



## **PARKS AND TRAILS COMMISSION**

**Tuesday, April 07, 2026 at 5:30 PM**

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

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

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### **AGENDA**

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

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

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

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

*Thank you for your cooperation.*

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**Call to Order**

**Roll Call**

**Pledge**

**Approval of Minutes**

- [1.](#) Minutes of March 10th, 2026

**Petty Cash Report**

**Public Works Supervisor Report**

- [2.](#) Public Works Supervisor Report April 2026

**Town Administrator Report**

**Business Items**

- [3.](#) Report of Volunteer Hours
- [4.](#) Kiosk Revenue

- [5.](#) Report/Consider Items for Project List
- [6.](#) Discussion/Update on Adding Signs to Parks
- [7.](#) Discussion/Update on Mile High Youth Corp and VOC training site visit
8. Discussion/Update on Projects List Item #43 - Kent/Prairie Trail Notifications
9. Discussion/Update on Elephant Rock Perimeter Trail and Pavilion Improvements
10. Discussion/Update on Spring Service in the Parks Day
- [11.](#) Discussion/Update on Pending Matters Needing Attorney Review

### **Trails and Bridges**

#### **Centennial Park**

12. Discussion/Update on South End of Lake Soil Sample Testing by GMS
13. Discussion/Update on Recommendation of Outfield Fence Relocation To Accommodate Youth Soccer Field
- [14.](#) Discussion/Update on National Fitness Campaign & Fitness Court Grant
15. Discussion/Update on Gaga Pit Project
16. Discussion/Update on Centennial Park Signs
17. Discussion/Update on Community Service Event Scheduled with LPHS Baseball Team on April 10th

#### **Glen Park**

18. Discussion/Update on Renner Sports Court Assessment and Recommendations for Resurfacing Timeline
19. Discussion/Update on Glen Park Tennis Court Rebound Wall Repair and Expansion Proposal

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

#### **Report of Other Meetings**

20. Report on Fountain Creek Watershed Workshop with Town Staff and Parks Commissioners

#### **Next Meeting and Future Items**

#### **Adjourn**

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#### **Americans with Disabilities Act**

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

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**PARKS AND TRAILS COMMISSION**

**Tuesday, March 10, 2026 at 5:30 PM**

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

**MINUTES**

**Call to Order**

Meeting Called to order at 5:31PM

**Roll Call**

Pietsch, Penner Wiecks, Noleen, Ferguson, Nilson (entered at 5:45)

**Pledge**

**Approval of Minutes**

- 1. Minutes of February 10th, 2026

**Motion to Approve Minutes of February 10<sup>th</sup>, 2026** (Penner, Pietsch) "Aye" Vote. Motion passed unanimously

**Petty Cash Report**

- I. Past meeting – \$66.00
- II. Donations – \$34.00
- III. Current – \$100.00

**Public Works Supervisor Report**

- 2. March 2026 Public Works Supervisor Report

Public Works Supervisor Stacy DeLozier reported on various projects, including brush clearing, work on the ball field, and plans to redo the entire fence, with the cheapest quote being around \$25,000

**Town Administrator Report**

Interim Town Administrator Glen Smith spoke on the delay in signing a MOU with the little league due to not having an attorney currently. Continued with a brief update on the status of Elephant Rock being under technical review.

Commissioner Wiecks mentioned that Lewis Palmer High School’s baseball coach had reached out to do some volunteering on baseball field.

**Business Items**

3. Report of Volunteer Hours
4. Kiosk Revenue
5. Discussion/Update of Parks and Trails Commission Application

**Motion to recommend to the Board of Trustees that they appoint Carolyn Kincade to the Parks Commission.** (Nilson, Wiecks) "Aye" Vote. Motion passed unanimously

**Motion to Discuss next regular meeting now rather than at the end of the meeting.** (Wiecks, Penner) "Aye" Vote. Motion passed unanimously

**Motion to move the next regular meeting from the 14<sup>th</sup> of April to the 7<sup>th</sup> of April if its available.** (Wiecks, Noleen) "Aye" Vote. Motion passed unanimously

**Motion to amend the previous motion that was passed, to add possible dates of 8<sup>th</sup> of April and the 6<sup>th</sup> of April.** (Penner, Nilson) "Aye" Vote. Motion passed unanimously

6. Discussion/Update on Chapter 2.20 - Parks and Trails Commission

Commissioner Wiecks opened a discussion on chapter 2.20 of the town code, which outlines the Parks and Trails Commission's limits and responsibilities, and it was suggested that commissioners review the chapter to understand their roles and boundaries

7. Discussion/Update on Election of Parks & Trails Commission Chair and Vice-Chair

**Motion to continue to the next regular meeting in April.** (Wiecks, Nilson) "Aye" Vote. Motion passed unanimously

8. Discussion/Update on Fountain Creek Watershed District Meeting

Commissioner Penner gave an update is provided on the Fountain Creek Watershed District meeting, which will take place on March 19th at 10:00AM at town hall, and attendees will discuss the watershed system and hear concerns related to Monument Creek.

It was requested from the Commission that town staff be present for this workshop.

9. Discussion/Update on Small District Association of Colorado "What makes a Board Effective."

Presented by Commissioner Wiecks as an informational tool for the commission.

10. Discussion/Update on Pikes Peak Outdoor Recreation Association Opportunity - PPO Industry Leadership Summit (April 10th)

Commissioner Ferguson indicated that he would like to attend.

**Motion for the Parks Commission to support for at least two people to going to the leadership summit put on by Pikes Peak Outdoor Recreation Association.** (Wiecks, Penner) "Aye" Vote. Motion passed unanimously

Commissioner Wiecks requested that the 2026 Water Fluency Program put on by SDA be put on the agenda for the May meeting.

11. Discussion/Update on Cindy Allen Memorial Park

**Motion to continue business items 11, 12, and 13 to the next regular meeting.** (Wiecks, Ferguson) "Aye" Vote. Motion passed unanimously

12. Discussion/Update on Elephant Rock Concept Proposal
13. Discussion/Update on Potential Westward Lane park update

### Trails and Bridges

#### Centennial Park

14. Stars and Stripes American Heritage proposed project  
Commissioner Ferguson volunteered to be parks liaison for this project.  
**Motion to recommend the public works supervisor to approve the Stars and Stripes American Heritage gaga pit.** (Ferguson, Nilson) "Aye" Vote. Motion passed unanimously
15. Discussion/Update on Update on Pickle Ball Windscreens  
Commissioner Wiecks provided an update that the pickleball club will do the installation on this project and that the total cost savings for this roughly \$4000.
16. Discussion/Update on Requested Soil Sample at the South End of the Lake  
Wiecks provided an update on this item  
Commission decided to continue this item until the regular meeting in May.
17. Discussion/Update on Little League Field  
Discussed during Interim Town Administrator Smith's report.
18. Discussion/Update on Memorial Bench at the Lake  
Public Works Supervisor DeLozier updated the commission that the memorial bench had been successfully installed on the east end of the lake.

#### Glen Park

19. Discussion/Update on Tennis Court Side Entrance, Landscaping Proposal, and Left Bank Entrance
20. Discussion/Update on Apple Tree Care Update, Cost & Company  
Commissioner Wiecks provided update town's apple trees have been successfully pruned. To save on disposal fees, the branches have been piled roadside for pickup, with a plan to revisit more intensive reshaping and height reduction next January.
21. Discussion/Update on Glen Park court resurfacing by Renner Sports Court  
Commissioner Wiecks provided an update that he and a representative of Renner Sports Court will be meeting on March 17<sup>th</sup> to discuss the different options the courts have.

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

No public comments received.

### Report of Other Meetings

### Next Meeting and Future Items

### Adjourn

Adjourned at 6:50PM

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DRAFT



Item 2.

**TOWN OF PALMER LAKE  
PARKS & TRAILS COMMISSION - AGENDA MEMO**

<b>DATE:</b> April 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Parks Report For April 2026
<b>Presented by:</b> Stacy DeLozier PW/Parks Supervisor		

**Ongoing/Completed:**

More brush clearing and stump removal by Creekside Trail and Glen Park.

We started to work on the ballfield, we are nail dragging and grooming the infield/ warning lane daily. I have met up with 4 contractors for fence quotes on redoing ALL of the fencing. I have received all 4 quotes and it is now handed over to the office administration for review.

We are still putting finishing touches on the tennis court entrance walkway/ retaining wall, planted 2 trees and seeded the area. Hopefully some grass will grow, we need rain!

Habitat Management will start next month doing our yearly noxious weed mitigation.

Ordered 4 boxes of the Poison Hemlock Defoliating Moths, ETA will be sometime June-July.

Reid and I painted all the sign and information board holes to be drill. We will install all of these over the next month.

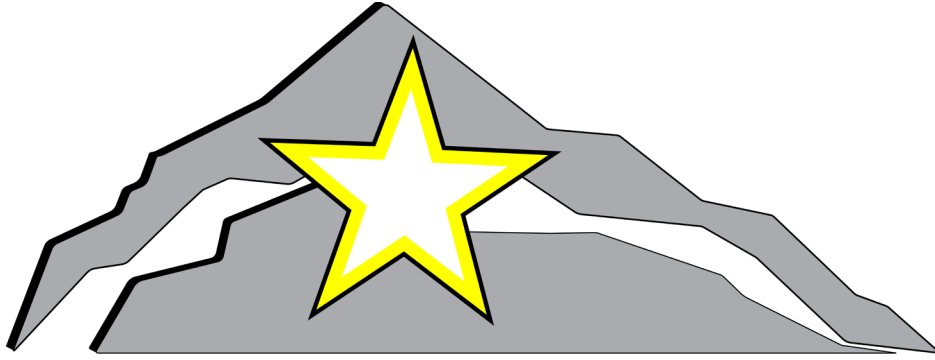
Pad for Troll to be installed under the bridge is done for now until we get the Troll mounted and in place.

**Upcoming:**

New riding mower 4/3/26, \$5,999.99

Will be auguring a bunch of holes for new Centennial Park signs, information boards and other various signs very soon as soon as I get the new hole locations.

New windscreens for the Centennial Pickleball courts arrived and the PLPC is rallying up some people and will install them very soon.



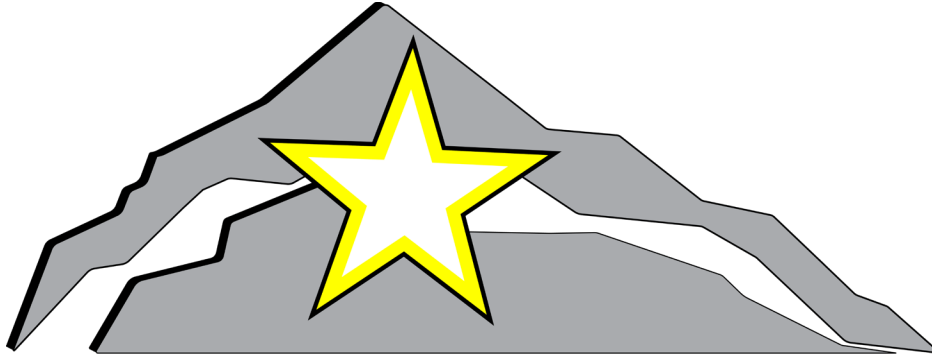
# Town of Palmer Lake

## *Summary Sheet*

	<b>MARCH 2026</b>
Title	<b>PARKS Report</b>
Date	Board Meeting: 3/12 & 3/26 Parks Meeting: 3/10 & 3/24
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 16.5 hr. Clerical (email, calls, grants, spreadsheets) : 7.5 hr. Miscellaneous Meetings (other than Parks) : 12.5 hr.
Total Volunteer Time	Total = 36.5 hours
Upcoming Activity	

Date	Hours	YTD
Jan-24	111	111
Feb-24	76.5	187.5
Mar-24	130	317.5
Apr-24	211	528.5
May-24	178	706.5
Jun-24	215	921.5
Jul-24	81	1002.5
Aug-24	71	1073.5
Sep-24	110.75	1184.25
Oct-24	58.5	1242.75
Nov-24	74.5	1317.25
Dec-24	60.75	1378
<b>TOTAL 2024</b>	<b>1378</b>	
Jan-25	43	43
Feb-25	92	135
Mar-25	90.5	225.5
Apr-25	50	275.5
May-25	82.5	358
Jun-25	118.5	476.5
Jul-25	70.25	546.75
Aug-25	61.5	608.25
Sep-25	124.25	732.5
Oct-25	62	794.5
Nov-25	78.5	873
Dec-25	76.5	949.5
<b>TOTAL 2025</b>	<b>949.5</b>	
Jan-26	38.5	38.5
Feb-26	57	95.5
Mar-26	36.5	132
Apr-26		
May-26		
Jun-26		
Jul-26		
Aug-26		
Sep-26		
Oct-26		
Nov-26		
Dec-26		
<b>TOTAL 2026</b>	<b>132</b>	





