



BOARD OF TRUSTEES MEETING

Thursday, May 30, 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

Roll Call

Pledge of Allegiance - Led by Lindsay Ann Stahlecker, Palmer Lake Elementary School

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 May 9, 2024 Meeting
2. Checks over \$15,000 - City of Cherry Hills Village (\$20,000); Bradley Excavating (\$58,683.79)
- [3.](#) Financials (April)

Staff/Department Reports

4. Attorney
5. Administrator/Clerk

Public Hearing – *Mayor will introduce the item and hear the applicant request. Mayor will ask if any public member wishes to speak for or against the request. Public should address the Board members directly while members listen. Applicant may provide closing remarks and members may ask questions of the applicant. Mayor will close the hearing and members will discuss the item, take action, or continue the hearing to a particular date.*

6. Application for Conditional Use Permit for Landscape Yard in C2 Zone (Greater Grounds) - *continued by Planning Commission until June 19; request to continue the hearing to June 27th*
- [7.](#) Application for Replat of Interior Lot Lines and Easements, 91-97 Greeley
- [8.](#) Application to Replat Property Lines, 278 Lower Glenway

Business Items

- [9.](#) Resolution 28-2024 to Approve Replat of 91-97 Greeley
- [10.](#) Resolution 29-2024 to Approve Replat of 278 Lower Glenway
- [11.](#) Resolution 30-2024 to Extend Temporary Conditional Use (Diacut/Hayco)
- [12.](#) Update on Advisory Committee Vision of ER Property (S. Miner)
- [13.](#) Special Event Application - Funky Little Theater Co Performance of Last Train To Nibroc (Aug 2-17)
- [14.](#) Consider Memo of Understanding with Funky Little Theater Co for Town Hall Use
- [15.](#) Review/Direction of Draft Code Language for Farmers Market Permit/Application
- [16.](#) Review/Direction of Draft Code for Special Events
- [17.](#) Review/Direction to Amend Code Relating to Peddlers Permit

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 (June 13) and Future Items****Convene to Executive Session**

A. To confer regarding possible sale of public property, pursuant to the provisions of Section 24-6-402(4)(a), C.R.S., and to determine positions relative to the negotiation of such sale of public property, pursuant to the provisions of Section 24-6-402(4)(e), C.R.S.

B. For the purpose of determining positions relative to matters that may be subject to negotiations and/or instructing negotiators in connection with retention of the Town Attorney, pursuant to Section 24-6-402(4)(e), C.R.S.

Reconvene to Open Session

- [18.](#) Resolution 31-2024 to Authorize Mayor to Sign Purchase and Sale Agreement (PSA)
19. Possible action regarding retention of Town Attorney

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, May 09, 2024 at 6:00 PM

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

MINUTES

Call to Order. Mayor Havenar called the meeting to order at 6:02 pm.

Pledge of Allegiance. The Pledge of Allegiance was led by Trustee Ball.

Roll Call. Present: Mayor Glant Havenar; Trustees Nick Ehrhardt, Jessica Farr, Dennis Stern, Sam Padgett, Shana Ball. Excused: Trustee Kevin Dreher.

Presentation. Town Administrator Collins presented a certificate of appreciation to the following employees with 5+ years of service to the Town - James Bentley (Police), William Berry (Fire), and Christi Birkeland (Administration).

Consent Agenda. MOTION (Padgett, Ball) to approve consent agenda items including 1) Minutes from April 25, 2024, Meeting; and 2) Check over \$15,000 – Dukes Electric Inc (\$24,800). The check to Core & Main was removed (noted in error). Roll call vote – aye 6; nay 0. Motion passed.

Staff/Department Reports

4) Water; 5) Public Works including Roads & Park Maintenance; 6) Police – Interim Chief Lundy reported that two officers were selected for the BHCON program – Officers Bentley and Vanderpool. Trustee Ball inquired about the expected hours, which will be approximately 20 hours per week to start; 7) Fire – Lt Evans noted that five members will attend the Larkspur Academy; 8) Administration.

9) Attorney Krob informed the Board about Supreme Court in CA regarding impact fees and turf regulations.

10) Administrator/Clerk - Collins thanked Public Works staff for installing the fountain in the lake; reported the power and lighting are completed on the pedestrian bridge; referenced a diagram of the pickleball courts and restroom; stated an RFP is issued for the Upper Glenway project and inquired about a public information meeting on June 27 at 5 pm for the project. Collins explained the status of the Police vehicles, repairs and removal, and requested the purchase of two used PD vehicles from Cherry Hills, which members supported. Collins stated that the PD assessment by Mr. Schultz is in progress and the site visit went well. Collins thanked the attendees of the ribbon cutting at the bridge and congratulated the Little Church for 100 years of service. A thank you to PW employee Blake Bloom was made for repainting Glen Park signs.

Business Items

11. Special Event Application - Shakespeare in the Park, Arts Council (6/22). Ms. Amy Hutson explained the details for this event on the green. MOTION (Padgett, Ehrhardt) to approve the event. Roll call vote – aye 6; nay 0. Motion passed.
12. Special Event Application - Wishing Star Farms, PPLD (6/27). Collins reviewed the details for the library events. The animals will be part of the children's summer reading program. MOTION (Ball, Padgett) to approve the event. Roll call vote – aye 6; nay 0. Motion passed.
13. Special Event Application - Children's Summer Adventure Concert, PPLD (7/12). Collins presented the details for the children's musician on the green. MOTION (Stern, Padgett) to approve the event. Roll call vote – aye 6; nay 0. Motion passed.
14. Special Event Application - Summer Concerts, PPLD (8/23, 8/30, 9/6). Collins provided the concert details for the request. The performances are one hour and will be an array of artists. MOTION (Ehrhardt, Ball) to approve the event. Roll call vote – aye 6; nay 0. Motion passed.
15. Special Event Application - July 4th Fun Run (7/4). Ms. Kelsey Belsher introduced the new coordinator Jenny and explained the annual event. This will be Kelsey's last year coordinating the event. MOTION (Padgett, Ball) to approve the event and waive event fees. Roll call vote – aye 6; nay 0. Motion passed.
16. Special Event Application - Festival on the Fourth. Mr. Shane Neal introduced himself, provided his background, and goal for the festival on the fourth event to the Board members. He introduced Alisha Sears, his co-chair. She spoke about the vendors lined up and general concern for local businesses if the event is not approved. Discussion ensued about safety and having enough medical and police support. Lt. Lundy spoke about the lack of resources at this late time for law enforcement (arresting officers). It was reiterated that the item supported by staff on the agenda was a smaller, controlled event without fireworks. Mr. Jeff Hulsmann stated the event on the agenda would not be successful and did not support it. He stated the tradition of fireworks was important for the town to have. Ms. Cindy Kuchinsky explained her experience with past events, the history and importance of the event. Discussion ensued further about safety, the short amount of time, and the prior message that fireworks will not take place. Board members discussed with Mr. Neal what was proposed to vote on – the smaller and controlled agenda event, a large, open event with fireworks, or no event. Mayor Havenar asked for clarification about the event requested to vote on. Discussion ensued about fireworks and the crowds it will draw without a plan at this late time. Ms. Susan Miner suggested a contingency plan with benchmarks to meet. It was restated that the timeframe is past benchmarks, and the town has less resources to work with. Members stated support for a future event with longer thorough planning. Mr. Shane Neal explained that he wanted to get beyond the past and with the ongoing disagreement, he would - and did - withdraw his application. No action was taken by the board.
17. Update on Advisory Committee for Elephant Rock Vision Plan (S. Miner). Ms. Susan Miner presented an update to the board regarding the current committee members and activity being planned, including business research, site plan, financial, arts, and the public benefit of options.

At 8:28 pm, Mayor Havenar called for a brief recess of the meeting. At 8:35 pm, Mayor Havenar reconvened the meeting.

Mr. Jeff Hulsmann approached the Board about voting on item 16 with fireworks. Discussion again ensued about no longer having resources to manage the uncontrolled number of visitors and vehicles that come into town. It was again restated that the smaller, controlled event is supported by staff. Mr. Hulsmann

disputed the position of town staff. Mayor Havenar stated that the applicant withdrew the application on the agenda.

18. Resolution 27-2024 to Approve Policy Relating to Employment of Relatives. Collins explained the policy of hiring employee relatives and the need to regulate perceived or actual conflicts that may occur. MOTION (Ball, Padgett) to approve Resolution 27-2024 Approving a Policy Relating to Employment of Relatives/Family Members. Roll call vote – aye 6; nay 0. Motion passed.

19. Announce Opportunity for Citizen Appointment to PPACG Mobility Coordinating Committee. Mayor Havenar spoke about the opportunity for a town citizen appointment with a desire to assist seniors in the community.

20. Consider Farmer's Market Code/Manager Permit Application. Collins explained the recent interest in assembling a farmer's market and confirmed whether the board had interest for staff to pursue creating code and an application process. The board gave support to move forward.

21. Confirm Centennial Park Parking Area on West Side of Lake. Collins inquired about the Board wanting a new parking area in the place of the original pickleball court location. Board members gave support to move forward.

22. Discussion/Direction Relating to Fire Adaptive Initiatives. Collins presented Fire Chief Vincent's proposal to continue steps to becoming fire adaptive – including clean up and controlled burn of material on elephant rock property and to amend Chapter 8.28 code relating to outdoor burning. Board members gave support to move forward. The larger chipper rental rate was pointed out in the packet in response to a member question from the prior meeting.

23. Review/Direction to Prioritize Board Topics. Collins reviewed the list of pending items for the Board to prioritize. The top items identified were special event, farmer's market, and peddler's permits; expectations of town departments; consideration of a stormwater enterprise fund; and bank/saving fund balance policy.

Public Comment. Mr. Shane Neal approached the Board and rescinded his earlier withdrawal of his special event application and asked for a Board vote on the smaller event. Mayor Havenar inquired with Attorney Krob. Mayor Havenar asked for a motion on the application as it was presented on the agenda. MOTION (Stern, Farr) to approve the event as presented on the agenda. Roll call vote – aye 3; nay 3 (Ehrhardt, Ball, Padgett). Motion failed.

Board Reports

Trustee Erhardt attended the ribbon cutting and was encouraged about the forward momentum of the Parks and Trails project.

Trustee Ball attended the EMS grant review. She believed it was a positive review and the decision for the grant is expected in June.

Trustee Padgett stated the CDBG plan is currently open to public comments. The packet is posted on the website and available in the Town office for review and comments, due by June 7.

Next Meeting (May 30) and Future Items. It was noted that the next regular meeting is rescheduled to May 30 at 6 pm.

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) – offer to purchase town property. MOTION (Padgett, Stern) to convene to executive session at 9:12 pm. Roll call vote – aye 6; nay 0. Motion passed.

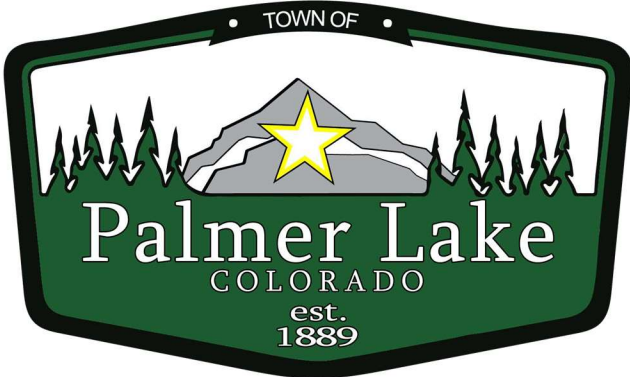
Reconvene to Open Session. At 9:24 pm, the Board reconvened to open session.

24. Resolution 28-2024 to Authorize Mayor to Sign Purchase and Sale Agreement (PSA). No action taken.

Adjourn. MOTION (Farr, Stern) to adjourn at 9:32 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Deputy Town Clerk Grace McNeil



TOWN OF PALMER LAKE
Financial Statements
April 2024
Unaudited



Schedule of Cash Position
April 2024

TOWN OF PALMER LAKE
Schedule of Cash Position
April 2024

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,858,702
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$752,109)</i>	General Fund Reserve	Savings	5.43%	\$ 1,527,597
Colorado Trust (ColoTrust)	Police Reserve	Savings	5.43%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	5.43%	\$ 64,923
Colorado Trust (ColoTrust)	Roads Reserve	Savings	5.43%	\$ 10,812
General Fund Reserves Subtotal				<u>\$ 1,603,339</u>
General Fund Accounts Total				<u><u>\$ 3,462,041</u></u>
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,138,637
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	5.43%	\$ 194,585
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	5.43%	\$ 216,241
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$224,600)</i>	Water Loan Reserve	Savings	5.43%	\$ 215,571
Water Fund Accounts Total				<u>\$ 1,765,034</u>
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	5.43%	\$ 29,563
Conservation Trust Fund Account Total				<u><u>\$ 29,563</u></u>



Financial Reports
April 2024

TOWN OF PALMER LAKE

SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

GENERAL FUND

For the Four Months Ended April 30, 2024

UNAUDITED

Item 3.

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 33%)
REVENUE				
Taxes	\$ 2,794,447	\$ 1,425,759	\$ (1,368,688)	51%
Fees and Licenses	291,025	68,993	(222,032)	24%
Intergovernmental	7,000	3,798	(3,202)	54%
Fines	65,000	19,162	(45,838)	29%
Interest	80,000	33,866	(46,134)	42%
Departmental	65,000	17,369	(47,631)	27%
Grants and Donations	1,385,959	4,076	(1,381,883)	0%
Miscellaneous	70,000	19,772	(50,228)	28%
Total Revenue	\$ 4,758,431	\$ 1,592,795	\$ (3,165,636)	33%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 246,873	\$ 52,756	\$ 194,117	21%
Professional Services	373,000	92,356	280,644	25%
Administrative/Operations	332,936	93,534	239,402	28%
Capital Outlays	10,000	6,017	3,983	60%
Total Administration	\$ 962,809	\$ 244,663	\$ 718,146	25%
Police Department				
Salaries and Benefits	\$ 674,622	\$ 207,729	\$ 466,893	31%
Professional Services	112,600	6,463	106,137	6%
Administrative/Operations	86,845	23,111	63,734	27%
Capital Outlays	80,000	52,950	27,050	66%
Total Police Department	\$ 954,067	\$ 290,253	\$ 663,814	30%
Fire Department				
Salaries and Benefits	\$ 630,741	\$ 196,846	\$ 433,895	31%
Professional Services	10,000	9,033	967	90%
Administrative/Operations	128,600	31,416	97,184	24%
Capital Outlays	-	35,145	(35,145)	0%
Total Fire Department	\$ 769,341	\$ 272,440	\$ 496,901	35%
Public Works Department - Roads				
Salaries and Benefits	\$ 334,898	\$ 74,443	\$ 260,455	22%
Professional Services	40,300	1,892	38,408	5%
Administrative/Operations	167,500	29,013	138,487	17%
Capital Outlays	1,673,580	73,455	1,600,125	4%
Total Roads Department	\$ 2,216,278	\$ 178,803	\$ 2,037,475	8%
Public Works Department - Parks				
Administrative/Operations	\$ 42,100	\$ 19,498	\$ 22,602	46%
Capital Outlays	\$ 31,000	\$ 24,800	\$ 6,200	80%
Total Parks Department	\$ 73,100	\$ 44,298	\$ 28,802	61%
Total Expenditures	\$ 4,975,596	\$ 1,030,457	\$ 3,945,139	21%
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	\$ (217,165)	\$ 562,338	\$ 779,503	
FUND BALANCE - BEGINNING OF YEAR		\$ 3,651,518		
FUND BALANCE - END OF YEAR		\$ 4,213,856		

Recommended Operating Reserve - 3 months

TOWN OF PALMER LAKE

SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - BUDGET AND ACTUAL

WATER ENTERPRISE FUND

For the Four Months Ended April 30, 2024

UNAUDITED

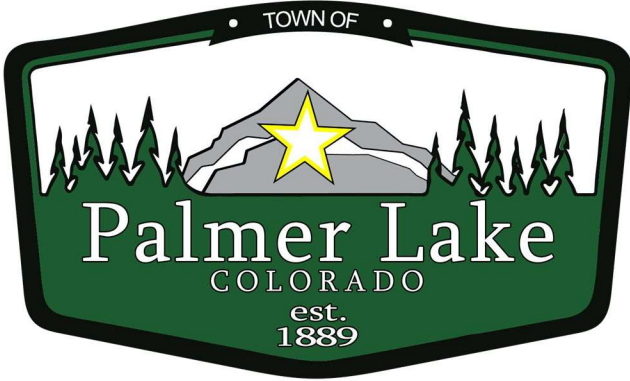
	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 33%)
REVENUE				
Water Billing	\$ 1,375,000	\$ 408,300	\$ (966,700)	30%
Water Improvement Fee	74,000	25,130	(48,870)	34%
Water Loan	216,000	72,094	(143,906)	33%
Water Tap Fees	72,000	7,703	(64,297)	11%
Water Meter/Parts	2,550	-	(2,550)	0%
Late Fees/Service Fees	16,000	7,470	(8,530)	47%
Interest	24,000	11,261	(12,739)	47%
American Rescue Plan	103,669	90,899	(12,770)	88%
PLES Upper Glenway Water Improvement	101,520	-	(101,520)	0%
Total Revenue	<u>\$ 1,984,739</u>	<u>\$ 622,857</u>	<u>\$ (1,361,882)</u>	<u>31%</u>
EXPENDITURES				
Salaries and Benefits	\$ 519,749	\$ 133,614	\$ 386,135	26%
Professional Services	137,000	27,304	109,696	20%
Administrative/Operations	438,300	143,340	294,960	33%
Capital Outlays	649,290	111,804	537,486	17%
Debt Service	207,179	57,485	149,694	28%
Total Expenditures	<u>\$ 1,951,518</u>	<u>\$ 473,547</u>	<u>\$ 1,477,971</u>	<u>24%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ 33,221</u>	<u>\$ 149,310</u>	<u>\$ 116,089</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 1,316,293</u>		
FUND BALANCE - END OF YEAR		<u>\$ 1,465,603</u>		
Less: Restricted Operating Reserve - 3 months		(224,600)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted		<u><u>\$ 1,241,003</u></u>		

Note 1: CWR&PDA Loan Requirement

TOWN OF PALMER LAKE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND For the Four Months Ended April 30, 2024 UNAUDITED

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 33%)
REVENUE				
State Shared Revenue	\$ 36,140	\$ 9,310	\$ (26,830)	26%
Interest	1,200	531	(669)	44%
Total Revenue	<u>\$ 37,340</u>	<u>\$ 9,841</u>	<u>\$ (27,499)</u>	<u>26%</u>
EXPENDITURES				
Salaries and Benefits	\$ 14,380	\$ -	\$ 14,380	0%
Administrative/Operations	3,000	-	3,000	0%
Capital Outlays	19,000	-	19,000	0%
Total Expenditures	<u>\$ 36,380</u>	<u>\$ -</u>	<u>\$ 36,380</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 960</u>	<u>\$ 9,841</u>	<u>\$ 8,881</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 59,044</u>		
FUND BALANCE - END OF YEAR - Restricted		<u><u>\$ 68,885</u></u>		



