



BOARD OF TRUSTEES MEETING

Thursday, April 11, 2024 at 6:00 PM

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

LIVE STREAM available at Town website

AGENDA

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

Call to Order

Pledge of Allegiance - *To be led by Sophie and Mia Underwood*

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 March 28, 2024 Meeting
2. Checks over \$15,000 - Core & Main (\$26,911.44); Meyer & Sams/GMS (\$46,643.50); South Beach Motors (\$35,145.00)

Staff/Department Reports

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

Business Items

- [10.](#) Special Event Application - Ducks Unlimited Dash Run (6/9)
- [11.](#) Discussion/Direction for Directional Sign, Alpine Essentials
- [12.](#) Ordinance 4-2023 Relating to Annexation Procedure

- [13.](#) Resolution 24-2024 to Approve Land Use Application Checklists
- [14.](#) Resolution 25-2024 to Create a Temporary Elephant Rock Advisory Committee
- [15.](#) Resolution 26-2024 to Approve Public Records Policy
- [16.](#) Discussion/Direction on Town Way Finding Signs
- [17.](#) Discussion/Direction on R4 Zoning Code Regulations
- [18.](#) Discussion/Direction Relating to Fire Mitigation/Adaptive Plan
- [19.](#) Discussion/Direction on Conditional Use Permits

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

Board Reports

Next Meeting (4/25) 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 offer to purchase town property.

Reconvene to Open Session

- 20. Consider Offer to Purchase Town Property

Adjourn

Americans with Disabilities Act

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



BOARD OF TRUSTEES MEETING

Thursday, March 28, 2024

Executive Session at 5:00 PM & Regular Meeting at 6:00 PM

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

MINUTES

Call to Order & Roll Call. Mayor Glant Havenar called the meeting to order at 5 pm. Present: Mayor Glant Havenar; Trustees Shana Ball, Kevin Dreher, Dennis Stern. Excused: Trustees Sam Padgett, Jessica Farr. Trustee Nick Ehrhardt will arrive late.

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 sale of town property; and to confer with special employment counsel for the Town to receive legal advice on specific questions concerning information available and responses to inquiries related to the separation of former Chief Vanderpool pursuant to C.R.S. 24-6-402(4)(b). MOTION (Stern, Dreher) to convene to executive session. Roll call vote – aye 4; nay 0. Motion passed. Trustee Nick Ehrhardt arrived during executive discussion.

Reconvene to Open Session. Mayor Havenar reconvened to open session at 5:56 pm and called for a brief recess to open doors for the public.

Roll Call. Mayor Glant Havenar called the regular meeting to order at 6:07 pm. Present: Mayor Glant Havenar; Trustees Nick Ehrhardt, Shana Ball, Kevin Dreher, Dennis Stern. Excused: Trustees Sam Padgett, Jessica Farr.

Pledge of Allegiance

Presentation

1. Proclamation for National Library Week, April 7-13. Mayor Havenar read and presented the Proclamation for National Library Week to several Pikes Peak Library representatives.
2. Proposal to Restore Elephant Rock Structures, Lindsay & Richard Willan. Mr. Richard and Lindsay Willan reviewed the activity taking place with the Eco Spa and the proposal to renovate the cabins and long house on the elephant rock property including a review of various layout options for the use of the cabins. The process to renovate, insure, and after approximately 3 years, the revenue to the town was reviewed. Richard requested that the Board consider no cost to the town instead of creating a large cost to town residents with the demolition. Board members asked questions about zoning, a change in the future, parking, and access. Ms. Cindy Powell explained the adopt a cabin program. Lindsay noted the two stipulations that were expressed for community use when the gift of the property was relayed. Ms. Caryn Switaj explained her outdoor school and the benefit of a physical location for school activity. Board members expressed their opinions. Trustee Ball likes the idea of

preserving them but had concerns about managing the property and use. Richard explained forming an LLC to operate and suggested they would sublet to a property management company, such as Remax, for the long term. Cindy reviewed the process of repairing the cabins. Trustee Ehrhardt inquired about parking and the land around the cabins. Richard stated that parking would be shared with the Eco Spa and annex patrons, approximately 40 in the area and the common space would remain open to the public. Lindsay reiterated that the use would be for individual business, groups, or in connection with the businesses on the elephant rock property (ie., overnight guest/party of the spa or event venue). Discussion about zoning took place and Collins stated that the property is zoned as Planned Unit Development (PUD), and a change of use would be required to go before the Planning Commission and the Town Board.

Consent Agenda

MOTION (Ball, Dreher) to approve the consent agenda including items 3) Minutes from February 22, 2024 Meeting; 4) Minutes from Special Meeting on February 28, 2024; 5) Checks over \$15,000 - Meyer & Sams/GMS (\$18,245.18); Aspen Auto (\$22,684.91); CIRSA (\$35,602.73); and 6) Financials (Feb). Roll call vote – aye 5; nay 0. Motion passed.

Staff/Department Reports. Mayor Havenar suggested that Collins begin with the Administrator report.

13. Administrator/Clerk. Collins reported on new town staff, including new equipment operator Blake Bloom, new accounting clerk, and interviews for a Deputy Town Clerk. She explained the recruitment plan for Public Works, beginning with a possible interim supervisor. Collins commended Lt Adam Lundy for accepting the interim Police Chief position and congratulated Corporal Gene Ramirez on his promotion. Next steps for the Police department were noted including an assessment with recommendations. Collins reported the water and roadway projects taking place and asked Board members to inform her of their attendance to the Tri-lakes Chamber annual award dinner by 4/8.

7. Water. Trustees asked about water being released to the lake and Collins stated she will confirm with the Water department.

8. Public Works including Roads & Park Maintenance. No questions.

9. Police. Interim Chief Lundy stated any questions were welcome and that PD and Administration will work together to move forward.

10. Fire. Chief Vincent stated that he knows very well how to issue a Temporary Certificate of Occupancy (TCO). He continued his report that it is one year in the Chief position and will work on a wildfire presentation to the public. He provided training stats of staff. Chief Vincent requested the purchase of a 2015 Ram truck to replace the current 2003 Suburban and reviewed the reasons and cost. Collins noted that although it was removed from the 2024 budget, this was an excellent deal to consider. The Board provided a thumbs up to move forward with the truck replacement. Discussion ensued with the Fire Chief about controlled burning and mitigation in the town. He will bring a recommendation to amend the regulations of burning within town limits. Ms. Brenda Woodward and Ms. Trina Schook were thanked for their donations to the Fire Association and questions were addressed about tax reduction when property is mitigated. Mayor Havenar explained the upcoming controlled burns by the Forest Service. Mr. Roger Moseley asked about mitigation of personal property.

11. Administration. No questions.

12. Attorney – none.

Public Hearing

14. Application for Conditional Use Permit for Landscape Yard in C2 Zone (Greater Grounds) - ***Continued by Planning Commission to April 17; Requesting Continue Hearing to April 25.*** MOTION (Stern, Dreher) to continue the hearing until the second Board meeting in April. Roll call vote – aye 5; nay 0. Motion passed.

Mayor Havenar requested a brief recess at 7:29 pm while Ms. Albright set up her presentation. At 7:35 pm, Mayor reconvened the meeting.

15. Application for Conditional Use Permit for Multi-Family Residential in C1 Zone (Albright/Tedeschi). Ms. Becky Albright addressed the Board with her request for a conditional use permit for a multi- and single-family on their property and a parcel they have offered to purchase from the town. She explained the area and the pocket neighborhood of a small cluster of duplex and single family dwellings. Mr. Roger Moseley stated that the R4 zoning code prohibits septic system and he noted the engineer's comment in the staff memo. Ms. Marty Brodzik stated she loves the idea of a pocket neighborhood and suggested that code reflect this sort of development. She inquired about what is defined as attainable or affordable for housing. She suggested that the code formerly written has a purpose. Attorney Krob suggested that Resolution, item 2, noting the second condition be amended to add the word "subsequently" if considered. Mayor Havenar closed the hearing.

Business Items

16. Resolution 21-2024 to Approve Conditional Use Permit for Multi-Family Residential in C1 Zone (Albright/Tedeschi). MOTION (Ehrhardt, Ball) to approve Resolution 21-2024 allowing the conditional use permit for multi-family residential in a C1 zone with amended language to add "subsequently." Roll call vote – aye 5; nay 0. Motion passed.

17. Special Event Application - Fishing Derby, Tri-lakes Lions Club (6/1). Mr. Stan Krol of the Lions Club reviewed the traditional fishing derby event beginning at 8 am on June 1. He said the lake will be stocked prior and the entry fee is a donation of a non-perishable food item for Tri-Lakes Cares. He asked to waive the event fees. Board members reminisced of their children's participation. MOTION (Dreher, Stern) to approve the event for 6/1. Roll call vote – aye 5; nay 0. Motion passed.

18. Resolution 22-2024 to Appoint Citizen to Parks and Trails Commission. Mr. John Tool was invited to the podium, and he introduced himself to the Board members. MOTION (Dreher, Stern) to approve Resolution 22-2024 appointing John to the Parks and Trails Commission. Roll call vote – aye 5; nay 0. Motion passed.

19. Update/Action Regarding Applicant Withdrawal of Ben Lomand Mountain Annexation Petition. Attorney Scott Krob provided an update on this item and the withdrawal of the application following the Board suggesting modification to the annexation agreement. The applicant confirmed that modification to the agreement would result in withdrawal of the petition. It was clarified that the special meeting previously scheduled was cancelled due to this response.

20. Discussion/Direction on Proposal to Restore Elephant Rock Structures. Trustee Shana Ball stated she supports the idea of renovating the cabins. Trustee Kevin Dreher stated that the Board has voted three different times to remove the cabins and stated it will be a challenge to maintain these structures in the long term. Trustee Dennis Stern commended Willans for the presentation and is

optimistic about the management of the structures could be locked down. Mr. Reid Wiecks, Chair of the Parks Commission, stated the Board voted three times to remove the cabins and that the property without the structures will be a unique piece in the entire region. He suggested that tables be added in their place for little to no maintenance, creating a passive park. He stated a passive park will add value to surrounding properties which will bring added revenue to the town. He suggested the Board consider a conservation trust. He added that the structures are not historical. Reid reminded the Board of their decision at the end of 2024 and expressed concern of overturning such a decision creates doubt about other resolutions passed. He asked that the Board support an open space. Discussion took place about considering both as a benefit. Ms. Marty Brodzik suggested checking into minimum acres to protect the property and checking with CDOT whether increased traffic will impact the Hwy 105 access. Ms. Cindy Powell stated that Reid is speaking on his own not on behalf of the Parks Commission. Richard stated that he and Lindsay support the Parks trails on the property from the very start of their concept for the property. Mayor Havenar asked Richard how this project will be prioritized with the development of the Eco Spa. Discussion took place about getting input from all Commissions.

21. Consider Approval of Asbestos Abatement Service to Elephant Rock Structures. No action.
22. Consider Approval of Revised Addendum No 1 to Lease Agreement (Willans). Collins explained the minor modification of language in the Addendum. MOTION (Stern, Dreher) to approve the revised Addendum No 1. Roll call vote – aye 5; nay 0. Motion passed.
23. Consideration to Transfer Greeley Water Tap. Mayor Havenar disclosed that she was involved in the sale of the Greeley property but all payment for the sale was completed. Attorney Krob agreed that there is no financial benefit and asked if any member had any issue. No member expressed concern. Ms. Nikki McDonald explained the initial water tap matter for the Greeley property. She requested the Board transfer one for her use for the property next to her current residence. MOTION (Dreher, Stern) to approve the transfer of one tap from Greeley to the McDonald property. Roll call vote – aye 5; nay 0. Motion passed.
24. Discussion/Direction to Allow Business Directional Sign on Town Owned Property (Alpine Essentials). Ms. Brenda Woodward offered background to this item she received approval from the Planning Commission for an off-premises directional sign. Collins and Attorney Krob expressed concerns about opening this up to other businesses wanting to place signs in public right of way. Discussion took place about the specific disadvantages for Alpine Essentials. Trustee Dennis Stern suggested that the private property (Secure Storage) be considered prior to town property. Discussion took place about specific location, height of the sign, visibility of the current street sign. Mr. Matt Stephen commented that the placement of the sign as requested will block the street sign and he stated that the Planning Commission discussed not having a line of signs in the right of way. Ms. Brenda Woodward shared various photos of the street sign and suggested that the sign code does not help businesses. The Board directed Alpine Essentials to check with private property owners prior to considering town property for the off-premises sign. MOTION (Ball, Dreher) to table until further considered with the private property owner. Roll call vote – aye 5; nay 0. Motion passed.
25. Discussion/Direction to Allow a Private Well on R-1 Five Acre Property (Miller). Collins noted that staff did not receive feedback from the water attorney prior to the meeting. No action.
26. Resolution 23-2024 Authorizing PLPD to Sign a Mutual Aid Agreement with Colorado Rangers. Corporal Ramirez addressed the agreement with the Rangers, stating that they can be used throughout

the year. MOTION (Ball, Ehrhardt) to approve Resolution 23 to authorize PD to sign the agreement with Colorado Rangers as presented. Roll call vote – aye 5; nay 0. Motion passed.

