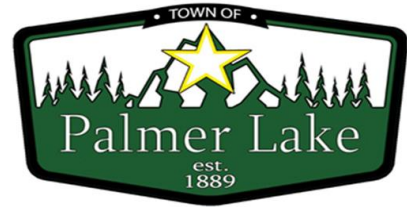
To approve the event to take place at the Town Hall as presented and endorsed by Staff.

**Background**

The Palmer Lake Economic Development Group (PLEDG) will be hosting a free business workshop for Palmer Lake businesses to learn about and access the Enterprise Zone tax credit offered by the State. The workshop will be held on Nov 30 from 8am – 1pm.

As of the writing of this memo, there has not been a department head meeting. However, the staff does not see any concerns associated with this event.

\*\*Note: The event is requesting a wavier of the \$100 application fee.



Item 13.

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

<b>DATE:</b> November 10, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b> SPECIAL EVENT
<b>Presented by:</b> Deputy Clerk Julia Stambaugh		APPLICATION – The Palmer Lake Arts Council presents - A Christmas Carol

**Recommended Action**

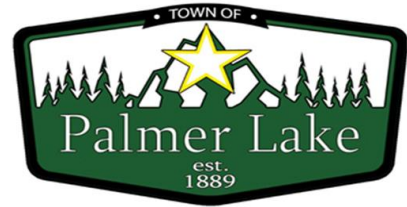
To approve the event to take place at the Town Hall as presented and endorsed by Staff.

**Background**

To continue the Palmer Lake Christmas theme, the Palmer Lake Arts Council will be putting on a theatrical production of Charles Dickinson's *A Christmas Carol* at Town Hall. The play will be held over two days, December 9-10. The evening showings will be Dec 9 & 10 at 7pm and a matinee on Dec 10 at 2pm. Admission will be \$25 for adults and \$10 for children under 10yrs old. The event is estimating 100 people to attend.

Before the opening of the show on Dec 9, the event will be using the Town Hall over several days for rehearsals and stage set up. This will begin Dec 5 from 5-9:30pm and then from Dec 7 – Dec 10.

At the writing of this memo, we have not had a department head meeting with the event coordinators, which is scheduled for the week of Nov 7. However, we do not anticipate any issues with this event. We will share more information at the Nov 10 meeting.



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

<b>DATE:</b> November 10, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b> SPECIAL EVENT APPLICATION –
<b>Presented by:</b> Deputy Clerk Julia Stambaugh		LOVE to Party Valentines Dinner & Dance

**Recommended Action**

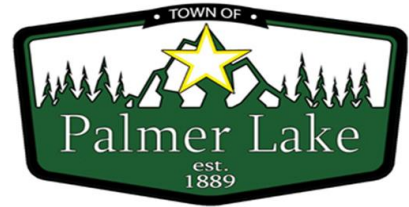
To approve the event to take place at the Town Hall as presented and endorsed by Staff.

**Background**

The 1<sup>st</sup> Annual “LOVE to Party” Valentines Dinner and Dance will take place on Saturday, Feb 11, 2023, from 5pm – 10pm. The event will be selling tickets for both the dinner and the dance. However, for those to would rather dance than dine, they can purchase a ticket for the dancing portion only. Ticket pricing is TBD. The event coordinators are estimating 100 people, with a maximum of 80 dinner tickets to be sold. Also, any funds raised after expenses will be donated to Awake The Lake, who will be hosting the event. More details will be available as the event gets closer to the date.

The department heads do not see any issues with this event. Liquor will be served, and the permit application is in the process on being filed. There will be amplified music. However, they do not anticipate that it will cause any problems for the surrounding neighborhood. In the event of an emergency, they are to call 9-1-1 for the quickest possible response. In the event of snow, the Roads Dept. will be asked to plow the roads and parking areas, if possible.

\*\*Note: The event is requesting a waiver of the \$100 application fee.



Item 15.

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

<b>DATE:</b> November 10, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution for Yule Log Tradition
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

As a result of the announcement of the Yule Log Potluck and Hunt at the 10/27 meeting, the Board directed to craft a resolution to solidify the annual community tradition. The intent is not to request permission each year prior to the event but to communicate with the town staff for support and to promote the historical tradition for the public to join in.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 54-2022**

**A RESOLUTION TO INDEFINITELY APPROVE AND SUPPORT THE ANNUAL YULE LOG COMMUNITY TRADITION IN THE TOWN OF 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**, since the year 1933, except for the war years, the village of Palmer Lake, Colorado, atop the Great Divide, gathers with friends from far and near to bring in the Yule Log; a revival, out here in the West, of an old-world custom whose roots may be traced back to ancient Egypt; and

**WHEREAS**, community volunteers plan and assemble the potluck dinner in the historic town hall annually; and

**WHEREAS**, generations of families gather, young and old, to facilitate and participate in the community event including a potluck dinner and log hunt – to break bread, walk, ride, pull, sing, toast and share traditional wassail together; and

**WHEREAS**, the Board of Trustees acknowledges the second Sunday before Christmas as “Yule Log Sunday” and promotes this tradition as an integral part of the very fabric of this community in the Town of Palmer Lake.