Accounts Payable Reports
April 2024

Ranges: From: To: From: To:
 Check Number First Last Check Date 4/1/2024 4/30/2024
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
49713	AIRGAS	AIRGAS USA, LLC	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$91.43
49714	AMCOBIIT	AMCOBI	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$3,852.00
49715	BLUETREELLC	BLUE TREE, LLC	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$480.00
49716	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$1,312.50
49717	CIVICPLUSLLC	CIVICPLUS LLC	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$1,648.50
49718	CKT	COMMON KNOWLEDGE TECHNOLOGY	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$5,286.00
49719	COREANDMAIN	CORE & MAIN LLP	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$26,911.44
49720	ELPASOPUBLICHEA	El Paso Co Public Health Labor	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$1,050.00
49721	ECS	EMPLOYERS COUNCIL	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$85.00
49722	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$2,477.04
49723	KELLYBOOKSLLC	KellyBooks LLC	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$4,531.25
49724	MCCANDLESSTRUCK	MCCANDLESS TRUCK CENTER LLC	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$4,155.09
49725	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$46,643.50
49726	OREILLY	O'REILLY	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$267.06
49727	SOUTHBEACHMOTOR	SOUTH BEACH MOTORS	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$35,145.00
49728	GAZETTE	THE GAZETTE	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$104.89
49729	TRILAKESGARAGED	TRI-LAKES GARAGE DOORS, LLC	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$145.00
49730	TRILAKESMONUMEN	Tri-Lakes Monument Fire Protec	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$8,912.00
49731	UNCC	UTILITY NOTIFICATION CENTER OF	4/3/2024	COBANK-CKG 9495	PMCHK00000157	\$45.15
49732	ABGROCKYMOUNTAI	ABGRM	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$618.33
49733	BRIGHTFUTURES	BRIGHT FUTURES GLASS AND WINDO	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$325.83
49734	CASCADEFIRE	CASCADE FIRE EQUIPMENT	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$163.57
49735	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$4,330.00
49736	ESO	ESO SOLUTIONS, INC.	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$208.53
49737	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$1,184.00
49738	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$255.00
49739	KROBLAWOFFICES	KROB LAW OFFICE, LLC	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$6,265.00
49740	LYONSGADDIS	LYONS GADDIS	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$2,272.00
49741	NEVADATAPMASTER	NEVADA TAP MASTER, INC.	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$850.00
49742	PALMERLAKESANIT	PALMER LAKE SANITATION	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$2,713.36
49743	PITNEYBOWES	PITNEY BOWES GLOBAL FINANCIAL	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$86.73
49744	REPUBLICSERVICE	REPUBLIC SERVICES #653	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$1,623.58
49745	SCOTTYDONTAN	SCOTTY & SARAH DONTANVILLE	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$750.00
49746	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	4/11/2024	COBANK-CKG 9495	PMCHK00000158	\$73.61
49747	4RIVERSEQUIPMEN	4 RIVERS EQUIPMENT	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$296.38
49748	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$480.98
49749	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$30.00
49750	CKT	COMMON KNOWLEDGE TECHNOLOGY	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$48.00
49751	ESO	ESO SOLUTIONS, INC.	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$290.00
49752	GALLS	GALLS, LLC	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$193.50
49753	HIGHERSTANDARD	HIGHER STANDARD PAINTING COMPA	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$900.00
49754	JOHNSHARP	JOHN R SHARP	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$75.00
49755	MONARCHMERCHANT	MONARCH MERCHANDISING	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$200.00
49756	MYFLEETCENTER	MYFLEETCENTER	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$109.62
49757	OREILLY	O'REILLY	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$121.51
49758	PAVEMENTREPAIR	PAVEMENT REPAIR & SUPPLIES, IN	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$1,237.50
49759	PINNACOL	PINNACOL ASSURANCE	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$5,414.00
49760	DPCINDUSTRIES	PVS DX, INC.	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$70.00
49761	RHINEHARTOIL	RHINEHART OIL CO., LLC	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$3,463.82
49762	RUGGEDDEPOT	RUGGED DEPOT	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$1,802.68
49763	SOURCEMANAGE	SOURCE MANAGEMENT INC.	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$12.05
49764	T2SYSTEMS	T2 SYSTEMS CANADA INC.	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$70.00
49765	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	4/18/2024	COBANK-CKG 9495	PMCHK00000159	\$250.00
49766	BRADLEYEXCAVATI	BRADLEY EXCAVATING INC.	4/25/2024	COBANK-CKG 9495	PMCHK00000160	\$50,751.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
49767	DANIELSLONGCHEV	Daniels Long Chevrolet	4/25/2024	COBANK-CKG 9495	PMCHK00000160	\$52,950.00
49768	BLUETREELLC	BLUE TREE, LLC	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$1,000.00
49769	CENTURYLINK	CENTURYLINK	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$610.26
49770	CITYOFFORTCOLLI	CITY OF FORT COLLINS	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$90.00
49771	CKT	COMMON KNOWLEDGE TECHNOLOGY	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$456.80
49772	COREANDMAIN	CORE & MAIN LLP	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$11,962.50
49773	ENVIROTECH	ENVIROTECH SERVICES, INC.	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$4,828.91
49774	ESO	ESO SOLUTIONS, INC.	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$2,405.05
49775	HIGHERSTANDARD	HIGHER STANDARD PAINTING COMPA	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$900.00
* 49776	CICCOLELLAJOH	JOHN CICCOLELLA	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$320.00
49777	MCKINNEY	MCKINNEY DOOR & HARDWARE	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$36.00
49778	MONARCHMERCHANT	MONARCH MERCHANDISING	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$263.15
49779	MYFLEETCENTER	MYFLEETCENTER	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$390.90
49780	OREILLY	O'REILLY	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$12.99
49781	ORKIN	Orkin	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$98.65
49782	RAMPARTSUPPLY	RAMPART SUPPLY	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$145.30
49783	SGS	SGS NORTH AMERICA, INC.	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$265.58
49784	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$850.00
49785	WATTSUPFITTINGI	WATTS UPFITTING INC.	4/26/2024	COBANK-CKG 9495	PMCHK00000161	\$930.88

Total Checks:	73			Total Amount of Checks:		\$308,875.40
						=====

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date	From:	To:
Checkbook ID	4/1/2024	4/30/2024
	COBANK-CKG 9495	COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
4/1/2024	CMTRX00000137	Bank Transaction Entry	WDL000001270	Xfinity	11.07
4/1/2024	CMTRX00000137	Bank Transaction Entry	WDL000001271	Comcast	193.35
4/3/2024	CMTRX00000137	Bank Transaction Entry	WDL000001274	Parking Kiosk Fee	182.66
4/4/2024	CMTRX00000137	Bank Transaction Entry	WDL000001284	Paycom	54,677.00
4/8/2024	CMTRX00000137	Bank Transaction Entry	WDL000001277	WEX Fuel	2,203.64
4/8/2024	CMTRX00000137	Bank Transaction Entry	WDL000001278	Humana	906.60
4/9/2024	CMTRX00000137	Bank Transaction Entry	WDL000001260	Black Hills Energy	129.55
4/9/2024	CMTRX00000137	Bank Transaction Entry	WDL000001272	CORE Electric	10,024.05
4/9/2024	CMTRX00000137	Bank Transaction Entry	WDL000001273	HealthEquity	5.00
4/10/2024	CMTRX00000137	Bank Transaction Entry	WDL000001276	Pinnacol Assurance	7,523.00
4/12/2024	CMTRX00000137	Bank Transaction Entry	WDL000001279	PCS	1,721.40
4/15/2024	CMTRX00000137	Bank Transaction Entry	WDL000001261	Black Hills Energy	187.25
4/15/2024	CMTRX00000137	Bank Transaction Entry	WDL000001262	Black Hills Energy	142.41
4/15/2024	CMTRX00000137	Bank Transaction Entry	WDL000001263	Black Hills Energy	136.24
4/15/2024	CMTRX00000137	Bank Transaction Entry	WDL000001264	Black Hills Energy	115.36
4/15/2024	CMTRX00000137	Bank Transaction Entry	WDL000001265	Black Hills Energy	112.26
4/15/2024	CMTRX00000137	Bank Transaction Entry	WDL000001266	Black Hills Energy	89.07
4/15/2024	CMTRX00000137	Bank Transaction Entry	WDL000001267	Black Hills Energy	51.98
4/15/2024	CMTRX00000137	Bank Transaction Entry	WDL000001268	Black Hills Energy	32.66
4/15/2024	CMTRX00000137	Bank Transaction Entry	WDL000001281	FPPA	5,849.35
4/18/2024	CMTRX00000137	Bank Transaction Entry	WDL000001283	Paycom	58,199.01
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001248	Amcobi	964.41
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001249	Amcobi	211.24
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001250	Amcobi	132.25
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001251	Amcobi	129.00
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001252	Amcobi	114.37
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001253	Amcobi	111.85
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001254	Amcobi	90.04
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001255	Amcobi	88.36
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001256	Amcobi	88.36
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001257	Amcobi	88.36
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001258	Amcobi	85.00
4/22/2024	CMTRX00000137	Bank Transaction Entry	WDL000001269	Visa Cardmember Services	12,089.93
4/23/2024	CMTRX00000137	Bank Transaction Entry	WDL000001280	PCS	1,750.57
4/24/2024	CMTRX00000137	Bank Transaction Entry	WDL000001282	FPPA	5,779.22
4/26/2024	CMTRX00000137	Bank Transaction Entry	WDL000001259	Anthem	8,357.04
4/26/2024	CMTRX00000137	Bank Transaction Entry	WDL000001275	Parking Kiosk Fee	5.30
Total ACHs:	37			Total Amount of ACHs:	\$ 172,578.21



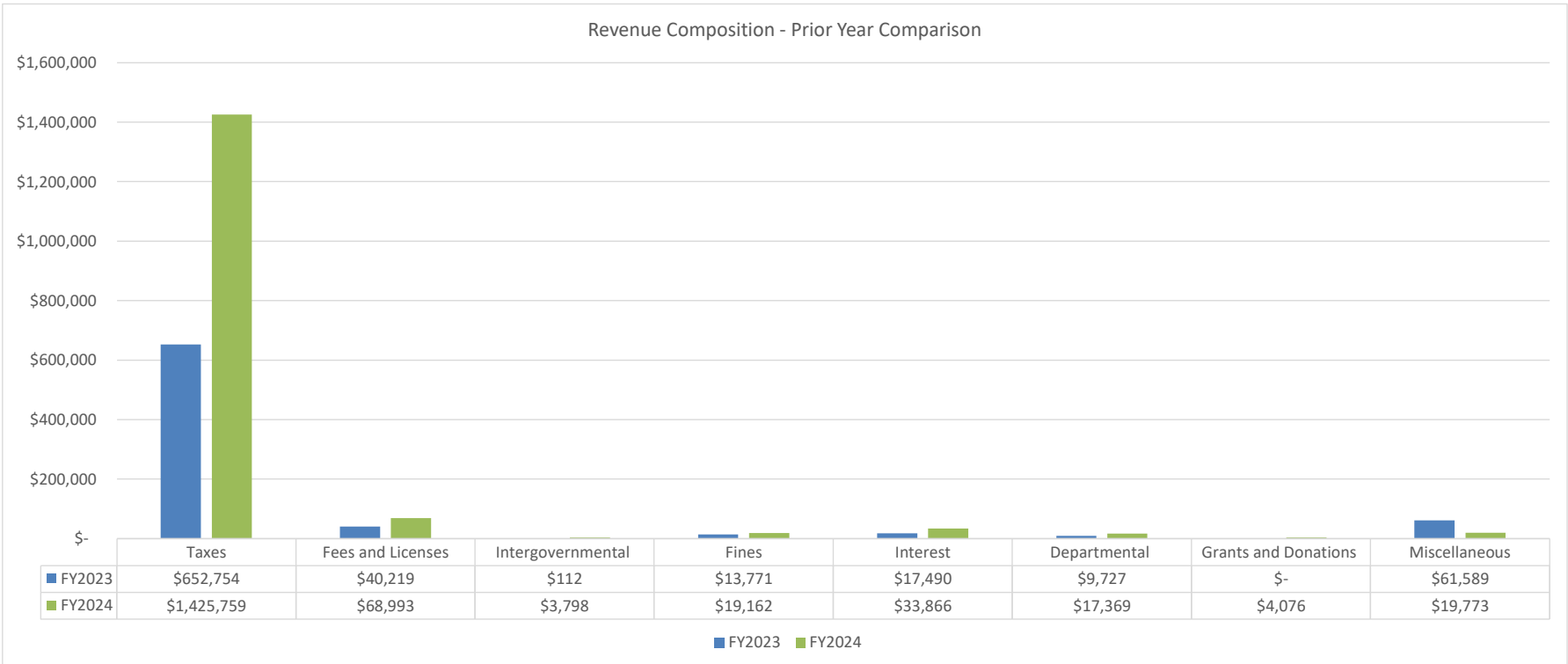
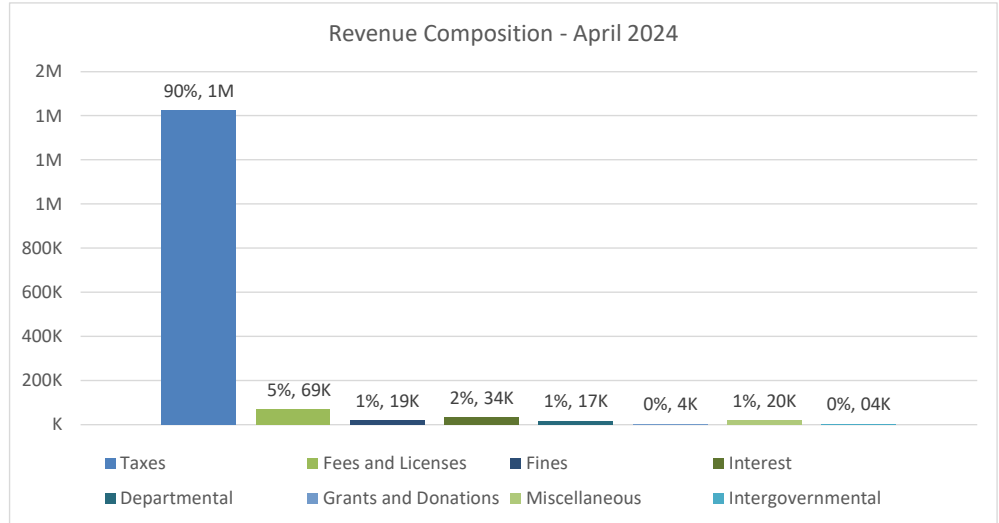
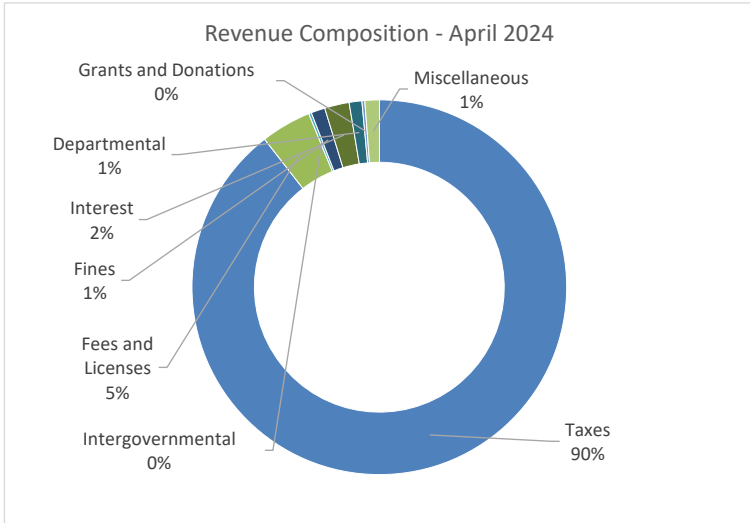
Charts
April 2024

TOWN OF PALMER LAKE

Item 3.

REVENUE CHARTS GENERAL FUND

For the Four Months Ended April 30, 2024
UNAUDITED

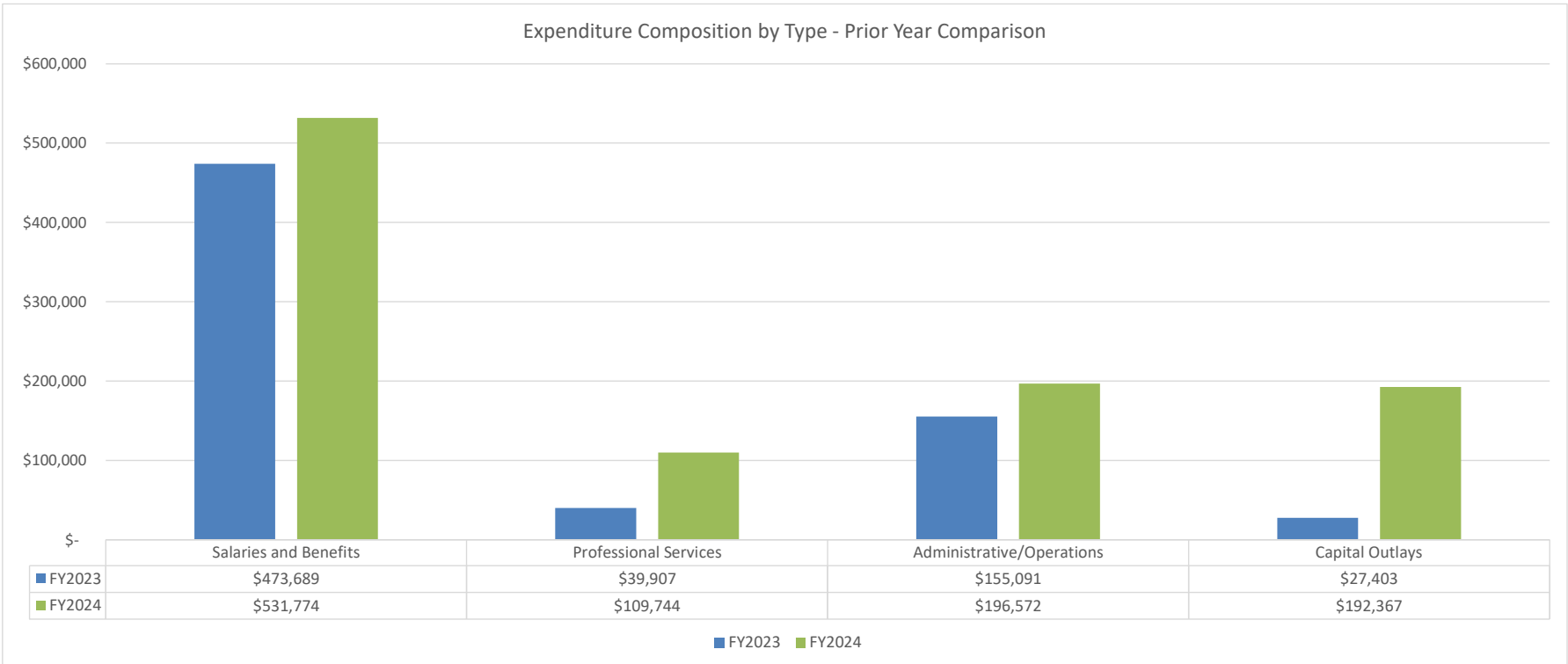
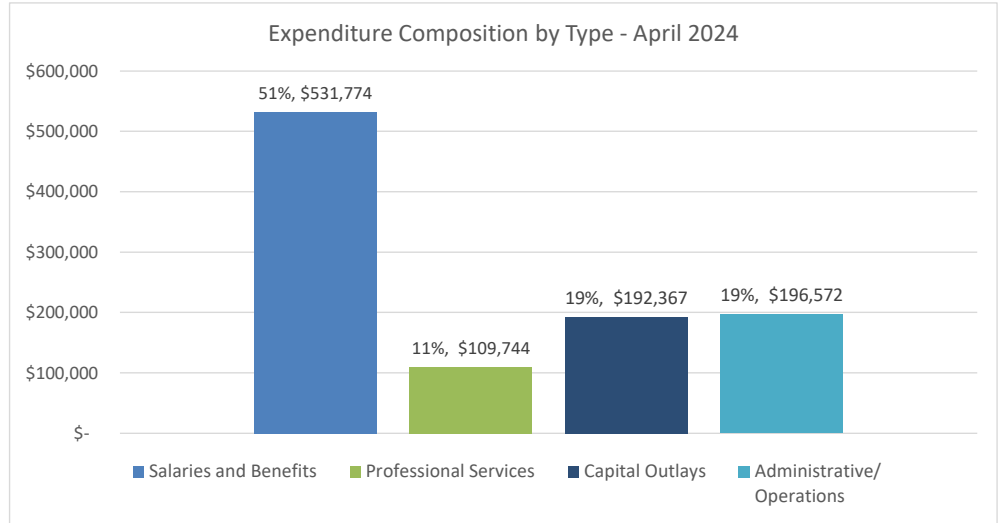
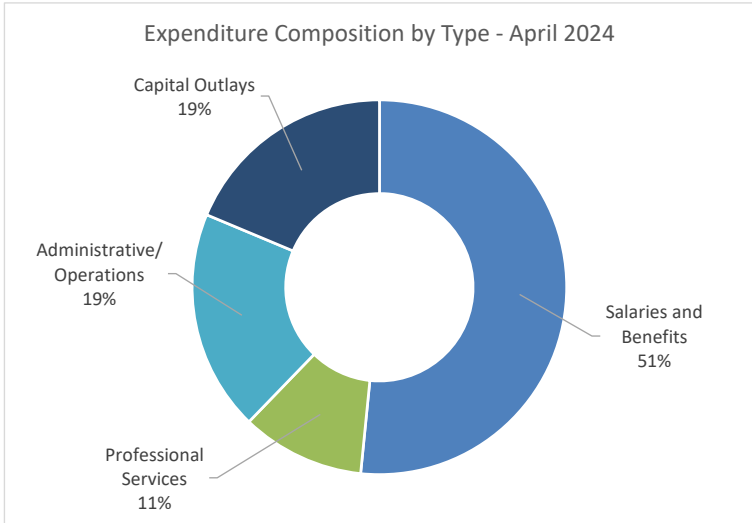


TOWN OF PALMER LAKE

Item 3.