27. Resolution 24-2024 to Adopt Land Use Application Checklists. Discussion took place about late receipt of the checklists. MOTION (Dreher, Ball) to table until the April 11 meeting. Roll call vote – aye 5; nay 0. Motion passed.

28. Ordinance Relating to Annexation Procedure. Attorney Krob stated he should have this item completed for the April 11 meeting. MOTION (Ball, Stern) to table to the April 11 meeting. Roll call vote – aye 5; nay 0. Motion passed.

Public Comment. Mayor Havenar referred to an email of questions from Mr. Jurka, in which she did respond to. Mr. Roger Moseley stated the well permit item is asking for an abundance of water, 3x his irrigation. He explained to the Board that he gave Commissioner Tim Caves a permit for access and suggested that members be aware of specific restrictions for CDOT access from Hwy 105.

Board Reports. Trustee Nick Ehrhardt commended the Parks and Trails Commission members for the ongoing bridge construction activity. Collins noted there will be an upcoming ceremony scheduled. Trustee Shana Ball stated the EMS grant was submitted for AEDs and she is optimistic because they asked if they would accept 3 vs 5. She stated we should have news in June. Trustee Dennis Stern stated that he attended the Pikes Peak Regional meeting with nothing new to report. Mayor Havenar stated she attended the PPACG meeting with no report. She invited all families to join in the Pancake breakfast and Easter Egg Hunt.

Next Meeting (4/3 All Officials Training; 4/11 Joint Meeting with Planning Commission at 5 pm; Regular Meeting at 6 pm) and Future Items. It was expressed that following the training on 4/3 is a good time to begin the discussion on the vision for the elephant rock property.

Adjourn. MOTION (Ball, Dreher) to adjourn at 9:52 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk

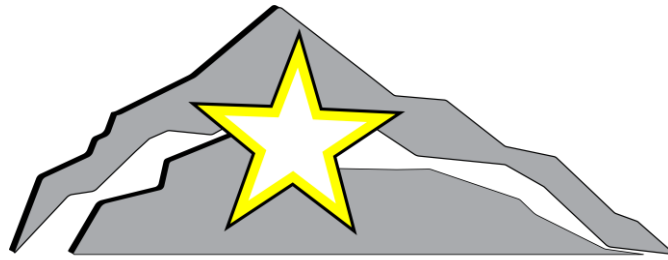
Town of Palmer Lake Monthly Water Usage			Month	March
			Year	2024
	Gallons	Acre Ft		
Surface Water	2,273,000	6.98		
Well A2	0	0		
Well D2	1,132,000	3.47		
Total	3,405,000	10.45		
Avg. Gal/Day	110,000	0.34		

Release To Lake 8.27 AF Max Allowed = 8.4 AF / Month

Release Glen Park Evaporation 0 AF

Water system 0 AF

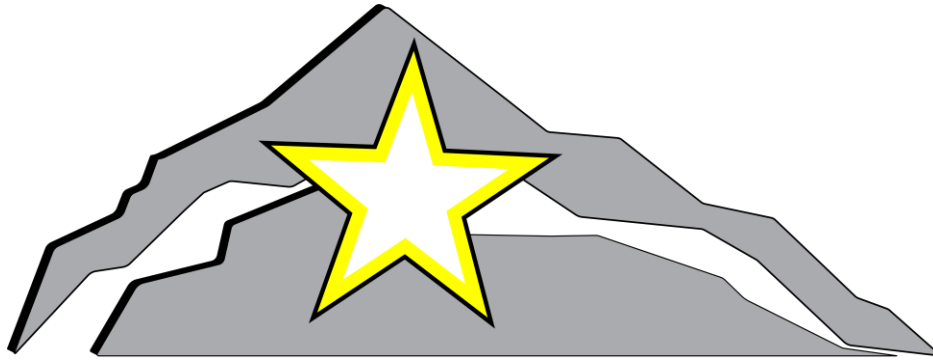
Total 2.64 Af



Town of Palmer Lake

Board of Trustees Summary Sheet

	March 2024
Title	Public Works Monthly Report
Date	4/11/2024
Contact	Dawn Collins
Summary	<p>Roads graded as able, weather permitting Plowing and sanding ROWs after snow events Patched potholes as able, weather permitting Tree trimming from ROW and lake area Emptied trash at Lake area Maintained area around the Town office and Town Hall Set up and tear down seating/tables at Town Hall as needed Attend TAC meetings (Collins) Assist with temporary easements for PLES project planning (Collins) Assist with PLES project paperwork (Chavez)</p>
Training	
Other Activity	Working with temporary recruitment of interim PW Supervisor (3 mo) while recruitment for permanent position continues



Town of Palmer Lake

Board of Trustees Summary Sheet

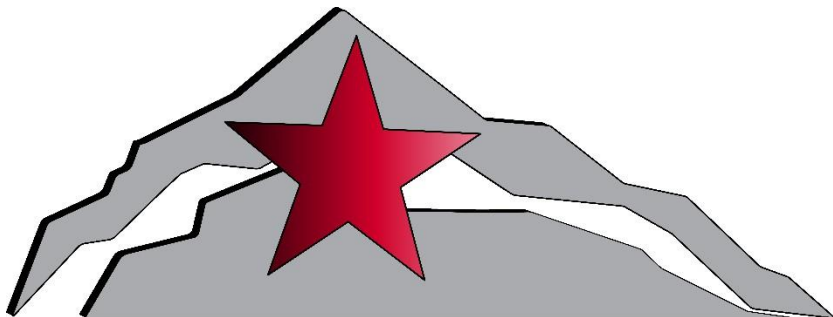
	February and March 2024
Title	PARKS Report
Date	4/11/2024 Board meeting; 4/9/2024 Parks meeting
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 39.50 hr Clerical (email, calls, grants, spreadsheets) : 67 hr Miscellaneous Meetings (other than Parks) : 23.50 hr
Total Volunteer Time	Total = 130 hours
Upcoming Activity	Bridge Plaque Mounting Workshop 4/23



Board of Trustees Summary Sheet

	Mar-Apr 2024
Title	Police Monthly Report
Action	N/A
Date	03/01-03/30/2024
Contact	A. Lundy Chief*
Summary	In the Month of March 2024, the PLPD made 27 traffic stops and issued 4 citations. The PLPD investigated 5 traffic accidents. Also, in the month of March there was 1 unattended death case and 1 assault arrest made. PLPD is investigating, 3 car break ins, 2 mental health cases, and 1 unattended death case.
Training	Officer Olson attended a weeklong carbine training course which he can now use to certify the entire PLPD. Officer Stevens and Corporal Ramirez attended Intoxilyzer 9000 training, making them now certified to operate our hopefully new intoxilyzer machine in the near future.
	<input type="text"/>

Other Actions	Officer Bentley attended career day at the Palmer Lake elementary school. Officer Perry headed a blood drive operation which was a great success. The PLPD beat their goal of 22 units by 3 units and their previous record by 5 units donated. The PLPD also beat both the EPSO drives in a friendly competition in which the public benefited from. PLPD has stepped up to cover the road with the departure of 2 full time command staff officers. Their replacements are much anticipated. 1 replacement is set to start in mid-April.
Active investigations	Palmer Lake PD officers are actively investigating several vehicle break in cases, 3 mental health cases, and 2 unattended death cases.
Callsfor service	Officers responded to 238 calls for service this month.
S.T.E.P.	S.T.E.P. was instituted in March of 2021 and has made a great impact on police operations and overall street safety of Palmer Lake. Accidents are more infrequent and speeds through town have slowed dramatically during these shifts. This program has provided a consistent avenue for extra duty while keeping speeds down and the streets safer for residents.



PALMER LAKE FIRE DEPARTMENT

Board of Trustees Summary Sheet

Title	Fire Department Report- MARCH 2024
Date	8 April 2024
Contact	John Vincent, Chief
Summary	Fire Department RMS on-boarding continues. Lt. Berry acted as Fire Chief during Chief Vacation. Successful Pancake Breakfast. Responded to Snow Event. All Equipment In-Service. Deployment Personnel Identified.
Training	122.5 Hours
Photographs	USAFA Outside Fire, Courtesy Ben Smoley
Other Action	
Code Enforcement	





Board of Trustees Summary Sheet

	Mar-Apr 2024																																
Title	Administration																																
Date	4/11/2024																																
Contact	Admin personnel																																
Kiosk Revenue	<p>March Collections for the Kiosk / Transactions: 456</p> <table> <tr> <td>\$ 2,416.80</td> <td>Gross Collections</td> <td>(456 Transactions)</td> </tr> <tr> <td>\$ (136.80)</td> <td>Fees</td> <td></td> </tr> <tr> <td>\$ (70.00)</td> <td>Monthly T2 Svc charge</td> <td></td> </tr> <tr> <td>\$ 2,210.00</td> <td>Net Collections - March</td> <td></td> </tr> </table> <p>Collections 2024 YTD / YTD Transactions: 1106</p> <table> <tr> <td>\$ 5,861.80</td> <td>Gross Collections</td> <td></td> </tr> <tr> <td>\$ (331.80)</td> <td>Fees</td> <td></td> </tr> <tr> <td>\$ -</td> <td>Supplies (Kiosk Paper)</td> <td></td> </tr> <tr> <td>\$ (210.00)</td> <td>Monthly T2 Svc charge</td> <td></td> </tr> <tr> <td>\$ 5,320.00</td> <td>Net Collections</td> <td></td> </tr> <tr> <td>\$ (541.80)</td> <td>Total Fees and Maintenance</td> <td>10%</td> </tr> </table>			\$ 2,416.80	Gross Collections	(456 Transactions)	\$ (136.80)	Fees		\$ (70.00)	Monthly T2 Svc charge		\$ 2,210.00	Net Collections - March		\$ 5,861.80	Gross Collections		\$ (331.80)	Fees		\$ -	Supplies (Kiosk Paper)		\$ (210.00)	Monthly T2 Svc charge		\$ 5,320.00	Net Collections		\$ (541.80)	Total Fees and Maintenance	10%
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Contact Us (online)	<table border="1"> <thead> <tr> <th>Date</th> <th>First Name</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>3/14/2024</td> <td>Mike</td> <td>Driveway on Viola St</td> </tr> <tr> <td>3/16/24</td> <td>Angie</td> <td>Snow plow</td> </tr> <tr> <td>3/19/24</td> <td>Shannon</td> <td>Employee application</td> </tr> <tr> <td>3/21/24</td> <td>Marcia</td> <td>Camping or fishing</td> </tr> <tr> <td>3/26/24</td> <td>Jennifer</td> <td>Google Reviews</td> </tr> <tr> <td>3/27/24</td> <td>Beth</td> <td>Despicable Non-Sanctuary Status (Glant took care of this)</td> </tr> <tr> <td>3/29/24</td> <td>Jim</td> <td>Palmer Lake</td> </tr> </tbody> </table>			Date	First Name	Subject	3/14/2024	Mike	Driveway on Viola St	3/16/24	Angie	Snow plow	3/19/24	Shannon	Employee application	3/21/24	Marcia	Camping or fishing	3/26/24	Jennifer	Google Reviews	3/27/24	Beth	Despicable Non-Sanctuary Status (Glant took care of this)	3/29/24	Jim	Palmer Lake						
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Land Use permits issued	<p>March 2024</p> <p>Type: Single Family; Qty: 0 Other; Qty: 1 Total water taps issued: 1040</p>																																

Business Licenses

BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE	2024	2024
	Mar	Mar
Business Type	STR	other
New Licenses	1	0
Licenses Renewed	0	5
Licenses Expired	0	0
Businesses Closed	0	0
CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)	48	159
TOTAL CURRENT BUSINESS LICENSES (New + Renewed)	207	

SCHEDULED TO RENEW IN MAY:

NOTE: 36 of the 45 businesses to be renewed in May are STRs.