**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 indefinitely approves, supports, and promotes the Yule Log tradition in the Town of Palmer Lake with communication of the annual dates to Town staff to assist and post for public knowledge.
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.

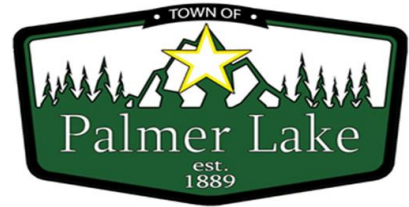
**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11th DAY OF NOVEMBER 2022.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
William Bass  
Mayor



Item 16.

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

<b>DATE:</b> November 10, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Amend the Town Star Lighting Policy
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

Also as suggested at the 10/27 Board meeting, the slight amendment proposed in the star lighting policy adds the annual hockey classic to the list of regular star lighting events.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 55-2022**

**A RESOLUTION TO APPROVE AMENDING THE TOWN STAR LIGHTING POLICY AS IT RELATES TO THE ANNUAL HOCKEY CLASSIC IN THE TOWN OF 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 star lighting policy was adopted in 2020; and

**WHEREAS**, the high school hockey team plans a classic tournament on Palmer Lake; and

**WHEREAS**, it is desired to be an annual event and include the lighting of the town star.

**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 amends the Town Star Lighting policy as presented to include the evening of the Annual Hockey Classic.
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 11th DAY OF NOVEMBER 2022.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
William Bass  
Mayor



**TOWN “STAR LIGHTING” PROTOCOL POLICY**

<b>ISSUE DATE:</b>	JULY 2020	<b>REVISION DATE:</b>	NOVEMBER 2022
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**I. PURPOSE**

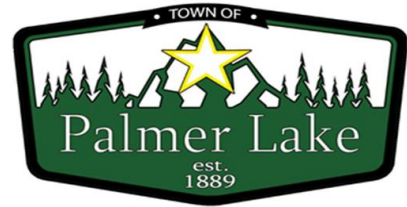
The purpose of this policy is to establish a written policy for when the Town Star will be lit and to continue long time traditions of the Town.

**II. POLICY**

The Town of Palmer Lake Star lighting is a symbol of hope. The following shall be recurring annual star lighting events:

- On Memorial weekend – beginning Friday dusk until Tuesday dawn, the star will be lit in honor of Town citizens who have passed the prior year. Residents may provide the Town names of a loved one, which will be collected the week prior to the lighting, and the memorial list will be posted to the Town website.
- On July 4<sup>th</sup> – beginning the dusk of July 4<sup>th</sup> for one night (may be modified lights of red, white and blue).
- On Thanksgiving weekend – beginning Saturday approximately 8 PM (following Thanksgiving Day) through New Year’s Day dawn, the star will be lit as a sign of **hope** for all to look upon.
- On the evening of the Hockey Classic taking place on Palmer Lake.
- By request – citizens, who have served the community in some capacity, may request the star lighting for one night, for a specific purpose, as proposed to the Town Administrator, Fire Chief or Police Chief, in which Town staff shall contact the Town Mayor, or Mayor Pro Tem, in the Mayor’s absence, for permission to light the star. The purpose of said request shall be communicated to the Board of Trustees and posted to the Town website.
- National/International events at the discretion of the Town Mayor, or Mayor Pro Tem in the Mayor’s absence.

Town employees are not authorized to reserve, make promises, or alter this Policy for the star lighting. This authority lies strictly with the Town Mayor, or Mayor Pro Tem, in the Mayor’s absence. The Town Fire Chief shall be authorized to operate the star lighting. No other party shall be authorized, unless otherwise designated by the Fire Chief (i.e., Department member).



Item 17.

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

<b>DATE:</b> November 10, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Support the Adoption of the Community Master Plan
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

In support of the Planning Commission adoption of the Community Master Plan on October 19, this resolution is before the Board to acknowledge the years of public attention in the development of this document and vision for the Town of Palmer Lake.