EXPENDITURE CHARTS GENERAL FUND

For the Four Months Ended April 30, 2024
UNAUDITED



TOWN OF PALMER LAKE

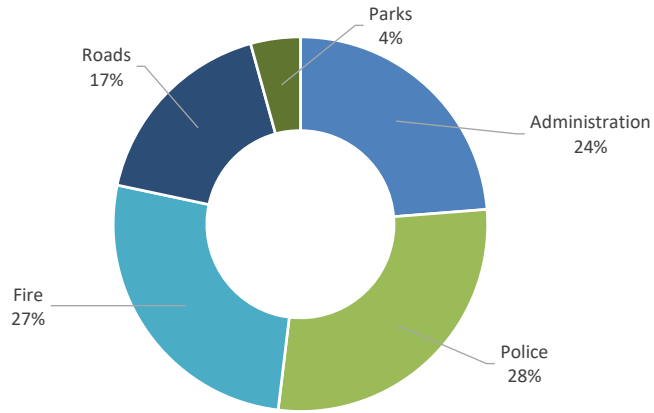
EXPENDITURE CHARTS GENERAL FUND

For the Four Months Ended April 30, 2024

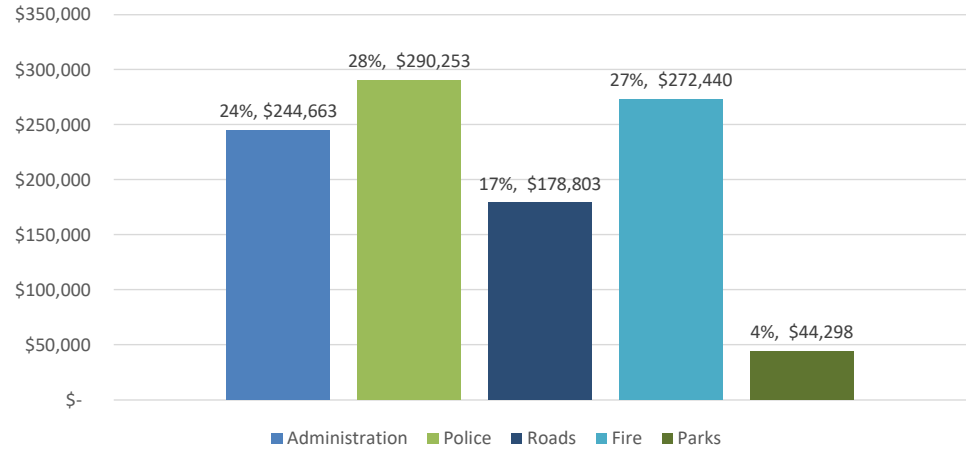
UNAUDITED

Item 3.

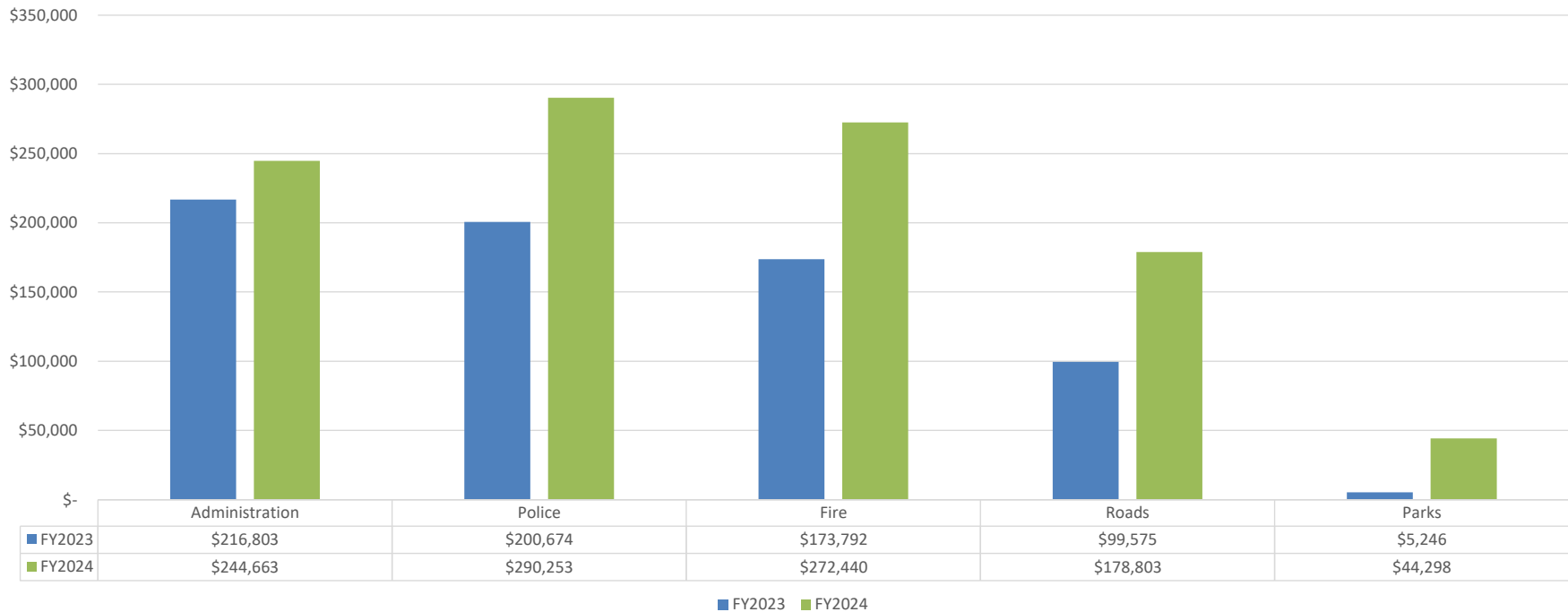
Expenditure Composition by Department - April 2024



Expenditure Composition by Department - April 2024



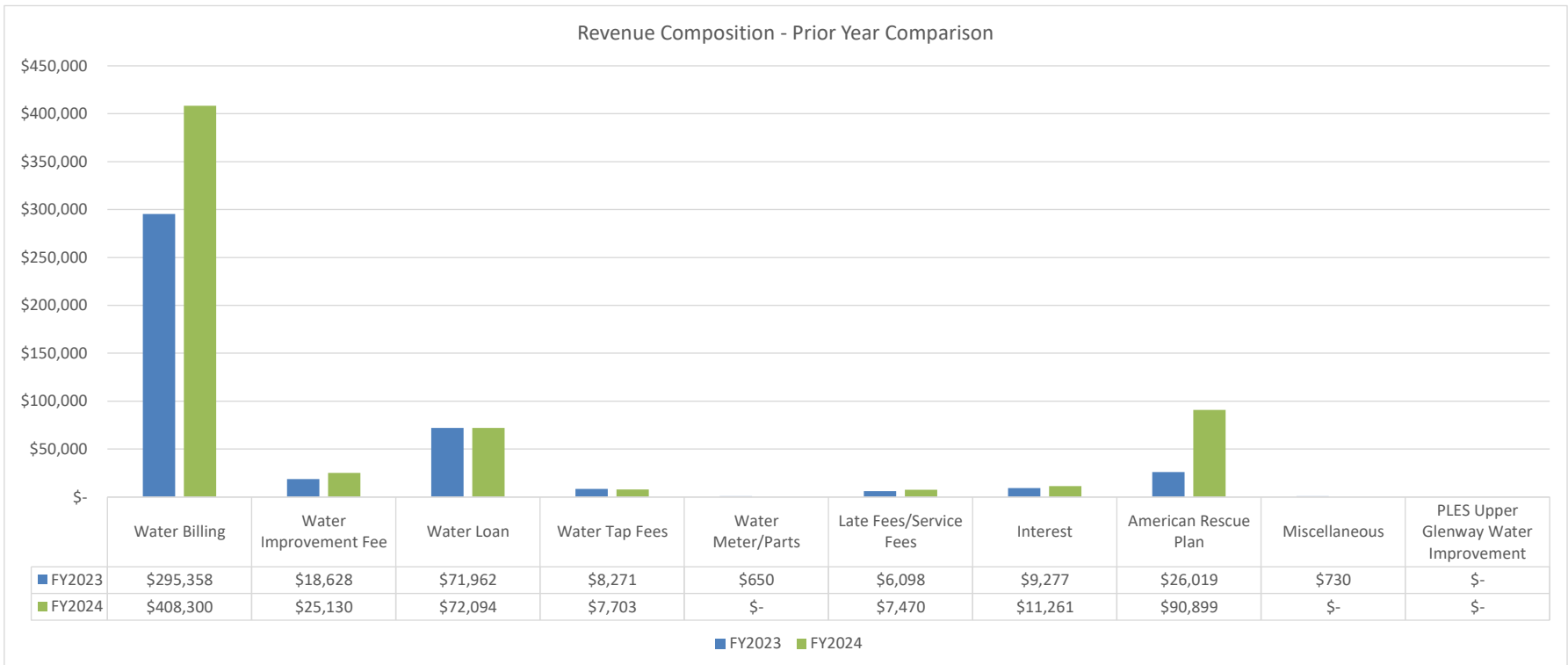
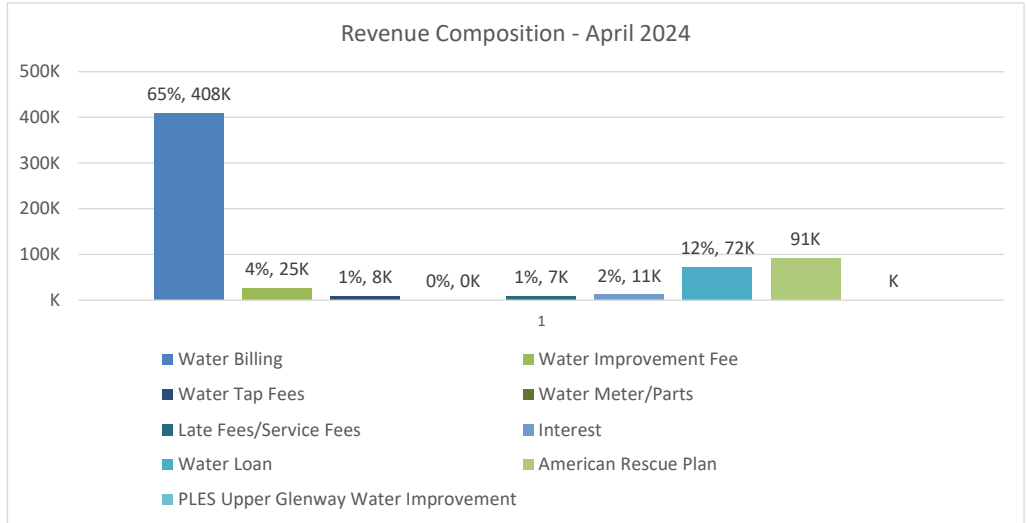
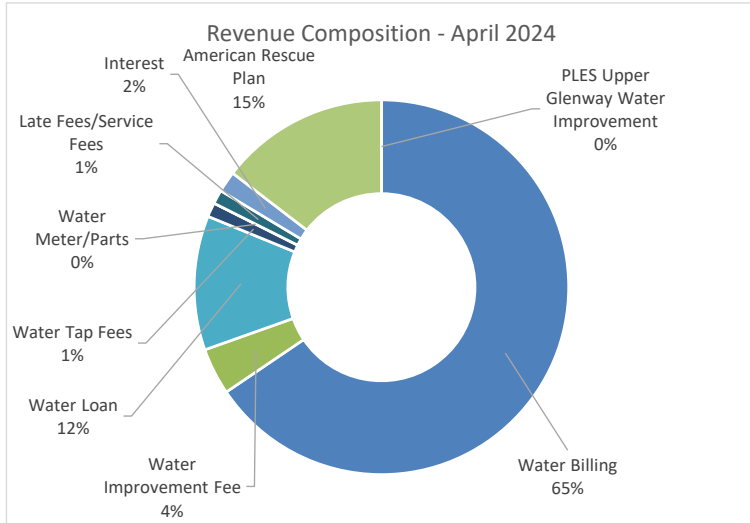
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 3.

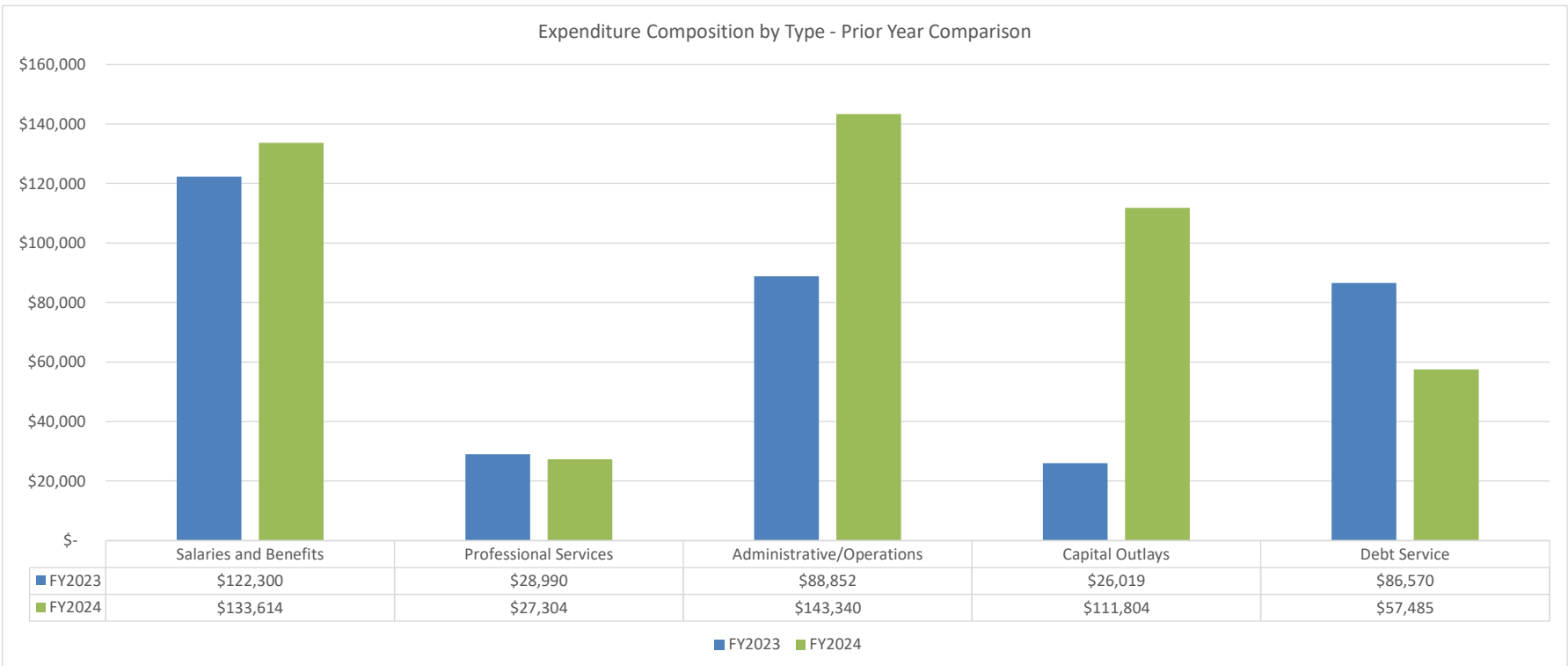
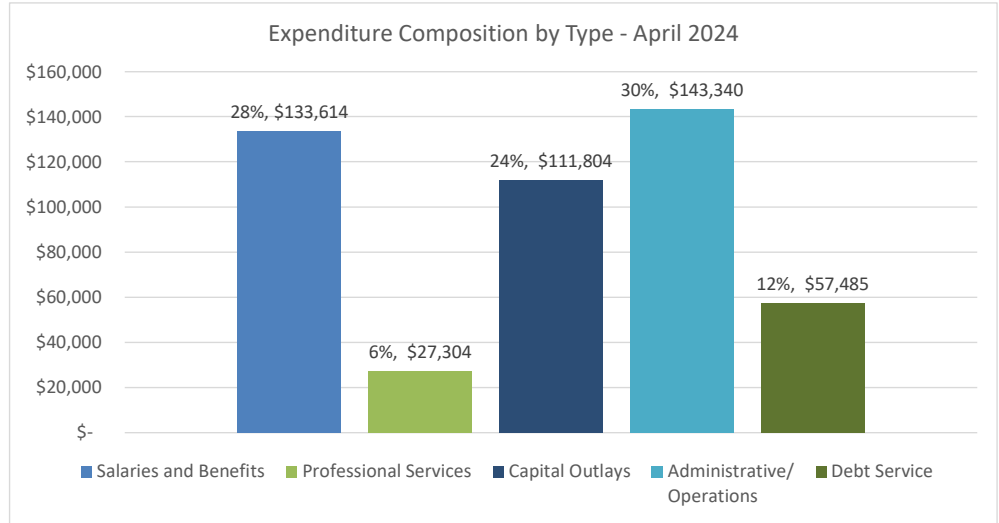
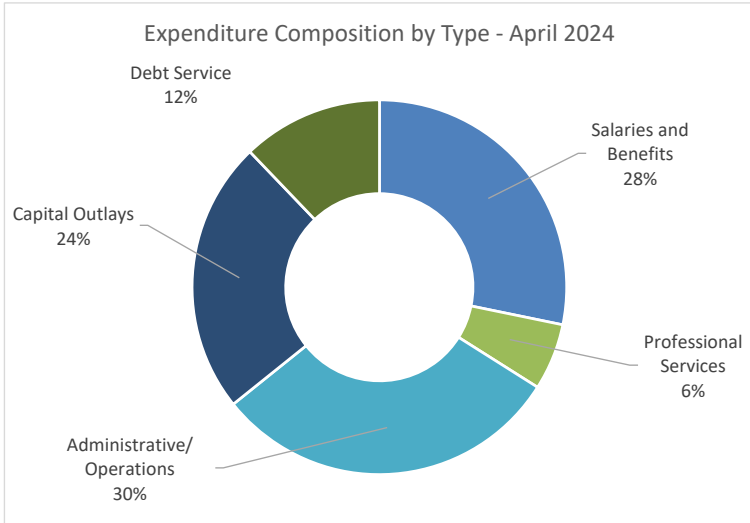
REVENUE CHARTS WATER ENTERPRISE FUND For the Four Months Ended April 30, 2024 UNAUDITED



TOWN OF PALMER LAKE

Item 3.