BUSINESS NAME
155 Virginia Ave, LLC
312 Colorado Springs Cir
Ahava Beauty Studio LLC
Alex Gehring
Amanda Staman
Big D Enterprises, Inc.
Bowman Machine Design, LLC
Cynthia & David Bickerstaff
D Dustin Breese
David & Marie O'Donnell
Dawne Leone
Dentaltemps of the Rockies
DeTurk Properties LLC
DeTurk Properties LLC
Digby Crofts
Emilie Harker
Emilie Harker
Hilltop Ranch
Holcim-WR, Inc
Howard & Melissa Bonser
Jantzen & Jantzen LLC
Jess & Maria Smith
John & Nancy Marshall
John & Sandra Russell
Joseph Beltran
Kerri Kilgore
Kippan Murray
Kira & Chad Heupel

Lindsay Aho
Lodge Palmer Lake
Mary & Andrew Scites
Matt Ross
Mission Training International
Randy Allgood
Rockland Properties
Russell Ray
Satiama, LLC dba Satiama Publishing
Shane Neal
Silver Key Senior Services, Inc
The Hibernation Den LLC
Tiffany & Charles Sewell
Twin Pine Bed & Board LLC
WAKE
Waste Connections of Colorado, Inc.

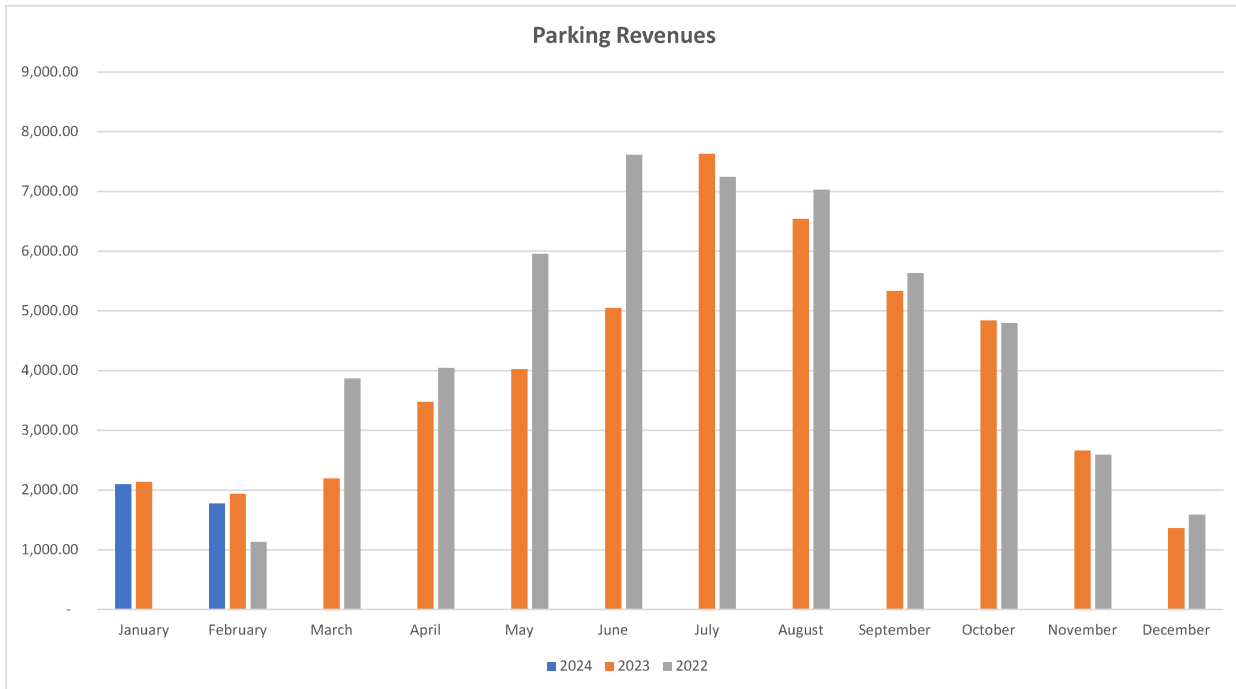
Water Billing	Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
	2022	Jan-Dec	1015	41,405,900	11
	2023	Jan-Dec	1018	44,855,150	7
	2024	Jan	1019	3,498,000	0
		Feb	1019	3,031,550	0
		March	1019	2,889,000	0
		YTD		9,418,550	0

- Grant Activity Updates
- State of Colorado; POST Ammo - Purchase of Ammo in progress (\$2428)
 - BNSF; Trees for Centennial Park – Application submitted (\$10,000)
 - MoveStrong; Outdoor fitness equipment – Interest submitted (\$25,000)

- Staffing Activity
- Accounting Clerk, Janell Walter, started this week
 - In person interviews for the Deputy Town Clerk position
 - Finalize recruitment of interim Public Works Supervisor
 - Scheduling assessment for PD

Parking Revenues

Month	2024	2023	2022
January	2,098.80	2,135.90	-
February	1,780.80	1,939.80	1,132.50
March	-	2,194.20	3,874.10
April	-	3,476.80	4,043.90
May	-	4,028.00	5,957.20
June	-	5,050.90	7,616.10
July	-	7,632.00	7,245.10
August	-	6,540.20	7,033.10
September	-	5,337.10	5,639.20
October	-	4,844.20	4,796.50
November	-	2,660.60	2,591.70
December	-	1,367.40	1,590.00
Total	3,879.60	47,207.10	51,519.40





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

DATE: April 11, 2024	ITEM NO.	SUBJECT: Special Event Application for Ducks Unlimited Dash Run (6/9)
Presented by: Town Administrator		

Background

The event host is Ducks Unlimited. Hannah and Scott met with town staff and are planning a first event on the east side of the lake on Sunday, June 9. Participant and spectator parking will be directed to park on the west side of the lake. Check in will be at the pavilion at 7:30 am. The 5k and 10k race start will be at 8:30 am on the Santa Fe Trail. Hannah is working with El Paso County for trail and property use. There will also be a kids' run. The coordinator is considering one Police Officer to be assigned.

The event will wrap up about 11 am and awards will follow along with possible food trucks and raffle. Two porta potties will be placed along with trash containers. Clean up from the site will be about 2 pm.

Site map for the event is included.

Recommendation

Staff requests approval of the first DU Dash run.

Google Maps Santa Fe Trail

DV Dash Race Plan / map



• 5K/10K/Kids Run

all races out & back with markers on trail

Map data ©2024 Google 200 ft



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

DATE: April 11, 2024	ITEM NO.	SUBJECT: Consider A Business Directional Sign on Town Property
Presented by: Town Administrator		

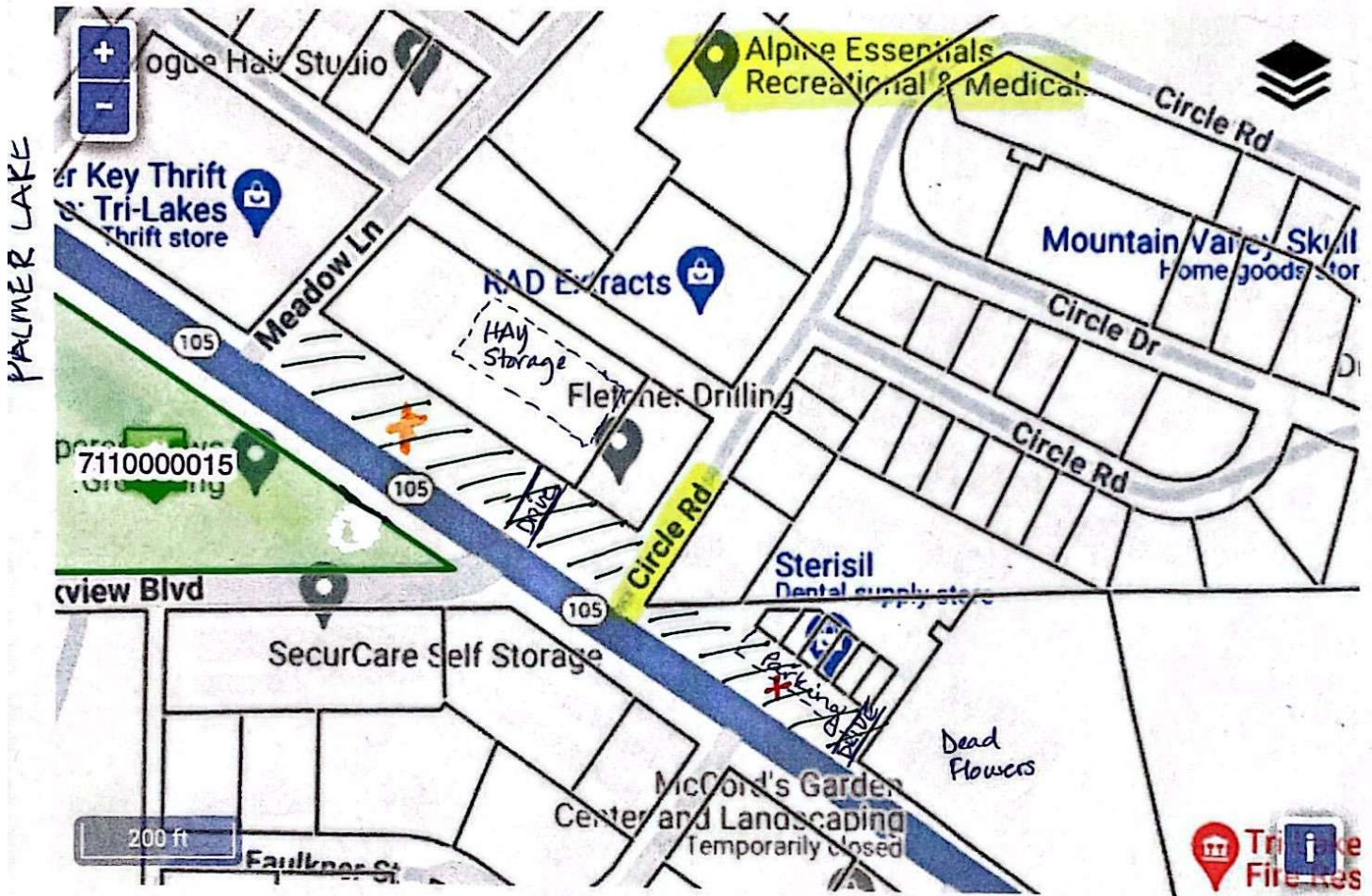
Background

Per the Board direction at the 3/28 meeting, Alpine Essentials was requested to check with private property owner adjacent to the street to consider placement of a business directional sign.

This item is before the Board with the resulting response and request from the business owner, Alpine Essentials, including options to locate a directional sign off Hwy 105 on town property.

Recommendation

No other signs, other than temporary special events, are allowed on town property. Legal has concerns about setting this precedent.



////// TOPL Land

X Proposed Sign Location (2 sided)

X If appeal and could have 2-sided signs this would be our 2nd requested location.