# Town of Palmer Lake

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Sep-26		
Oct-26		
Nov-26		
Dec-26		
<b>TOTAL 2026</b>	<b>132</b>	



Town of Palmer Lake - Public Works Department - Parks

# PARKING KIOSK REVENUE & EXPENDITURES

-	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 JANUARY ACTUAL
<i>FISCAL YEAR</i>					
Revenue	51,519	47,207	53,230	52,875	2,268
Expenditures	4,241	6,042	11,205	10,251	0
Total Expenditures	4,241	6,042	11,205	10,251	0
<b>Fiscal Year Net Revenue (revenue minus expenditures)</b>	<b>47,278</b>	<b>41,165</b>	<b>42,025</b>	<b>42,624</b>	<b>2,268</b>

<i>CUMULATIVE</i>					
Beginning Balance	-	47,278	88,443	130,468	173,092
Fiscal Year Net Revenue	47,278	41,165	42,025	42,624	2,268
<b>Ending Balance</b>	<b>47,278</b>	<b>88,443</b>	<b>130,468</b>	<b>173,092</b>	<b>175,360</b>

### Parking Kiosk Revenues

Month	2022	2023	2024	2025	2026
January	-	2,135.90	2,098.80	1,367.40	2,268.40
February	1,132.50	1,939.80	1,780.80	1,514.71	
March	3,874.10	2,194.20	1,897.40	3,366.99	
April	4,043.90	3,476.80	3,768.30	3,704.70	
May	5,957.20	4,028.00	6,349.40	5,936.00	
June	7,616.10	5,050.90	7,514.40	8,434.50	
July	7,245.10	7,632.00	9,004.70	7,859.20	
August	7,033.10	6,540.20	5,920.10	5,077.40	
September	5,639.20	5,337.10	5,668.42	5,972.16	
October	4,796.50	4,844.20	5,374.20	3,625.20	
November	2,591.70	2,660.60	1,749.70	3,509.80	
December	1,590.00	1,367.40	2,104.10	2,506.90	
<b>Total</b>	<b>51,519.40</b>	<b>47,207.10</b>	<b>53,230.32</b>	<b>52,874.96</b>	<b>2,268.40</b>



Town of Palmer Lake - Public Works Department - Parks

# PARKING KIOSK REVENUE & EXPENDITURES

	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 FEBRUARY ACTUAL
-					
<i>FISCAL YEAR</i>					
Revenue	51,519	47,207	53,230	52,875	4,876
Expenditures	4,241	6,042	11,205	10,251	591
Total Expenditures	4,241	6,042	11,205	10,251	591
<b>Fiscal Year Net Revenue (revenue minus expenditures)</b>	<b>47,278</b>	<b>41,165</b>	<b>42,025</b>	<b>42,624</b>	<b>4,285</b>

<i>CUMULATIVE</i>					
Beginning Balance	-	47,278	88,443	130,468	173,092
Fiscal Year Net Revenue	47,278	41,165	42,025	42,624	4,285
<b>Ending Balance</b>	<b>47,278</b>	<b>88,443</b>	<b>130,468</b>	<b>173,092</b>	<b>177,377</b>

### Parking Kiosk Revenues

Month	2022	2023	2024	2025	2026
January	-	2,135.90	2,098.80	1,367.40	2,268.40
February	1,132.50	1,939.80	1,780.80	1,514.71	2,607.60
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April	4,043.90	3,476.80	3,768.30	3,704.70	
May	5,957.20	4,028.00	6,349.40	5,936.00	
June	7,616.10	5,050.90	7,514.40	8,434.50	
July	7,245.10	7,632.00	9,004.70	7,859.20	
August	7,033.10	6,540.20	5,920.10	5,077.40	
September	5,639.20	5,337.10	5,668.42	5,972.16	
October	4,796.50	4,844.20	5,374.20	3,625.20	
November	2,591.70	2,660.60	1,749.70	3,509.80	
December	1,590.00	1,367.40	2,104.10	2,506.90	
<b>Total</b>	<b>51,519.40</b>	<b>47,207.10</b>	<b>53,230.32</b>	<b>52,874.96</b>	<b>4,876.00</b>



Palmer Lake Parks & Trails: Project List (New, In Progress, Completed, Ongoing, Removed) - updated 3/26/26					
CL- Columbine Park; ER- Elephant Rock; CRK - Creekside Trail; KNT - Kent St. to Creekside Trail; RES - Reservoir Road/Trail					
CP - Centennial Park; GP- Glen Park;					
Ref#	Park	PROJECT LIST:	Source of funds	PLP&T Project Lead(s)	Project Progress & Notes
		The proposed list of maintenance projects presented by Stacy to Parks and the BOT at 4/22/25 workshop, updated 3/26/26		Public Works	
Annual – Semi Annual Events / Projects					
1	ALL	Noxious weed workgroup			Recruit and form a workgroup to plan for and execute noxious weed removal in the Parks
2	GP	Order wood chip for Glen Park playground		Public works	PW – before Service Day in May/June, 6 cu yds
3	CP	Install the Lake fountain in the spring and remove in the fall		Staff	PW – Install in the spring, remove in the fall - annually
4	CRK	Organize & advertise annual Creek Week (fall) and Service, spring and fall, in the parks day clean up along N. Monu. & Monu. Creeks & Lake F-rock		Mike	Parks has participated for the last 4 years - continue annually in May - June, Sept - Oct Coordinated with Great American Cleanup Day and Creek Week
5	ALL	Organize Noxious weed service day at least once per year - in one of the Parks		PLP&T	One conducted 5/11/2024 - location make sure it is in one of the parks or on one of the trails
6	CP	Arrange for noxious and non-noxious weed mitigation around the lake and		Public works	PW – Contract with qualified weed eradicator, see PW for contractor.
7	ALL	Holiday lights contest		Jennifer	December before Christmas. Stacy to research company
8	CP	Assist in putting up holiday lights, Stacy to research possible contracting putting up		PLP&T and	Early December to late January
9	GP	Store the PLP&T PB net & secure the dividing net/screen against the fence.		Public Works	November 1st to April 1st
10	CRK	Repaint the steel joists on the USAFA Bridge #2 every 3-5 years			Next repaint 2028-2029
11	ER/CRK	USAFA 1st Bridge Maintenance / Re-seal	Volunteers		USAFA maintenance plan calls for reseal every 2-5 years. Future bridges will be added to this list as they are constructed.
12 remove?	CP	Conduct an annual Broomball Tournament in the winter or Winterfest		Jennifer	Changed from Winterfest to Broom ball Tournament. Possibility of moving back to Winterfest concept?
13	CRK	Reinforce the wilderness log bridge banks & refill gravel sections with road base or gravel at the N. Monument /Creekside Trail			Use the rocks & road base available first.

Weekly / Monthly / OnGoing					
14	CP	Clean out fishing line disposal tubes once per month		Staff	Possibly recycle the lines. <i>Is there a better option. Bear proof trash at at each fishing line disposal, Bigger disposal tube? Does Stacy have the bottoms - installed? Kevin &amp; John willing to do it.</i>
15	CP	Update the info kiosk at W. Bridge entrance		Mike	
16	CP	Mow heavily weeded areas around the Lake: N of pavilion, SE of lake shore in trees, gazebo area W side of park		Public Works	
17	GP	Mow western grass areas starting at the tennis court side, trim & remove dead branches & trees, limb up live trees,		Public Works staff	Leave the eastern part native.
18	GP	Transplant fir saplings to east end replacing dying aspen trees			Andrew's project list suggestions
19	CRK	Remove deadfall from Creekside Trail areas		CYCA	CYCA(MHYC) grant 2025 project - September '25 3 weeks
20	COL	Get a Columbine Park neighbor to volunteer to plant and care for flowers in the park			
21	ALL	Eradicate the myrtle spurge		Public Works	Combination effort- PLP&T service day and/or weed-eradication by Public works
22	Res	Trim brush at Reservoir Trail Head			Part of a PLPW and PLP&T restoration plan once boulder needs are met.
23	ER/CRK	Mow or weedwack 1 - 2 mower width on each side of the trail where it goes through the grass		Public Works staff	
24	ALL	PLP&T commission develop a proposed budget for the next calendar year, and for long term expenses projected out for multiple years		PLP&T lead	See the 2026-2027+ large items to purchase list
25	CRK	Maintain wilderness bridge across Monument Crk at Greeley Bridge add gravel to the bridge as needed.		PLP&T	Add gravel at both ends as needed, make sure planks are secure
26	CP	Maintain the pedestrian bridge sidewalk entrances so that there isn't an extreme "lip" that prevents it from being ADA compliant		Public Works	Add gravel or road base as needed
27	ALL	Trash clean-up at all parks, weekly or as needed		Public Works	"Q" is doing it 2-3 days/wk summer
28	GP	Put up the GP dividing net between tennis courts April 1, take down & store 11/1		Public works	

29	CRK	Maintain the cables on the 2 USAFA bridges making sure they are tight		Kevin	
30	RES. TH	Upgrade the bulletin Board at the TH and display new, appropriate material & information		Public Works	
31 New add	GP	Landscape the west entrance to the courts and water trees and plants as needed		PLP&T and PW	In progress - 2 evergreen trees added 3/26, additional bushes and flowers already promised by public - waiting for better weather

**Possible Community Service or Service in the Parks Day projects**

A	GP	Spread wood chips in Glen Park playground		PLP&T	Service in the Parks Day May/ June
B	ALL	Trail Maintenance		PLP&T	Volunteer Service Day (Trail TBD) As needed
C	CP	Clean out fishing line disposal tubes one per month		Public Works staff	Possibly recycle the lines
D	GP/Crk	Move rocks to along trails - defining the trail - from grassy areas			
E	ALL	Eradicate the myrtle spurge			Combination effort- PLP&T service day and/or weed-eradication by Public works
F	ER	Remove stone fire ring near pavilion			Take rocks to the Greeley / Monument Creek bridge or place along the trail - see D above
G	GP	Remove stone fire ring near tennis court			Take rocks to the Greeley / Monument Creek bridge or place along the trail - see D above
H	CP	Replace / repair cedar rails and posts along north end and west side along RR		Mike / Reid	Service group – check number needed
I	CRK	Remove brush a that has fallen our was cut to the side of the road and pile appropriately for easy removal by PW			
J	GP	Consider moving the donation box at the GP PB / tennis court to the PB side, or add one to the east side		PW & PLP&T	Approved to move on March 11, 2025 by PLP&T
K	GP	Replacing/sanding & painting the plywood practice wall at Glen Park tennis court Add 1 panel on each side.		Reid, PW,	( 2) 4'x8' exterior treated / severe weather plywood + clamps) @ \$45.00 / sheet plus green exterior paint - 1 gallon (\$65)
L**	ER	Clean up the former cabin foundation spaces			Rake out and pickup all glass, wood & metal fragments, concrete left by evacuators.**On hold until the BOT decides on the fate of PLP&T vision plan with the PD.
M					
N					