EXPENDITURE CHARTS WATER ENTERPRISE FUND For the Four Months Ended April 30, 2024 UNAUDITED





TOWN OFFICE USE ONLY	
Date Received: <u>4/24/24</u>	By: <u>TU</u>
Amount: \$ <u>1000.00</u>	Pmt Type: <u>AK 1092</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: _____
Expires: _____	By: _____

VACATION & REPLAT APPLICATION

Name of Applicant/Property Owner: Randy Allgood

Name of Proposal: 95 Greeley

Address: 95 Greeley City: Palmer Lake State: CO Zip: 80133

Email: alwaysallgood@gmail.com Tax Schedule #: 7108105013

This is a Vacation Plat – A map indicating a proposed elimination of a dedicated street, road easement or subdivision. It shall be prepared by a Colorado Registered Land Surveyor in accordance with a Subdivision Regulations. If approved, it shall be recorded with the County Clerk and Recorder’s Office.

This is a Replat – A map which indicates an alternation from an approved Subdivision Final Plat. Such a proposal shall abide by the same regulations which affect a Final Plat submittal.

Please fill out the appropriate submission checklist to complete the application.

Location of Property: 95 Greeley

Nearest Street Intersection: Spring st Existing Subdivision: Pine Crest Youth Ranch

Current Zoning and Uses of Surrounding Property: N: _____

E: _____

S: _____

W: _____

Signature of Owner: [Signature] Date: 24 APR 24

Applicants Name: Randy Allgood

Address/Location: 138 Starview circle pL 80133

Dawn Collins

From: Randy Allgood <alwaysallgood@gmail.com>
Sent: Wednesday, April 24, 2024 7:29 AM
To: Dawn Collins
Subject: Re: 95 GREELEY
Attachments: image001.png

Follow Up Flag: Flag for follow up
Flag Status: Flagged

-----**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.**-----

To: Town of Palmer lake

From: Randy Allgood

Subject: 95 Greeley

Town of Palmer lake,
I purchased property known as 95 greeley
In Palmer lake 18 March 2024.

The property has an approved PUD with four lots to build four houses set in motion by the previous owners. I am going to continue with this plan with some minor changes.

The minor changes are, vacating some existing easements and creating new ones to accommodate an approved new shared access point for the four proposed houses.

Each of the four houses will be single family 2 story, 4 bedroom, approximately 2400sf homes with attached 2 car garages.

These changes will be installed with a vacation and replat with the Town of Palmer lake.

Regards,

Randy Allgood
Owner/builder

On Mon, Apr 22, 2024, 4:29 PM Dawn Collins <dawn@palmer-lake.org> wrote:

Jim and Randy,

**A REPLAT OF LOT 1, BLOCK 2,
PINE CREST YOUTH RANCH SUBDIVISION, AMENDMENT NO. 1**
BEING A PORTION OF THE NORTHEAST ONE-QUARTER OF SECTION 8,
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M.

BE IT KNOWN BY THESE PRESENTS:

That RANDY ALLGOOD, being the Sole owner of the following described tract of land to wit:
Lots 1, 2, 3 and 4, a Replat of LOT 1, BLOCK 2, PINE CREST YOUTH RANCH SUBDIVISION in the TOWN OF PALMER LAKE (Reception number 219714305, El Paso County records, El Paso County, Colorado), as corrected by SURVEYORS AFFIDAVIT (Reception number 224019378, said El Paso County records) Being a portion of the Northeast One-Quarter of Section 8, Township 11 South, Range 67 West of the 6th P.M., El Paso County, State of Colorado

Containing a computed area of 36,494 square feet or 0.8378 acres.

DEDICATION:

The above owner has caused said tract of land to be surveyed and platted into lots and easements as shown on the accompanying plot. The undersigned does hereby dedicate, grant, and convey to the Town of Palmer Lake those Public Easements as shown on the plat, and further restricts the use of all said Public Easements to the Town of Palmer Lake and/or its assigns, provided however, that the sole right and authority to release or quit claim all or any such Public Easements shall remain exclusively vested in the Town of Palmer Lake. This tract of land as herein platted shall be known as "A REPLAT OF LOT 1, BLOCK 2, PINE CREST YOUTH RANCH SUBDIVISION, AMENDMENT NO. 1," in the Town of Palmer Lake, County of El Paso, State of Colorado.

IN WITNESS WHEREOF:

The aforementioned, RANDY ALLGOOD, has executed this instrument
this _____ day of _____, 20____ A.D.

RANDY ALLGOOD

NOTARIAL:
STATE OF COLORADO }
COUNTY OF EL PASO } SS

The above and aforementioned was acknowledged before me this _____ day of _____, 20____ A.D., by RANDY ALLGOOD.

Witness my hand and seal _____
My commission expires _____

NOTICE IS HEREBY GIVEN:

That the area included in the plat described herein is subject to the code of the Town of Palmer Lake. No building permits shall be issued for building sites within this plat until all required fees have been paid and all required public and private improvements have been installed as specified by the Town of Palmer Lake, or, alternatively, until acceptable assurances, including but not limited to, letters of credit, cash, subdivision bonds or combinations thereof, guaranteeing the completion of all required public and private improvements, including but not limited to drainage, street and erosion control, and all private have been placed on file with the Town of Palmer Lake.

APPROVAL:

Heard and recommended for approval on the ___ day of _____, 2023
by the Planning Commission, Town of Palmer Lake.

Chair, Planning Commission

Heard and approved on the ___ day of _____
by the Board of Trustees for the Town of Palmer Lake.

Mayor, Board of Trustees

Attest by: _____
Town Clerk

NOTES:

1. o - Indicates a set #4 rebar with Surveyor's Cap, P.L.S. #37631.
• - Indicates recovered survey monument as noted.
2. * - Indicates not a part of this subdivision.
3. This Survey was conducted without the benefit of a Title Commitment and is based on the legal description provided. Therefore easements or rights-of-way of record affecting the subject property, if any, may not be shown hereon. No additional research was performed by CROSSED PATHS SURVEYING SERVICES, INC.
4. The approval of this replat vacates all prior plats for the area described by this replat.
5. Basis of Bearings: All bearings shown are relative to the Easterly Line of said Lot 1, Block 2, monumented as shown and assumed to bear S00°35'36"E, a distance of 254.72 feet.
6. NOTICE: According to Colorado Law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.
7. All Lots subject to possible private water, sewer, and electric service line Easements.

RECORDING:

STATE OF COLORADO }
COUNTY OF EL PASO } SS
I hereby certify that this instrument was filed for record in my office at _____ o'clock _____ M.,
this _____ day of _____, 20____ A.D., and is duly recorded under
Reception No. _____ of the records of El Paso County, Colorado.
SURCHARGE: _____
FEE: _____
BY: _____
Steve Schlicker, Recorder

BY: _____ Deputy

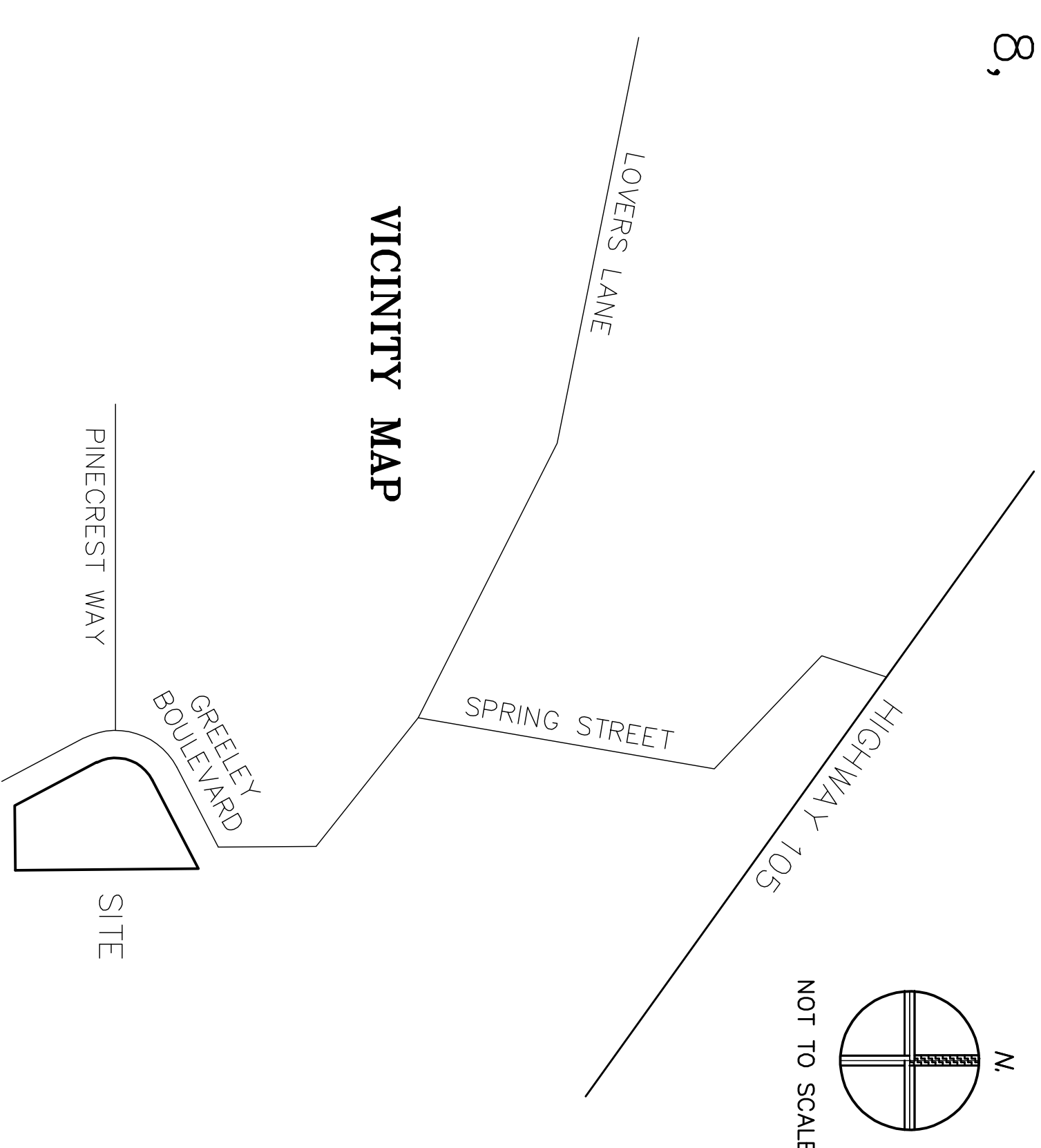
FEES:

Park Fee: _____
School Fee: _____

Drainage Fee: _____
Bridge Fee: _____

James P. Brinkman
Colorado Professional Land
Surveyor No. 37631

**PRELIMINARY
FOR REVIEW**



EASEMENTS:

UNLESS SHOWN GREATER IN WIDTH THE SIDES OF ALL LOT LINES SHALL BE PLATTED WITH A FIVE FOOT (5') EASEMENT FOR PUBLIC UTILITIES & DRAINAGE PURPOSES, AND ALL REAR LOT LINES SHALL BE PLATTED WITH A SEVEN AND ONE-HALF FOOT (7.5') EASEMENT FOR PUBLIC UTILITIES AND DRAINAGE PURPOSES. THE MAINTENANCE OF SAID EASEMENTS SHALL BE VESTED WITH THE INDIVIDUAL OWNERS.

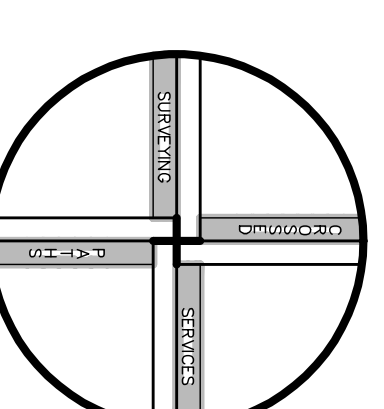
SURVEYOR'S CERTIFICATION:

The undersigned Colorado Registered Professional Land Surveyor licensed in the State of Colorado, hereby states and declares that the accompanying plat was surveyed and drawn under his responsible charge and accurately shows the described tract of land, and replat thereof, and that the requirements of Title 38 of the Colorado Revised Statutes, 1973, as amended, have been met to the best of his professional knowledge, belief and opinion.

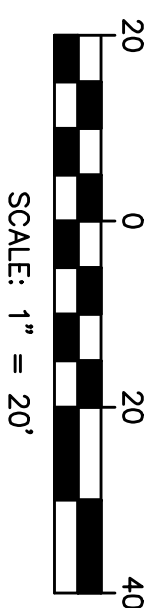
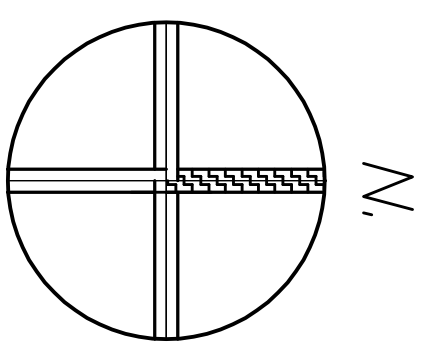
no.	date	revisions	scale:	drawn by:	checked by:
1	April 27, 2024		1" = 20'	JPB	
2					
3					

dwg. file: 1212100A07RPS.dwg
sheet 1 of 2
project no. 1212100A.07

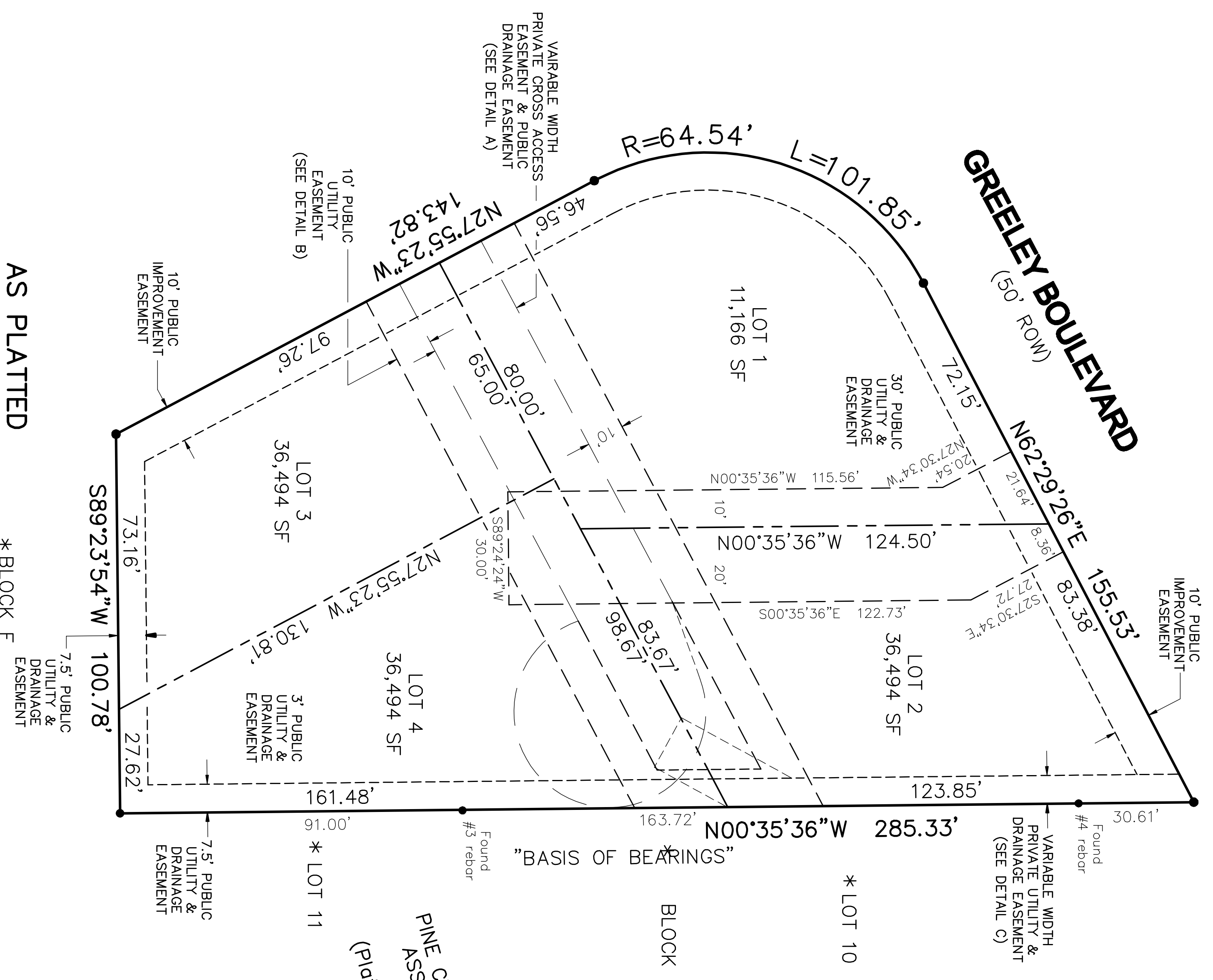
**A REPLAT OF LOT 1,
BLOCK 2, PINE CREST
YOUTH RANCH SUBDIVISION,
AMENDMENT NO. 1**



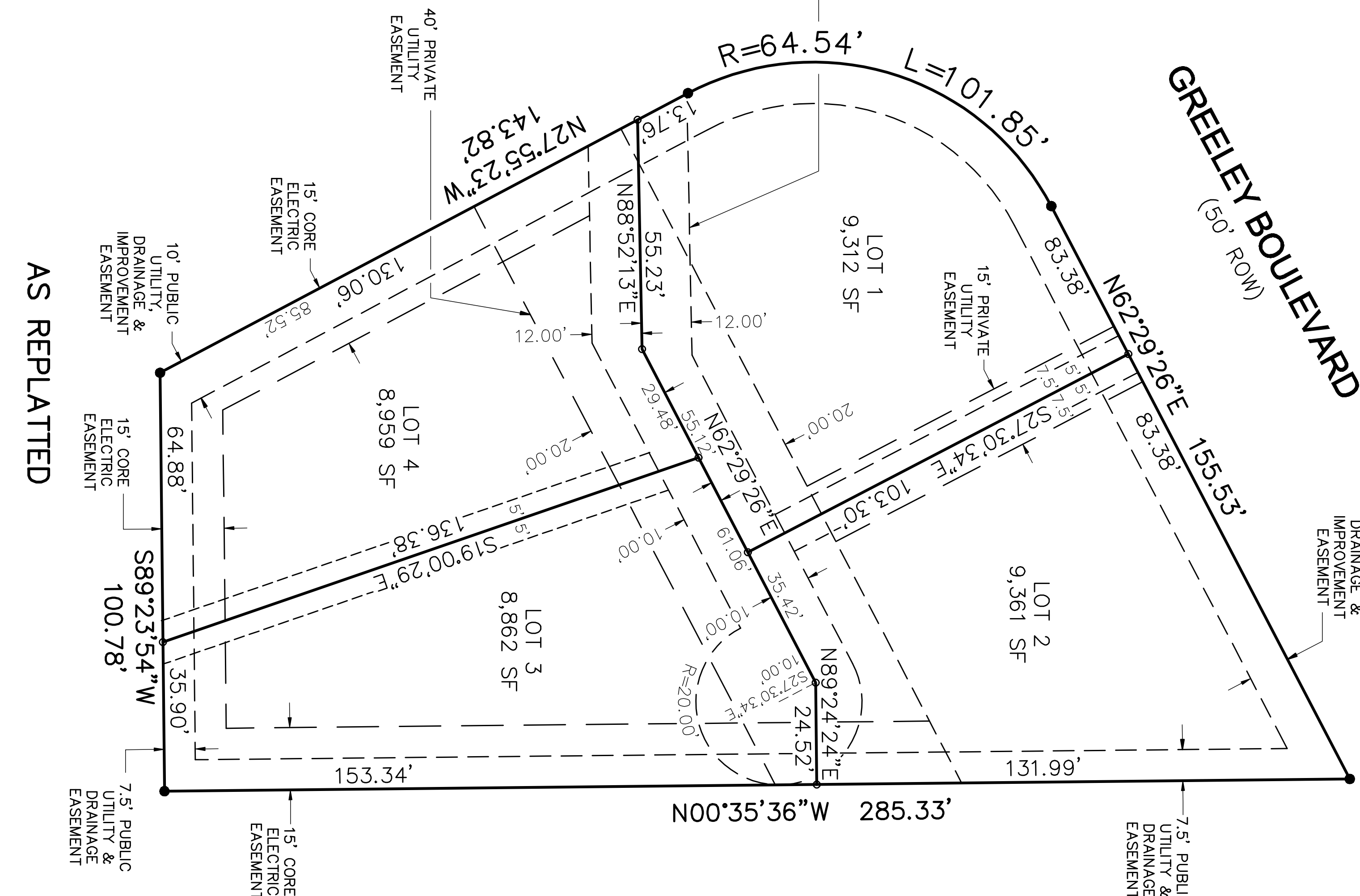
CROSSED PATHS SURVEYING SERVICES, INC.
COLORADO SPRINGS, CO 80908
PHONE: 719-661-2348
EMAIL: info@crossedpaths.com



**A REPLAT OF LOT 1, BLOCK 2,
PINE CREST YOUTH RANCH SUBDIVISION, AMENDMENT NO. 1**
BEING A PORTION OF THE NORTHEAST ONE-QUARTER OF SECTION 8,
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M.