1. **Establishing Slash Pile Drop-off Points:** The first step is to designate areas where residents can drop off their wildland fuel. The Elephant Rock property and the motorbike track off of County Line road are two potential locations, but you also open to other suggestions from the town trustees.
2. **Mitigating Wildland Fuel:** By encouraging residents to bring their mitigated firewood or wildland fuel to these drop-off points, our aim is to reduce the fuel load in the area. With aggressive mitigation efforts over the next five years, you hope to mitigate 1977.06 acres of wildland fuel.
3. **Fire Department Staffing:** To support these efforts, it's essential to ensure adequate staffing for the fire department. Having four personnel on duty 24/7/365 will enable the department to respond effectively to any potential fire threats.
4. **Becoming Fire Adapted:** our ultimate goal is for Palmer Lake to become a fire-adapted community. This means not only reducing the risk of catastrophic wildfires but also ensuring that residents are prepared to deal with non-catastrophic wildfires without the need for evacuation.
5. **Insurance Rate Reduction:** One of the benefits of becoming a fire-adapted community is the potential for reduced insurance rates for property owners. By demonstrating proactive measures to mitigate fire risk, we can work with the town trustees and the mayor to negotiate with insurance providers for lower rates.
6. **Proper Disposal of Biomass:** It's crucial to ensure that the biomass collected from residents' properties is disposed of properly. Applying active fire to reduce the biomass to ash is an effective method, as it removes the fuel from the environment.
7. **Engage with the Denver Capital:** To further support our efforts, the trustees and mayor can engage with the Denver Capital to discuss ways to reduce homeowners' insurance rates within Palmer Lake. Demonstrating the town's commitment to fire adaptation and mitigation can strengthen our case for rate reductions.

By implementing these strategies and actively involving the community, we can work towards making Palmer Lake a safer and more resilient place in the face of wildfire threats.



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

DATE: April 11, 2024	ITEM NO.	SUBJECT: Ordinance Relating to Annexation Procedure
Presented by: Town Administrator		

Background

As previously placed on the agenda, the current town code is absent language relating to annexation. This ordinance will adopt procedure providing guidance for annexation to the town pursuant to state statute.

Recommendation

Staff recommends approval of the ordinance.

17.98 Annexation of Land

- (a) **Applicability.** This section shall apply to all actions to annex new land into the municipal boundaries of the Town and shall apply to all property sought to be annexed to the Town by voluntary petition of landowners, except this section is not intended to apply to and nothing in this section shall be interpreted to increase the requirements or add to the processes for annexation of enclaves, partially surrounded land, and municipally owned land as provided for in C.R.S. §31-12-106.
- (b) **Specific Procedure.**
- (1) The applicant for the annexation of land and the Town shall complete all those actions necessary for full compliance with C.R.S. §§ 31-12-101 et. seq., the Colorado Annexation Act of 1965, as amended.
 - (2) In case of any conflict between the provisions of this Code and the requirements of C.R.S. §§ 31-12-101 et. seq., the provisions of C.R.S. §§ 31-12-101 et. seq. shall apply.
 - (3) By petitioning for and accepting annexation of property to the Town, the petitioner shall be deemed to agree to be governed and abide by the terms and conditions herein set forth, together with any other conditions or requirements which the Town Board of Trustees may lawfully impose in a specific case.
 - (4) The petitioner has the burden of demonstrating that his or her property is eligible for annexation, as defined by C.R.S. §§31-12-104 and 31-12-105.
 - (5) Property annexed to the Town shall be eligible for municipal services, including utilities, subject to and as provided by the annexation agreement pertaining to the annexation, this Code, and Town ordinances, resolutions, rules, and regulations as now or hereafter constituted.
 - (6) Each application for annexation shall be accompanied by an application for zoning of the annexed properties into one or more of the zoning districts shown in Article 2 and the Town shall complete the procedure for making a decision on the proposed zoning of the land pursuant to Section 17.14 Rezoning (Amendment to Official Zoning Map), but final action by the Town Board of Trustees regarding zoning for the annexed property shall not be taken before the annexation of the property has been completed.
 - (7) The Town shall provide to the applicant a draft annexation agreement prior to the zoning public hearing before the planning commission. The annexation agreement shall outline the responsibilities of the applicant and the Town regarding the provision and extension of streets and utilities, the dedication of water rights, the payment of fees and charges related to the annexation and proposed development, the provision of facilities for the public and for residents and occupants of the annexed land, and other matters related to the impacts of the annexation on the Town. Any changes or additions to the annexation agreement proposed by the Town or suggested by the applicant shall be resolved

before the public hearing before the planning commission. If a property to be annexed has multiple ownership, all of the owners must sign the annexation agreement. If multiple properties are combined for annexation purposes, but each will be developed separately, separate annexation agreements are to be signed by each owner. The final annexation agreement shall be signed by the applicant and made available to the Town Clerk before final action by the Town Board of Trustees on the proposed annexation.

(c) Request for Concept Review. Prior to the submission of a petition for annexation, the petitioner may request a concept review. Upon receipt of a request, the Town will schedule a meeting with the Planning Commission and/or the Town Board of Trustees, as necessary.

(1) Purpose of Concept Review. The concept review is an informal opportunity for the petitioner to discuss the scope and general concept of the proposed annexation with the Planning Commission and/or the Board of Trustees and to receive assistance in identifying issues and concerns regarding the proposed annexation that would likely be of concern to the Planning Commission, the Board of Trustees and the public prior to the submission of a petition for annexation.

(2) Information required. At the concept review, the petitioner should be prepared to provide general information regarding the property to be annexed, including but not limited to:

- a. Existing uses of the property.
- b. Land uses and densities proposed for the property following annexation and expected zoning classifications.
- c. Major public improvements necessary to serve the property, including potential access points and major streets.
- d. Anticipated public utility and service demands.
- e. Natural hazards and physical features.
- f. Sketches, photographs and conceptual drawings or plans that will aid in the understanding of the proposed annexation.
- g. Statement of benefit to the Town and any other matters relevant to the annexation, development, and service needs of the property.

(d) Petition for Annexation. In addition to the matters and allegations required by C.R.S. § 31-12-107, the petition for annexation shall contain the information set forth below:

- (1) A written legal description of the boundaries of the area proposed to be annexed. If requested by the Town, the petitioner shall include within the boundaries of such area the full width of any and all county roads designated by the Town for annexation, along with the privately owned lands.
- (2) Evidence of fee ownership of each separately owned parcel of land proposed for annexation. Such evidence shall consist of a commitment for or a title insurance

policy, a written attorney title opinion, a subdivision certificate or a written ownership and encumbrance report, all dated within 30 days before the date of submission to the Town. If a corporation, partnership, or joint venture owns the property, the petitioner shall furnish such additional information (e.g., partnership agreement or joint venture affidavit, as provided by Section 38-30-166, C.R.S.) as may be requested by the Town in order to determine that the signatories have been authorized by that entity to execute such documents.

- (3) Legal descriptions of water and ditch rights appurtenant to the properties within the area proposed to be annexed.
- (e) Criteria for Decision. In making their recommendation or decision, the planning commission, and Board of Trustees, respectively, shall approve the annexation of land, only if it makes the findings required by C.R.S. § 31-12-110. In addition, the annexation shall comply with the annexation policies of the Town's Community Master Plan (aka Comprehensive Plan.)
- (f) Required Notice. An application for the annexation of land requires special noticing requirement pursuant to C.R.S. §§ 31-12-108. Notice shall be published in a newspaper of general circulation in the municipality at least once each week for four consecutive weeks before the hearing.
 - (1) Published notice shall:
 - a. Identify the application type.
 - b. Describe the nature and scope of the proposed project.
 - c. Identify the location subject to the application.
 - d. Identify where and when the application and associated materials may be inspected; and
 - e. Indicate opportunity to appear at the public hearing, including the public hearing date, time, and location.
 - (2) Mailed notice complying with C.R.S. §§ 31-12-108 shall be sent to the Town Board of Trustees and the Town attorney and to any special district or school district in which the areas to be annexed are located, at least 25 days before the date fixed for the public hearing.
 - (3) Mailed notice complying with C.R.S. §§ 31-12-108 shall be sent to the owners of real property within 300 feet of the boundaries of the proposed annexation, irrigation ditch companies whose rights-of-way traverse the property to be annexed, and to the mineral estate owners and their lessees of the property to be annexed. Notice provided by the Town to the owners of the minerals estate and their lessees shall not relieve the petitioner(s) from the responsibility of providing notice as required by C.R.S. § 24-65.5-101, et. seq.
 - (4) In the case of a “flagpole” annexation, the Town shall also provide notice to abutting property owners as specified in C.R.S. § 31-12-105 as amended.
- (g) Annexation Agreement.

- (1) Agreement required. As a condition of approval of an annexation, the Town will require the petitioner to agree to certain terms and conditions for such annexation and to execute an annexation agreement memorializing such agreement.
 - (2) Enforceability. The terms and conditions of the final annexation agreement are not effective or enforceable until approved by the Town Board of Trustees by ordinance.
- (h) Deed Conveying Water Rights. Any person seeking to annex to the Town shall comply with the requirements of Section 13.28.040 of the Town Code regarding deeding of water and water rights to the Town, unless expressly exempted from doing so by the terms of an annexation agreement.

TOWN OF PALMER LAKE, COLORADO

ORDINANCE NO. 4 - 2024

AN ORDINANCE AMENDING THE PALMER LAKE MUNICIPAL CODE BY ADDING SECTION 17.98, REGULATING ANNEXATION OF PROPERTY TO THE TOWN

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

WHEREAS, the Board of Trustees has determined that the Palmer Lake Municipal Code does not address with sufficient clarity the rules and process governing annexation of property to the Town; and

WHEREAS, the Board of Trustees believes it is important to provide clear and thorough regulations addressing annexation; and

WHEREAS, The Board of Trustees has received, reviewed and considered proposed additions to the Town Code, as set forth in Exhibit A, attached, establishing Section 17.98 regarding annexation; and

WHEREAS, the Board of Trustees has concluded that it is in the best interest of the health, safety and welfare of the Town to adopt Section 17.98 regarding annexations as set forth on Exhibit A, attached and add it to the Town Code.

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

1. The Palmer Lake Municipal Code is hereby amended by adding Section 17.98 Annexation of Land, as set forth in its entirety on Exhibit A, Attached.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this Ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

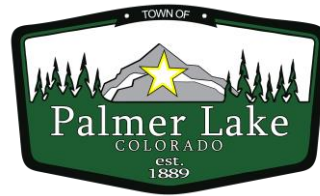
INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11TH DAY OF APRIL, 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



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

DATE: April 11, 2024	ITEM NO.	SUBJECT: Resolution to Adopt Land Use Application Checklists
Presented by: Town Administrator		

Background

This item requests Board adoption of land use application checklists, as code language was previously adopted on February 22, Ordinance 2-2024, authorizing application checklists that describe the criteria for complete submittal of land use applications.

The enclosed resolution includes a checklist for the following land use applications –

- Annexation
- Preliminary Plat
- Final Plat
- Vacation Plat
- Zoning Change
- Subdivision
- PUD Plan
- PUD Master Plan
- PUD Final Plan
- Sketch Plan

Recommendation

Staff requests that the Board approve the Resolution to adopt the application checklists to become effective.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 24 - 2024

A RESOLUTION TO ADOPT THE TOWN LAND USE APPLICATION CHECKLISTS

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

WHEREAS, the Town Board of Trustees desires to maintain application checklists for proper submittal of application material for review by Town Staff and Consultants, as needed for land use activity within 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 Board of Trustees for the Town of Palmer Lake hereby adopts the application checklists, attached hereto.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11th DAY OF APRIL 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

Annexation Checklist form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- **See the Colorado Revised Statutes (CRS) section 31-12-102 and following sections for Colorado annexation statutes. The statutes are available online to the public.**
- On this checklist, check off items that are included with the application and the information that is included on the annexation map.