**One and Done Projects**

31	CP	Remove stone fire ring near pavilion			Take rocks to the Greeley / Monument Creek bridge
32	GP	Remove stone fire ring near tennis court			Take rocks to the Greeley / Monument Creek bridge
33**	GP	Place millings in the pathway from the tennis court side gate to the first path step toward the parking lot. Repair the west entrance to the courts to prevent the mud flood with each rain. Create a way to prevent the mud flood on GP courts from the west side after a rain.		Public Works	Very muddy or icy depending on the temperature - water puddles there. ASAP as the mud flows across the Tennis courts, clogs the trench, and then flows into the PB courts. See #103. Buzz completed all of this except for the millings on the path in Feb. 2026.**Road base put down instead of millings. **Wait until spring rains to see if it is okay.
33	CP	Design a "strip" park along the west side of large south parking lot and behind the restaurants along St. Hwy 105, in the trees. Consider logical pedestrian and ADA path location. Connecting restroom, ball field, restaurants, and parking lot		Reid	Picnic tables could be manufactured from logs at the Upper Res. In corporation with the PLVFD, picnic tables approx. \$200-800 if we purchase rather than build them Once built, we will need to include annual maintenance of the tables. Researching grants for this as well.
34 add	GP/Crk	Apple pruning and care GP 2nd &3rd year - determine if needed 4 trees			2027 & 2028 late winter, early spring before end of March
35	ER, CP	Poison Hemlock weed mitigation		Lauren	Targeting early 2026 to purchase biologicals and get on a schedule
36	ER, CP	Noxious weed eradication subscription		Lauren	All except Poison Hemlock, early 2026 biologicals
37	ALL	Consider purchasing and adding trail signs			<b>Once the BOT has decided on the PD for ER and CA Mom. Park</b>
38	COL	Research and install a shade structure(s) at Columbine (small for 3 picnic tables)		Reid	For a 8' x 9' shelter, consider log shelter working with PLVFD, possible capital improvement funds, or CTF. Dermatology Assoc. grant ? Decide on design at 11/4/25 workshop
39	CP	Research and install a shade playground structure(s) at Centennial Park			Included in large parks amenities list, but also research a possible project with the USAFA Engineering depart for 2026-2027. Moved to 2027 because of USAFA.
40	CA	Do the research and develop a presentation for the creation of the CA Memorial Park		Kevin & Lauren	Starting at the Res.Rd. gate along N. Monument and Monument creek to the east end of ER wildlife area
41	ALL	Develop the specification for the needed logs for bench projects. 4' &/or 6'		PLP&T & PLFD & PW	Work with PLFD to move logs to bridge locations or cutting them in-place to size for bridges, picnic tables, benches. Use the unused logs at Creekside log bridge site, or from Upper Reservoir.
42	ALL	Develop a list of park amenities to be purchased ASAP for 2026 & beyond. Done but will remove this item once the purchases are approved and ordered. Purchase 2026 ASAP		Stacy	i.e. Bear proof trash cans, pet waste stations, picnic tables, brush hog, shade for Columbine Park table, Nox. Weed mitigation, watering cans... More? Approved June 2025, ordered Dec. '25. Look to purchase 2026 ASAP. <b>Retaining wall blocks for E-Rock trail once BOT decides on fate of ER</b>

43 edited	KNT	Receive permission through Town Staff to upgrade the trail from Kent to Prairie based on the recent survey expanding the trail easement. Adjust the trail to prevent water flow straight downhill, and with proper boundary marked		Reid MHYC? VOC training	Requested permission spring 2025. As of 11/5/25 still waiting for Town staff to notify property owners on each side, despite PLP&T members being willing to do the notification and having a relationship with those owners. <b>VOC and MHYC here in April and June for training - take advantage of it!</b>
44	CP	Repair and or replace sections of the wildlife areas fencing and warning signs		Mike	The signs may be underwater so look first before buying.
45 **	CP	Get approval from BOT for edits/updates to Centennial Parks Rules sign, order and mount 4 of them in the park.		Stacy & Reid	Provided to Town staff for BOT 5/28/25, approved 6/12/25. <b>**As of 9/23/25 they are onhand and will remove this item once mounted. PLP&amp;T needs to identify the locations for the signs and let PW know. Done. Waiting for install to remove this item. Stacy &amp; Reid to mark specific locations March 2026. Stacy designed sign posts. 4x4" or 4x6" w/stone.</b>
46	CP	Replace / repair cedar rails and posts along north end and west side along RR tracks and Lake trail, & in west side wildlife area (one section)		Mike / Reid	Service group – check number needed: 11 8'rails (at \$14 ea = \$154) and 3 2 rail posts (18.00ea = \$54.00) for ref. = \$208.00
47 **	GP	Reinstall the Handicapped Parking sign at the playground parking area. <b>** remove once the sign is installed</b>		Stacy?	Sign should be in the yard somewhere. Stacy to check on if they have the sign and get it mounted next to the ADA path.
48	ER	Open Air Pavilion Restoration, clean up and repair, work days etc. See the Open air pavilion punch list		PLP&T	Start in 2024, work on cost estimates, look into the use of CTF money, part of BOT Resolution 10-2024. Assessment at pavilion Parks wksp 7/23/24, 5/31/25 workshop onsite
49	ER	Work with the Willans and the BOT to insure that PLP&T has the necessary trail right of way through the property being leased and eventually purchased by the		Reid, Glen	See map presented the BOT by the Willans 2/22/2024 and the diagrammed property lines in relation to the proposed perimeter trail. This needs to be a revision in Willans lease so that it is permanent easement. 25' width.
50	CP	Remove the 3 park benches across the street from the Art Center and install them in a better location to be determined by the Parks Commission.		Reid	Propose possible installation sites to PLP&T Commission ASAP once cleaned up. Place 2 on top of the RR viewing hill in CP south, or above the PB courts at CP
51 edited	CP	Measure and reconfigure ballfields fence for a multi-use field & get quotes for the fencing adjustments and additions. Parks discuss and recommend to reconfigure or		Reid, PW,	Received 3 quotes and passed them on to PW for inclusion in a fence addition around the yard 10/22/25. Town staff decided to replace the backstop and foul line fences as well March 2026.
52**	CRK	Consider and research introduction of wildlife at far east end of Monument Creek in Town wetland/wildlife area, SE of -Erock			Cory Adler DOW/CPW 719 439-9637. Ask Cory or appropriate person to provide guidance and cost on reintroduction of Beavers and build dams. <b>Wait until the E-rock PD is done &amp; its effect on PLP&amp;T. ** or if C.A. Mem. Parks is approved by BOT</b>
53**	ER	Determine how many bear proof trash cans & pet waste stations will be needed on the trail and at the pavilion. Research cost and order for 2025. Done - to PW		PLP&T	PLP&T should only supply one in E-rock - near the open air pavilion. Once the field use or parking areas are determined we could add another. See amenities list 6/25. Purchased. <b>**wait for BOT PD approval</b>

54**	ER	Develop a plan/vision for proposed E-Rock park and trail now approved by BOT as part of the E-Rock advisory committee for BOT consideration by mid to late summer 2024. Vision plan asked for by BOT late October '24; <b>**Waiting for the PD to be completed and how the vision plan from Parks fits in</b>		Reid	Develop a projects list specifically for E-Rock as a starting point. With Resolution 10-2024 now Parks should do this ASAP. Vision statement from Parks developed spring 2024 by PLP&T and presented to E-Rock advisory committee. May 2024. July ERAC presentation 7/10/24. Comments to Town 7/17; 4th draft 12/24 edited, final draft 1/6/25; presented to BOT 1/21/25 and co-wrksp w/BOT 3/6. BOT members agreed to include PLP&T commissioners in discussions creating the PD - June 2025
55	CP	Develop a plan for the bulletin board at the East side restroom - PL parks, El Paso city parks, Hist. Society.		Jennifer	
56	CP	Clean up the trail to the RR overlook hill at the south end of the Park and install a bench.		Jennifer & Reid	Bench could be a log bench manufactured by Parks and PLVFD, Reid already has some sample designs and log source - PLVFD. CYCA grant 2025?
57	CP	Develop a 3-5 year plan for the Little League field. Town researching fees for baseball field use.		PW & PLP&T, Town staff	Connect with Little League to develop a plan, 3-5 year for improvements. See lists Kirk and Reid created in 2020-21? We need to start charging them a use fee for practices and games! Meeting w/Dawn, Jason, Dion, Del and Reid 8/23/22, need to meet with them prior to the season to discuss their plans for field improvements this year, and to have them develop a 5 year plan as promised 8/23/22. Dawn asked for meeting with LL Jan. 2023 - waiting to hear back. Zoom mtg w/Dion early May '23, in-person mtg scheduled for June 22, 2023. It looks like that once a plan is completed, we are good for the length of the plan. Then annual / semi-annual monitoring. Zoom meeting 3/22/24 w/ Dawn & Reid. Since LL - Dion didn't submit a plan look to have prepaid fees for 2025. Spring 2026 Little League under new Board approached PW and Town staff and PLP&T to return. Work on the field has begun. Reid working with LPHS Baseball team on a possible community service day to work on the field.
58	CP	Review and identify issue in the PL Master Plan as it relates to All Parks.		Mike	ATL – Now that the survey for Centennial Park improvements and new facilities is completed, master plan done, the site plan will map out the suggestions. Waited for 2nd draft completion. Centennial park area adjustments and modifications done written CP Master Plan completed. Site map completed and approved by BOT - spring
59	CP	Expand the east side off County Line Rd CP parking lot, also, Crawford Memorial responsibility discussed with EPCP - waiting for their approval or arrangement proposal.		Glen, PW, & Parks, EPCP	Work with El Paso County Parks to research the possibility of expanding the parking from the County Line entrance along the east side of the entrance driveway. Met with El Paso county parks summer 2021 or 2022, and again 8/29/24. They made diagram of the proposal. EPCP in control at this point. On-going discussions - scheduled mtg w/EPCP 10/15/2025
60** edited	CP	Disc golf hole relocation of holes #1 and #2. One of the holes will be relocated to the area 100' south ion the VB court on ELCP property.		Disc golf club	Received permission from EPCP to do so on October 2024. Disc golf club to do the work. The other hole will be relocated to the SE corner of the Lake adjacent to the small wildlife area. ** Lauren has been in contact w/disc golf folks and will set-up a meeting to discuss this with them. Reviewed plan with them 2/24/26 at PLP&T workshop. Waiting for progress or not w/PDSC on S. End of Lake area

61 edited	CP	Solicit and install CP Park signs strategically at the Park entrances. Stacy to order and install. Stacy purchased, waiting for install to remove.		Public works	PLP&T mtg 3/11/25. At least 3, maybe 4., Discuss locations at PLP&T mtg. ** to be discussed at Nov. 17, 2025 workshop. Jennifer to research designs and companies & bring back to Parks Commission. March 16-20 Stacy and Reid to survey park and designate exact spots.
62	CP	Install an information kiosk at entrance to Ped. Bridge on west side along sidewalk		Public works	Added 9/24/25; PW has the design & vendor as of 10/22/25. They will order.
63	CP	Add Gravel or Millings to the Lake loop trail from the north entrance to the south entrance along the west side of the Lake to prevent mud, especially under the bridge		Public Works staff	Use millings as they become available, some added under Ped. Bridge Spring '24. Stacy informed us that it is toxic to the water to use along trail that is too close. How far and add where we can? What other surface to mitigate the mud?
64	GP	Consider moving the donation box at the GP PB / tennis court to the PB side, or add another box			Another box was order and will be installed by PW
65	GP & CP	Consider adding to rules a statement that "it is illegal to deface the courts, including to mark them or lay down any tape on the surface" and a fine for doing so.		Public Works and Mike	Reason: court users have used masking or other types of tape to mark a pickle ball court on the tennis court surface. When removed it can damage the surface.
66	CP	Establish a handicapped parking area and install the appropriate sign in the parking area across from the Depot, O'Malley's.		Glen & Public Works	On Hold until sidewalk design is completed with CDOT
67	CP	Close any entrance to the dirt road along the west side RR tracks across from the PO or Art Center entrance. Especially once the pickle ball courts are in.		PW & PLP&T	Work with PL Sanitation, PLVFD, and PLPD. This would be a movable/lockable gate like on the east side of the Park. Check with Centennial Park Master Plan and site map.
68	CP	Place barriers across the south and north entrances to the dirt road between the RR tracks and the fencing to prevent cars from using that area as a thoroughfare.		PW & PLP&T	Work with PL Sanitation, PLVFD, and PLPD. This would be a movable gate like on the east side of the Park. Traffic Safety Store/Tractor Supply \$200.00 approx. each
69	ER	Manufacture and install 5-6 log benches along the E-Rock perimeter trail		Reid & PLFD	With the help of there PLVFD, timber lag screws \$25 x 2
70**	ER	If the BOT designates the ballfields at E-Rock part of PLP&T, work with PDSC and other groups on a renovation plan		PLP&T	<b>Wait for BOT PD plan.</b> With new purchase agreement with Willans to ballfields concept will have to be looked at once the PLP&T PD is addressed by the BOT**
71	ER	Develop a plan for the chicken coop and seek BOT approval for its removal.		PLP&T	Discussed at the PLP&T Commission workshop Nov. 2024 as part of the E-Rock vision concept. <b>Wait for BOT PD plan</b>
72	ER	Fundraiser / Donor / Sponsor for multiple signage at various trail entrances for Trail markers, Historic Signage placards, Benches, QR Code Signs for donations, Donation Boxes, fundraising.		PLP&T	