**PRELIMINARY
FOR REVIEW**



**A REPLAT OF LOT 1,
BLOCK 2, PINE CREST
YOUTH RANCH SUBDIVISION,
AMENDMENT NO. 1**

no.	date	revisions	scale	by
3			1" = 20'	
2				
1				

drawing date: April 27, 2024
drawn by: JPB
dwg. file: 1212100A07R1.dwg
project no: 1212100A.07
sheet 1 of 2

CROSSED PATHS SURVEYING SERVICES, INC.
COLORADO SPRINGS, CO 80908
PHONE: 719-661-2348
EMAIL: info@crossedpaths.com

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, May 15, 2024, at 5 PM at the Town Hall at 26 Valley Crescent, Palmer Lake, to consider an application to replat lot lines and easements at 91, 93, 95, 97 Greeley, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on Thursday, May 30 at 6 PM. A copy of the complete application is on file at the Town Clerk office, at 719-481-2953. /s/ Dawn A. Collins, Town Clerk

Published in the Tri-Lakes Tribune May 1, 2024.

Item 7.

I, Kate Dickens, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper **1 time(s) to wit 05/01/2024**

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



Kate Dickens
Sales Center Agent

Subscribed and sworn to me this 05/01/2024, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires June 23, 2026.



Karen Hogan
Notary Public
The Gazette

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

Document Authentication Number
20224024441-548329



TOWN OFFICE USE ONLY	
Date Received: <u>4/15/24</u>	By: <u>CLR</u>
Amount: \$ <u>1000.00</u>	Pmt Type: <u>CL # 1567</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: _____
Expires: _____	By: _____

VACATION & REPLAT APPLICATION

Name of Applicant/Property Owner: Ethel Engel

Name of Proposal: Replat of 278 Lower Glenway St.

Address: PO Box 3 City: Palmer Lake State: CO Zip: 80133

Email: engeliccream@gmail.com Tax Schedule #: 7105309058

This is a Vacation Plat – A map indicating a proposed elimination of a dedicated street, road easement, subdivision. It shall be prepared by a Colorado Registered Land Surveyor in accordance with a Subdivisic Regulations. If approved, it shall be recorded with the County Clerk and Recorder's Office.

This is a Replat – A map which indicates an alteration from an approved Subdivision Final Plat. Such a proposal shall abide by the same regulations which affect a Final Plat submittal.

Please fill out the appropriate submission checklist to complete the application.

Location of Property: 278 Lower Glenway St., Palmer Lake, CO 80133 Lavelett Properties Sub.

Nearest Street Intersection: Lower Glenway St. and High St. Existing Subdivision: & Palmer Lake Am'd Fil.

Current Zoning and Uses of Surrounding Property: N: R3 Borders Middle Glenway St.

E: R3 Single Family Residential

S: R3 Borders Lower Glenway St

W: R3 Single Family Residential

Signature of Owner: *Ethel Engel* Date: 4-15-24

Applicants Name: Ethel Engel

Address/Location: PO Box 3 / 53 High St., Palmer Lake, CO 80133

PL-5/15

5/30

Letter of Intent

April 15, 2024

Ethel Engel
53 High St.
PO Box 3
Palmer Lake, CO 80133

Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133

Re: Replat of 278 Lower Glenway Street (Tax Schedule 7105309058)

I am respectfully requesting a replat of property I own at 278 Lower Glenway Street. The legal description of said property is *LOTS 4-6 INC BLK C PALMER LAKE AMENDED FIL, TOG W/LOT 1 LAVELETT PROPERTIES SUB*. I am requesting the property be replat into two lots in order to sell the East Lot (Lot 1) to my granddaughter and her husband, Amanda and Michael Wilkinson, for them to build a house.

The proposed property line dividing the two lots will be nine feet West of the existing Lot 1 property line to give more room on the existing lot for a reasonably sized house within the R3 zoning code setback requirements. This requires jogging the dividing property line around the East side of the existing barn in order to meet the setback requirements of 7.5 feet for side property lines. This keeps the barn on the West lot with the existing house that I will retain (Lots 4-6, which will be Lot 2 with the replat).

The East portion of 278 Lower Glenway St. has been sitting vacant up until now and is one of the last few good lots to build a home in the area called Residential Old Town in the 2022 Palmer Lake Community Master Plan. The future house on this site built by Amanda and Michael will follow all R3 zoning code requirements, and their new build will add another charming house to add to the unique character of the Residential Old Town area. They intend to connect to the Town's water and sewer systems. Water drainage will not change due to this replat until a new improvement is built, at which time the proposed drainage compliance will be provided with a land use application.

I have been a resident of Palmer Lake all my life and would love to give my granddaughter the chance of a more permanent residence in this Residential Old Town area. This replat will preserve the unique historical improvements currently on the lot,

while also allowing new residential use of the unused lot. Thank you for your consideration in this matter.

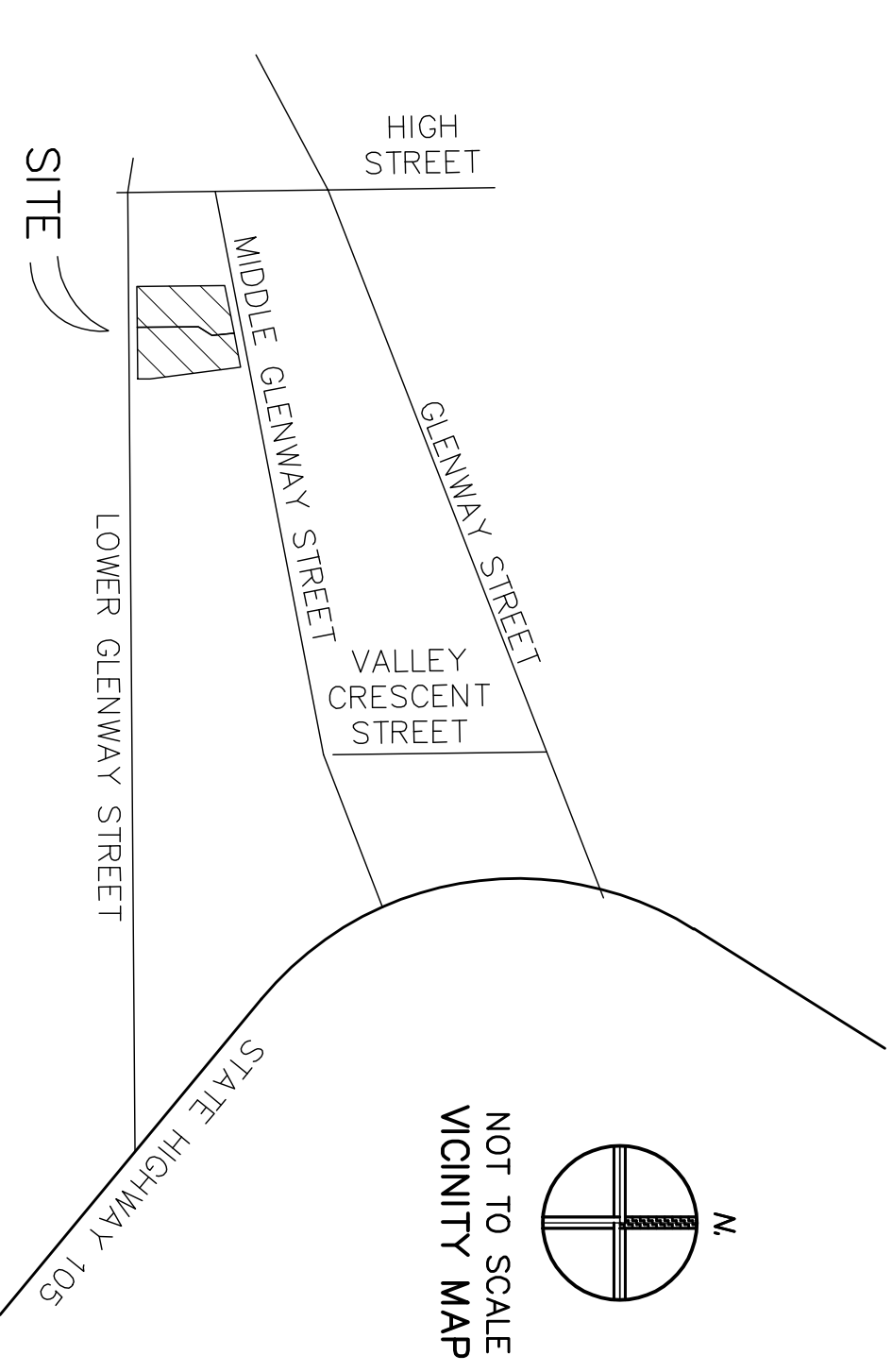
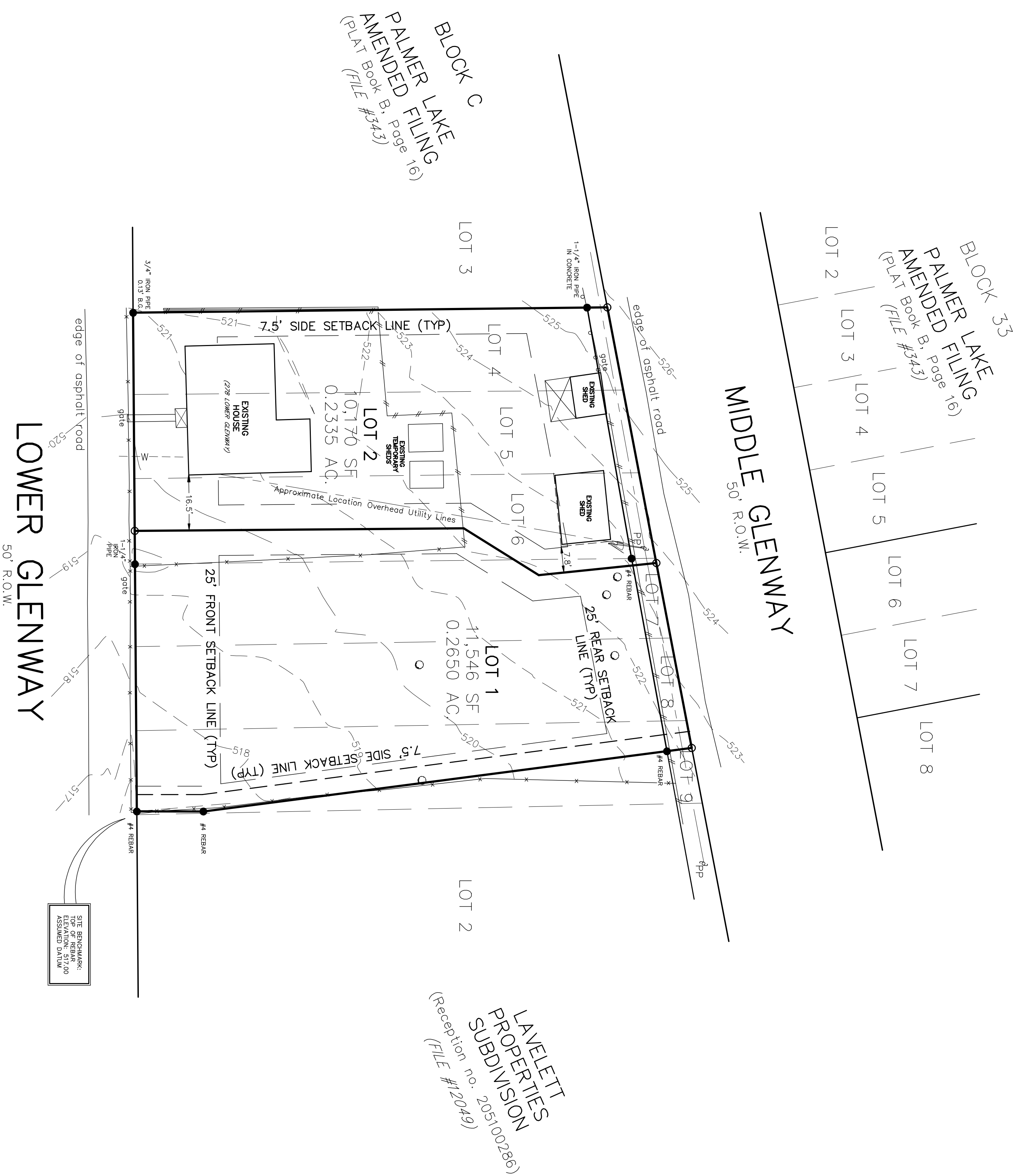
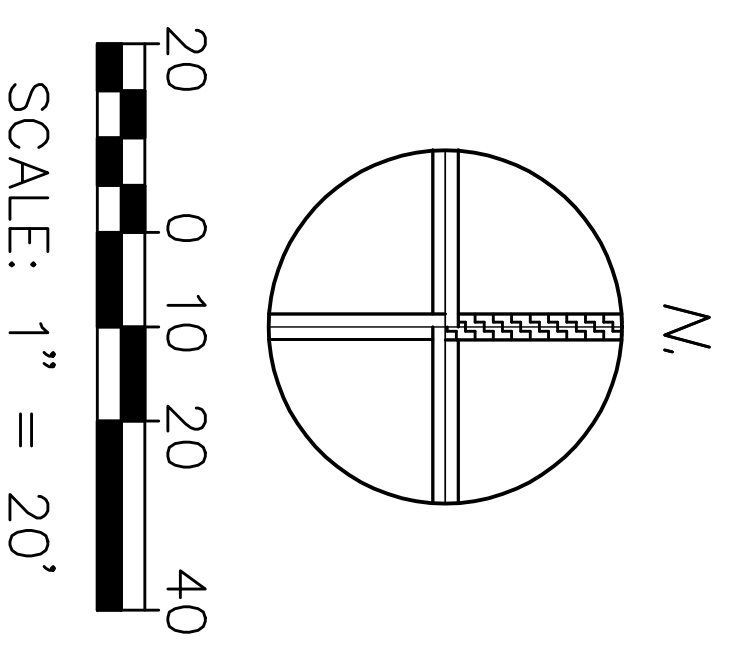
Ethel Engel
719-481-3772

Attachments:

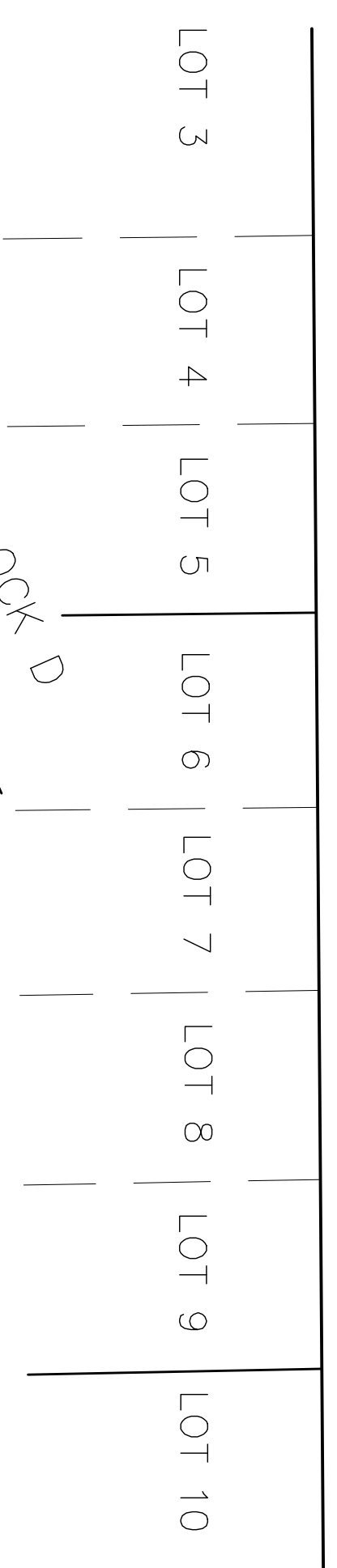
1. Replat Application
2. Site Plan
3. Letter of Authorization for Representation

PRELIMINARY PLAT ENGLE-WILKINSON SUBDIVISION

A VACATION AND REPLAT OF LOTS 4, 5, 6 AND THE REMAINING PORTIONS OF LOTS 7, 8, 9 ALL IN BLOCK C,
PALMER LAKE AMENDED FILING to the Town of Palmer Lake, together with LOT 1, LAVELETT PROPERTIES SUBDIVISION, being a portion of the
Southwest One-Quarter of Section 5, Township 11 South, Range 67 West of the 6th P.M., IN THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO



- NOTES:**
1. Topography based on assumed datum.
- LEGEND:**
- W— existing underground water line
 - S— existing underground sewer line
 - G— existing underground gas line
 - FH existing fire hydrant
 - WV existing water valve
 - PP existing power pole
 - TPED existing electric pedestal
 - tree
 - chain link fence
 - wire fence
 - wood fence
 - found corner as shown
 - corner to be set



NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BE BROUGHT BY ANY PERSON WHO HAS COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

no.	date	revisions	by
1.	April 15, 2024		JPB
2.			
3.			