SUBMITTAL REQUIREMENTS	
One paper copy of all items	
Digital (PDF) copy of all items	
Land Use application form	
This checklist – check off all submittal items and drawing information included in the application	
Signed waiver of 30-day requirement	
Application fee	
Cost reimbursement agreement	
Project narrative	
Annexation map (see drawing requirements below)	
Annexation petition	
Annexation Impact Report	
Water rights report	
If simultaneous zoning is requested, a complete zoning application must be submitted	

ANNEXATION MAP REQUIREMENTS	
Sheet title with short legal description	
North point	
Graphic and written scales	
Vicinity map	
Full boundary description	
Property boundary	
Adjacent parcels	
Municipal boundary	
Contiguous boundary between Town & property	
Contiguity statement(s)	
Surveyor’s certification	

ANNEXATION MAP REQUIREMENTS (continued)	
Approval certification	

REVIEW PROCESS	
<p>The following is a general description of the steps involved in processing your application for annexation with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.</p>	
<p>Step 1: Pre-application conference. Applicant meets with Town staff.</p>	
<p>Step 2: Application submittal. Applicant submits annexation and zoning applications.</p>	
<p>Step 3: Staff review. Town staff review application. An incomplete application will not be scheduled for a PC or BOT hearing.</p>	
<p>Step 4: Applicant notified. Town staff strives to notify Applicant within 10 days of submittal. If complete, application is scheduled for next regular BOT meeting. BOT meets on 2nd and 4th Thursdays.</p>	
<p>Step 4: Resolution & petition. Town Attorney prepares Resolution and reviews Petition.</p>	
<p>Step 5: BOT packet. Town Attorney and staff submit items for the BOT meeting packet.</p>	
<p>Step 6: BOT hearing. Applicant’s surveyor testifies regarding compliance with State statutes. If BOT adopts resolution, BOT schedules 1st reading and 2nd reading for the hearing. Annexation hearing must occur between 30 and 60 days after resolution adopted.</p>	
<p>Step 7: Paper deadline. Town staff submits notice to newspaper by paper’s next scheduled deadline. Notice to be published on 4 consecutive weeks.</p>	

REVIEW PROCESS (continued)
Step 8: 1st paper notice. Notice appears 1 st time.
Step 9: Sign and letters. Town staff posts sign and mails notice to property owners within 300 feet of the property, at least 30 days prior to hearing.
Step 10: County & Districts. Town staff provides notice and documents to County and Districts no less than 25 days prior to hearing.
Step 11: Ordinances. Town Attorney prepares the annexation agreement and ordinances for annexation and rezoning.
Step 12: Submit ordinances. Town Clerk submits ordinances to newspaper for publishing.
Step 13: Publish ordinances. Newspaper publishes the ordinances at least 15 days before BOT 1 st reading.
Step 14: PC hearing. PC holds hearing and makes recommendations on annexation and zoning. PC hearing may occur before or after BOT 1 st reading.
Step 15: BOT 1st reading. BOT has 1 st reading of annexation and rezoning ordinances.
Step 16: BOT hearing. BOT has 2 nd reading of ordinances and public hearing on annexation and ordinances at a regular meeting. BOT may approve, approve with conditions, disapprove, or continue the hearing.
Step 17: Submit to paper. If approved, Town Clerk submits notice of approval of ordinances to the newspaper.
Step 18: Ordinance approval notice. Newspaper publishes notice of approval of ordinances.
Step 19: Effective date. Ordinances become effective 30 days after publication.

CRITERIA FOR APPROVAL (continued)
e. Annexation must not create any additional cost or burden on the then-existing residents to the Town to provide such public facilities in any newly annexed area.
f. The applicant for annexation shall not divide the property (creating a gap or strip) so as to prevent further annexation.
g. The property owner shall have complied with all requirements of the Act and this Chapter.
h. Town staff shall attest as to the elements required by statute to be present for annexation, proposed annexation agreement, and the annexation impact report.

Application received date: _____

Accepted as complete date: _____

BOT compliance hearing date: _____

PC hearing date: _____

BOT 1st reading date: _____

BOT hearing date: _____

Recording date: _____

SUMMARY OF CRITERIA FOR APPROVAL
a. Annexation is at the discretion of the BOT.
b. The land to be annexed and the uses proposed for the land shall conform to the goals and policies of the Comprehensive Plan.
c. Necessary public facilities and amenities must be constructed.
d. Public facilities may include but are not limited to streets, water and sewer facilities, drainage facilities, school sites, and fire and police station sites.

Preliminary Plat Checklist form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.090(2) for more information.
- **On this checklist**, check off items included in the application submittal and shown on the drawing(s).

SUBMITTAL REQUIREMENTS	
	One paper copy of all submittal items
	One digital copy of all submittal items
	Land Use application form, complete & signed
	This checklist – with submitted items and completed drawing requirements checked
	Application fee
	30-day requirement waiver, signed
	Cost reimbursement agreement
	Title commitment
	Mineral rights
	Preliminary plat drawing (see following section for list of Drawing Requirements)
	Sewage or septic evidence
	Project narrative
	Soils report and map
	Preliminary grading & drainage - plan & report
	Master utility plan
	Water resources report
	Maintenance and access agreement
	Preliminary landscape plan
	Traffic impact analysis
	Draft covenants and design guidelines, if applicable
	Draft development agreement

DRAWING REQUIREMENTS	
	Sheet size 24" x 36" unless other size approved
	Title of project
	North arrow
	Written & graphic scale
	Date of preparation
	Vicinity map

DRAWING REQUIREMENTS (continued)	
	Name/address/phone for:
	- Owner(s)
	- Applicant (if not owner)
	- Designer(s)
	- Engineer(s)
	- Surveyor(s)
	Legal description
	Table of information including breakdown and total for land uses, number of lots, acreages, types of dwelling units or floor area
	Existing & proposed contours
	Water features: Watercourses, water bodies, and 100-year floodplain boundary
	Areas sloping 15% or greater
	Abutting subdivisions or owners
	Existing and proposed zoning; zoning on adjoining properties
	Layout of Lots, blocks and street rights-of-way
	Existing, proposed and types of rights-of-way and easements
	Existing and proposed curb cuts or entries
	Proposed curb line or edge of paving
	Proposed road grades
	Existing and proposed street names
	Existing and proposed contours
	Existing and proposed sewer lines, water lines and hydrants
	Bridges, culverts & other drainage facilities
	Existing buildings and site improvements to remain
	Location and acreages for schools, parks, trails, open space, common areas, public land
	Maintenance for schools, parks, etc.

REVIEW PROCESS	
<p>The following is a general description of the steps involved in processing your Preliminary Plat for a Subdivision with an estimate of the time required.</p> <p>NOTE: PC means Planning Commission, BOT means Board of Trustees.</p>	
Step 1: Pre-application conference	This meeting is optional.
Step 2: Application submittal	<i>The Town Office reviews the application for completeness.</i>
Step 3. Certification of completeness	<i>The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.</i>
Step 4: Refer of the application	Staff refers the application to parties of interest
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	<i>The Town Office shall notify all appropriate property owners within 500-feet from the boundary of the subject properties.</i>
Step 9: PC public hearing and recommendation	By 2nd Wednesday of month, PC receives all information. PC will then have 1-week to review all the information. Hearing on 3rd Wednesday of the month, PC will have prepared its recommendation. APPLICANT MUST BE PRESENT.
Step 10: Applicant addresses PC conditions	

Step 11: Final Staff review and report to BOT, and BOT hearing.	On the first Thursday following the PC final recommendation BOT will hear, comments from the developer. APPLICANT MUST BE PRESENT.
Step 12: If BOT continued the public hearing in Step 11	By the second Thursday of the month BOT will make a decision. APPLICANT MUST BE PRESENT.
Appeal, if needed	Appeals can be filed 15 days after BOT decision

SUMMARY OF CRITERIA FOR APPROVAL	
<p>See Section 16.20.090(b) for complete text of the criteria of approval that are summarized below.</p>	
1.	Consistent with Community Plan
2.	Land use conforms to zoning district, and furthers goals and policies of all adopted plans
a.	Promotes small town character and respects natural environment.
b.	Respect historic size of lots
c.	Commercial development benefits Town's economic base
d.	Functional parks, trails, and open space
e.	Protects environmental quality and natural environment
f.	Enhances cultural, historical, and or educational opportunities
g.	Utility and transportation are adequate
h.	Negative impact on adjacent laned uses is satisfactorily mitigated
i.	Help achieve a balance of land use and/or housing types within the Town

Date application received: _____

Date accepted as complete: _____

Date of PC hearing: _____

Date of BOT hearing: _____

Final Plat Checklist form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.100(b)(2) for more information.
- On this check list, check off items included in the application and shown on the drawings.

SUBMITTAL REQUIREMENTS	
	One paper copy of all submittal items
	Digital copy of all submittal items
	Land Use application form
	This checklist – check off all items submitted and drawing requirements that have been met
	Application fee
	Cost reimbursement agreement
	30 day requirement signed waiver
	Title commitment
	Mineral rights affidavit
	Final plat drawing (see Drawing Requirements below)
	Project narrative
	Engineering plans and specifications
	Final landscape plan
	Final open space plan
	Special documents (as needed)
	“Clean” final plat for addressing (after approval)

DRAWING REQUIREMENTS	
	24” x 36” sheet, unless other size is approved
	Title of project
	North arrow
	Written & graphic scale
	Vicinity map
	Date of preparation
	Name of person or firm that prepared the drawing
	Legal description
	Basis of bearing

DRAWING REQUIREMENTS (continued)	
	Name/address/phone for:
	- Owner(s)
	- Applicant (if not the owner)
	- Designer(s)
	- Engineer(s)
	- Surveyor(s)
	Total acreage of subdivision
	Bearings, distances, and curve information for the perimeter and all lots, blocks, ROW’s, and easements
	Excepted parcels note
	Lot and block numbers
	Existing and proposed ROW
	Existing and proposed street names
	Existing and proposed easements
	Location and description of monuments
	Floodplain boundary
	Signature blocks for:
	- Registered land surveyor
	- Owners and mortgagees
	- PC, BOT, Town Clerk, County Clerk & Recorder
	- Utility providers
	- Certification of ownership and dedications

REVIEW PROCESS <i>The following is a general description of the steps involved in processing your Final Plat for a Subdivision with an estimate of the time required.</i> NOTE: PC means Planning Commission, BOT means Board of Trustees.	
Step 1: Pre-application conference	Applicant may request conference before submitting an application.
Step 2: Application submittal at least 45 days before PC hearing	The Town Office reviews the application for completeness.
Step 3. Certification of completeness	Staff either certifies the application as complete or notifies the application has been rejected and what needs to be addressed.
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application, then prepares and sends comments to the applicant.
Step 6: Applicant addresses Staff comments.	
Step 7: Staff review	Staff reviews revisions and prepares staff report.
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting.	The Town Office shall notify all appropriate property owners within 300 feet from the boundary of the subject properties.
Step 9: PC public hearing and recommendation	The Town Office provides all the information to the PC. PC will then have 1-week to review all the information. On 3rd Wednesday of the month, PC will make a recommendation. APPLICANT MUST BE PRESENT FOR THE HEARING.
Step 10: Applicant addresses PC conditions.	

Step 11 Final Staff review and report to BOT	The Town Office prepares a report to the BOT.
Step 12: BOT public hearing and action.	BOT make a decision or continues the hearing to a specific date. APPLICANT MUST BE PRESENT.
Step 13: Record final plat	Applicant provides the Town the original and one (1) reproducible mylar.
Step 14: Post-approval actions.	Before the plat is recorded, the following are required: open space deed restriction, other certifications, evidence of all conditions met, and require documents are submitted.
Appeal, if needed	Appeals can be filed 15 days after BOT decision

CRITERIA FOR APPROVAL SUMMARY For full text, see section 16.20.100(c).	
16.20.100(c)(1)	Final plat conforms to preliminary plat and conditions of approval.
16.20.100(c)(2)	Substantially complies with Municipal Code Title 17 standards.
16.20.100(c)(3)	All technical standards have been met.

Application received date: _____

Date accepted as complete: _____

PC hearing date: _____

BOT hearing date: _____

Recording date: _____

Minor Subdivision Checklist form date: March 21, 2024 draft

Notes:

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

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

DRAWING REQUIREMENTS	
	24” x 36” sheet, unless other size is approved
	Title of project
	North arrow
	Written & graphic scale
	Vicinity map
	Date of preparation
	Name of person or firm that prepared drawing
	Legal description
	Basis of bearing
	Name/address/phone for:
	- Owner(s)
	- Applicant (if not the owner)
	- Designer(s)
	- Engineer(s)
	- Surveyor(s)

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

REVIEW PROCESS

The following is a general description of the steps involved in processing your Minor Subdivision with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.