73	ALL	Send some commissioners to the Trail Symposium - 2 day event 1st week of September 2026? RMFI. FCWD Summit 1/26	Jennifer	\$35 / person. What expenses besides symposium fee are we willing to pay and for how many? Constantly look for Parks and Recreation learning opportunities for Commissioners to attend.
74	GP	Replacing/sanding & painting the plywood practice wall at Glen Park tennis court Add 1 panel on each side.	Reid, PW,	( 2 4'x8' exterior treated / severe weather plywood + clamps) @ \$45.00 / sheet plus green exterior paint - 1 gallon (\$65)
75	CP	Plant evergreen trees in the strip park behind the restaurants.		Research a grant for evergreen trees to be planted in the stripe park behind the restaurant. One planted November 2024 as a memorial.
76	KNT	Install 1 or 2 pet waste stations at the top of Kent St. and at the bottom where Kent and Prairie intersect.	Public Works	@ \$180 ea, research possible grants for them. Approved by PLP&T 10/14/25 on amenities list. Design & cost passed on to PW 10/22/25
77	ER	Devise Pre-tours with public schools, homeschool & private schools for age appropriate historic talks	PLP&T	Wait until after the trail is beyond the pavilion and the area is actually open to the public, and <b>PD plan by BOT</b>
78 edited	CRK	Develop a plan to mitigate N. Monument Creek from USAFA bridge #2 to the proposed wildlife area ponds at the SE end of E-Rock property	PLP&T	Part of CYCA (MHYC) grant for 2025 - at least 3 weeks of stream mitigation - chainsaw crew. Rec'd grant. Planned for September 2025 - 3 weeks; MHYC 2026 Grant submitted - didn't get the grant. Looking for alternatives - possibly hire a crew for a week through MHYC
79	CP	Apply for GOCO grant for a multi-use field, or for part of the cost, partnering with other fund source organizations, draft MOU(s) with PDSC. Construction & post construction. Develop a plan for the soccer field including an improvement agreement with PDSC. Improvement agreement set-up as a first step in late summer 2024. **9/24/25 Need to get the MOU w/PDSC done and move forward toward a single use field in partnership w/PDSC. Jennifer suggested setting aside \$50,000.00 from kiosk funds as an initial investment toward the field. If the partnership doesn't happen it would go	Reid, Jennifer r PDSC	Submitted a concept to GOCO on July 2023 and it was not accepted (heard back Aug. 16, 2023. Heard suggestions from GOCO 9/23. Edited and submitted concept 1/25/24. Didn't get - reapply next cycle. Search for new options. Meeting with GOCO team 3/18/24 for feedback, w/DOLA rep 6/3/24. Decided 7/9/24 (3-2) to table until 2025. 4/25 Working w/PDSC develop MOU's, GOCO grant & fund raising for field. 8/1/22 connected with PDSC and gave them the survey (see # 19); 8/3/22 reached out to lacrosse (no reply as of 9/12) finally established a contact 1/7/23. Pride SC 1/20/23; met w/PDSC 1-17-23 & 6/18/24, 7/24. & 8/7/24. PDSC submitted to CSA a grant request 10-10-24; **Jennifer informed the PLP&T Comm. 9/23/25 that its is very unlikely that GOCO would fund a single use (soccer) field. April 2025 request by PLP&T Commission for Town attorney to review MOU wordage asap to move forward w/PDSC.
80	ER	A separate task item to determine the need & install a restroom / porta potty to service the new trail system, pavilion, etc. with a tasteful surround, a la tennis courts	PLP&T	Wait for BOT PD plan for E-rock

81	ER	Build a retaining wall along the lower eastern portion of the perimeter trail made necessary by the BOT decision (June 2025) to allow the Willan's to purchase additional acreage cutting off part of the		PLP&T, Public Works	The retaining wall makes it possible , with additional trail building, to connect 2 existing portions of the trail. <b>Wait for BOT PD plan for E-rock</b>
82	ER	Develop a plan for Small bridges & trails in the Wildlife Pond area SE corner of ER			<b>2026 if approved by the BOT, part of the E-Rock vision concept or the C.A. Memorial Park</b>
83	ER	Create a Nature Center in part of the chapel building near the pavilion		Jennifer	<b>Depends on BOT determination of the buildings.</b> Possible CTF money if named a park or open space
84** edited 3/26	CRK	Design and build a 3rd permanent break-away bridge or project in 2027-2028 with the USAFA Engineering Dpt., **TBD by PLP&T Commission by March 2027	Kiosk / Grant / USAFA		<b>Wait until 2026 and PD by the BOT for E-rock.</b> **The USAFA needs to know by March if this is viable for class selection.
85 edited 3/26		Collaborate & Develop a 4th project with the USAFA Engineering Dept and PLP&T Commission in 2028-2029.			If the popularity of the joint projects continues with the USAFA cadets.
86 edited	RES. TH	Develop a plan with Parks and PW for restoration of the area to include creation of a picnic area with tables (3-4), benches made from logs near the Res. TH parking area and redefined trails if C.A. Mem		PLP&T & PLFD & PW	Enlist PLVFD and a local mill to create the tables
87	CP	Reach out to Kurt Ehrhardt about playground equipment for small playground at baseball field		Reid	
88	ALL	Look into various professional organizations that focus on parks, trails, and facilities within for possible organization and individual membership			
89	ER	Look into establishing a parking lot(s) at E-rock entrance off St.Hwy 105, and along the entrance driveway - small 4-5 car parking islands - satellite parking			Coordinate with Roads, PLFD, PLPD on location and size, about 25-30 spaces (near entrance). <b>Get approval from BOT and staff.</b> It is not uncommon for parents and young athletes to all 300-400 yards to an athletic field for practice or games. Field side parking is a luxury. Satellite parking - 4-6 spaces. Dependent upon CDOT & Town issues
90	New	Research the possibility of adding a park on donated land at Westward Ln			Work with Kurt Ehrhardt. February '26 PLP&T agreed to the concept and will work with Kurt on details
91	CP New	Work with Glen and PLPBClub on a new sponsorship agreement starting in Feb.- March 2026. Check MOU wording.		Glen & Public Works	Old sponsor agreement doesn't reflect the new agreement
92 New	CP New	PLPBClub to provide PLPT the PBcourt windscreen designs and details for immediate purchase through sponsor funds		PW & PLP&T & PLPBClub	To be purchased and put up late May for the summer/fall season.

93 New add	ALL	Host MHYC and VOC for training at PL Parks & Trails	Possible porta potty at Greeley parking	Reid, PW,	April 20 & 21, and June 8 - 10, 2026. Work on various trail tasks discussed with them in January 2026. Approximately 25 people
94 New add & done	CP	Install memorial bench on the shoreline just north of the east-side dock	None	Public works	Installing the bench reviewed with Stacy and Reid in February by the Westfalls, then installed by them in March
95 New & add	GP	Consider adding signs in the park that ask users "not to feed the wildlife"		DeNage	
96 New & add	GP	Meet with Renner Sports Court rep to get preliminary ideas and cost on repairing the tennis and PB courts		Reid & Mike	Met with Justin from Renner 3/24/26. He'll draft some ideas and costs asap

**Projects that PLP&T hopes will be accomplished dependent upon funds, grants etc.**

	CP, CL	Install a free standing shade structure for over the playground. 1 <sup>st</sup> quote is over the swings, 2nd over playground. USAFA?	Parking kiosk funds	Jennifer & Reid	Cindy researched & reported at the 8/22/2023 Parks Workshop - over \$100,000. Need to discuss alternatives. Too expensive. Grants- AAD Dermatology Grant? Jennifer to pursue & build a good case for getting the grant (\$8000.00)
	CP	Develop an MOU with Palmer Divide Soccer Club to build a Multi-use field at the south end of the Lake. This has been a focus of many groups for 5+ years.	Parking kiosk funds		Being held up waiting for explanation of the MOU wordage from the Town attorney since April '25. PLP&T voted to recommend setting aside an initial \$50,000 for field replacement, and then annually decide on additional set-asides depending on parking fee income.

**Projects removed from the lists for various reasons (keep for one year and delete)**

	Location	Project		Date added to this list	Description
	ER	Cut into firewood size downed oak, stack, removed brush to PLFD burn area, in E-rock on the hillside below the lodges, & NE side of E-rock trail		PLP&T, Public Works	PLFD and EPCO FD did it summer 2025
	CP & GP	Create & mount "No Dogs Allowed Fine \$200		John	Signs at PB courts. Get Ordinance approved by the BOT asap. Is this included in new signs? Removed by PLP&T Comm. 9/23/25
	ALL	Develop a "New Parks and Trails Commissioner" packet		11/24	Talked with her 3/3/24 about approaches for packet content gathering. The Town staff may be doing this

	ER, CP	Apply for exercise equipment stations grants for space if cabins are removed at ER, and for between Pavilion &		11/24	
	CRK	Reapply for NM grant for bridges after receiving feedback		11/24	Fall 2024, possible slide show from Chicken Coop bridge and letter from Brad Wambeke, USAFA. The timing for the grant and building the USAFA bridges doesn't work
	ER, CP	Research grants for exercise equipment		11/24	E-rock and CP playground.
	CP	Build a non-motorized boat launch area at the S. End of the Lake, possibly fence off or use boulders for boundary and bring in sand.	Remove per PLP&T 3/11/25	3/25	Moved a few rocks to the area 9/23, sand about \$40 / cu yd need about 5 yards
	ER	Decide on a name for the proposed E Rock property park if approved by the BOT, contest?, historical? Announce Park Naming Contest, Parks Commission can suggest categories.	Remove per PLP&T 3/11/25	3/25	Wait until the trail, Willans, and ?, plus the Chicken Coop bridge are past their initial stages so that we don't get folks wandering the property too soon. CDOT issues along 105
	ER	Announce Name of Park after presentations to the Parks Comm., Historical Society, BOT and MP workgroup	Remove per PLP&T 3/11/25	3/25	
	ALL	Coordinate Earth Day, Leave no Trace Event	Remove per PLP&T 2/10/26		

**2025 - 2026 Completed Projects by Palmer Lake Parks and Trails Commission and Public Works (report to the Board of Trustees in Spring 2026 and then archive)**

	CP	Glen, John Tool (PLP&T), and Jon agreed to a new sponsorship format for holding the funds donated by sponsors	Glen, John, Jon (PPPB club)	Jan. 2026	Funds will be kept by PLPBClub for future replacement and maintenance of the PB courts. Funds currently held by PL Town will be used to purchase wind screens and other immediate court needs (\$12,000.00)
55	CP	Create a high interest MM fund for an annual savings toward replacing soccer field once built, and the new PB courts., Essentially done with the passage January of Resolution 08-2026	Christie, PLP&T	Jan. 2026	Either a set amount each year or a percentage of out annual kiosk fees, once GOCO grant is awarded or partnership with youth group (MOU) is established & PB sub-committee. Also reach out to ATL for an annual funds commitment. PLP&T agreed to set aside \$5000 annually, AT: agreed to set aside \$5000 annually once we receive the field grant

Done	CRK/GP	First year's pruning of 4 Apple Trees in March 2026	Parks & outside	3/26	2nd and 3rd year treatment will be decided in early 2027
Done	ALL	Purchased 3. new donation boxes	PW	12/25	
Done	ALL	Purchased 3 new bear proof trash cans	PW	12/25	
Done	ALL	Purchased 3 new pet waste stations	PW	12/25	
Done	ALL	Purchased 3 new double sided information boards - unground posts	PW	12/25	
Done	CP	Purchased 2 new benches for above the PB courts	PW	12/25	
Done	CP	Purchased 8 outdoor document display boards for the CP PB courts	PW	12/25	
41 Done	GP	Re-paint playground corner seats and the tic tac toe game board uprights green	Service day	9/25	
<b>64 - new, add? Done</b>	CP	Tear down & remove pergola on the west side of the lake - falling apart.	Reid, PW,	10/25	Notified by Town staff 10/25/25 of its condition. Completed tear down by PLP&T commissioners 10/27/25
Done	CRK	Mowed and weed wacked grassy areas along Creekside Trail from Spring St. to 100 Lovers Lane entrance	Public works		
Done	CRK	Removed 3 trees that were across the trail north of log bridge. 10/23/25	Reid		With volunteers & PW
Done	CP	Pickle Ball workgroup, subcommittee, edited 9/24/25	John		Recruit and form a workgroup to address the issues around managing, maintaining, policy etc. the 6 PB courts & 4 GP courts. Palmer Lake Pickle Ball club formed spring 2025. 501C3. and MOU with Town
Done	ALL	Town staff researching different programs that allow online reservations and payments. This would be for all Town facilities to include PLP&T facilities.	Staff and John		Civic Rec program, Went live in Summer 2025
Done	ALL	Fall Service in the Parks Day, September 27	John, Mike		Focused on Glen Park playground and then clean-up in Creek
Done	CRK	Mitigate the trail and stream from Walnut to Day's property driveway - check property lines, actually all the way to the 2nd USAFA bridge.	CYCA		Service day or Andrew. Reid to talk with Day's. CYCA (MHYC) grant for 2025. Did about 100 yards 9-28-2024 service day the east side of Day's property. Completed 9/15-9/25/25