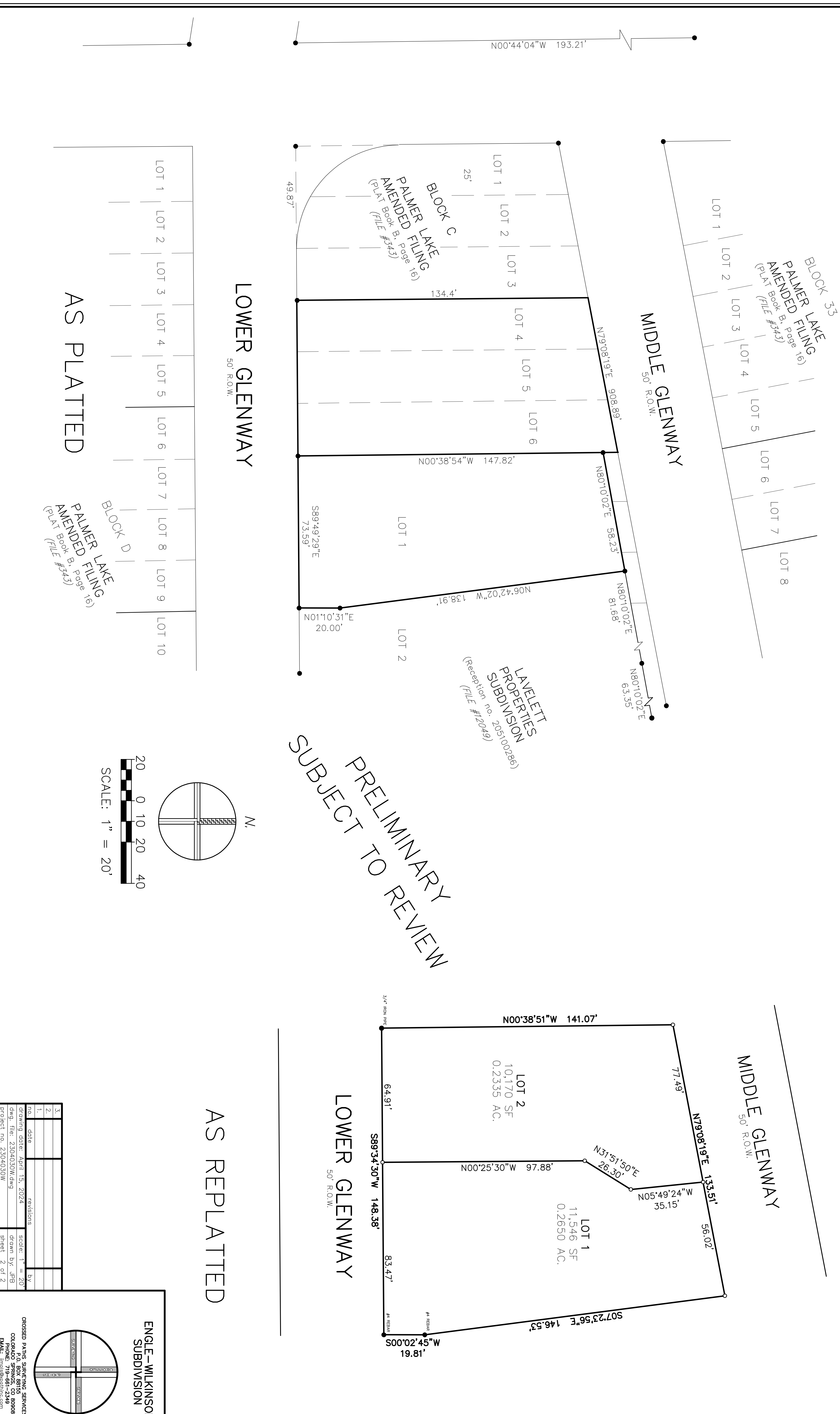
**PRELIMINARY PLAT
ENGLE-WILKINSON
SUBDIVISION**

NOT TO SCALE
VICINITY MAP

CROSSED PATHS SURVEYING SERVICES, INC.
P.O. BOX 8985
COLORADO SPRINGS, CO 80908
PHONE: 719-681-2348
EMAIL: info@crossedpaths.com

ENGLE-WILKINSON SUBDIVISION

A VACATION AND REPLAT OF LOTS 4, 5, 6 AND THE REMAINING PORTIONS OF LOTS 7, 8, 9 ALL IN BLOCK C, PALMER LAKE AMENDED FILING to the Town of Palmer Lake, together with LOT 1, LAVELETT PROPERTIES SUBDIVISION, being a portion of the Southwest One-Quarter of Section 5, Township 11 South, Range 67 West of the 6th P.M., in the Town of Palmer Lake, El Paso County, Colorado



PRELIMINARY
SUBJECT TO REVIEW

AS PLATTED

AS REPLATTED

no.	date	revisions	scale	drawn by	by
3.					
2.					
1.					
no.	date	revisions	scale	drawn by	by
1.	April 15, 2024		1" = 20'	JPB	

dwg. file: 2304030W.dwg
project no. 2304030W
sheet 2 of 2

ENGLE-WILKINSON SUBDIVISION

CROSSED PATHS SURVEYING SERVICES, INC.
COLORADO SPRINGS, CO 80908
PHONE: 719-661-2348
Email: info@crossedpaths.com

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

Item 8.

Public Notice
TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, May 15, 2024, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider an application to replat lot lines at 278 Lower Glenway, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on Thursday, May 20 at 6 PM. A copy of the complete application is on file at the Town Clerk office, at 719-481-2953. /s/ Dawn A. Collins, Town Clerk
Published in the Tri-Lakes Tribune May 1, 2024.

I, Kate Dickens, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper **1 time(s) to wit 05/01/2024**

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



Kate Dickens
Sales Center Agent

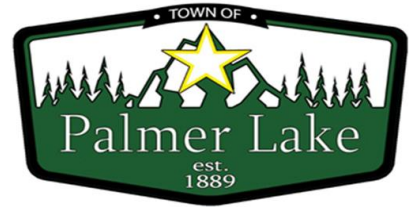
Subscribed and sworn to me this 05/01/2024, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires June 23, 2026.



Karen Hogan
Notary Public
The Gazette

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

Document Authentication Number
20224024441-550063



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

DATE: May 30, 2024	ITEM NO.	SUBJECT: Resolution 28 to Approve Replat of 91-97 Greeley
Presented by: Town Administrator Dawn Collins		

Recommended Action

To approve the replat for 91, 93, 95, 97 Greeley as presented and recommended approval by Planning Commission.

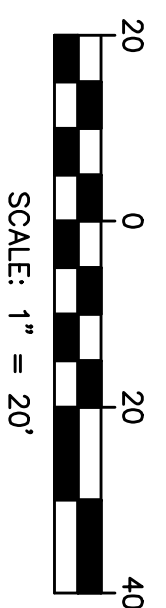
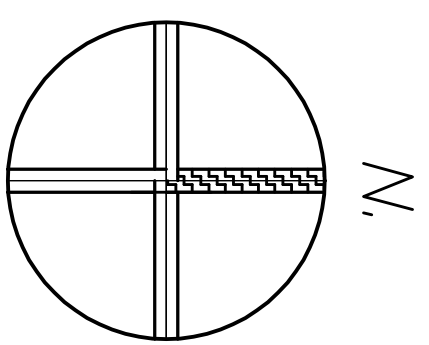
Background

Mr. Randy Allgood, owner of four Greeley lots presented a slight modification to the PUD zoned property in April. The Planning Commission determined it to be a minor change.

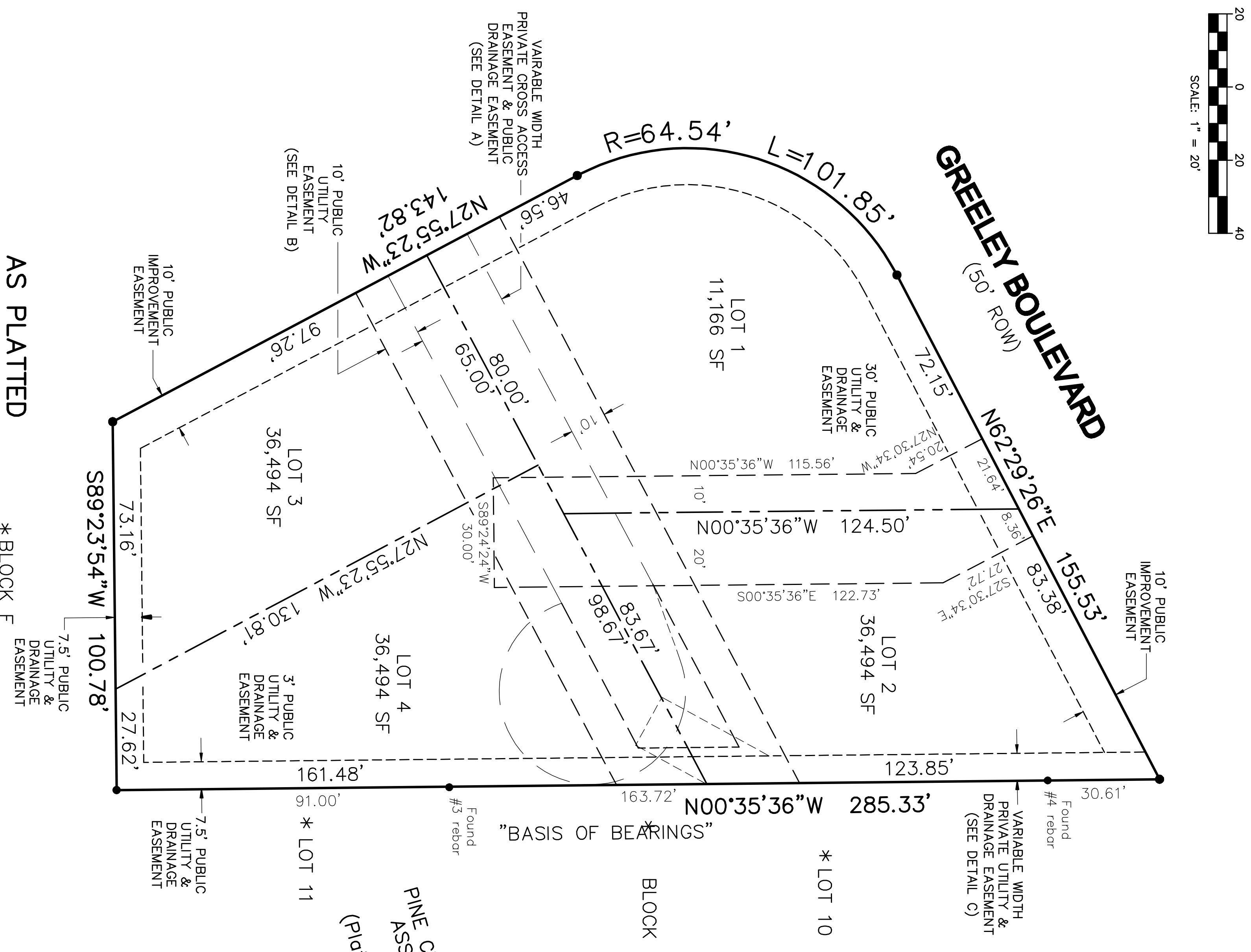
Subsequently, the replat of the interior lot lines and easements was presented to Planning Commission on May 15. The Commission heard the request and recommended approval of the replat as presented. Minutes noted below.

Application to Replat Interior Lot Lines and Easements, 91-97 Greeley (Allgood). Mr. Randy Allgood addressed the members and explained the slight modifications to the interior lot lines and easements on the site. Chair Ihlenfeld opened the floor to the public. Ms. Diane DeKeyser expressed her concern about the hill eroding when construction starts. Mr. Allgood addressed his plans with the neighboring property owner. The hearing was closed.

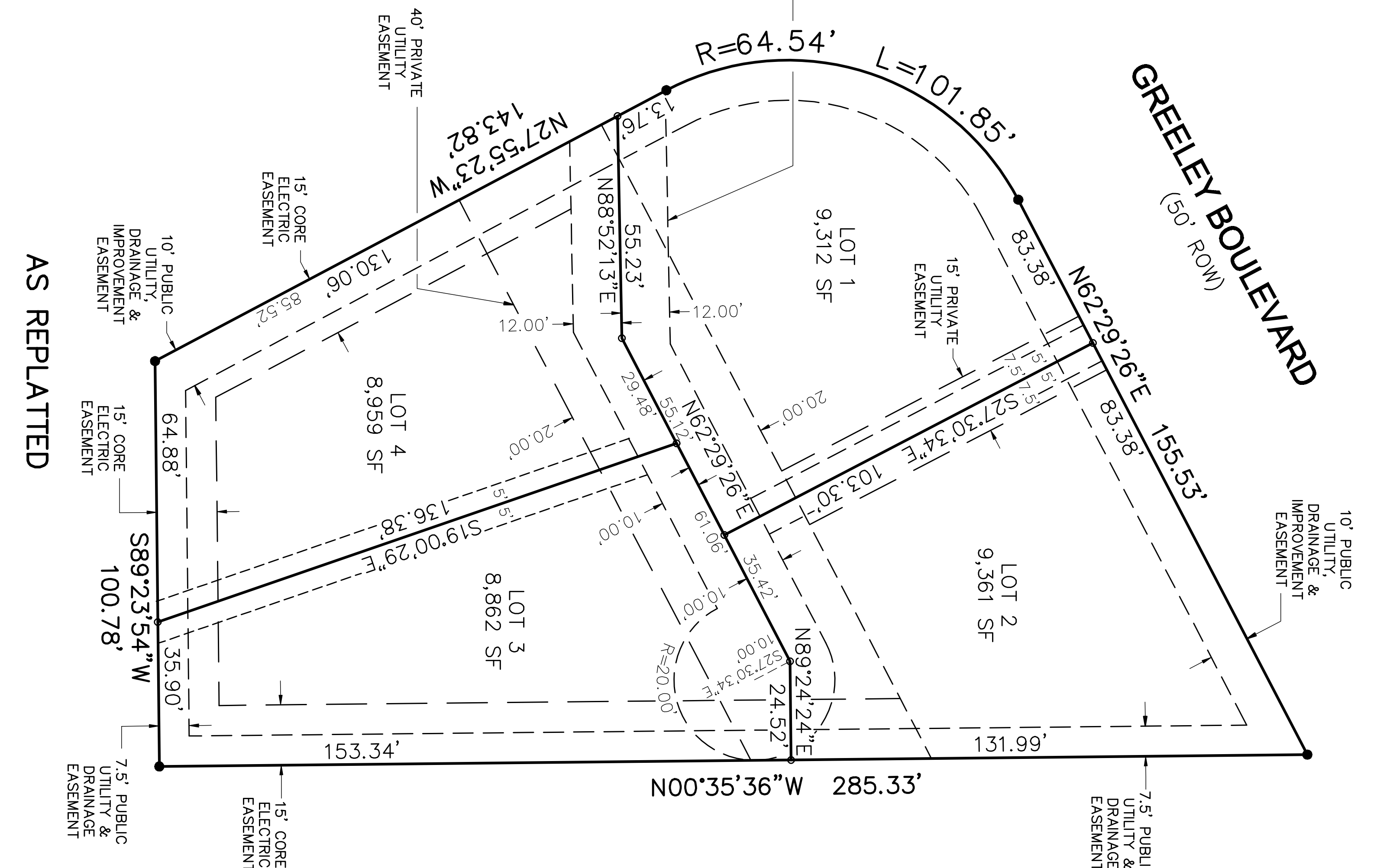
Recommendation on Replat Interior Lot Line and Easements Greeley Avenue. The members did not have questions. MOTION (Caves, Bruce) to recommend the Board approve the replat at presented. Motion passed 5-0.



**A REPLAT OF LOT 1, BLOCK 2,
PINE CREST YOUTH RANCH SUBDIVISION, AMENDMENT NO. 1**
BEING A PORTION OF THE NORTHEAST ONE-QUARTER OF SECTION 8,
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M.



**PRELIMINARY
FOR REVIEW**



**A REPLAT OF LOT 1,
BLOCK 2, PINE CREST
YOUTH RANCH SUBDIVISION,
AMENDMENT NO. 1**

no.	date	revisions	scale	by
3			1" = 20'	
2				
1				

CROSSED PATHS SURVEYING SERVICES, INC.
COLORADO SPRINGS, CO 80908
PHONE: 719-661-2348
EMAIL: info@crossedpaths.com

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 28 - 2024

A RESOLUTION APPROVING A REPLAT OF LOT 1, BLOCK 2, LOCATED AT 91, 93, 95, and 97 GREELEY BOULEVARD, PALMER LAKE

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, Randy Allgood (“Applicant”), is the Owner of Lot 1, Block 2, Pine Crest Youth Ranch Subdivision, Amendment No. 1, also known as 91, 93, 95, and 97 Greeley Boulevard, (“the Property”); and

WHEREAS, the Applicant has filed an application requesting to replat the lot lines and easements on the Property as depicted on Exhibit A, attached; and

WHEREAS, the proposed replat meets all the minimum requirements of Chapter 16 zoning code, and other applicable Town ordinances; and there are no requests for waivers of any of the requirements of the various Town regulations and resolutions; and

WHEREAS, on May 15, 2024, the Planning Commission reviewed the application for replat and recommended approval of the replat as presented.

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

1. The replat of Lot 1, Block 2, Pine Crest Youth Ranch Subdivision, Amendment No. 1, as depicted on attached Exhibit A, also known as 91, 93, 95 and 97 Greeley Boulevard , evidencing the replat request of the Property by the Applicant, is hereby approved.
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.

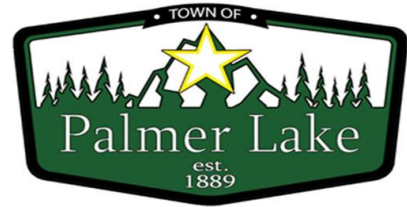
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 30th DAY OF MAY 2024.

TOWN OF PALMER LAKE, COLORADO

ATTEST:

Grace McNeil
Deputy Town Clerk

BY: _____
Glant Havenar
Mayor



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

DATE: May 30, 2024	ITEM NO.	SUBJECT: Resolution 29 to Approve Replat of 278 Lower Glenway
Presented by: Town Administrator Dawn Collins		

Recommended Action

To approve the replat for 278 Lower Glenway as presented and recommended approval by Planning Commission.

Background

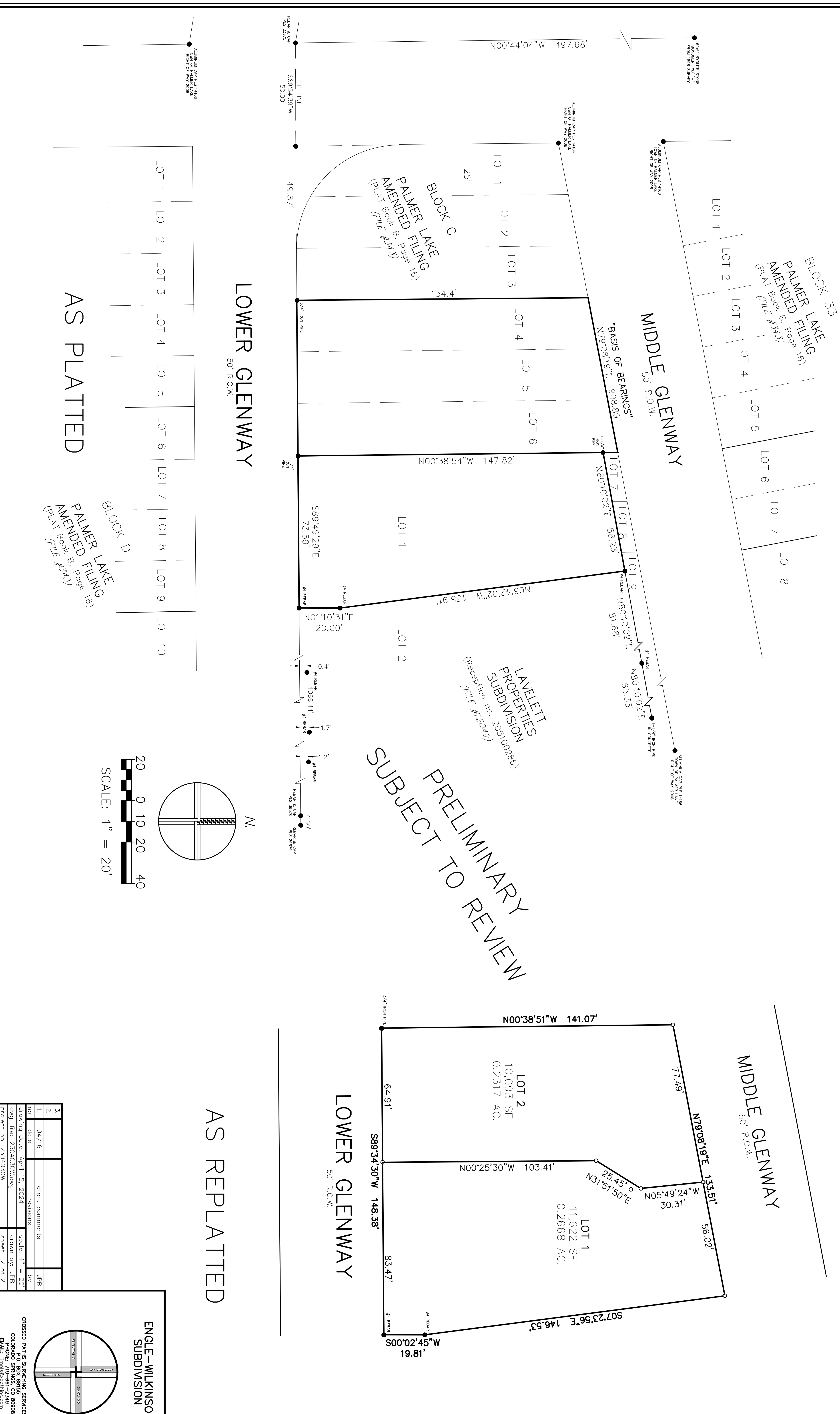
Ms Ethel Engel is requesting a replat of the property at 278 Lower Glenway from multiple lots to two, as laid forth in the replat exhibit. The replat into two lots was presented to Planning Commission on May 15. The Commission heard the request and recommended approval of the replat as presented. Minutes are noted below.