Approving the resolution will support the efforts and completed work of the Planning Commission and to encourage the future reference of the Community Master Plan.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 53-2022**

**A RESOLUTION TO SUPPORT THE PLANNING COMMISSION ADOPTION OF THE COMMUNITY MASTER PLAN FOR THE TOWN OF 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**, Colorado Revised Statute (C.R.S.) Section 31-23-206 provides that the Planning Commission for a municipality is charged with the creation and adoption of the Master Plan; and

**WHEREAS**, the Planning Commission, as authorized by the Board of Trustees, hired a consulting firm, Community Matters Institute, to help with the revision of the Master Plan in conjunction with a Master Plan Team and a Master Plan Advisory Team; and

**WHEREAS**, the Planning Commission held a public hearing on October 19, 2022, regarding the adoption of the revised Master Plan; and

**WHEREAS**, the Planning Commission of the Town of Palmer Lake adopted the newly revised Master Plan to conform with the Town’s present goals and objectives as they relate to growth and change in and around the Town.

**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 supports the adoption of the Community Master Plan for the Town of Palmer Lake.
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 11th DAY OF NOVEMBER 2022.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
William Bass  
Mayor

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. PC 01-2022**

**A RESOLUTION ADOPTING THE MASTER PLAN FOR THE TOWN OF PALMER LAKE BY THE TOWN OF PALMER LAKE PLANNING COMMISSION**

**WHEREAS**, the Town adopted a Comprehensive Master Plan in 1993, and adopted a revised plan in 2003 and in 2013; and

**WHEREAS**, Colorado Revised Statute (C.R.S.) Section 31-23-206 provides that the Planning Commission for a municipality is charged with the creation and adoption of the Master Plan; and

**WHEREAS**, the Planning Commission, as authorized by the Board of Trustees, hired a consulting firm, Community Matters Institute, to help with the revision of the Master Plan in conjunction with a Master Plan Team and a Master Plan Advisory Team; and

**WHEREAS**, the Planning Commission held a public hearing on October 19, 2022, regarding the adoption of the revised Master Plan; and

**WHEREAS**, the Planning Commission of the Town of Palmer Lake desires to accept the newly revised Master Plan to conform with the Town's present goals and objectives as they relate to growth and change in and around the Town.

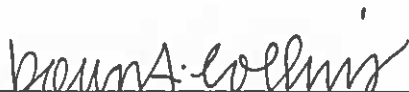
**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:**

1. Pursuant to C.R.S. §31-23-206, the Planning Commission of the Town of Palmer Lake hereby approves the Master Plan dated October 19, 2022 as the plan for the development of the Town with a copy available for inspection and review in the Town office.
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.

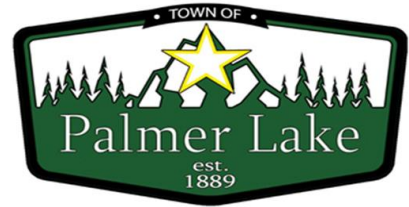
**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF PALMER LAKE ON THIS 26th DAY OF OCTOBER 2022.**

ATTEST:

PLANNING COMMISSION FOR THE  
TOWN OF PALMER LAKE, COLORADO

  
\_\_\_\_\_  
Dawn A Collins  
Town Administrator/Clerk

BY:   
\_\_\_\_\_  
Charlie Ihlenfeld  
Chair



Item 18.

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

<b>DATE:</b> November 10, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Adopt the 3-mile Annexation Plan
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

With the adoption of the Master Plan, the 3-mile/annexation plan is a statutory requirement to define areas supported for annexation to the Town of Palmer Lake. Enclosed is a resolution to affirm this plan for future reference and consideration for annexation within the town boundaries.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 56-2022**

**A RESOLUTION TO ADOPT THE TOWN 3-MILE/ANNEXATION PLAN FOR 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 Planning Commission adopted a community master plan for the Town of Palmer Lake; and

**WHEREAS**, a portion of the plan includes as exhibited a required three-mile plan or annexation plan for the town; and

**WHEREAS**, the Board of Trustees desires to adopt the annexation plan for the Town of Palmer Lake.

**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 adopts the 3-mile annexation plan as presented.
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.

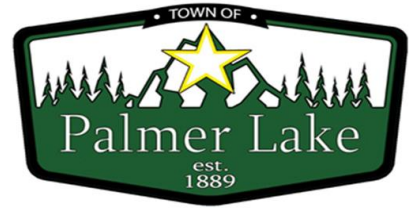
**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11th DAY OF NOVEMBER 2022.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
William Bass  
Mayor



Item 19.

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

<b>DATE:</b> November 10, 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b> Draft Master Fee Schedule
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

This item is to lay forth a proposed master fee schedule for 2023 from staff at the meeting.

Annually, in January, the master fee schedule is adopted. At the meeting, the proposed master fee schedule will be distributed for public and Board member review prior to Board consideration and action in January.