



PLANNING COMMISSION - SPECIAL MEETING

Wednesday, April 30, 2025 at 5:00 PM

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

LIVE STREAM available on Town website

AGENDA

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.

Call to Order

Roll Call

Pledge of Allegiance

Business Items

- [1.](#) Sign Permit Application for RAD Extracts, Commercial Way
- [2.](#) Recommendation on Professional Service Agreement with CMI to Complete Land Use Code Critical Issues

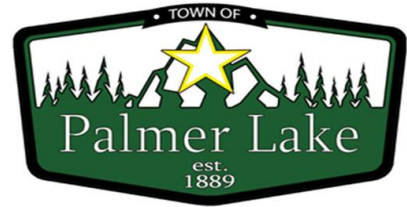
Public Comment - *This time is reserved for the public to speak to items not on the agenda.*

Next Meeting (5/21) and Future Items

Adjourn

Americans with Disabilities Act

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



Item 1.

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

DATE: April 30, 2025	ITEM NO.	SUBJECT: Sign Permit Application for RAD Extracts, Commercial Ln
Presented by: Deputy Town Clerk		

Background

The Town of Palmer Lake has received a sign permit application from RAD Extracts for the installation of three signs – one to an existing cabinet at the entrance to Commercial Way, and two on the building as follows:

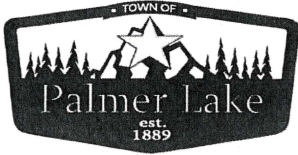
- **Sign #1:** To be placed above the front door on the building face, facing northwest.
- **Sign #2:** To be installed on the southwest-facing side of the building, above the windows.
- **Sign #3:** A decal to be added to the existing directional sign located at the corner of Circle Rd and Commercial Lane.

Enclosed with three applications is permission from the landowner, a site plan displaying the sign locations, and each sign application with a detailed drawing.

The business owner plans to attend to address any questions.

Recommended Action

Approve the sign permit application as submitted for RAD Extracts.



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

TOWN OFFICE USE ONLY	
Date Received: <u>2/27/25</u>	By: <u>LR</u>
Payment #: <u>online</u>	Fee: <u>\$100.00</u>
<input type="checkbox"/> Approved	By: _____
<input type="checkbox"/> Denied	Date: _____

Item 1.
Item 3.

TOWN OF PALMER LAKE SIGN PERMIT APPLICATION

PAID

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

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: RAD Extracts / Contact: Kate Kinnison

Phone: 719-648-7616 Email: KateK@radextraction.com

Street Address: 870 Commercial Ln City: Palmer Lake State: CO Zip: 80133

Legal Address: Lot(s): 7110006144 Block: R14239 Subdivision: N/A

Mailing Address (if different than physical location): _____

City: _____ State: _____ Zip: _____

Applicant Name (if other than owner): Tri-Lakes Printing / Contact: Kathy Brown

Phone: 719-488-2544 Email: info@trilakesprinting.com

Street Address: 15706 Jackson Creek Pkwy, #120 City: Monument State: CO Zip: 80132

(Sign #1)

2
3

Item 1.
Item 3.

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

SIGN CATEGORY (check all that apply):

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

Sign Wording: (Logo of company) RAD Organic CBD & Manufacturing

Specific Location of Sign: Above front door on building face, facing NW

Dimensions of Sign: L 296" x W 0.125" x H 22" Dimensions of Sign Structure: L 300" x W 1" x H 24"

Colors: White background, black & yellow text Materials: Dibond (aluminum composite)

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

How will the sign be mounted/affixed? Placed into existing sign cabinet, mounted on top of existing sign faces

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.

Kathy Brown
Signature

Kathy Brown
Printed Name

2/24/2025
Date

TOWN OFFICE USE ONLY
Scheduled PC meeting date: 3/19

20
4

Item 1.

Item 3.