Application for Replat of Lot Line - 278 Lower Glenway. Mr. Jim Brinkman, surveyor for the property owner, explained the replat of multiple lots at Lower Glenway to two lots for one single family home development on one lot. Discussion took place about a seven foot discrepancy from one survey to another about the right of way location. Collins stated that it will be addressed prior to filing the replat. There was no public comment. The hearing was closed.

Recommendation on Replat Lot Line, 278 Lower Glenway (Engel). The members did not have any questions. MOTION (Ihlenfeld, Zapalac) to recommend the Board approve the replat as presented. Motion passed 5-0.

ENGEL-WILKINSON SUBDIVISION

A VACATION AND REPLAT OF LOTS 4, 5, 6 AND THE REMAINING PORTIONS OF LOTS 7, 8, 9 ALL IN BLOCK C, PALMER LAKE AMENDED FILING to the Town of Palmer Lake, together with LOT 1, LAVELETT PROPERTIES SUBDIVISION, being a portion of the Southwest One-Quarter of Section 5, Township 11 South, Range 67 West of the 6th P.M., in the Town of Palmer Lake, El Paso County, Colorado



PRELIMINARY
SUBJECT TO REVIEW

AS PLATTED

AS REPLATTED

3.			
Z.			
1.	04/16	client comments	JPB
no.	date	revisions	by
drawing date: April 15, 2024			
dwg. file: 2304030W.dwg			
project no. 2304030W			
sheet 2 of 2			

ENGEL-WILKINSON SUBDIVISION

CROSSED PATHS SURVEYING SERVICES, INC.
 COLORADO SPRINGS, CO 80908
 PHONE: 719-661-2348
 EMAIL: info@crossedpaths.com

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 29 - 2024

**A RESOLUTION APPROVING A REPLAT OF LOTS 4-6, LOCATED AT
278 LOWER GLENWAY, PALMER LAKE**

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;

WHEREAS, the Owner of Lots 4-6, parcel 7105309058, located at 278 Lower Glenway, desires a replat and filed an application for replat with the Town; and

WHEREAS, the proposed replat meets all the minimum requirements of Chapter 16 zoning code, and other applicable Town ordinances; and there are no requests for waivers of any of the requirements of the various Town regulations and resolutions; and

WHEREAS, on May 15, 2024, the Planning Commission reviewed the application for replat and found that it will be acceptable and recommended approval of the replat as presented.

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

1. The replat of parcel 7105309058, located at 278 Lower Glenway, attached hereto as Exhibit A, and incorporated herein, evidencing the replat request by the Owner, as well as any and all easements thereon, is hereby approved.
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.

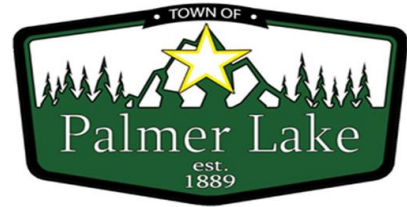
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 30th DAY OF MAY 2024.

TOWN OF PALMER LAKE, COLORADO

ATTEST:

Grace McNeil
Deputy Town Clerk

BY: _____
Glant Havenar
Mayor



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

DATE: May 30, 2024	ITEM NO.	SUBJECT: Resolution 30 to Approve Extending Temporary Conditional Use – Diacut/Hayco
Presented by: Town Administrator Dawn Collins		

Recommended Action

To approve the temporary conditional use for 12 months for Diacut/Hayco use with conditions set by Planning Commission.

Background

Mr. Bruno Furrer, property owner, and Mr. Loren Burlage, tenant/operator, have requested an extension of the temporary conditional use at Hwy 105. This request was presented to Planning Commission on May 15. The Commission heard the request and recommended approval of the temporary conditional use with conditions. Minutes are noted below.

Request to Extend Temporary Conditional Use (Diacut, Hayco). Property owner, Mr. Bruno Furrer and Hayco tenant, Loren Burlage, addressed the members about an extension of the temporary conditional use. Commission members expressed concern about screening regulations and this property not following the same rules. It was clarified whether this is a permanent or temporary location. Mr. Burlage confirmed that the location is temporary and he continues to seek a permanent location. Discussion ensued about the connex and other equipment on the property. It was stated that unused equipment will be sold in near future. Collins explained that any change to a conditional use must be reviewed for approval of the change or added use. Discussion continued about the temporary conditional use becoming permanent and, therefore, requiring permanent fencing and screening. No public members spoke to the subject. MOTION (Fisher, Caves) to recommend the Board approve the temporary conditional use for one additional year, with the condition that any equipment, vehicle, connex, etc., must be screened from Hwy 105 view by July 1, and any additional time beyond the one year extension must be brought back to the Planning Commission and will be considered permanent and abide by town regulations as determined by the Commission. Motion passed 5-0

**TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO**

RESOLUTION NO. 30 - 2024

**A RESOLUTION EXTENDING A TEMPORARY CONDITIONAL USE PERMIT
FOR 12 MONTHS FOR 773 SOUTH HIGHWAY 105, PALMER LAKE, COLORADO**

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

WHEREAS, Diacut is the owner of certain real property located at 773 South Highway 105 ("the Property"); and

WHEREAS, the Property is located in the C-2 General Business and Commercial Zone district; and

WHEREAS, Hayco uses the Property to operate a wholesale business including outside storage; and

WHEREAS, wholesale business including outside storage is allowed as a conditional use in the C-2 district: and

WHEREAS, on April 28, 2022, the Board of Trustees adopted Resolution 26-2022, approving a temporary conditional use permit for the operation of Hayco's wholesale business including outdoor storage on the Property for 12 months, subject to specified conditions; and

WHEREAS, on May 25, 2023, the Board of Trustees adopted Resolution 41-2023, approving a one year extension of the temporary conditional use permit, to May 31, 2024; and

WHEREAS, the property and business owner have requested another extension for up to two years for the temporary conditional use on the Property; and

WHEREAS, the Planning Commission heard the request on May 15, 2024, and recommended the Board extend the conditional use permit for another 12 months, subject to certain additional conditions, set forth below.

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

Section 1. The temporary conditional use permit for the Property is extended for another period of twelve (12) months, to and including May 31, 2025, subject to the conditions set forth in Resolutions 26-2022 and 41-2023, and subject to the following additional conditions:

1. All vehicles, connex, and other equipment on the Property must be completely screened from view from Highway 105 on or before July 1, 2024.

- 2. On or before May 31, 2025, the Applicants must submit an application for a permanent conditional use permit that fully complies with all applicable Town regulations, including but not limited to screening and/or structure to enclose materials. Such application will be subject to review and recommendation by the Planning Commission and approval by the Board. If no such application is submitted by May 31, 2025, or if such application is not approved, then Applicants must immediately cease use of the Property for the temporary conditional use.

Section 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.

Section 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.

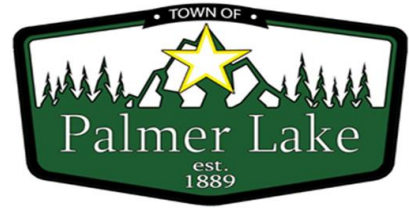
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 30TH DAY OF MAY 2024.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

By: _____
Grace McNeil, Deputy Town Clerk



Item 12.

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

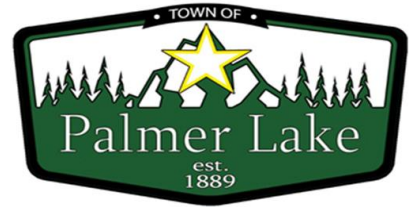
DATE: May 30, 2024	ITEM NO.	SUBJECT: Update on Advisory Committee Activity for Vision of Elephant Rock Property
Presented by: Town Administrator Dawn Collins		

Recommended Action

Informational.

Background

Ms Susan Miner, lead of the Advisory Committee, will provide an update on the committee progress.



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

DATE: May 30, 2024	ITEM NO.	SUBJECT: SPECIAL EVENT APPLICATION – Funky Little Theater Co – Last Train to Nibroc (Aug 2-17)
Presented by: Town Administrator Dawn Collins		

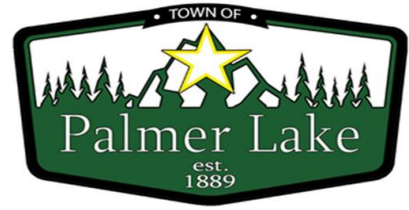
Recommended Action

To approve the event scheduled at the Town Hall as presented for August 2-17.

Background

The Funky Little Theater Co is planning a performance of the Last Train to Nibroc in August. Shows will vary Friday through Sunday to accommodate other reservations at the town hall. Set up, technical and rehearsals will be worked in when town hall is open.

Staff met with Mr. Medina and have no issues with this event. It is requested to waive the event fee.



Item 14.

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

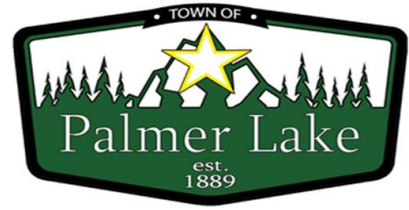
DATE: May 30, 2024	ITEM NO.	SUBJECT: Direction for MOU with Funky Little Theater Co for Use of Town Hall
Presented by: Town Administrator Dawn Collins		

Recommended Action

Direction to move forward, if desired, to draft a Memo of Understanding with Funky Little Theater Co.

Background

Mr. Chris Medina approached Town staff about a possible agreement to utilize town hall in a regular fashion for performances brought to the town as a sponsor of the Funky Little Theater Co. This MOU will be similar to other agreements with associations for the use of the town hall.



Item 15.

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

DATE: May 30, 2024	ITEM NO.	SUBJECT: Direction on Draft Code Language for Farmers Market
Presented by: Town Administrator Dawn Collins		

Recommended Action

Consider feedback to the draft code language relating to Farmers Market application process within town boundaries.

Background

With a couple requests to host a farmers market in town, staff drafted language for review and direction from the Board.

Chapter 5.X FARMER'S MARKETS

5.X.X Permit required.

It is unlawful for any person to operate a farmer's market without a valid farmer's market permit issued by the Town Clerk's office. In addition to the license requirements of this title, farmer's market applicants shall provide any other pertinent information requested by the Town Clerk's office for the purpose of administering the provisions of this title. The manager of the farmer's market must obtain the permit and assume responsibility of all vendors. A copy of market rules, all dates, permission from the property owner, a vendor list and a copy of the certificates of insurance must be provided to the town prior to the start of the market.

5.X.X Intent.

The intent of these regulations is to ensure that farmer's markets operate safely; are not detrimental to the public health; do not substantially interfere with traffic, or pedestrian circulation, or public services; and are compatible with surrounding property.

5.X.X Description.

- A. Farmer's markets are permitted on non-residential property, on school or church property, and on publicly-owned property.
- B. A farmer's market is a seasonal outdoor market set up with two or more qualifying vendors primarily for the sale or promotion of sale of the following items:
 - 1. Produce;
 - 2. Handcrafted food and beverage;
 - 3. Dairy product;
 - 4. Meat and seafood;
 - 5. Honey and other products from bees;
 - 6. Baked good;
 - 7. Handmade furniture;
 - 8. Flowers and plants;
 - 9. Kitchen goods;
 - 10. Handmade arts and clothing;
 - 11. Food sold from mobile food carts.
- C. The following items are prohibited at a farmer's market:
 - 1. Tobacco products;
 - 2. Sexually oriented business items;
 - 3. Appliances;
 - 4. Electronics;
 - 5. Firearms.

- D. Peddler's permit. Mobile food vending, meaning the use of a legal motorized wheeled vehicle, legal towed wheeled vehicle, or pushcart, or other temporary operation designed and equipped to prepare and/or serve food and/or non-alcoholic beverages, may require a peddler's permit and inspection by the Fire department. If a vendor has a business license established with the Town, a peddler's permit is not required.

5.X.X Manager responsibilities.

- A. Managers shall obtain a Farmer's Market Permit from the Town Clerk's office. The farmer's market shall operate under one permit for an established and agreed schedule of dates and time.
- B. Managers shall provide written permission from the landowner upon whose property the farmer's market will be held.
- C. Managers shall provide all required approvals by the El Paso County Department of Public Health and Safety for each food vendor.
- D. Managers shall report sales tax receipts to the Town office on a weekly basis.
- E. Managers shall ensure that all sanitary facilities are maintained so as to prevent any health or environmental issues.
- F. Managers shall provide contact information and license numbers, as applicable, for every vendor, as well as a certificate of insurance and a photograph of each vendor's form of setup.
- G. Managers shall provide a site map showing placement of all vendors, parking areas, and loading/unloading areas.
- H. Managers shall ensure that all structures and material are removed when market is not operating.
- I. Managers shall ensure that all vendors comply with all Town and County ordinances, and all relevant State Statutes.
- J. Managers shall, during the time of the permit, maintain liability insurance coverage and/or certificates of insurance from vendors, as acceptable to the Town Clerk.

5.X.X Vendor responsibilities.

- A. Vendors shall ensure that their site / form of set up is safe for customer traffic, including securing all loose objects in high wind conditions (including making sure tents/easy-ups, etc., are properly tied down), protecting the public from hazards such as extension cords and items blocking walk routes on site and public sidewalks, and keeping cooking or heating facilities away from areas open to the public.
- B. Vendors shall remit their sales tax to the Colorado Department of Revenue.

5.X.X Other provisions.

- A. Motorized vehicles may not be parked, stored, or driven on any unpaved areas, except for gravel surfaces and may not be parked on sidewalks, or blocking any access area or driveways.
- B. The playing of musical instruments by individuals or small bands is pursuant to general nuisance and noise ordinances. An Outdoor Amplified Sound Request will be required.
- C. Animals must be kept on a leash and abide by the Farmer's Market management rules.
- D. Alcohol is prohibited.

5.X.X Permit process.

An application for a farmer's market must be submitted by the Manager to the Town Clerk's office for review. All permit applications shall be accompanied by the applicable fee. All permit applications shall be accompanied by

the appropriate documents applicable to this chapter. The Town Clerk's office shall not accept a permit application unless accompanied by the required fee and applicable documents.

The Town Clerk's office may require additional information during the review period and may send referrals to Town staff and/or outside referral agencies for review. The Town Clerk's office may approve, approve with conditions, or deny any application based upon the approval criteria herein.

5.X.X Approval criteria.

An application for a farmer's market may be approved if it conforms to the following criteria, as applicable. Approval is discretionary, and the Town is under no obligation to issue an approval.

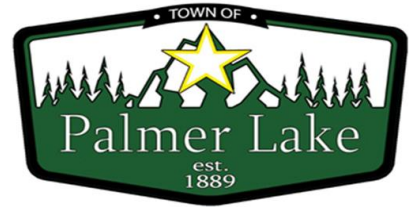
- A. The application is in conformance with all applicable Town or other government regulations. The applicant and vendors will obtain any required permits or approvals, including a Town business license.
- B. The market will not cause significant impacts, disturbance, or damage to the property, surrounding properties, and/or Town streets, and will not compromise the public health and safety.
- C. The site will provide sufficient parking and not obstruct traffic. Gravel surfaced parking may be approved for a farmer's market.
- D. Adequate restroom services will be provided for the public.
- E. Adequate provisions have been made for cleanup and, if applicable, restoration of the site in a timely fashion upon termination of the market. A sufficient clean up/site restoration deposit has been provided, if required, based upon the anticipated costs of cleanup or restoration.
- F. Each Manager shall, during the time of the permit, maintain liability insurance coverage acceptable to the Town Clerk.

5.X.X Permit expiration and renewals.

No permit issued shall be assignable to another applicant. Every permit issued shall expire according to the date established by the permit, not exceeding one calendar year.

5.X.X Revocation of permit.

If, upon review, the conditions or restrictions imposed by this Code, county ordinance or state statute or by the permit have not been complied with, the Town Clerk may take any action deemed necessary to remedy the noncompliance, including but not limited to, revocation of the permit or pursuing the noncompliance as a Code violation. The Town reserves the right to revoke a permit at any time if there is an emergency that substantially interferes with the market.



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

DATE: May 30, 2024	ITEM NO.	SUBJECT: Direction on Draft Code Language for Special Events
Presented by: Town Administrator Dawn Collins		

Recommended Action

Consider feedback to the draft code language relating to the Special Event application process within town boundaries.

Background

With research of the code, it was found that special event language does not currently exist in the town code. Town staff drafted language for review and direction from the Board. Any modification to the procedure will be reflected in the special event application packet.

5.xx Purpose.

The purpose of this chapter is to provide for and regulate the use of public property owned by the town for special events and to ensure that public property is reasonably available and safe for use by the public.

5.xx Definitions.

For purposes of this chapter, the following terms shall have the following meanings:

"Block party" means a gathering on a residential street requiring the closure of a street or a portion thereof to vehicular traffic and the use of the street for the gathering including but not limited to barbecue, music or games.

"Major special event" means a special event that has either:

1. One hundred or more participants;
2. Directly impacts a public right-of-way or public park area for more than one hour; or
3. Requires a special event liquor permit pursuant to liquor licensing regulations.

"Minor special event" means a special event which does not qualify as a major special event, and may be approved administratively.

"Parade" means a march or procession with individuals, animals or vehicles, or combination thereof, on any public street, sidewalk or public right-of-way within the town boundaries.

"Parks" means all municipal recreational areas and facilities owned, leased, or operated by the town and open to the public or available for public use.

"Private event" means an event that is not open to the general public, but occurring on public property, including but not limited to birthday parties, weddings, reunions, and require venue rental application.

"Public property" means any property owned or controlled by the town and open to the public or available for public use, including but not limited to public streets, rights-of-way, sidewalks, parks, and public buildings.

"Special event" means a temporary activity open to the general public and occurring on public property, including without limitation, block parties, parades, soap box derbies, rallies, walks, running or bicycle races, fundraisers, picnics, or sports tournaments.

5.xx Permit or reservation requirement.

- A. Any person desiring to conduct a special event on public property shall first obtain a special event permit from the town.
- B. Any person desiring to hold a private event shall obtain appropriate approval from the town office utilizing the respective venue rental reservation application. Private events requiring a street closure shall obtain a permit pursuant to this chapter. Private events not requiring a street closure are governed by the town's facility use rules.