Step 1: Pre-application conference	Applicant may request conference before submitting the application.
Step 2: Application submittal at least 45 days before PC hearing	The Town Office reviews the application for completeness.
Step 3. Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.
Step 4: Referral of application	Town Office refers application to parties of interest
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews revisions and prepares recommendations	Staff provides PC and BOT recommendations within 5 days. PC and BOT have 20 business days to object in writing to staff recommendation.
Step 8: If PC or BOT objects, the application follows the final plat process.	
Step 9: IF PC or BOT does not object, the applicant proceeds to recording.	Applicant provides the Town the original and one (1) reproducible mylar.
Appeal, if needed	Appeals can be filed 15 days after BOT decision

CRITERIA FOR APPROVAL SUMMARY

A minor subdivision has the same criteria for approval as a final plat. For the full text of the criteria, see code section 16.20.100(c)

Final plat conforms to preliminary plat and conditions.
Substantially complies with Title 17 standards.
All technical standards have been met.

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing: _____

Recording date: _____

PUD Plan Checklist form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For items listed below, see code section 17.72.110 for more information.
- On this checklist, check off the items included in the application or shown on the drawing(s).

SUBMITTAL REQUIREMENTS	
	One paper copy of submittals
	Digital copy of all submittals
	Land Use application form, completed & signed
	This checklist, with items checked
	30-day requirement signed waiver
	Application fee
	Cost reimbursement agreement
	Title commitment
	Mineral rights
	Project narrative
	PUD plan drawing (see drawing requirements below)
	Soils report and map
	Preliminary grading and drainage plan and report
	Traffic impact analysis
	Water resources report
	Master utility plan
	Sewage or septic evidence
	Maintenance and access agreement
	Preliminary landscape plan
	Draft covenants & design guidelines, if applicable

DRAWING REQUIREMENTS	
	Title of project
	North arrow
	Written & graphic scale
	Adequate scale, sufficient to clearly show the information
	Date of preparation
	Person or firm preparing the plan

DRAWING REQUIREMENTS (continued)	
	Land use legend
	Vicinity map
	Name/address/phone for:
	- Owner(s)
	- Applicant (if not owner)
	- Designer(s)
	- Engineer(s)
	- Surveyor(s)
	Legal description
	Land use legend
	Project statistics table: area, acreage, uses, zoning, height, site coverages, density, parking
	Phasing schedule, if phased
	Type of residents expected
	Ownership configuration
	Abutting subdivisions or owners
	Layout of lots, blocks and streets
	Proposed parks, trails, open space, and recreation
	Design parameters
	Landforms and topographic character
	Contours extend 100' beyond property lines
	2' contour interval, 10' if slope is 30% or greater
	Natural features
	Provisions to protect or incorporate natural features
	Areas sloping 15% or greater
	Watercourses & floodplain
	Flood certification, if any
	100-year floodplain
	General drainage scheme

DRAWING REQUIREMENTS (continued)	
	Existing streets, within and adjacent to site
	Traffic circulation and access plans showing ROW or access easement, and pavement widths
	Parking: surface & enclosed
	Footprint of structures and buildings to remain
	Such other additional information BOT may require

REVIEW PROCESS	
<p>The following is a general description of the steps involved in processing your application with an estimate of the time required.</p> <p>NOTE: PC means Planning Commission, BOT means Board of Trustees.</p>	
Step 1: Pre-application conference	This meeting is required.
Step 2: Application submittal	<i>The Town Office reviews the application for completeness.</i>
Step 3. Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	The Town Office shall notify all appropriate property owners within 300-feet from the boundary of the subject properties.

Step 9: PC public hearing and recommendation	PC will have 1-week to review all the information. On 3rd Wednesday of the month, PC holds a hearing and makes a recommendation. APPLICANT MUST BE PRESENT.
Step 10: Applicant addresses PC conditions	
Step 11: Final Staff review and report to BOT	
Step 12: BOT public hearing – BOT may continue hearing	By the second Thursday of the month , BOT holds a hearing and makes a decision. APPLICANT MUST BE PRESENT.
	Final approval is for no more than 1 year after application accepted as complete
Appeal, if needed	Appeals can be filed 15 days after BOT decision

SUIMMARY OF THE CRITERIA FOR APPROVAL	
a.	The proposed rezoning promotes the health, safety or welfare of the inhabitants of the Town.
b.	The proposed zoning is consistent with the goals of the Comprehensive Plan.
c.	There has been a material change in the character of the neighborhood or in the Town, so that the proposed zoning would be in the public interest and consistent with the change.
d.	The proposal, as evidenced by the Site Plan, is compatible with surrounding uses or in the case of redevelopment that the proposal is an improvement to the area (section 17.12.070).
e.	The proposal enhances significant natural characteristics of the site by preservation or incorporating the features into the development's open space plan if applicable.

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____

PUD Master Plan Checklist form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.16.020 for more information.
- On this checklist, check submittal items and drawing content submitted with this application.

SUBMITTAL REQUIREMENTS	
One paper copy of all submittal items	
One digital (PDF) copy of all submittal items	
Land Use application form, completed & signed	
This checklist – with submitted items and completed drawing requirements checked	
30-day requirement signed waiver	
Application fee	
Cost reimbursement agreement, signed	
Master Plan drawing (see Drawing Requirements below)	
Conceptual drainage plan	
Statement of sufficient water supply and sewer capacity	
Energy commitment letters	
Project narrative	
Master Plan statement	

DRAWING REQUIREMENTS (continued)	
Areas sloping 15% or greater	
Watercourses & water bodies	
Floodplain boundary	
Significant vegetation	
Proposed land uses, natural or open areas, land dedications	
Existing and proposed zoning	
Proposed phasing, if any	
Existing buildings, structures and site improvements	
Proposed buildings, structures and site improvements	
Access points to public ROW	
Roadway improvements	

DRAWING REQUIREMENTS	
Sheet size 24" x 36" unless other size approved	
Title of project	
North arrow	
Written & graphic scale	
Date of preparation	
Person who prepared the drawing	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
Short legal description	
Land use table	
Existing topography	

REVIEW PROCESS	
<i>The following is a general description of the steps involved in processing your Sketch Plan for a Subdivision with an estimate of the time required.</i>	
NOTE: PC means Planning Commission, BOT means Board of Trustees.	
Step 1: Pre-application conference	Pre-application meeting with PC is required.
Step 2: Application submittal	The Town Office reviews the application for completeness.
Step 3: Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.

REVIEW PROCESS (continued)	
Step 4: Referral of application	Staff refers the application to parties of interest.
Step 5: Staff review	Staff reviews the application then notifies and sends comments to the Applicant.
Step 6: Address comments	Applicant addresses Staff comments.
Step 7: Staff report	Staff reviews any revisions and prepared staff report.
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	Staff notifies all appropriate property owners within 300-feet from the boundary of the subject properties.
Step 9: PC public hearing and decision	By 2nd Wednesday of month, PC receives all information. On 3rd Wednesday PC holds hearing and makes recommendation. APPLICANT MUST BE PRESENT.
	Appeals to the BOT can be filed 15 days after PC decision
	Approval is valid for 2 years.
	PC may grant one extension.

Pre-application meeting date: _____

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing: _____

SUMMARY OF CRITERIA FOR APPROVAL
a. Compatibility with the surrounding area
b. Harmony with site and neighborhood
c. Effect upon the immediate area
d. Effect on future development in the area
e. Whether an exception to requirements is warranted
f. Whether surrounding land can be planned in coordination with the proposed plan
g. Conforms to the Town's comprehensive plan
h. Existing and proposed streets are adequate
i. Existing and proposed utilities are adequate
j. PUD creates a desirable and stable environment
k. PUD makes possible a creative, innovative and effective use of the property
l. Purposes of section 17.72.020 are met

Final PUD Plan Checklist form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For items listed below, see code section 17.72.110(3) for more information.
- On this checklist, check off items that are included with the application and shown on the map.

SUBMITTAL REQUIREMENTS	
1 paper copy of all submittals	
Digital copy of all submittals	
Land Use application form	
This checklist, with submitted items and drawing information checked	
30-day waiver limit signed	
Application fee	
Cost reimbursement agreement	
Title commitment	
PUD plan drawing (see following section)	
Project narrative	
Grading and drainage plan and report	
Traffic impact analysis	
Master utility plan	
Design guidelines	
Maintenance and access agreement	
Covenants, if applicable	
Development agreement	

DRAWING REQUIREMENTS	
Title of project	
North arrow	
Written & graphic scales	
Scale: sufficient to clearly show the information	
Date of preparation	
Person preparing drawing	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
- Engineer(s)	

DRAWING REQUIREMENTS (continued)	
Legal description	
Boundaries of the project	
Project statistics table: area, acreage, uses, zoning, height, site coverages, density, parking	
Phasing and schedule	
Ownership configuration	
Design parameters	
Flood certification, if any	
Proposed parks, trails, open space, recreation	
Public land dedication	
Existing and proposed 2' contour interval, 10' if slope is 30% or greater	
Areas sloping 15% or greater	
Provisions to protect or incorporate natural features	
Erosion control & reclamation	
100-year floodplain	
Lots, blocks & street layout, on site & adjacent t	
Roads ROW, driving surface, grades, both public & private	
Pedestrian facilities, including surface type(s)	
Offstreet parking plan	
Building footprints or envelopes	
Building setbacks	
Public facilities plan	
All major improvements within 100 feet	
Common trash & recycling, except detached residential	
Landscape plan	
Signs and lighting	
Certifications: ownership, Planning Commission, Mayor, and Clerk & Recorder	

REVIEW PROCESS	
<p>The following is a general description of the steps involved in processing your application with an estimate of the time required.</p> <p>NOTE: PC means Planning Commission, BOT means Board of Trustees.</p>	
Step 1: Pre-application conference	This meeting is optional.
Step 2: Application submittal	The Town Office reviews the application for completeness.
Step 3. Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	The Town Office shall notify all appropriate property owners within 300-feet from the boundary of the subject properties.
Step 9: PC public hearing and recommendation	By 2nd Wednesday of month, PC receives all information. On 3rd Wednesday of the month, PC holds a hearing and makes recommendation. APPLICANT MUST BE PRESENT.
Step 10: Applicant addresses PC conditions	
	On the first Thursday following the PC recommendation, BOT

Step 11: Final Staff review and report to BOT	will hold a hearing and make a decision. APPLICANT MUST BE PRESENT. After PC review, BOT may waive or modify density, unit sizes, height, and sign requirements
Step 12: BOT public hearing - BOT may continue hearing	By the second Thursday of the month, BOT will have made a decision. APPLICANT MUST BE PRESENT.
	Approval for 1 year, PC and BOT may extend approval
	No building permits without approved subdivision or PUD
Appeal, if needed	Appeals can be filed 15 days after BOT decision

CRITERIA FOR APPROVAL	
a.	Compatibility with surrounding area
b.	Harmony with site and neighborhood
c.	Effect upon the immediate area
d.	Effect on future development of the area
e.	Whether an exception to requirements is warranted
f.	Whether surrounding land can be planned in coordination with the proposed plan
g.	Conforms to the Town's comprehensive plan
h.	Existing and proposed streets are adequate
i.	Existing and proposed utilities are adequate
j.	PUD creates a desirable and stable environment
k.	PUD makes possible a creative, innovative and effective use of the property
l.	Purposes of section 17.72.020 are met

Pre-application meeting date: _____

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____

Approval expiration date: _____

Vacation Plat Checklist form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items below, see code section 16.20.120 for more information.
- On this checklist, check off items included in the application and shown on the drawings.