Sign #1

Placed in existing cabinet

Overall sign size: 296" wide x 22" high, 0.125" depth

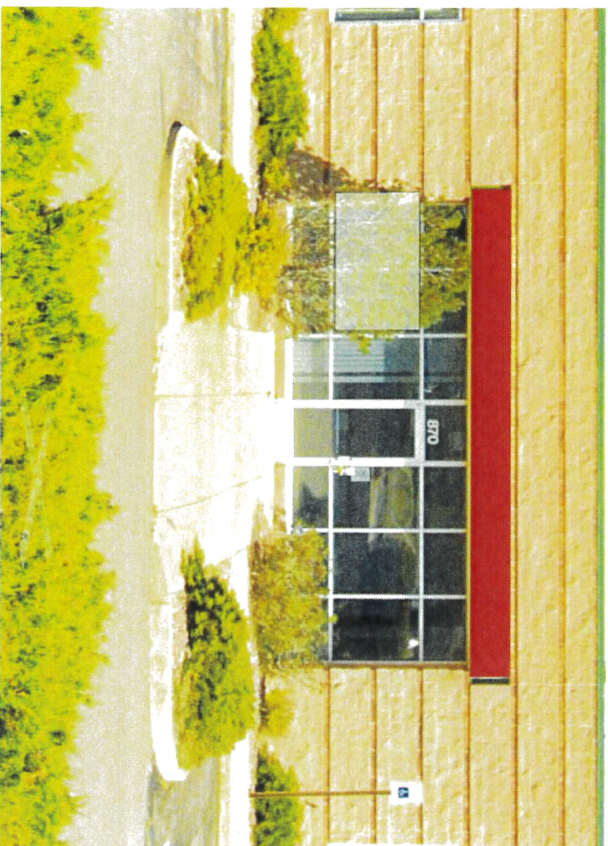
Material: dibond (aluminum composite [metal], flat surface)

Qty. 1 total sign (installed in 3 panels)

Sign artwork:



Photo of sign placement location:

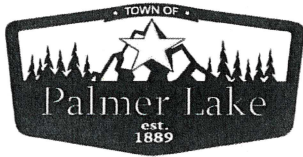


■ Sign placement area
(covering existing signage)



20

5



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TOWN OFFICE USE ONLY	
Date Received: <u>2/27/25</u>	By: <u>[Signature]</u>
Payment #: <u>online</u>	Fee: \$ <u>100.00</u>
<input type="checkbox"/> Approved	By: _____
<input type="checkbox"/> Denied	Date: _____

Item 1.
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Note: A minimum of 10 days is required to process this application.

APPLICANT/BUSINESS OWNER INFORMATION

Business Name/Owner: RAD Extracts / Contact: Kate Kinnison

Phone: 719-648-7616 Email: KateK@radextraction.com

Street Address: 870 Commercial Ln City: Palmer Lake State: CO Zip: 80133

Legal Address: Lot(s): 7110006144 Block: R14239 Subdivision: N/A

Mailing Address (if different than physical location): _____

City: _____ State: _____ Zip: _____

Applicant Name (if other than owner): Tri-Lakes Printing / Contact: Kathy Brown

Phone: 719-488-2544 Email: info@trilakesprinting.com

Street Address: 15706 Jackson Creek Pkwy, #120 City: Monument State: CO Zip: 80132

(sign #2)

Item 1.
Item 3.

Sign #2

Placed in existing cabinet

Overall sign size: 240" wide x 22" high, 0.125" depth

Material: dibond (aluminum composite [metal], flat surface)

Qty. 1 total sign (installed in 3 panels)

Sign artwork:

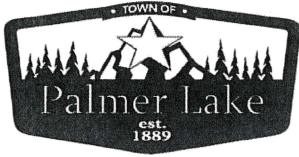


Photo of sign placement location:



■ Sign placement area
(covering existing signage)





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TOWN OFFICE USE ONLY	
Date Received: <u>2/27/25</u>	By: <u>[Signature]</u>
Payment #: <u>online</u>	Fee: \$ <u>100</u>
<input type="checkbox"/> Approved	By: _____
<input type="checkbox"/> Denied	Date: _____

Item 1.
 Item 3.

TOWN OF PALMER LAKE SIGN PERMIT APPLICATION

PAID

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- Sketch of sign, including colors, dimensions, wording, and specific location of sign

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

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Street Address: 870 Commercial Ln City: Palmer Lake State: CO Zip: 80133

Legal Address: Lot(s): 7110006144 Block: R14239 Subdivision: N/A

Mailing Address (if different than physical location): _____

City: _____ State: _____ Zip: _____

Applicant Name (if other than owner): Tri-Lakes Printing / Contact: Kathy Brown

Phone: 719-488-2544 Email: info@trilakesprinting.com

Street Address: 15706 Jackson Creek Pkwy, #120 City: Monument State: CO Zip: 80132

(Sign # 3)

Item 1.
Item 3.