Done	CP	Develop a plan to manage and maintain the Pickle Ball courts -PLP&T Pickle ball sub-committee.	John		Form a pickle ball club, 501C3 for raising funds etc. Done
60	ER	Design and construct a permanent break-away bridge, a 2nd bridge in 2024-2025 with USAFA. Location up stream from Creekside wilderness log bridge by PLP&T Commission on 7/9/24	Kiosk / Grant / USAFA	Kevin	Key Partners – USAFA engineering dept. - to submit to Parks Comm. for decision, at a presentation to be designed by USAFA & installed May 2025, 2 - 3 designs, present to BOT & Staff for input, PLP&T to do a summer '24 field trip to the 2 potential sites. Reid informed BOT 7/11/24, Kevin and John assessed site with USAFA Brad Aug. 2024, PLP&T decided on a design 11/24. Completed May '25
45	KNT, CRK, ER	Put together a list of trail signs for purchase with the Lions Club Grant Rec'd 4/19/24 and order.	Lions club donation	Reid	Once planned present to PLP&T with a map for approval. Jennifer please add to the MHYC grant submission the installation of the trail signs by the MHYC. Done and waiting for final proof - 3/6/25
101	ER	Research, collect quotes, get approval and contract for E-Rock pavilion re-roofing. Begin ASAP to reroof.	Reid		Contracted with Angle Roofing in late November 1st half of payment given Dec. 6th.. Completed 1/16/25
	ALL	Design and created PLP&T t-shirts for volun- teers	John		Done May 2025
	GP	Expand the hill & tall swing border & add pea gravel to increase safety	Public Works		Done May 2025
	CP	Revised the Ballfields fee to include a per hour fee of \$15/hour for the first 3 hours	PLP&T		Approved by the BOT 5/25
50	CP	Determine how many boulders are needed for Pickle ball court landscaping and move the rest to line the parking area across from Art Ctr.	Staff and Reid		Boulders moved to along the tree line of the strip park, May '24
	ALL	Reviewed and recommended changes to the Parks rules signs, including making the hours consistent	PLP&T		5/27/25 workshop,
	CP	Worked with PL PB Group to create an MOU including fees for BOT approval	John		Done May 2025
	CP	Added fees structure for Parks, including PB courts. Civic Rec app for reservations	John, Town staff		Done May
	CP	Researched and received approval from the BOT for a change in the baseball field			May 2025, \$15/hr for the 1st 3 hours then \$50 for a 4 hr block
Done	KNT	trail repair between Prairie and Creekside trail	Reid/Kevin		MHYC June 2-5, 2025
Done	KNT	Build a small "bridge" Prairie to Creekside trail, intermittent creek.	Reid/John		Installed 2025

Done	ALL	Make recommendation changes to BOT re the posted Park hours and rules	PLP&T		Workshop 5/27/25 to discuss, rec. to BOT 6/10/25, approved by BOT 6/12/25
Done	ER	Adjust trails in E-rock to improve safety	PLP&T		Done by MHYC June 2-5, 2025
Done	KNT	Establish a new spur trail from N. Side of USAFA bridge #2 to Prairie / Creekside trail	Reid/Kevin		MHYC June 2-5, 2025
	GP	Spread wood chips in Glen Park playground	PLP&T		Service in the Parks Day May
1	ALL	Service in the parks day - spring - Centennial Park & Glen Park playground	PLP&T		
91	ER/CRK	Install trail signs from Kent St. into and around E-rock trail and Creekside trails	Reid & MHYC		CYCA grant request for 2025 - received 12/24. Planned for June '25. CYCA & MHYC.
Done	ER/CRK edited	Build a temporary style bridge at Greeley Bridge crossing. Designed and started May '24. Still need to complete the transition ramp on each side.	Volunteers	Kevin, Reid, John	Key Partners – Gene (Lead Volunteer until June 24th, 2024) This bridge will be a simple bridge for bikes and pedestrians. VOC helped move logs into place 5/29-30 (20 hrs). Completed decking 8/24. Transition completed June '25
103	GP	Fill in the tennis/PB court trench with appropriate filling for safety			Small river rock, cement? Reconsider approach given the spring 2025 mud slides. The “lip” at the south trench exit was removed & PLP&T decided to not fill trench w/anything on advice from PW.
49	KNT	Place a “please respect private property and “please don’t feed the animals” signs where the trail borders each private property - Kent & Prairie, E-rock, Creekside	Staff and Reid	4/25	Same size as pickleball curtain signs - part of the trail signs donation list. Done April '25
	Crk	Conducted “Creek Week” activities with volunteers Sept. 2025 for our 4 year of participation.	Mike	#####	We have developed a great relationship with the Fountain Creek Watershed group that originated the Creek Week idea for the last week of September to the first week in October.

All home occupation uses engaged in any way in the retail sale of any product or service shall comply with the sales tax ordinance of the town regarding the collection of retail sales taxes and other particular fees related to business activity.

### **Sec. 17.3.800 Sign Regulations**

(a) *Purpose.* Signs can obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The regulations in this section are intended to coordinate the use, placement, physical dimensions, design, and maintenance of all signs within the town.

(1) The following regulations recognize that signs are a necessary means of visual communication for the convenience of the public and provide flexibility within the sign review/approval process to allow for unique circumstances and creativity.

(2) These regulations recognize and ensure the right of those concerned to identify businesses, services, and other activities by the use of signs, and limit commercial signs to those which are accessory, and incidental to the use on the premises where such signs are located.

(3) These regulations provide a reasonable balance between the right of an individual to identify his or her business and the right of the public to be protected against the visual discord resulting from the unrestricted proliferation of commercial signs and devices.

(4) This section allows adequate communication through signage while encouraging aesthetic quality in the design, location, size, and purpose of all signs. This section must be interpreted in a manner consistent with the first amendment guarantee of free speech and decisions by the Colorado Supreme Court and the United States Supreme Court.

(5) The intent of this section is to establish limitations on signs in order to ensure they are appropriate to the land, building, or use to which they are appurtenant and are adequate for their intended purpose while balancing the individual and community interests identified in this section. A sign placed on land or a building for the purpose of identification, protection, or directing persons to a use conducted is deemed to be an integral but accessory and subordinate part of the principal use of land or building.

(6) This section is not intended to and does not apply to signs erected, maintained, or otherwise posted, owned, or leased by the state, the federal government, or the town. This includes Colorado Department of Transportation (CDOT) tourist-oriented signs governed by C.R.S. § 43-1-420, as amended, and in accordance with all rules and regulations of CDOT. The inclusion of "government" in describing some signs does not intend to subject the government to regulation but instead helps illustrate the type of sign that falls within the immunities of the government from regulation.

(b) The intent of these regulations is:

- (1) To maintain and enhance the aesthetic environment of the town.
- (2) To provide a means for organizations and businesses to effectively advertise or communicate to the public.
- (3) To assist in wayfinding.
- (4) To lessen visual clutter caused by improper placement, excessive illumination, or animation.
- (5) To establish sign size depending on the use in relation to the scale of the lot's frontage from which the sign is viewed.
- (6) To encourage signs that are responsive to the aesthetics and character of their particular locations and uses and the surrounding neighborhood and are compatible with the building's architectural design.
- (7) To protect the public from damage or injury caused by signs that are poorly designed or maintained and from distractions or hazards to pedestrians or motorists caused by indiscriminate placement or use of signs.
- (8) To develop minimum standards to safeguard life, health, property, and public welfare by regulation of structural requirements for all signs.
- (9) To bring nonconforming signs into compliance with these regulations when the use of the property changes or is discontinued, when a new business license is issued, or as a condition of approval of a land use action approved by the town, such as a rezoning, variance, or other land use action.
- (10) Provide fair and consistent permitting and enforcement.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

**Sec. 17.3.820. General provisions and restrictions.**

- (a) *Compliance required.* It is unlawful to display, construct, erect, alter, use, or maintain any sign, except in conformance with the provisions of this title. It is unlawful to alter, maintain, enlarge, use, or display any such sign erected or constructed before the enactment of this section, except in conformance with the provisions herein set forth.
- (b) *Sign permit required.* All non-exempt signs must receive a sign permit.
- (c) *Owner consent.* No sign shall be placed on private property without the written consent of the property owner or the owner's authorized agent. This applies to permitted signs as well as temporary and exempt signs.
- (d) *Sign installation.* All signs shall be structurally sound and designed to resist any and all Code-specified gravity and lateral loads. Sign structures and sign faces shall be installed in compliance with all building and electrical Codes.

(e) *Signs along Highway 105 or other CDOT jurisdictions.* CDOT does not necessarily recognize the same sign standards as the town. It is the responsibility of the property owner and applicant to determine the CDOT regulations as they apply to the property and ensure compliance with those regulations.

(f) Nonconforming signs.

(1) Nonconforming signs in existence on the effective date of this section will be identified by the town. Owners of these signs will be notified of the existence of the regulations in this section and the provisions thereof.

(2) Existing signs for which a sign permit was issued pursuant to the previous provisions of this section, and which have become non-conforming because of subsequent amendments to said section, shall be maintained in good condition and are considered legally non-conforming signs. No such sign shall be:

a. Structurally changed or altered, except to meet safety requirements.

b. If a sign is modified or altered beyond that allowed and noted above, the non-conforming sign shall be brought into compliance.

(3) The right to retain any legally nonconforming sign shall be terminated by any one of the following:

a. Abandonment of the legally nonconforming sign for a continuous period of 30 days.

b. Any dimensional changes of the legally nonconforming sign after the effective date of this section.

(4) Obsolete or deceptive signs are not entitled to continue in existence as legally nonconforming signs.

(5) All legally nonconforming signs must conform with sign maintenance standards.

(g) *Sign maintenance.* The owner of the sign and the owner of the premises on which the sign is located shall be jointly liable to maintain the sign, including any illumination. Signs shall be kept painted, in good repair, and in compliance with all building and electrical Codes including supporting structures. Banners shall not be torn. Repairs to signs shall be of an equal or better quality of materials and design as the original sign. The town may inspect any sign and order the painting, repair, alteration, or removal of a hazardous sign. Except in cases of health or safety hazards, which shall be addressed immediately, the sign owner and/or owner of the premises shall have 30 days to comply with the maintenance orders, or the sign shall be removed at the owner's expense. Should the owner fail to remedy a health or safety hazard, the town may, in its sole discretion, abate the health or safety hazard and bill the owner of the sign and/or the owner of the premises for such abatement.

(h) *Retail and medical marijuana businesses.* All signage associated with a medical marijuana business shall meet the standards established in this sign Code and chapter 5.20,

marijuana (medical and retail), as well as any and all other applicable regulations from the federal or state level.

(i) *Sexually oriented businesses.* All signage associated with a sexually oriented business shall meet the standards established in this sign Code and chapter 5.32, sexually oriented businesses, as well as any and all other applicable regulations from the federal or state level.

(j) *Severability.* If any subsection of this sign Code is found to be invalid by a court of competent jurisdiction, all remaining provisions shall be deemed valid.

**Sec. 17.3.830. Prohibited and exempt signs.**

(a) *Prohibited signs.* The following signs are prohibited in all zone districts and deemed inconsistent with the purposes and standards in this section. Signs for which no valid permit has been issued by the town of Palmer Lake, and which are not exempt from this section are explicitly prohibited.

(1) Distracting signs.

(2) Animated signs.

(3) Flashing signs.

(4) Searchlights and revolving beacons.

(5) Electronic signs.

(6) Roof signs.

(7) Inflated signs or balloons.

(8) Any sign designed to wave, flap, or rotate including attention-getting devices, wave banners except for government and service flags as provided for in this section.

(9) Visual obstructions.

a. Any sign that is erected in such a location as to cause visual obstruction or interference with motor vehicle traffic, pedestrian traffic, or traffic-control devices, including any sign that obstructs clear vision in any direction from any street intersection or driveway.

b. Any sign located in such a way as to substantially deny an adjoining property owner's visual access to an existing sign.

c. Right-of-way signs.

d. Any sign other than traffic control devices erected, constructed, or maintained within, over, or upon the right-of-way of any public road, street, or highway, except in the case of a sign for which a permit has been issued in accordance with the requirements of this article.

(10) Off-premises signs unless otherwise permitted in this section.