SUBMITTAL REQUIREMENTS	
	One paper copy of all submittal items
	Digital (PDF) copy of all submittal items
	Land Use application form
	This checklist – check off all items submitted and drawing requirements that have been met
	Application fee
	Cost reimbursement agreement
	30-day requirement signed waiver
	Petition for vacation of right-of-way, easement, or plat
	Title commitment
	Vacation plat map (see Drawing Requirements below)
	Criteria statement
	Letters of support from Utility Providers and Other Affected Agencies
	Project narrative
	Application to replace right-of-way, easement, or plat may be required

DRAWING REQUIREMENTS (continued)	
	Acknowledgment of vacation of dedicated lands
	Statement of ownership
	Attorney’s title opinion or evidence of satisfactory title insurance showing record ownership
	Graphic representation of property to be vacated
	Acreage of property to be vacated
	Name and boundaries of adjacent subdivisions and streets
	Lot and block numbers of adjacent lots and blocks
	Existing and proposed rights-of-way
	Existing and proposed easements

DRAWING REQUIREMENTS	
	24” x 36” sheet, unless other size is approved
	Name of subdivision / vacation
	North arrow
	Written & graphic scale
	Vicinity map
	Date of preparation
	Name of person or firm that prepared the drawing
	Legal description
	Clerk and recorder certification

REVIEW PROCESS	
<i>The following is a general description of the steps involved in processing Vacation Plat, with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.</i>	
Step 1: Pre-application conference	Required prior to submitting an application.
Step 2: Application submittal	
Step 3: Certification of completeness	
Step 4: Letters of Support	From Utility Providers and Other Affected Agencies within 30 days of the application being deemed to be complete
Step 5: Staff review and preparation of comments	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Final staff review and report to BOT	
Step 8: Public hearing and decision by BOT	
Appeal, if needed	Appeals can be filed 15 days after BOT decision

CRITERIA FOR APPROVAL SUMMARY	
For complete text of the criteria, see code section 16.20.120(d).	
	The right-of-way, easement or plat being vacated is not needed in the short- or long-term.
	The right-of-way, easement, or plat will be replaced.
	The applicant is relocating all public facilities or utilities within the right-of-way or easement.
	The public and surrounding properties will not be negatively impacted by the vacation.

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____

Recording date: _____

Zone Change Checklist form date: March 21, 2024 draft

Notes:

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

SUBMITTAL REQUIREMENTS	
One paper copy of submittals	
Digital copy of all submittals	
Land Use application form, completed & signed	
This checklist, with items checked	
30-day requirement signed waiver	
Application fee	
Cost reimbursement agreement	
Letter of Intent	
Title commitment	
Mineral rights	
Site plan drawing (see drawing requirements below)	

DRAWING REQUIREMENTS (continued)	
Project statistics table: area, acreage, uses, zoning, height, site coverages, density, parking	
Phasing schedule, if phased	
Landforms and topographic character	
2' contour interval, 10' if slope is 30% or greater	
Natural features	
Provisions to protect or incorporate natural features	
Areas sloping 15% or greater	
Watercourse and waterbodies	
100-year floodplain, if any	
Existing streets, within and adjacent to the site	
Footprint of structures and buildings to remain	
Such other additional information BOT may require	

DRAWING REQUIREMENTS	
24" x 36" sheet, unless other size approved	
Title of project	
North arrow	
Written & graphic scale	
Adequate scale, sufficient to clearly show the information	
Date of preparation	
Person or firm preparing the plan	
Land use legend	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
- Engineer(s)	
- Surveyor(s)	
Legal description	
Land use legend	

REVIEW PROCESS	
<p>The following is a general description of the steps involved in processing your application with an estimate of the time required.</p> <p>NOTE: PC means Planning Commission, BOT means Board of Trustees.</p>	
Step 1: Pre-application conference	This meeting is required.
Step 2: Application submittal	The Town Office reviews the application for completeness.
Step 3: Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.

REVIEW PROCESS (continued)	
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the Applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	The Applicant shall notify by certified mail all appropriate property owners within 300-foot from the boundary of the subject properties.
Step 9: PC public hearing and recommendation	PC will have 1-week to review all the information. On 3rd Wednesday of the month, PC holds a hearing and makes a recommendation. APPLICANT MUST BE PRESENT.
Step 10: Applicant addresses PC conditions	
Step 11: Final Staff review and report to BOT	
Step 12: BOT public hearing – BOT may continue hearing	By the second Thursday of the month , BOT will hold hearing and make a decision. APPLICANT MUST BE PRESENT.
	Final approval is for no more than 12 months after application accepted as complete
Appeal, if needed	Appeals can be filed 15 days after BOT decision

SUIMMARY OF THE CRITERIA FOR APPROVAL
a. The proposed rezoning promotes the health, safety or welfare of the inhabitants of the Town.
b. The proposed zoning is consistent with the goals of the Comprehensive Plan.
c. There has been a material change in the character of the neighborhood or in the Town, so that the proposed zoning would be in the public interest and consistent with the change.
d. The proposal, as evidenced by the Site Plan, is compatible with surrounding uses or in the case of redevelopment that the proposal is an improvement to the area (section 17.12.070).
e. The proposal enhances significant natural characteristics of the site by preservation or incorporating the features into the development’s open space plan if applicable.

Pre-application meeting date: _____

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____

Sketch Plan Checklist form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.080(d) for more information.
- On this checklist, check submittal items and drawing content submitted with this application.

SUBMITTAL REQUIREMENTS	
One paper copy of all submittal items	
One digital (PDF) copy of all submittal items	
Land Use application form, completed & signed	
This checklist – with submitted items and completed drawing requirements checked	
30-day requirement signed waiver	
Application fee	
Cost reimbursement agreement, signed	
Sketch plan drawing (see Drawing Requirements below)	
Conceptual drainage plan	
Statement of sufficient water supply & sewer capacity	
Location of existing or nearest water and sewer utilities	
Project narrative	
Sketch plan narrative	

DRAWING REQUIREMENTS (continued)	
Existing topography	
Areas sloping 15% or greater	
Watercourses & water bodies	
Floodplain boundary	
Significant vegetation	
Proposed land uses, natural or open areas, land dedications	
Existing and proposed zoning	
Proposed phasing, if any	
Existing buildings, structures and site improvements	
Proposed buildings, structures and site improvements	
Access points to public ROW	
Roadway improvements	

DRAWING REQUIREMENTS	
Sheet size 24" x 36" unless other size approved	
Title of project	
North arrow	
Written & graphic scale	
Date of preparation	
Person who prepared the drawing	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
Short legal description	
Land use table	

REVIEW PROCESS	
<i>The following is a general description of the steps involved in processing your Sketch Plan with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.</i>	
Step 1: Pre-application	Pre-application meeting is required.
Step 2: Application submittal	The Town Office reviews the application for completeness.
Step 3: Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.

REVIEW PROCESS (continued)	
Step 4: Referral of application	Staff refers application to parties of interest.
Step 5: Staff review	Staff reviews the application then notifies and sends comments to the Applicant.
Step 6: Address comments	Applicant addresses Staff comments.
Step 7: Staff report	Staff reviews any revisions and prepares staff report.
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	Staff notifies all appropriate property owners within 300-feet from the boundary of the subject properties.
Step 9: PC public hearing and decision; PC may continue hearing to another meeting	By 2nd Wednesday of month, PC receives all information. On 3rd Wednesday , PC holds hearing and makes a decision. APPLICANT MUST BE PRESENT.
	Appeals to the BOT can be filed within 15 days of decision.
	Approval is valid for 2 years.
	PC may grant one extension.

Pre-application meeting date: _____

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

SUMMARY OF CRITERIA FOR APPROVAL
Subdivisions in Palmer Lake have the following purposes.
1. Conforms to master plan.
2. Harmonious development and lot pattern that is compatible with the neighborhood and community.
3. Lot and development pattern ensures adequate light and air.
4. Adequate parks, open space, and other spaces for public use for each phase of development.
5. Adequate access to all lots and tracts.
6. Adequate, safe, and efficient public improvements, utilities, community facilities, and public places are available or will be provided with sufficient capacity to serve the subdivision.



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

DATE: April 11, 2024	ITEM NO.	SUBJECT: Resolution to Create a Temporary Advisory Committee for Elephant Rock Property
Presented by: Town Administrator		

Background

The Board of Trustees spent numerous meetings considering the use of the Elephant Rock property, previously obtained in 2021. Currently, there is one approved lessee on the property, an approved Parks and Trails plan for the property, and approximately 3 acres noted to be considered/explored for a public safety facility.

As a result of a joint discussion with Parks and Trails Commission and Planning Commission on April 3, 2024, it was determined to create an advisory committee to explore the land use possibilities and, within 60-90 days, present a recommendation of the land use plan for the property to the Board of Trustees.

This committee is advisory in nature, comprised of other officials and citizen members, and will be required to post workshop meeting date/time, which is open to the public. Workshop meetings will not be recorded and will not be available via live stream.

Upon the final consideration of a recommendation by the advisory committee, a regular meeting will be scheduled to vote on the recommendation.

Recommendation

Consider the resolution to create an advisory committee including a maximum number of members.

RESOLUTION NO. 25 - 2024

A RESOLUTION CREATING A TEMPORARY ADVISORY COMMITTEE TO RECOMMEND A LAND USE PLAN FOR THE ELEPHANT ROCK PROPERTY

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

WHEREAS, the Town of Palmer Lake is the owner of certain real property known as the Elephant Rock property; and

WHEREAS, the Town Board of Trustees desires to involve town organizations and members of the public in providing input into the vision of a land use plan for the Elephant Rock property, by providing recommendations to the Board of Trustees, to better enable the Board of Trustees to make final determinations as to the use of the Elephant Rock property.

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

1. The Board of Trustees for the Town of Palmer Lake hereby creates a temporary advisory committee comprised of the following – not more than two members of the Planning Commission; not more than two members of the Parks and Trails Commission; one member of a local non-profit organization and/or citizen member not having a financial interest or benefit from any anticipated use of the Elephant Rock property, for a total voting membership not to exceed seven members.
2. The purpose of the advisory committee is to provide the Board of Trustees a recommendation of a vision for the Elephant Rock property, in the form of a possible land use plan, within 90 days of the date of this Resolution.
3. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
4. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11th DAY OF APRIL 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



KROB LAW OFFICE, LLC
Attorneys at Law

MEMORANDUM

To: Palmer Lake Mayor and Board of Trustees

From: Scotty P. Krob, Krob Law Office, Town Attorneys

Date: April 11, 2024

Re: Implementing changes required by SB 23-286 to the Town's policy regarding access to public records

Senate Bill 23-286 concerning improving public access to government records was signed into law on June 6, 2023. The Bill makes a number of minor revisions to a local governments responsibilities when responding to CORA requests. I recommend two revisions to the Town of Palmer Lake's Policy Regarding Access to Public Records to implement this new statute.

First, a requester is not required to provide the custodian with any form of identification to request or inspect records. In the context of the Town's Public Records Request form, the Custodian should be aware that if a requester leaves the "name" section blank, the Custodian is still required to process the request, even without a requester identifying themselves.

Second, where a public record is available in a digital format, the custodian is required to transmit a digital copy of the public record by electronic mail or by another mutually-agreed upon transmission method if the size of the record prevents transmission by electronic communication. Where a public record is in a digital format, the public record must be provided in a digital format. Furthermore, a Custodian may not charge a per-page fee for providing records in a digital or electronic format. I recommend that the paragraph in the Town's policy regarding electronically stored public records be revised to read:

~~The custodian may charge a fee for providing copies of electronically stored public records, except as limited under state law.~~ The Town will respond to requests for access to public records stored electronically and in computer software by transmitting a digital copy of the public records in a digital format by electronic mail or by another mutually-agreed upon transmission method if the

size of the records prevents transmission by electronic communication, ~~upon written request, a copy of the file on portable electronic media, reports from within specific software, or a hard copy printout.~~ The custodian may charge a fee for providing copies of electronically stored public records, except as limited under state law. ~~The records may be provided to the requestor electronically if practical.~~ The fee will be based on research and recovery of the actual costs of providing the electronic services and products. A per-page fee will not be charged for providing records in a digital or electronic format.