5.xx Application.

- A. Any person desiring to sponsor or conduct a special event shall apply for a special event, as applicable, by filing an application provided by the town.
- B. At a minimum, the application shall include the following information:
 1. The applicant's name, address, and phone number and if applicable, the main contact for the special event;

2. The date and time of the special event, including the estimated set-up period, the start time, the end time, and the estimated break-down and clean-up period;
 3. A map showing the proposed location of the special event including a detailed map of the route, if applicable, and layout of the special event;
 4. The nature of the special event;
 5. The estimated number of participants and animals, if any;
 6. The estimated number of vehicles;
 7. A waste disposal and clean-up plan;
 8. A parking plan, if the number of participants is anticipated to be one hundred or more;
 9. A list of vendors, if items will be sold at the special event;
 10. A description of any planned amplified noise, and the respective request form completed;
 11. A statement as to whether the special event will involve hazardous, combustible or flammable materials and, if so, the safeguards planned; and
 12. Any other information requested by the town relevant to either this criteria or the possible conditions that may be imposed that will aid the town in deciding whether to issue the special event permit and under what conditions.
- C. Applications for major special events must be filed with the town not less than six months nor more than one year prior to the event.
- D. Applications for minor special events must be filed with the town at not less than sixty days nor more than one year prior to the event.
- E. Applications for private events, requiring a reservation, shall be filed with the town as soon as possible prior to the private event.
- F. The town office may waive the application deadlines above for good cause demonstrated by the applicant. Good cause shall not include circumstances where the applicant had the opportunity to apply by the applicable deadline but failed to do so without a reasonable basis.
- G. Each application shall be accompanied by a nonrefundable application fee as set by Resolution in the Town Master Fee Schedule, which shall defray the costs of processing the application.
- H. Each application shall also be accompanied by any applicable deposit as established by Resolution in the Town Master Fee Schedule. Deposits shall be refunded if the application is denied.
- I. Each application shall be accompanied by an indemnification agreement stating that the applicant, in exchange for issuance of the special event, agrees to reimburse the town for any costs incurred by the town in repairing damages to public property caused by the sponsors of the special event or the participants in the event, or by actions that the sponsors directed, authorized, or ratified, and also agreeing to defend the town against, and indemnify and hold the town harmless from any liability to any person or property that arise from or are related to the special event.

5.xx Criteria for denial.

- A. The town shall approve an application for a special event unless the town determines, upon consideration of the application and other pertinent information, that:
1. Information contained in the application or supplemental information obtained from the applicant is found to be false in any material detail;

2. The applicant has failed to complete the application after having been notified of any additional information or documents required;
 3. Another special event has already been issued, or an application has been received prior in time, to hold another event on the same date and time, or so close in time and place as to cause undue vehicular or pedestrian traffic congestion, or as to burden the town's ability to meet the needs of public services, police, fire or other emergency services to the remainder of the town;
 4. The time, route or size of the special event will substantially interrupt the safe and orderly movement of vehicular or pedestrian traffic on or contiguous to the site or route, or will disrupt the use of a public street at a time when it is usually subject to traffic congestion;
 5. The size, nature or location of the special event will present a substantial risk to the health or safety of the public, or participants in the special event, or other persons;
 6. The size of the special event will require diversion of so great a number of police officers or firefighters to ensure that participants stay within the boundaries or route of the special event, or to protect participants in the special event, as to prevent normal protection to the rest of the town; provided that nothing herein authorizes denial of a permit because of the need to protect participants from the conduct of others, if reasonable conditions can be imposed to allow for adequate protection of participants with the number of police officers available to police the special event;
 7. The location of the special event will substantially interfere with any construction or maintenance work scheduled to take place on or near a public street, sidewalk or public right-of-way or with any previously issued public right-of-way permit;
 8. The special event will occur at a time when a school is in session at a location near the school, and the noise created by the activities of the special event would substantially disrupt the educational activities of the school;
 9. The special event involves the use of hazardous, combustible or flammable materials which create a fire or safety hazard;
 10. The special event, as described in the application, would violate any applicable law;
 11. The applicant has failed to pay costs, fees or deposits for any previous special event; or
 12. The applicant has failed to abide by the terms or conditions of any previous special event.
- B. When the grounds for denial of an application can be corrected by altering said detail, including but not limited to date, time, duration, route or location of the special event, the town shall, instead of denying the application, conditionally approve the application upon the applicant's acceptance of appropriate corrective conditions. The permit shall not be issued until the applicant has accepted the conditions in writing. If the applicant does not accept the conditions, the application shall be considered denied.

5.xx Conditions.

- A. The town may impose reasonable conditions on any permit necessary to protect the safety of persons and property and the control of traffic, including but not limited to the following:
1. Alteration of the date, time, duration, frequency, route or location of the special event;
 2. Conditions concerning the area of assembly and disbanding of other events occurring along a route;
 3. Conditions concerning accommodation of available parking, pedestrian or vehicular traffic, including restricting the special event to only a portion of a street or right-of-way;
 4. Requirements for the use of traffic cones, barricades or other traffic-control devices to be provided, placed and removed by the applicant at its expense;
 5. Requirements for provision of emergency access and first aid or sanitary facilities;

6. Requirements for arrangement of town staff to be present at the special event at the applicant's expense;
7. Requirements to use third party vendors for cleanup and security;
8. Requirements for providing notice of permit conditions to participants;
9. Restrictions on the number and type of vehicles, animals or structures at the special event and inspection and prior approval of structures or decorated vehicles for fire safety;
10. Requirements for use of trash receptacles, cleanup and restoration of property;
11. Restrictions on use of amplified sound;
12. A requirement that notice be provided to the residents of dwellings and businesses along any affected streets;
13. Compliance with any applicable law and obtaining any other legally required permits or licenses; and
14. Designation of a contact person with decision making authority who will be continuously available to law enforcement personnel and present at the special event.

5.xx Issuance.

- A. The Town Administrator shall designate an individual and a back up individual responsible for reviewing applications and issuing private and minor special event permits under this chapter.
- B. Within five business days of receipt of a complete rental application for a private event, the designee shall review the application, consider the criteria, and subsequently approve, conditionally approve, or deny the application.
- C. Within ten business days of receipt of a complete minor special event application, the designee shall review the application with department staff, consider the criteria, and subsequently approve, conditionally approve, or deny the application.
- D. Within thirty days of the receipt of a complete major special event application, the designee shall review the application with department staff, consider the criteria, and approve, conditionally approve or deny the application. If a department staff member determines that the major special event may have significant impact to the community, the designee may refer the application to the Town Board of Trustees within thirty days of receipt of the complete application.
- E. If any application is denied, the town shall inform the applicant in writing of the grounds for denial and the applicant's right of appeal to the Board of Trustees. If the application is approved, the designee shall inform the applicant, including any conditions.

5.xx Insurance—Special events.

- A. In addition to any other condition applied, the town may require the applicant to possess public liability insurance to protect against loss from liability imposed by law for damages for bodily injury or property damage arising from the special event. The town shall determine whether to require such insurance and the amount of insurance that shall be required based upon the considerations routinely taken into account by the town in evaluating loss exposures, including, without limitation, whether the special event poses a substantial risk of damage or injury due to the anticipated number of participants, the nature of the special event and the physical characteristics of the proposed site or route. Such insurance shall name the town and its officers, employees and agents as additional insureds.
- B. If insurance coverage is required, a copy of the certificate of insurance along with all necessary endorsements shall be filed with the designated town staff no less than ten days before the special event.

- C. If the applicant is unable to provide insurance, the town may offer to cover the special event at the applicant's expense.
- D. Failure to maintain insurance coverage as required by this section may result in revocation of the permit or may constitute ground for denial of future permit application.

5.xx Deposit.

- A. The applicant shall provide a private and special event non-refundable fee at the time of the application. The fee shall be the amount established by the Town Board of Trustees. An additional estimation of town actual costs incurred by the town for the special event must be provided prior to the start of the event.
- B. A refundable deposit shall be returned after the private or special event if the property used for the event is cleaned and restored to the same condition as existed prior to the special event.
- C. If the property used for the private or special event is not properly restored, the deposit, or a portion thereof, shall be applied toward payment of the actual costs incurred by the town in restoring the property.
- D. If after the town uses the deposit, or a portion thereof, for restoring the property, the town shall refund any remaining amount of the deposit to the applicant.
- E. Any refund under this section shall be made within thirty days of the conclusion of the private or special event. If the public property has been damaged to the extent that it will take longer than thirty days for the town to determine the costs of such damage, the town may keep the deposit until such costs are determined and the property is restored.

5.xx Duties of applicant.

- A. The applicant shall comply with all terms and conditions of the approved application.
- B. The applicant shall ensure that the person leading or in charge of the private or special event is familiar with every provision of the approval and this chapter and other municipal code regulations pertaining to the event.
- C. Immediately following the completion of the event, the applicant shall ensure that the area used for the event is cleaned and restored to the same condition as existed prior to the event.

5.xx Revocation.

- A. The town may, at any time prior to a private or special event, revoke or terminate a permit that has been issued for the event if conditions change so that the application could have been denied in the first instance.
- B. The town may revoke a permit during the course of the private or special event if continuation of the event presents a clear and present danger to the participants or the public health, safety or welfare.
- C. The town may revoke the permit and terminate the private or special event during the course of the event for noncompliance with any term or condition of the approval.
- D. A decision to revoke a permit may be made by the town administrator, police chief, fire chief, or public works supervisor.

5.xx Fee reductions, grants and noise variances.

- A. An applicant may request a fee reduction from the town at the time of filing its application. In determining whether to grant a fee reduction, the designated staff shall consider the following criteria, as applicable:
 - 1. Whether the applicant has had any violations of other private or special event permits previously issued from the town.
 - 2. Fee reductions do not apply to application fees or refundable deposits.

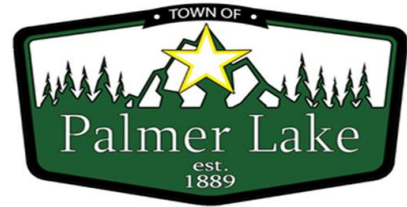
4. There is a limit of one fee reduction per organization per year.
 5. The sponsoring organization is a nonprofit corporation and proof is provided of that status.
 6. There is a direct benefit to town programs, activities or facilities as a result of the event.
 7. The sponsoring organization is located within the town zip code.
 8. The event is a long-occurring and a frequent event within the town.
 9. There is significant potential to attract visitors to the town and encourage tourist activity.
 10. The ability of applicant to provide an in-kind or other contribution of goods, services, or programs that will benefit the town or its residents. The in-kind or other contribution must be equal to or exceed the value of the reduced fee.
- B. If an applicant requires a noise variance related to a special event, the applicant shall file the outdoor amplified sound request form with the town at the same time as filing the application for a private or special event.

5.xx Appeals.

- A. Any denial of a private or minor special event under this chapter may be appealed by the applicant to the Town Administrator by filing a written notice of appeal, setting forth the grounds for appeal, within five days after the decision is communicated. Any denial of a major special event under this chapter may be appealed by the applicant to the Town Board of Trustees by filing a written notice of appeal, setting forth the grounds for appeal, within five days after the decision is communicated. The decision of the Town Administrator or the Town Board of Trustees, as applicable, shall be final, subject only to judicial review.
- B. For denials of events, the Town Administrator or Town Board of Trustees, as applicable, shall review the appeal and issue a written decision no later than thirty days after the filing of the appeal. The applicant and the town may present written evidence or written argument to assist in review. The decision shall be final, subject only to judicial review.
- C. Filing of an appeal does not stay the decision of the application and does not require the town to reserve the date(s) and time(s) requested in the application on appeal.

5.xx Violation; penalty.

- A. It is unlawful for any person to sponsor or conduct a private or special event without approval under this chapter. It is unlawful for any person to participate in an event without a permit with knowledge that the sponsor of the event has not been approved.
- B. It is unlawful for any person to interfere with or disrupt a lawful event.
- C. It is unlawful for an applicant to violate the terms and conditions of approval, or for any participant with knowledge thereof to knowingly violate the terms and conditions of approval.
- D. Any person convicted of a violation of this chapter shall be subject to the penalties set forth in Chapter 1.12 of this code.



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

DATE: May 30, 2024	ITEM NO.	SUBJECT: Direction on Amending Code for Peddlers Permits
Presented by: Town Administrator Dawn Collins		

Recommended Action

Consider feedback to the suggested amendment to code relating to the Peddlers permit application process.

Background

By request of the Board, enclosed is the draft amended code for the peddlers permit process. Where a peddler has an existing business license with the town, a peddler permit will not be required. For special events including vendors, the process will be flexible to allow the event coordinator to provide a list of the vendors with copies of the completed application, where applicable, and copy of a certificate of insurance. A background check is routinely conducted on peddlers for public safety purpose.

Footnotes:

-- (2) --

State Law reference— *Municipal authority to license, tax, regulate, suppress and prohibit peddlers, C.R.S. § 31-15-501(1)**(g).*

5.12.010. - Permit and license required.

It is unlawful for any person to engage in the business of peddler, as defined in section 5.12.020, within the limits of the town without first obtaining a permit and license therefor as provided herein.

(Code 1973, § 5.12.010; Ord. No. 8-1954, § 1, 1954)

5.12.020. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Peddler means and includes any person, whether a resident of the town or not, traveling by foot, wagon, automotive vehicle, or any other type of conveyance, from place to place, from house to house, or from street to street, carrying, conveying, or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck, services for hire, or making sales and delivering articles to purchasers, or who, without traveling from place to place shall sell or offer the same for sale or hire from a wagon, automotive vehicle, railroad car, or other vehicle or conveyance, and further provided that one who solicits orders and as a separate transaction makes deliveries to purchasers as a part of a scheme or design to evade the provisions of this chapter shall be deemed a peddler subject to the provision of this chapter. The term "peddler" includes the terms "hawker" and "huckster."

(Code 1973, § 5.12.020; Ord. No. 8-1954, § 2, 1954)

5.12.030. - Permit and license—Application; contents.

Applicants for permits and licenses under this chapter must file with the town clerk a sworn application in writing, which shall give the following information:

- (1) Name and address of the applicant;
- (2) Permanent home address and full local address, if any, of the applicant;
- (3) A brief description of the nature of the business and the goods or services to be sold and in the case of farm products, whether the products are grown by the applicant;
- (4)

If employed, the name and address of the employer;

- (5) The length of time for which the right to do business is desired;
- (6) If a vehicle is to be used, a description of the same, together with the license number or other means of identification;
- (7) A statement as to whether or not the applicant has been convicted of any crime, misdemeanor, or violation of any municipal ordinance, the nature of the offense, or the punishment or penalty assessed therefor;
- (8) Such other matters as may be from time to time deemed necessary or desirable by the board of trustees.

(Code 1973, § 5.12.030; Ord. No. 8-1954, § 3, 1954)

5.12.040. - Permit and license—Investigation and issuance.

- (a) Upon receipt of such application, the town clerk, or designee, shall cause investigation of the applicant's business and moral character to be made for the protection of the public good.
- (b) If, as a result of such investigation, the applicant's character or business responsibility is found to be unsatisfactory, the town clerk shall deny the request and notify the applicant in writing of such disapproval and that no permit and license will be issued.
- (c) If, as a result of such investigation, the applicant's character or business responsibility are found to be satisfactory, the town clerk shall endorse approval and execute a permit in favor of the applicant for the carrying on of the business applied for upon payment of the prescribed license fee, and issue a license. Such license shall contain the signature and seal of the issuing officer and shall show the name and address of said licensee, the type of license issued, and the kind of goods or services to be sold thereunder, the amount of fee paid, the date of issuance, and the length of time the same shall be operative, as well as the license number or other identifying description of any vehicle used in such peddling. The town clerk shall keep a permanent record of all licenses issued.

(Code 1973, § 5.12.040; Ord. No. 8-1954, § 4, 1954)

5.12.050. - Permit and license—Fees.

There shall be due and payable for each license or permit issued hereunder, the sum defined in the master fee schedule.

(Code 1973, § 5.12.050; Ord. No. 8-1954, § 5, 1954)

5.12.060. - License nontransferable.

No license issued under the provisions of this chapter shall be transferred to or used by any person than the one to whom it was issued.

(Code 1973, § 5.12.060; Ord. No. 8-1954, § 6, 1954)

5.12.070. - Use of streets.

No peddlers shall have any exclusive right to any location in the public streets, nor shall any be permitted in a stationary location, nor shall he be permitted to operate in any congested area where his operations might impede or inconvenience the public. For the purpose of this chapter, the judgment of a police officer exercised in good faith shall be deemed conclusive as to whether the area is congested or the public impeded or inconvenienced.

(Code 1973, § 5.12.070; Ord. No. 8-1954, § 7, 1954)

5.12.080. - Exhibition of license.

Peddlers are required to exhibit their license at the request of any citizen.

(Code 1973, § 5.12.080; Ord. No. 8-1954, § 8, 1954)

5.12.090. - Chapter enforcement.

It shall be the duty of any police officer of the town to require any person seen peddling, and who is not known by such officer, to be duly licensed to produce a peddler's license and to enforce the provisions of this chapter against any person found to be violating the same.

(Code 1973, § 5.12.090; Ord. No. 8-1954, § 9, 1954)

5.12.100. - Violations record.

The police official of the town shall report to the town clerk all convictions for violations of this chapter and the town clerk, in his record for each license issued, shall record the reports of violations therein.

(Code 1973, § 5.12.100; Ord. No. 8-1954, § 10, 1954)

5.12.110. - Revocation.

(a) Permits and licenses issued under the provisions of this chapter may be revoked by the board of trustees of the town, after notice and hearing, for any of the following causes:

- (1) Fraud, misrepresentation, or false statement contained in the application for license;
- (2)

Fraud, misrepresentation, or false statement made in the course of carrying on his business as peddle

Item 17.

- (3) Any violation of this chapter;
- (4) Conviction of any crime or misdemeanor involving moral turpitude;
- (5) Conducting the business of peddling in an unlawful manner or in such a manner as to constitute a breach of peace or to constitute a menace to the health, safety, or general welfare of the public.

(b) Notice of the hearing for revocation of license shall be given in writing setting forth specifically the grounds of complaint and the time and place of hearing. Such notice shall be mailed postage prepaid to the licensee at his last known address at least 15 days prior to the date set for hearing.

(Code 1973, § 5.12.110; Ord. No. 8-1954, § 11, 1954)

5.12.120. - Expiration; renewal fee.

All annual licenses and permits issued under the provisions of this chapter shall expire one year from the date of issue, other than annual licenses and permits which expire on the date specified therein. There shall likewise be due and payable for the renewal of each license and permit issued hereunder the sum defined in the master fee schedule.

(Code 1973, § 5.12.120; Ord. No. 8-1954, § 12, 1954)

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 31 - 2024

A RESOLUTION APPROVING A PURCHASE AND SALE AGREEMENT FOR CERTAIN TOWN OWNED 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 described in the Purchase and Sale Agreement attached hereto, (the "Property"); and

WHEREAS, the Property is not currently being used for a Town governmental purpose and it is not anticipated that the Property will be needed for a Town governmental purpose in the foreseeable future; and

WHEREAS, the Board of Trustees believes it is in the best interest of the Town to sell and convey the Property on the terms and conditions set forth in the attached Purchase and Sale Agreement.

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

1. The Town Board of Trustees hereby approves the attached Purchase and Sale Agreement and authorizes the Mayor to sign it indicating the Town’s approval, and further authorizes and directs the Mayor and Town staff to take all steps necessary to carry out the sale and conveyance provided for in the Agreement.
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 30th DAY OF MAY 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Grace McNeil
Deputy Town Clerk

BY: _____
Glant Havenar
Mayor