- (11) Any sign with light sources that are not shielded such that the bulbs, floodlights, or tubes are visible off the property on which the sign is located.
- (12) Any sign that is painted upon retaining walls, rocks, vegetation, or other natural features.
- (13) Any projected image sign emitting a sound or virtually projected image onto a surface.
- (14) Any sign which interferes with the free passage from or obstructs any fire escape, downspout, window, door, stairway, ladder, or opening intended as a means of ingress or egress or window or opening providing light or air.
- (15) Unsafe signs. Any sign or sign structure which:
- a. Is structurally unsafe.
  - b. Constitutes a hazard to safety or health because of inadequate maintenance or dilapidation.
  - c. Is not kept in good repair.
  - d. Is not designed or constructed in a professional manner.
  - e. Is capable of causing electrical shocks to persons likely to come in contact with it.
  - f. Presents a danger to the health, safety, or welfare of the town or its citizens.
  - g. Obstructs a driver's view or line of sight; or on public right-of-way without proper authorization from the town of Palmer Lake or CDOT.
- (16) Portable signs (except for sandwich board signs).
- a. Portable signs or signs not permanently affixed or attached to the ground or to any structure, except for real estate or yard signs attached to posts driven into the ground.
  - b. Commercial signs mounted, attached, or painted on motor vehicles, trailers, or boats used as advertising, but excluding vehicles used in the normal course of business, whether parked or not, including signs painted on or attached to semi-trailers or cargo containers, when exhibited on private property adjacent to a public right-of-way and advertising business or services offered on the property. Vehicle-mounted commercial signs on property used for special events are exempt from the requirements of this section during the special event only. Upon the conclusion of the special event, such signs must be dismantled.
  - c. Inflatable signs or tethered balloons.
- (17) Obsolete or discontinued commercial use signs. Whenever a business, industry, service, or other use is discontinued, all signs advertising the discontinued use shall be removed or obscured within 60 days after the discontinuance of such use. Signs advertising discontinued commercial uses are misleading, unnecessarily contribute to visual clutter, and can obstruct

views and distract motorists. Such signs shall constitute a nuisance as defined in chapter 8.04, nuisance and abatement procedure.

(18) Abandoned signs. A sign which is located on property that becomes vacant and unoccupied for a period of 60 days or more, or a sign which pertains to a time, event, or purpose which no longer applies, shall be considered abandoned.

(19) Roof signs.

(20) Billboards.

(21) Pylon signs.

(22) Handbills and posted advertisements are not allowed without written permission of the planning commission and shall not be attached to trees, fences, utility poles, street furniture, or automobiles.

(23) Exterior neon signs, digital signs, and LED light tubes are prohibited.

(24) Signs specifying price are not allowed unless advertising the price of vehicle fuel or gasoline at a gas station or convenience store that dispenses fuel for vehicles.

(25) Signs using reflective surfaces are prohibited except for official government or traffic signs.

(b) *Exempt signs.* The following signs are exempt from permitting but must not exceed the height and size specified in the sign type standards section of this sign Code.

(1) The existing town of Palmer Lake electronic message board.

(2) Flags of any state, nation, or government including service flags, if the latter is flown in conjunction with any of the preceding flags. No single flag may exceed four feet by six feet in size and flags may not exceed 24 square feet in cumulative area. Flags may not exceed 50 square feet in size and no flagpole shall be higher than 20 feet.

(3) Official town of Palmer Lake, El Paso County, State of Colorado, or federal government/traffic signs.

(4) Signs not legible or visible from a public right-of-way or adjacent property.

(5) Signs on athletic fields and scoreboards intended for on-premises viewing. Scoreboards shall not exceed 20 feet in height and 150 square feet in size.

(6) Commemorative plaques.

(7) Displayed merchandise shall not be considered a sign.

(8) The display of street numbers. Street numbers must be affixed to the structure they are meant to identify.

- (9) Signs not exceeding three square feet in area that are customarily associated with residential uses, such as property identification names and numbers, signs on mailboxes or newspaper tubes, and signs posted on private property warning the public against trespassing or danger from animals.
- (10) Informational signs indicating as a courtesy "credit cards accepted," hours, open/closed, retail vehicle fuel price, or similar with a cumulative total area of six square feet or less.
- (11) Building directory signs with a cumulative total area of eight square feet or less.
- (12) Public notices or signs relating to an emergency or hazard.
- (13) Yard signs. Up to two temporary yard signs no greater than three square feet in area each, for a total of six square feet per lot.
- (14) Real estate signs. Temporary signs on an individual real estate parcel currently offered for sale, lease, or rent, provided that there is only one sign per street frontage and is not greater than eight square feet in area in a residential district and 32 square feet in area in nonresidential districts, and the sign is located on the offered property behind the street right-of-way line. All such temporary signs shall be removed within seven days after the real estate closing or lease transaction for the subject parcel or expiration of the listing, whichever occurs first.
- (15) Restaurant menu signs provided there is no more than one per establishment not to exceed four square feet.

#### 17.76.040. Sign permits and administrative procedures.

- (a) Sign permits.
- (1) Permits are not required to repair or maintain existing signs which wholly comply with this sign Code.
- (2) A sign permit requires an application submittal, non-refundable fee, and review and approval by the planning commission.
- (3) No work shall commence on signs requiring a permit until said permit has been issued by the town.
- (4) Upon receipt of a sign permit, the sign permit expires if not erected within one year.
- (b) *Permanent sign permit application.* The applicant shall provide the following information:
- (1) Name, address, and telephone number of the applicant and property owner.
- (2) Written consent of the property owner.
- (3) A sign plan composed of a scaled drawing(s) indicating the following:

- a. Site plan showing on-site drives, parking, buildings, sign type(s), proposed sign location(s) with dimensions to property and setback lines and required sign landscaping.
  - b. When the sign permit application is for common site signage in a multiple tenant commercial project then this information must be shown on the sign plan. The applicant has the option of applying for a master sign plan.
  - c. A summary of all sign sizes, quantities, and areas corresponding to sign type standards criteria.
  - d. Sign drawing(s) showing size, shape, design layout, an elevation of the sign on the building, materials, content, and mounting method.
  - e. Light fixture specifications and illumination values.
  - f. If the submittal is for a tenant on a multi-tenant site, provide a copy of the property owner's sign permit for the common site signage.
  - g. Such additional information as requested by the town administrator.
  - h. The date when the applicant intends to erect the sign(s).
- (c) *Master sign plan.* Any mixed-use development or multi-tenant building complex containing three or more units shall submit a master sign plan that consists of a coordinated, shared signage plan for the entire development.
- (1) Signs in the master sign plan shall have mutually unifying elements, which may include uniformity in materials, color, size, height, letter style, sign type, shape, lighting, location on buildings, and design motif.
  - (2) A master sign plan application shall include all of the following:
    - a. A table allocating sign area to each tenant, lot, or pad site.
    - b. A description and/or illustration of the materials to be used in wall signage; and
    - c. Elevations and materials for any standard signs for the site.
  - (3) In reviewing an applicant's submittal of a master sign plan in conformance with the provisions of this section, the planning commission may vary the following standards:
    - a. Sign area for individual signs, and maximum sign area for all allowable signs.
    - b. Sign height for individual signs.
    - c. Sign setback or separation signs; and
    - d. Maximum number of signs, types of signs, or approved wall areas for purposes of sign location.

e. In exchange for a creative and quality design, one of the above-listed standards may be altered up to 25 percent at the discretion of the planning commission. The planning commission may approve a greater change in a dimensional standard based on the applicant demonstrating that the change is warranted by a master sign plan and development that represents an exceptional design, the use of quality materials, increased landscaping, and/or other amenities.

(d) Sign permit process and application.

(1) The sign permit application submittal will be reviewed for completeness. When deemed complete it will be reviewed for compliance with applicable town ordinances and the applicant will be notified of any discrepancies. If it is determined that the sign is not in conformance with these requirements, the town administrator shall recommend changes necessary to bring the sign into such conformance. If the applicant does not make such changes and prefers to submit the design as originally submitted, the town administrator shall forward the application to planning commission for review.

(2) The sign permit application must be submitted to the administrator at least ten days prior to the scheduled planning commission meeting to be considered.

(3) Within 30 days of submission of a completed application, allowing for one continuation of the application review for additional information or modification, the planning commission shall approve, approve with conditions, or deny the application. If the permit is denied, the town administrator shall provide a written explanation of the reasons for the denial by the planning commission.

(4) Approval criteria. A sign permit application submittal shall comply with the following:

a. The sign(s) conforms to the requirements of all applicable Codes.

b. The sign does not interfere with pedestrian or vehicular safety and is not located within the clear vision triangle area per the adopted town roadway specifications.

c. The sign conforms to the design standards of this Code.

d. The planning commission may approve minimal variations in size and quantity standards if the applicant demonstrates exceptional design and/or compliance with the purpose and intent of this section.

e. The planning commission shall evaluate sign compliance and work with the applicant to resolve any issues or concerns.

f. Commission may approve as submitted, approve with conditions, deny the application, or request revisions or additional information for further consideration.

(e) Approval of deviations from sign Code.

(1) *Applicability.* Deviations of the standards set forth in this section may be granted only in accordance with this section.

- (2) Process.
- a. Applicant submits a complete sign deviation application and pays all applicable fees.
  - b. The town clerk shall set a time for the planning commission to consider the request at a public hearing.
  - c. Notice of the public hearing shall be provided as outlined in C.R.S. § 24-65.5-103, notice requirements.
- (3) A deviation may be granted following review and approval by the planning commission of the following:
- a. A written narrative describing the nature of the sign variance request as well as the hardship placed on the applicant resulting in the request.
  - b. Applicant demonstrates that strict application of this section would produce-peculiar and exceptional practical difficulties or undue hardships upon the property owner.
  - c. Such difficulties or hardship is not shared generally by other properties in the same zone district and the same vicinity but are peculiar to the subject property.
  - d. The authorization of such variance will not result in substantial detriment to adjacent property or the public good, materially change the character of the district, or substantially impair the intent and purpose of the section.
  - e. The granting of such variance is based upon demonstrable and exceptional hardship as distinguished from variance for convenience, profit, or caprice.
  - (f) Appeal of denial of sign application or deviation request.
- (1) The planning commission may deny a sign application or deviation request for any one of the following reasons:
- a. The applicable provisions of this Code have not been met.
  - b. The required application fees have not been paid.
  - c. The application is incomplete or contains false, misleading, or fraudulent statements.
  - d. The deviation request does not satisfy the requirements necessary for a deviation from the sign Code.
- (2) Upon denial of an application for a sign permit, the applicant has ten calendar days from the date of the decision to file an appeal with the town clerk.

(3) The applicant may appeal the planning commission's decision to the town board of trustees. The decision of the town board of trustees shall be considered a final decision for purposes of Colorado Rules of Civil Procedures (C.R.C.P.) 106.

(g) Enforcement.

(1) Any sign found not to be in conformance with this section shall be subject to revocation of the sign permit.

(2) Any work on the sign as allowed that has not commenced within a period of one year from the date the sign permit was issued shall automatically expire. The town administrator may allow an extension of up to 30 days for construction delays that are not the result of willful acts or neglect by the permittee. Authority to grant further extensions rests with the board of trustees.

(3) No refund of any fees will be made if the sign permit is revoked or expired under the provisions of this section.

(4) Town administrator review. The town administrator or their designee shall cause any sign that does not comply with the standards set forth in this section, including any sign that is not registered in accordance with this section, to be removed immediately and without notice.

(h) Fines and penalties.

(1) Except as provided by subparagraph b. below, any person who is convicted of, or pleads guilty or no contest to, a violation of this section shall be punished by a fine not to exceed the jurisdiction of the municipal court. Each and every day on which any violation of this section is committed, exists, or continues shall be deemed a separate and distinct offense.

a. First violation. Minimum fine: \$100.00.

b. Second violation. Minimum fine: \$200.00.

c. Third violation. Minimum fine: \$300.00.

(i) Nothing in this sign Code shall limit or preclude the town's ability in any manner to pursue the enforcement of the town's sign Code using any and all available remedies available or cumulatively.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

### **17.3.840. Sign standards.**

(a) *Sign illumination.* Unless otherwise specified by these regulations, all permanent signs in nonresidential zone districts may be illuminated consistent with the adopted exterior lighting standards. No sign illumination is allowed in residential zone districts except for address numbers.

(b) Light source.