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

SIGN CATEGORY (check all that apply):

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

Sign Wording: (Logo of company) Rad Extracts / Retail CBD Products, Contract Manufacturing,
Organic Hemp Extraction

Specific Location of Sign: Decal added to existing directional sign, corner of prpty @ Circle Rd & Commercial Ln

Dimensions of Sign: L 60" x W 0" x H 36" Dimensions of Sign Structure: L 120" x W 4.5" x H 60"

Colors: White background, yellow & black text Materials: Vinyl decal

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

How will the sign be mounted/affixed? Vinyl decal applied to existing sign surface

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.

Kathy Brown
Signature

Kathy Brown
Printed Name

2/24/2025
Date

TOWN OFFICE USE ONLY
Scheduled PC meeting date: 3/19

35
10

Item 1.

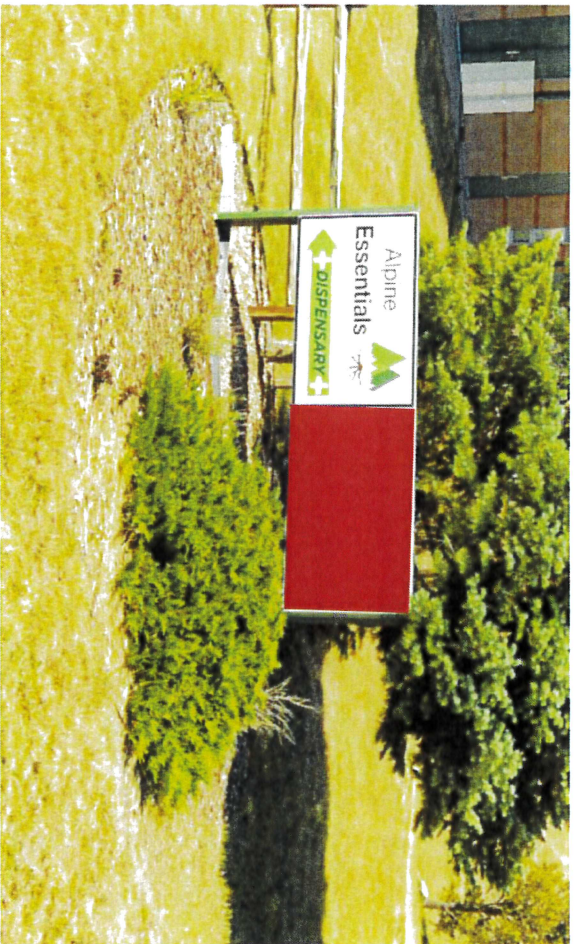
Sign #3

Covering up blank space on existing sign
 Overall size: 60" wide x 36" high, 0" depth
 Material: adhesive vinyl decal (highest-grade vinyl, flat surface)
 Qty. 1 decal

Sign artwork:



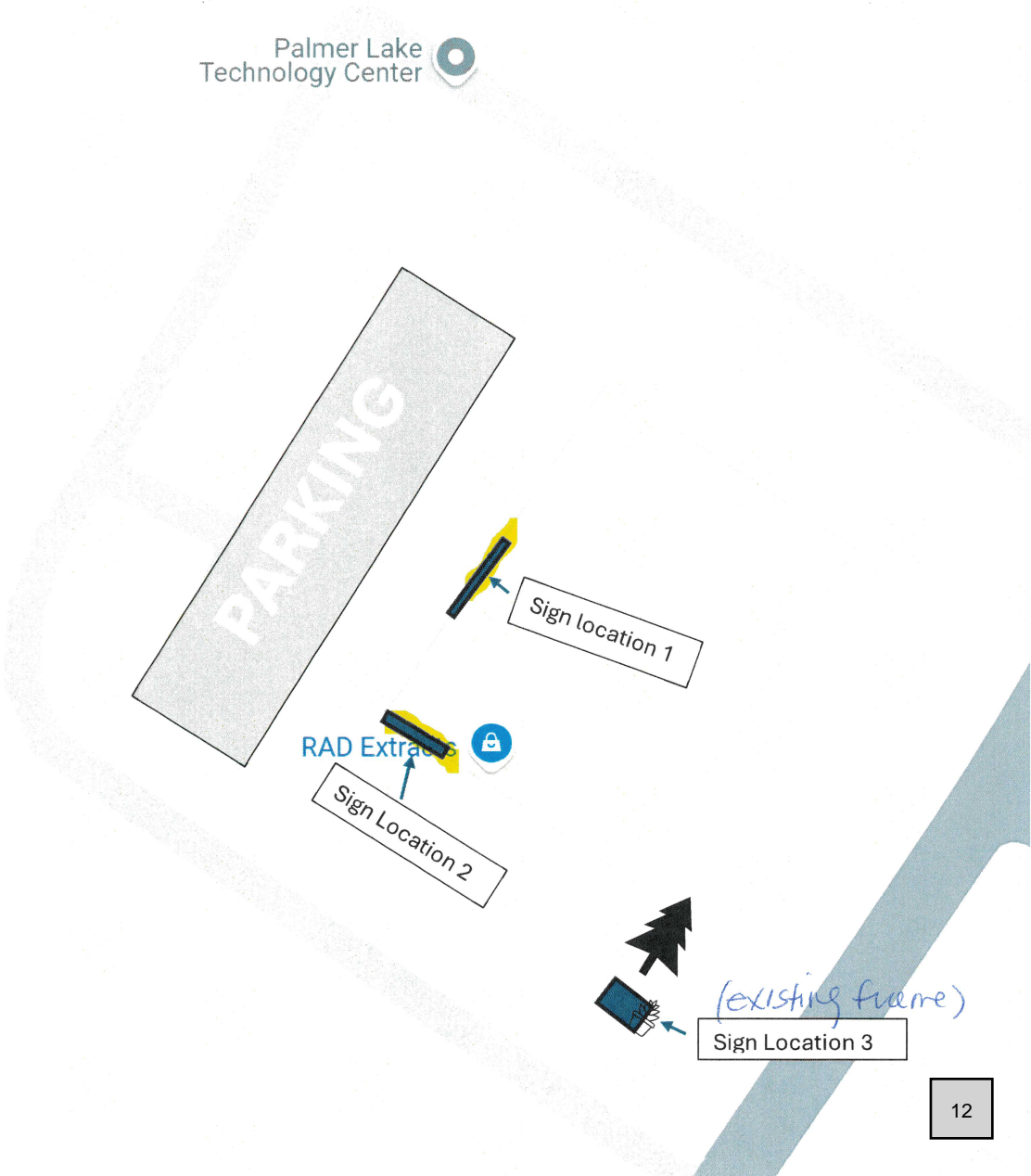
Photo of sign placement location:



■ Sign placement area
 (decal is covering up currently blank portion of sign)



Palmer Lake
Technology Center



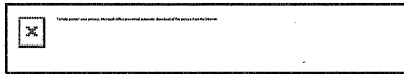
Dawn Collins

From: Kate Kinnison <KateK@radextraction.com>
Sent: Wednesday, April 16, 2025 11:58 AM
To: Dawn Collins
Subject: Fwd: Consent for Signs

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Consent for the signs from our land lord (the owner of the property at 860 Commercial Lane, Palmer Lake, CO 80133.

Best Regards,
Kate Kinnison
719-648-7616
www.RADExtraction.com



----- Forwarded message -----
From: **jw bmotors.us** <jw@bmotors.us>
Date: Wed, Apr 16, 2025 at 11:54 AM
Subject: Re: Consent for Signs
To: Kate Kinnison <KateK@radextraction.com>

To Whom it may concern
I Daniel Berkenkotter owner of Berkenkotter Holdings, 11 South Wilcox St Castle Rock CO 80104, I okay the new signs for Rad Extraction.

Thank you
Daniel Berkenkotter, owner
Berkenkotter Motors
Berkenkotter Holdings
230 3rd Street
970-576-4627

From: Kate Kinnison <KateK@radextraction.com>
Sent: Wednesday, April 16, 2025 10:46 AM
To: jw [bmotors.us](mailto:jw@bmotors.us) <jw@bmotors.us>
Subject: Consent for Signs



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

DATE: April 30, 2025	ITEM NO.	SUBJECT: Recommendation to Authorize Professional Service Agreement with CMI
Presented by: Town Administrator/Clerk		

Background

As previously reviewed with the Commission, the awarded DOLA funds of \$25,000 and town match of \$25,000 to complete the land use code critical issues project was exhausted about halfway through the code project. With direction from this Commission, a request was made to the Board of Trustees to complete the remaining sections for the project to close by the contract deadline of August 1st for full reimbursement. The Board was supportive and directed a not to exceed amount of \$30,000.

The method to complete Title 17 will follow the method that was used to complete the rewrite of Title 16, Subdivision. CMI will limit back and forth with two (2) workshops with the Planning Commission - one to review Article 3 and one to review the entire draft of Title 17. Article 3 will be distributed for review and comment and a subsequent workshop with CMI to review. Then one final draft of Title 17 will be distributed to the Planning Commission for review and comment no later than July 15, 2025. The Commission will provide one marked-up copy of all requested changes no later than August 1, 2025.