Please feel free to contact me with any questions or concerns regarding this matter.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 26 - 2024

A RESOLUTION APPROVING AN AMENDED PUBLIC RECORDS POLICY

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

WHEREAS, the Town Board of Trustees has previously adopted a Policy Regarding Access to Public Records (the “Public Records Policy”); and

WHEREAS, recent changes in Colorado law, including the enactment of Senate Bill 23-286 necessitate revision of the Town’s Public Records Policy, as it relates to (1) requiring identification of a person making a records request and (2) providing materials that are available in electronic format; and

WHEREAS, such changes are reflected in the attached amended Public Records Policy.

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

1. The Board of Trustees for the Town of Palmer Lake hereby approves the amended Public Records Policy as attached hereto.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11th DAY OF APRIL 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



POLICY RELATING TO PUBLIC RECORDS

Effective Date: February 6, 2020; Revised April 11, 2024

Scope: All records within the Town of Palmer Lake, except that this policy shall not apply to criminal justice records (as defined in C.R.S. 24-72-302).

Purpose: The purpose of this policy is to assure prompt and equitable service to citizens requesting access to public records, regardless of the format of those records, in accordance with the requirements of C.R.S. 24-72-201 et. seq. This policy does not apply to criminal justice records, as defined in C.R.S. 24-72-302.

Background: C.R.S. 24-72-202(6)(a) defines public record as “all writings made, maintained, or kept... by any local government-financed entity for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds.” The definition of public records also includes the correspondence of elected officials, except to the extent that such correspondence is: 1) a work product, 2) without a demonstrable connection to the exercise of functions required by law or administrative rule, 3) a communication from a constituent to an elected official that clearly implies by its content that the constituent expects that it is confidential in nature or subject to nondisclosure, or 4) pursuant to procedures in C.R.S. 24-72-204(1) the material requested is not to be disclosed. Additionally, C.R.S. 24-72-202(7) defines writings to include “all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics. Writings include digitally stored data, including without limitation electronic mail messages, but do not include computer software.”

C.R.S. 24-72-203(1)(a) allows the official custodian of public records (Town Clerk) to make reasonable rules and regulations with reference to the copying and inspection of public records as necessary to protect the records and prevent unnecessary interference with the regular duties of the custodian.

Policy: It shall be the policy of the Town of Palmer Lake to make all records available for public inspection unless such records are protected from disclosure by state or federal law, by court order, or unless disclosure of such records would be contrary to the public interest.

All requests made under the Open Records Act shall be made in writing to the Town Clerk, who is the Records Custodian. The Town Clerk may designate other staff to receive requests on behalf of the Town Clerk. In the case of a request made in person, the custodian shall either provide the records to the requestor if the records are immediately available, or shall provide a response in writing within three (3) working days letting the requestor know the date, time, and location where the records can be inspected, along with an estimate of the fees. In the case of a request received by U.S. Postal mail, e-mail, or fax, the custodian shall respond within three (3) working days of receipt of the request. Such period may be extended if extenuating circumstances exist (per C.R.S. 24-72-203(3)(b)), but the extension period shall not exceed seven (7) additional working days. If a deposit is required, the request is not considered received until the deposit is paid.

Open Records requests are to be in writing. The requestor may use the form provided by the Town Clerk, or submit the request without the form including the equivalent information.

If a record contains both public and confidential material, the Town is not required to redact confidential material in order to comply with a request for the record. However, the Town Clerk may agree to provide redacted records if the requestor pays the redaction fee as shown on the schedule below.

Requests for routine copies of non-restricted, readily available documents (e.g. minutes, agendas, ordinances, resolutions, etc.) shall not be considered an open records request and shall not be required to be submitted in writing. However, applicable fees may still apply.

Electronic records and electronic communications: Records stored on electronic (non-paper) media are considered public records and open to disclosure. After receiving a written request for records stored in an electronic format, the custodian will notify the requestor of the most effective means of making these records available. This may include providing portable electronic media (such as disks or drives), referring the requestor to the Town's web site or other public access device, providing hard copy printouts, or providing the requested records in any other format deemed appropriate by the custodian. Data manipulation fees may apply.

If the records are stored in an electronic format which is "searchable and sortable", the record may be available in that native format as described in CRS 24-72-203(3.5)(a) unless that format does not accommodate redaction of confidential records as described in CRS 24-72-203(3.5)(b).

Please note that open records requests may be a public record under the public records law and may be subject to public inspection under C.R.S. 24-72-203 and the policy of the Town.

Fees and charges: ~~Fees apply to all record requests, including paper and electronic records.~~ Requests ~~may require~~ ~~ust be accompanied by~~ a non-refundable deposit equal to the estimated amount. This deposit will be credited toward the total fee, and the total fee shall be paid prior to release of the requested records with applicable fees. In the event the deposit amount exceeds the actual costs, the balance shall be refunded within 30 days.

The open records request shall be considered received only when the deposit has been paid.

Each standard page (8 1/2" x 11") will be charged at 25 cents per page. Non-standard sizes or color products (if available) will be charged at the actual cost of production. In addition, the requestor must pay any research and retrieval fee associated with producing the record in accordance with the schedule below, and within the restriction of state law. The custodian will also charge a fee for any manipulation of data needed to generate a record in a form or format that does not already exist. This includes redaction if needed. This also includes converting a proprietary file format into a standard format. This fee shall not exceed the actual cost of manipulating said data and generating the record. Persons making a subsequent request for the same record shall be charged the same fee.

~~The custodian may charge a fee for providing copies of electronically stored public records, except as limited under state law.~~ The Town will respond to requests for access to public records stored electronically and in computer software by transmitting a digital copy of the public records in a digital format by electronic mail or by another mutually-agreed upon transmission method if the size of the records prevents transmission by electronic communication. The custodian may charge a fee for providing copies of electronically stored public records, except as limited under state law, providing, upon written request, a copy of the file on portable electronic media, reports from within specific software, or a hard copy printout. ~~The records may be provided to the requestor electronically if practical.~~ The fee will be based on research and recovery of the actual costs of providing the electronic services and products. A per page fee will not be charged for providing records in a digital or

electronic format.

Data kept by the Town but generated by a third party shall be charged at actual cost paid to the third party, subject to additional fees below if applicable.

Fees and charges for reproduction of records shall be standard throughout the Town for similar items. The Town Clerk has the authority to waive such fees and charges when it is deemed in the best interest of the Town to do so.

**TOWN OF PALMER LAKE PUBLIC RECORDS
STANDARD FEES AND CHARGES**

Photocopies or printouts	8 ½" x 11" black/white, \$0.25 per page beginning with the 26 th page. The first 25 pages are provided at no cost. Other sizes and color may be charged at actual cost, and may be provided by a third party service
Document certification	\$5.00 per document (in addition to the per page copy charge)
Portable media, such as CD/DVD/flash drive	Actual cost of media plus research/retrieval time. NOTE: The Town does not have the technology available to provide excerpts of audio or video files.
Publications produced by the Town of Palmer Lake	Price varies, will be established based on actual production cost.

Research, Retrieval and Data Manipulation Fees

There is no charge for the first hour.	\$30.00/hr. beginning with the second hour. This includes staff time needed for monitoring view-only requests.
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The Town does not charge for:

1. Requests from members of the Town Board or advisory boards when the information requested is for the purpose of Town business.
2. Requests from Town Board candidates from the time of official candidacy through Election Day. Records provided to any individual candidate will be distributed to all candidates.
3. Requests from other federal, state, or local government entities or governmental professional associations.

Denial of inspection: Access to records may be denied in accordance with the provisions of federal or state law. Reasons for denial of access to records will be noted in writing on the public records request form and provided to the requestor.

Retention schedules: All public records, regardless of storage format, will be administered in accordance with approved retention schedules. The Town of Palmer Lake has adopted the Municipal Records Retention Schedule as approved and updated by Colorado State Archives. This schedule is available at <http://www.colorado.gov/dpa/doit/archives/rm/municipalrmm/>



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

DATE: April 11, 2024	ITEM NO.	SUBJECT: Discussion/Direction on Town Way Finding Signs
Presented by: Town Administrator		

Background

As a result of a Planning Commission meeting approving the deviation of a directional sign off premises, the topic was raised to consider town way finding signs at the entrance of both ends of town, at County Line and Hwy 105.

This item is brought before you to gauge the Board interest and desire to consider options for town way finding signs.

Board members may have input, want to refer this discussion to Planning Commission, or have specific inquiries of staff on this topic.



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

DATE: April 11, 2024	ITEM NO.	SUBJECT: Discussion/Direction on R4 Zoning Code Regulations
Presented by: Town Administrator		

Background

As a result of approving a conditional use permit for multi and single family residential development, it was found that the R4 zoning code prohibits septic tanks.

It was referenced with the approval of the conditional use that the Board of Trustees will consider the R4 zoning code, in which a duplex may be considered with septic systems. Additionally, there may be R4 zoning code regulations that limit the cluster type neighborhood presented to the Board; therefore, additional review may be required.

Recommendation

Consider amending the R4 zoning code to allow a duplex to have septic system and/or refer the discussion to Planning Commission for further review and recommendation.



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

DATE: April 11, 2024	ITEM NO.	SUBJECT: Discussion/Direction Relating to Fire Mitigation/Adaptive Plan
Presented by: Town Administrator		

Background

The discussion of fire mitigation within the town is ongoing. Chief Vincent has laid forth points (enclosed) to be considered for the town mitigating property and becoming a fire adaptive community. It is suggested that large efforts be made to educate the public to mitigate and strategically burn biomass with the intention to manage property mitigation into the future. To supplement these points, it is suggested that code section 8.28 be amended to allow for controlled open burning (via fire pit/burn barrel) and that the Board consider an annual burn permit for a small fee provided by the Fire Dept. This will enable point 6 to take place for private property owners.

Recommendation

Staff requests direction from the Board to begin these steps, beginning with a designated drop-off point for town and private slash pile to be collected for proper burning.

1. **Establishing Slash Pile Drop-off Points:** The first step is to designate areas where residents can drop off their wildland fuel. The Elephant Rock property and the motorbike track off of County Line road are two potential locations, but you also open to other suggestions from the town trustees.
2. **Mitigating Wildland Fuel:** By encouraging residents to bring their mitigated firewood or wildland fuel to these drop-off points, our aim is to reduce the fuel load in the area. With aggressive mitigation efforts over the next five years, you hope to mitigate 1977.06 acres of wildland fuel.
3. **Fire Department Staffing:** To support these efforts, it's essential to ensure adequate staffing for the fire department. Having four personnel on duty 24/7/365 will enable the department to respond effectively to any potential fire threats.
4. **Becoming Fire Adapted:** our ultimate goal is for Palmer Lake to become a fire-adapted community. This means not only reducing the risk of catastrophic wildfires but also ensuring that residents are prepared to deal with non-catastrophic wildfires without the need for evacuation.
5. **Insurance Rate Reduction:** One of the benefits of becoming a fire-adapted community is the potential for reduced insurance rates for property owners. By demonstrating proactive measures to mitigate fire risk, we can work with the town trustees and the mayor to negotiate with insurance providers for lower rates.
6. **Proper Disposal of Biomass:** It's crucial to ensure that the biomass collected from residents' properties is disposed of properly. Applying active fire to reduce the biomass to ash is an effective method, as it removes the fuel from the environment.
7. **Engage with the Denver Capital:** To further support our efforts, the trustees and mayor can engage with the Denver Capital to discuss ways to reduce homeowners' insurance rates within Palmer Lake. Demonstrating the town's commitment to fire adaptation and mitigation can strengthen our case for rate reductions.

By implementing these strategies and actively involving the community, we can work towards making Palmer Lake a safer and more resilient place in the face of wildfire threats.



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

DATE: April 11, 2024	ITEM NO.	SUBJECT: Discussion/Direction Relating to Conditional Use Permits
Presented by: Town Administrator		

Background

There have been several approved conditional use permits that have not come to fruition as approved for the property. Recent examples include:

- Slapshot hockey lanes at Hwy 105 – a lease was not agreed upon
- The Movement Church at TLCA – moved elsewhere
- Mixed use of residential/commercial and fabrication studio at Hwy 105/Page St – no sale

Recommendation

Staff suggests adding a provision in the code about time to commence or general language that allows the Board to approve the permit with a provision for the effective timeline of the conditional use permit. This is to alleviate any confusion to the property owners.