- (1) All exterior sign lighting shall be accomplished with fully shielded light fixtures. Upward-directed sign lighting is prohibited. The intensity of sign lighting shall not exceed that necessary to illuminate and make legible a sign from the adjacent travel way.
- (2) Energy-efficient light sources are encouraged.
- (3) All sign illumination shall have a timer that turns off the light source no later than 10:00 p.m. or business closing time—whichever is later.
- (4) Externally lit signs.



- a. Lighting fixtures shall be simple in form and shall not clutter the building.
  - b. The fixtures must be directed only at the sign. Gooseneck or other building-mounted fixtures are encouraged.
- (5) Internally illuminated signs.
    - a. Internally illuminated signs are discouraged and subject to special review by the planning commission.
    - b. Application for a sign permit for any internally illuminated sign shall include clear and accurate illumination levels and specifications.
  - (c) Temporary signs.
    - (1) Temporary signs are intended to display information for a limited time duration but in no case shall the temporary sign exceed 90 days after first being installed.

(2) Temporary signs shall not be used to add permanent signage in addition to what is allowed. The time period for temporary signs varies by sign type and shall be removed on or before the allowable time period.

(3) Temporary signs are required to complete a sign registry with the town clerk. If a temporary sign will be in place for longer than 90 days, a town sign review process and a permanent sign permit is required.

(4) Temporary signs must not pose a health or safety hazard. If they do, must be removed immediately.

(d) General design standards.

(1) Signs shall be integrated with and not overpower the façade of the building or streetscape.

(2) Signs including their supporting structure and components shall be integrated with the design of the building or structure on which they are placed. The scale, size, and shape of any sign shall be proportionate to the building and the area in which it is located. Signs shall not obscure architectural features and shall be designed in a manner that provides an artistic accent or visual point of interest for the building. The town may reduce the sign size and/or quantity allowed when signs do not meet this standard.

(3) Signs are not subject to the setback requirements of the zone district where they are located.

(4) Signs related to building uses on upper floors shall attempt to make use of lower floor directories or other lower floor space for signage. However, upper-floor window signs are allowed.

(5) Sign bands on buildings should be utilized for compatibility with the building façade.

(6) Sign colors should complement the building façade and nearby structures. Borders and frames should be utilized to give the sign a finished appearance.

(7) No letter, symbol, or numeral shall exceed two feet in height.

(8) 3-D signs are encouraged particularly for projecting signs in pedestrian-oriented areas.

(9) Signs shall not obstruct scenic views from public rights-of-way, residences, or businesses.

(10) The sign shall not have a negative impact on neighboring businesses or property. This includes: the sign shall not block entrance(s), impede vehicular or pedestrian traffic, block signage of the neighboring property, or otherwise create a nuisance or safety hazard.

(11) Utilities to signs shall be concealed. Overhead electrical feeds are prohibited.

(12) All business premises shall have street and or suite numbers easily viewed from the adjacent right-of-way or from the primary point of access.

(13) Signs shall not impair visibility for traffic movement and shall not impede drainage or snow storage.


(14) Product or trade names are permitted as a part of an exterior sign only when that part of the occupant's name or product identified is integral to the use of the premises. No more than ten percent of the area of such exterior sign shall be used to advertise the brand name of any products or commodities sold on the premises. In addition, an aggregate total of no more than 25 percent or six square feet, whichever is lesser, of the total window area may be used to advertise product or trade names in the form of window signs.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

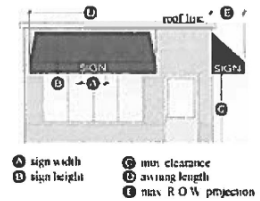
**17.3.850. Sign types.**

All signs are permanent unless otherwise noted.

(1) 3-D sign.

Type	Quantity	Max area	Height/Clearance
<p>3-D Sign</p> 	1 per tenant, business, or other entity	Maximum Volume (W x H x D) 36 cubic feet	No higher than the wall (single-story building)/bottom of the second-story window (multi-story building) 8.5 feet minimum clearance height (C)

(2) Awning signs.

Type	Quantity	Max area	Height/Clearance
<p>Awning Sign</p> 	Unlimited, within maximum area requirements	0.5 square feet of signage for each linear foot of awning (D), up to a maximum of 32 square feet (A x B)	No higher than the roofline 8.5 feet minimum height pedestrian clearance (C)

a. Signs may be placed only on awnings that are located on the first story fronting a street, parking lot, or pedestrian way.

- b. An awning may include a printed or mounted sign. No sign mounted to an awning shall project beyond, above, or below the face of an awning.
  - c. Awning signs are not allowed in a residential zone district.
  - d. Lighting. Awning signs shall not be internally illuminated.
- (3) Banners.
- a. Banners are temporary signs for special events, sales, or other short-term events. They are exempt from permitting but must meet all other criteria including temporary sign registration.
  - b. Location. Banners may be displayed in any non-residential zone district subject to the following:
    - 1. The banner shall not block entrance(s), impede vehicular or pedestrian traffic, block signage, or otherwise create a nuisance or safety hazard for neighboring properties.
    - 2. The banner shall not be placed to obstruct any portion of a window, doorway, or other architectural detail.
  - c. Size. Banners installed on walls shall be limited in size to one-half square foot for each linear foot of exterior wall frontage up to a maximum area of 30 square feet.
  - d. An individual business shall hang no more than one banner at a time. If a tenant space has multiple business licenses for the same tenant space, then the tenant space shall only be allowed to hang one banner at a time.
  - e. Banners shall be in good condition, without rips, tears, or fading, and all corners must be fastened securely.
  - f. Duration. Banners may be displayed for a maximum of 30 days without a sign permit. Banners may be displayed for an additional maximum of 60 days with a sign permit but not to exceed a total of 90 days.
- (4) Business courtesy signs.
- a. Business courtesy signs may be temporary or permanent. They are exempt from permitting but must meet all other criteria.
  - b. Location. Business courtesy signs may be located at any location.
  - c. Number. The total number of such signs is not limited as long as the cumulative total is not exceeded.
  - d. Size. The cumulative total of all such signs shall not exceed four square feet.
- (5) Directional signs.

- a. Directional signs shall not count toward the aggregate sign area for the business, use, or tenant space displaying the directional signs.
- b. Directional signs shall be on-premises signs and shall not exceed six square feet per face.
- c. Directional signs shall not be used for additional advertising but may include the business name or logo.
- d. Directional signs shall be clearly coordinated and utilize common design cues including color, shape, logo, material, or nomenclature.
- e. Directional signs that do not meet the standards listed above shall be considered freestanding, projecting, hanging, or wall signs and regulated according to this section.

(6) Event signs.

- a. Event signs are temporary signs for special events, sales, or other short-term events. They are exempt from permitting but must meet all other criteria.
- b. Location. Event signs may be displayed at any location approved by public or private property owners that does not affect public safety in any manner.
- c. Duration. Event signs shall be erected no sooner than 45 days prior to the event and must be removed no later than seven days after the event.

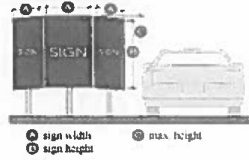
(7) Home occupation signs.

- a. No signs shall be permitted other than a house number or name plate not more than two square feet in area and must be attached to the principal building. In addition, there shall be no illumination of said sign, either internally or externally. House numbers may be illuminated.

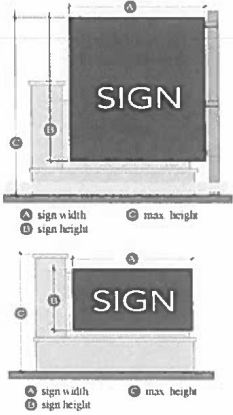
(8) Canopy signs.

Type	Quantity	Max Area	Height/Clearance
<p>The diagram illustrates a canopy sign structure. The top part shows a sign on a canopy with dimensions A (width) and B (height). A person is shown for scale. Dimension C is the clearance from the ground to the bottom of the sign. Dimension D is the projection of the sign into the right-of-way. The bottom part shows a sign supported by two posts with dimension E (clearance) from the ground to the bottom of the sign. A car is shown for scale.</p>	Unlimited, within maximum area requirements	0.5 square feet of signage for each linear foot of canopy, up to a maximum of 32 square feet (A x B)	No higher than the roofline 8.5 feet minimum height pedestrian clearance (C) 14 feet minimum height vehicular clearance (E) where necessary

- a. Signs may be placed on-canopies located on the premises.
  - b. A canopy may include a printed or mounted sign.
  - c. No sign mounted to a canopy shall project above or below the face of a canopy.
  - d. A canopy sign may project horizontally from the face of a canopy only the distance necessary to accommodate sign material and letter thickness.
  - e. No canopy sign shall extend above the roof line of any building. No canopy sign shall project above the top of the canopy upon which it is mounted. However, a sign may project horizontally from the face of a canopy the distance necessary to accommodate the letter thickness and required electrical /or lighting equipment, but not more than 12 inches.
  - f. Canopy signs are not permitted in a residential zone district.
  - g. Lighting. Supported canopy signs shall adhere to the lighting standards contained in this section and section 17.3.510.
- (9) Drive-through window sign.

Type	Quantity	Max Area	Height
<p>Drive-Through Window Sign</p> 	1 sign per tenant, business, or other entity	Free-standing intended for vehicular viewing: 24 square feet (A+A+A) x B	Drive-thru: 7 feet overall clearance

- a. Drive-through window signs shall only occur where the drive-through window is approved by a town of Palmer Lake (TOPL) Development Plan.
  - b. Drive-through window signs shall be oriented to occupants of a vehicle in a drive-through aisle.
  - c. Drive-through window signs may include changeable copy.
  - d. Drive-through window signs shall not be designed to be read from the public right-of-way nor to attract attention to the site from the right-of-way.
  - e. Drive-through access along State Highway 105 is prohibited.
  - f. Drive-through access shall not impede pedestrian movement.
- (10) Freestanding signs.

Type	Quantity	Max Area	Height/Clearance
<p>Freestanding Sign</p> 	<p>1 per property or complex with multiple buildings, businesses, or other occupancies Businesses listed in a multi-tenant sign are counted toward the 2-sign maximum unless permitted through a Master Sign Plan</p>	<p>50 square feet (A x B)</p>	<p>(C) No higher than an average of 6 feet in residential districts and 8 feet in non-residential districts measured at finished grade</p>

- a. Location. Freestanding signs shall be set back from all lot lines a minimum of five feet.
  - b. Adjacent lot owners may erect a joint freestanding sign on their common lot line if both property owners have provided written permission.
  - c. Metal poles or column sign supports without a decorative cover shall be prohibited.
  - d. Freestanding signs shall be placed at least two feet from sidewalks and outside of the public right-of-way, clear vision sight triangles, and easements, unless an alternative location is authorized with a town approved revocable encroachment agreement.
  - e. A monument sign shall be located on a site frontage adjoining a public or private street, or right-of-way but not within a dedicated easement without a revocable encroachment agreement. The minimum horizontal spacing between monument signs shall be 300 feet.
  - f. The base of freestanding signs shall be landscaped a minimum of 24 inches all around the sign pole or monument.
  - g. Freestanding signs, except directional signs, shall be separated by a distance of no less than 50 feet unless the freestanding signs are separated by a street right-of-way.
  - h. A monument sign shall not count towards the two allotted signs per tenant on a multi-tenant property.
  - i. The monument sign base shall be constructed of stone, brick, or similar natural material.
- (11) Menu sign.

- a. Menu signs are exempt from permitting unless they are larger than four square feet.
- b. Menu signs do not count towards total allocation per business.
- c. Menu signs shall not be wall signs or window signs.
- d. Menu signs are limited to four square feet.

(12) Projecting signs.

Type	Quantity	Max Area	Height/Clearance
<p><b>Projecting Sign</b></p>	1 per tenant, business, or other entity	10 square feet (A x B) Only one side of the sign shall count toward the aggregate sign area.	No higher than the wall (single-story building)/bottom of the second-story window (multi-story building) 8.5 feet minimum clearance height (C)

- a. Location. Projecting signs shall be attached to a building façade and shall not project above the roof or parapet and shall not extend more than four feet from the face of a supporting wall.
- b. Encroachment. A projecting sign that extends into a right-of-way is subject to town approval of a revocable encroachment agreement.

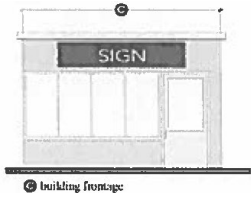
(13) Sandwich board signs.