The enclosed scope of services is provided by CMI to complete the remaining sections by the deadline for \$30,000.

Recommended Action

Agree to the terms and consider a recommendation to the Board to approve the scope of service and execute an agreement with CMI for a not to exceed amount of \$30,000 to complete the project by August 31.



Scope of Services to Complete Title 17, Zoning Code

Background

In late 2023, the town was awarded DOLA funding of \$25,000 to complete the land use code critical issues project under an administrative grant. The award, in addition to the town's match of \$25,000, was exhausted early this year. Direction from the Planning Commission resulted in the update of Title 17 becoming more than a critical update. It was discovered that many topics in the current code were not addressed.

Because the town received the maximum amount of funds from DOLA for this project, additional funding is not available. The contract deadline for this project is 8/31. Evidence of completion of the project is required to be fully reimbursed.

The following Scope of Work enables CMI to provide a final draft of the remaining sections of Title 17 to the Planning Commission for their review and any requested modifications. The direction from the Commission was to request town funds to complete the remaining scope of the project in the most efficient manner possible, versus extending the deadline one year and seeking additional funds through a non-administrative grant process. It was further discussed that the importance of completing this work is because the current town Zoning Ordinance is lacking key sections, especially administration and procedures, while development applications continue to be submitted to the town.

The method of completing Title 17 will follow the method that was used to complete the rewrite of Title 16.¹ Given that Title 17 needs to be adopted no later than August 31, 2025, one final draft will be sent to the Planning Commission for their review and comment no later than July 15, 2025.²

The following is an approximate summary of the work for completing Title 17, Zoning.

- **Article 1- General Provisions:** Completed and reviewed by PC, conditionally approved; one final review for consistency with the entire code.
- **Article 2- Zone Districts:** Completed and reviewed by PC, conditionally approved; one final review for consistency with the entire code.
 - **Planned Development Code:** Complete and adopted.
- **Article 3- General Standards:** First draft completed by CMI with several questions/review to be completed and reviewed by PC for consultant review of PC comments and one round of modifications. (*This article can be sent to the Planning*

¹ Title 16 Subdivision has been rewritten and was adopted and is an example of the expected format for Title 17.

² Note that Article 2: Zone Districts has been preliminarily accepted by the Planning Commission after five+ reviews by the Commission, with the understanding that the Commission will review the entire document including Article 2.

Commission for review as soon as possible. The consultant is requesting one set of final comments from the Commission no later than June 1st, 2025. Modifications will be included in the Final Draft for Planning Commission review.)

- **Article 4- Special Requirements:** This will include floodplain standards, cluster development provisions, perhaps grading and drainage, and reorganize other land use special requirements to this Article.
- **Title 16 Subdivision Code** (formerly planned as Article 5): Complete and adopted (*this will remain Title 16-Subdivision*).
- **Article 5- Administration and Procedures:** This will include all procedures for submittal, review, and required approvals, almost entirely new/rewritten.
- **Article 6– Annexation:** Complete and adopted but will need to be renumbered to insert here.
- **Article 7- Definitions:** This will be an entirely new rewritten section.

Article	DRAFTING	REVIEW AND UPDATE	Total
1		\$ 1,000	\$ 1,000
2	\$ 1,000	\$ 2,400	\$ 3,400
3		\$ 4,500	\$ 4,500
4	\$ 2,000	\$ 1,000	\$ 3,000
5	\$ 5,000	\$ 1,000	\$ 6,000
6	\$ 500	N/A	\$ 500
7	\$ 5,000	\$ 1,000	\$ 6,000
Final edits to Title 17		\$ 5,600	\$ 5,600
		TOTAL	\$ 30,000

The costs associated with each Article assume that the Planning Commission will receive one draft of Article 3 for comment and one final draft of Title 17 for review. The PC will provide the consultant with one marked-up copy of all requested changes no later than August 1, 2025. CMI will conduct two workshops with the Planning Commission - one to review Article 3 and one to review the entire draft.

The Town Attorney will undertake a final review of the code before a final hearing by both the Planning Commission and the Board of Trustees. Any additional requests by the Planning Commission or the public shall be billed at the hourly rate outlined in the original contract and are not included in the not-to-exceed scope of services. A detailed schedule will follow and may involve special meetings and workshops to meet the August 31, 2025, adoption date.

This is a not-to-exceed contract amount of **\$30,000**. Any additional time not accounted for above will be billed on an hourly basis.