



## PLANNING COMMISSION

**Wednesday, September 17, 2025 at 5:00 PM**

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

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

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### AGENDA

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

*The Commission values public comment on issues relevant to Town government. To permit the fair and orderly expression of such comments, the Commission will adhere to the following rules for public comment, whether for an agenda item or during public comment for non-agenda items brought by the public.*

*A speaker must be recognized by the Chair to step to the podium, sign in, use the microphone, state name and address for the record, and address comments solely to the Commission, as a whole.*

*Each speaker is limited to 3 minutes, cannot pool time with another, and each speaker may only speak once per topic. Civility and respect is required. Comments should not be directed to Town staff, individual Commission members or to public members. Comments or disruption from audience members not recognized by the Chair are prohibited. Points already made should not be duplicated. Only written comments limited to one page will be permitted. Public members are also invited to submit comments by email to be distributed to the Commission separately. Note that comments submitted to the Town Commission are public record. Please understand that the Commission will listen and consider public comments; however, members will not discuss or take action on your comment but may refer it to staff and/or a future meeting for discussion.*

*Thank you for your cooperation.*

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**Call to Order**

**Roll Call**

**Pledge**

**Business Items**

1. Sign Permit Application - 105 Social House
2. Review/Recommendation of Applicants for Appointment to Planning Commission

**Public Comment** - *This time is reserved for the public to speak to items not on the agenda.*

**Next Meeting and Future Items**

**Adjourn**

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Americans with Disabilities Act

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

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42 Valley Crescent  
 PO Box 208  
 Palmer Lake, CO 80133  
 Phone: (719) 481-2953  
 Fax: (719) 488-9305  
[www.townofpalmerlake.com](http://www.townofpalmerlake.com)

Item 1.

TOWN OFFICE USE ONLY

Date Received: 7-23-25 By: KN  
 Payment #: Online Fee: \$ 100.00

Approved By: \_\_\_\_\_  
 Denied Date: \_\_\_\_\_

## TOWN OF PALMER LAKE SIGN PERMIT APPLICATION

**PAID**  
 8/6/25  
*online*

The following application is pursuant to Municipal Code Chapter 14.50 and must be completed for all types of signage in the Town of Palmer Lake. The application fee is \$100.00, which includes a nonrefundable \$15.00 fee for application processing, regardless of approval, denial, or applicant withdrawal.

The following documents must be submitted for this application to be considered:

- Completed Sign Permit Application
- Applicable fees
- Sketch of sign, including colors, dimensions, wording, and specific location of sign *photo*

This application and all required associated documents shall be submitted to the Town of Palmer Lake prior to scheduling before the Planning Commission. The Planning Commission meets monthly on the third Wednesday. Submission of application does not guarantee approval.

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

### APPLICANT/BUSINESS OWNER INFORMATION

Business Name/Owner: Los Social House / Jacalyn Kaye

Phone: 702-278-1921 Email: Jacalyn@LosSocialHouse.com

Street Address: 11 Primrose St City: Palmer Lake State: CO Zip: 80133

Legal Address: Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Mailing Address (if different than physical location): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Name (if other than owner): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SIGN & FEE INFORMATION**

The fee for this application is \$100.00. If requesting more than one sign, a separate application must be completed for each sign.

A sketch of the intended sign, including colors, dimensions, and location of the building or structure to which the sign will be attached, must be included with this application.

**TYPE OF SIGN** (check all that apply):

- Double-Faced
- Projecting
- Free-Standing
- Single-Faced
- Multi-Faced
- Wall-Mounted

**SIGN CATEGORY** (check all that apply):

- Business
- Marquee
- Temporary Sign
- Comprehensive Sign Plan
- Master Plan
- Other: \_\_\_\_\_
- Directory Sign
- PUD Sign

Sign Wording: 105 Social House

Specific Location of Sign: SW Corner of 105 E Primrose St

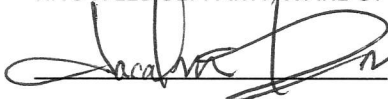
Dimensions of Sign: L 4' x W 4" x H 6' Dimensions of Sign Structure: L 6' x W 6" x H 8'

Colors: Green & Black Materials: wood

Will sign be illuminated?  Yes  No If yes, describe: \_\_\_\_\_

How will the sign be mounted/affixed? wooden frame with eye bolts

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS.



Signature

Jacalyn Kaye

Printed Name

7.23.25

Date

TOWN OFFICE USE ONLY  
Scheduled PC meeting date: \_\_\_\_\_