Type	Quantity	Maximum area	Height/Clearance
<p><b>Sandwich Board Sign</b></p>	1 per tenant, business, or other entity	6 square feet (A x B)	No higher than 4 feet (C)

- a. Sandwich board signs are temporary portable signs not permanently affixed to the ground but secured against tipping or being blown over.
- b. Sandwich board signs may be displayed in all non-residential areas but are prohibited in all residential zone districts.
- c. The sign may not be located within a public street right-of-way or on public property with the exception of a public sidewalk only upon issuance of a revocable encroachment permit by the town.
- d. Sandwich board signs shall not reduce the clear width of a public sidewalk to less than 60 inches.
- e. Businesses are limited to one sandwich board or portable sign per business and shall only display such signs only when the business is open for business.
- f. Sandwich board signs must be removed each day at the close of business.
- g. Portable sandwich board signs must have a well-maintained appearance. Chalkboard insets and dry-erase boards are permitted.

(14) *Public displays and murals.* Public displays including art and murals are regulated by chapter 5.36 of the Town Code.

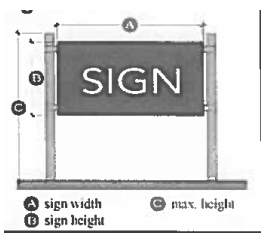
(15) Wall signs permanent.

Type	Quantity	Maximum area	Height/Clearance
<p>Wall Sign</p> 	1 per tenant, business, or other entity	1.0 square foot x linear footage of business frontage (C)	No higher than the roofline

- a. A wall sign shall not obstruct any portion of a window, doorway, or other architectural detail.
- b. Wall signs shall be contained within any single wall panel or other architectural component upon which they are placed and shall not extend above the height of the building wall to which the sign is affixed.

- c. No sign part, including cut-out letters, may project out from the building wall more than 12 inches excluding the sign light fixture.
- d. Painted wall signs with a commercial message, business name, and business logo are allowed as a wall sign and shall be limited in area and extent as defined in the sign allocation section.
- e. Signs inside a building that are clearly visible and oriented towards a public street shall be treated as a wall sign and shall be counted towards the allowable sign area.
- f. In multi-tenant buildings the signs shall be located on the tenant space being identified or as depicted in a master sign plan.

(16) Site announcement sign and construction signs.

Type	Quantity	Maximum area	Height/Clearance
 <p>A sign width B sign height C max. height</p>	1 per street frontage	32 square feet (A x B)	8 feet (C)

- a. Location. Site announcement signs and construction signs are permitted only on vacant land parcels or lots under construction and are not permitted on parcels with existing residential or non-residential uses. The sign shall be setback a minimum of five feet from any property line.
- b. Site announcement signs shall be displayed on a temporary basis and shall be removed within 14 days after the issuance of a certificate of occupancy for the building or structure or within 30 days after completion of the activity associated with the purpose of the sign, whichever occurs first.

(17) Window/door signs.

- a. Location. On glazed surfaces of doors or windows. Allowed area may be distributed on up to three window and or door signs per business frontage.
- b. Size. Total sign area shall not exceed 25 percent of the glass area of windows and doors.
- c. Illumination directed at window signs is prohibited.

(17) Yard signs.

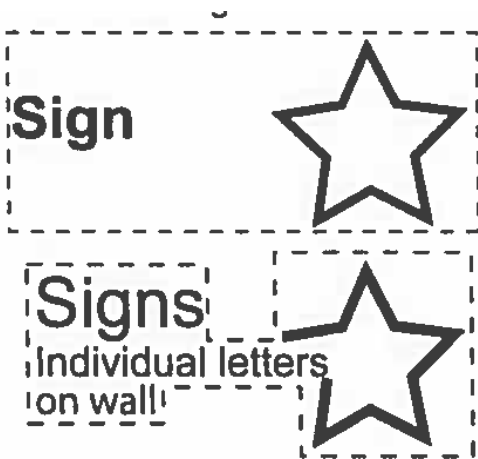
- a. Yard signs are temporary signs and include garage and estate sales.

- b. The sign shall be setback a **minimum** of five feet from any property line.
- c. Only one sign per property street frontage is allowed.
- d. Area and height. A yard sign shall be a maximum of four-square feet and no higher than five feet above the ground surface to the highest point of the sign.
- e. Garage sale signs which announce the sale of items from a residence shall be removed on the last day of the sale and shall not create a nuisance as defined in the town Municipal Code, section 8.04.010, nuisance.
- f. Election season signs shall be in place only for the time period that begins 45 days prior to and ends seven days after a regular or special Town, county, state, or federal primary or general election.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

**17.3.870. Sign measurement and sign orientation.**

- (a) *General.* Sign measurement shall be as indicated in the following subsections.
  - (1) Determination of sign area. In determining the allowable aggregate sign area for any business, use, or tenant space the area of each sign face shall be added together.
  - (2) Computation of sign area.



- a. The area of a sign face shall be measured to the border of a constructed sign or the smallest rectangle that encompasses the extreme limits of the message or graphics for a sign painted or otherwise applied to a surface.
- b. Supporting framework, other structure, or landscaping that is clearly incidental to the sign display shall not be computed as sign area.
- c. Architectural treatments enhancing architecture/signage integration are encouraged. Such treatments shall not be created for the purpose of visually enlarging sign size. Where a

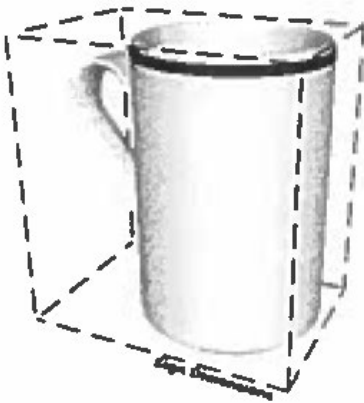
building component is treated in a manner that serves as a sign, such component shall be included in the overall sign area calculation.

d. All sign faces of all signs visible from one point shall be included in the aggregate sign area. Signs around a corner shall be allocated to their respective street frontage.

e. When two identical sign faces are placed back-to-back and are not more than 12 inches apart the sign area calculation shall only include one face. This applies to projecting and freestanding signs.

f. Whenever more than one sign is placed on a freestanding structure the entire overall area of all signs to the extreme outside borders shall be included in the overall sign area measurement.

g. For the purpose of determining sign area and the allowable number of wall signs, a wall shall be considered the projected building elevation area exclusive of the separate articulated wall faces per building side or elevation.



h. 3-D signs including spherical, free-form, sculptural, and other non-planar signs are encouraged. The sign volume shall be the  $W \times H \times D$ .

(3) Computation of sign height and sign clearance.

a. The height of any freestanding sign shall be determined by the distance between the topmost portion of the sign structure and the average ground elevation measured two feet from the base of the sign or two feet from the adjacent street, access drive, or sidewalk/trail grade.

b. The ground elevation at the base of a freestanding sign shall not be artificially changed solely to affect the sign height measurement.



c. Projecting, hanging, and awnings signs. Clearance for signs shall be measured at the smallest vertical distance between the finished grade and the lowest point of the sign, including any framework or other embellishments.

(b) Sign orientation.

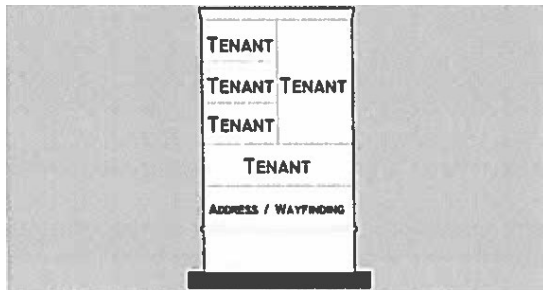
(1) *Downtown core and along public sidewalks and trails.* Signs shall be located and sized to be viewed by pedestrians and cyclists. Projecting, hanging, or awning signs are permitted if there is a minimum of eight and one-half feet clearance above the ground.

(2) *Along public streets.* Signs shall be located and sized to be viewed by motorists.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

**17.3.880 Sign allocation and aggregate sign area.**

(a) Each business or entity may have up to two of the following signs provided that the aggregate sign area is not exceeded:



(1) Wall sign.

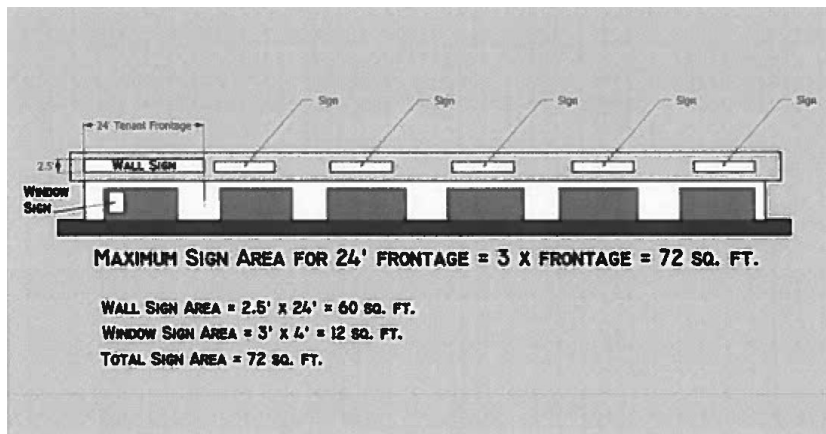
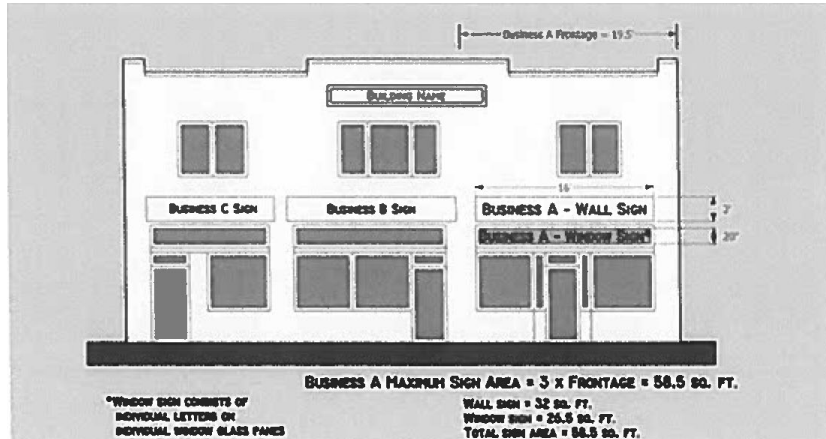
(2) Projecting sign.

(3) Awning sign.

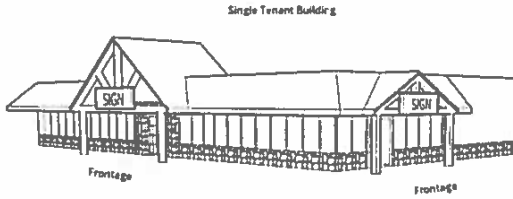
(4) Canopy sign.

(5) Window sign.

- (6) Freestanding sign.
- (b) Common site signs shall not count towards the two allotted signs per tenant. These include directional signs, informational signs, and building directory signs.
- (c) The aggregate sign area for each business frontage may be the lesser of three-square feet per lineal foot of business frontage but no more than 75 square feet.
- (d) Multi-tenant signs count toward the two-sign maximum per business.



- (e) Businesses, entities, or tenant spaces without business or street frontage shall be allowed a maximum of 32 square feet of aggregate sign area.
- (f) Window signs are allowed above street level and are limited to 25 percent of the glazing area per window. These window signs shall not be included in the allowed number of signs or the allowed overall sign area.



(g) Signs visible through the glazing area of any window shall not be included in the allowed number of signs or the allowed overall sign area. One neon open size is permitted for each business.

(h) Businesses or entities that are located on a corner lot or that have more than one street frontage (not including alleys, driveways, or parking lots) shall be allowed to have an additional sign that is 66 percent of the primary building frontage but no more than 50 square feet on each additional street frontage.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

### **17.3.890. Definitions.**

Generally, a sign is considered a graphic device with writing, symbols, logos, etc. subject to view from a public right-of-way, and used to advertise, identify, direct, and/or inform the public. For the purpose of this section, certain words and phrases used are defined as follows:

*3-D Sign* means three-dimensional signs that have a depth or relief on their surface greater than six inches.

*Abandoned sign* means an obsolete sign that no longer serves any purpose or is located on property that becomes vacant and unoccupied or a sign that pertains to a time, event, or purpose that no longer applies.

*Aggregate sign area* means the total available sign area of all sides or portions of a sign.

*Allowed sign* means a sign that is neither prohibited nor exempt.

*Animated sign* means a sign that includes the optical illusion of movement of any part of its structure, design, or pictorial segment, including the movement of any illumination or the flashing or varying of light intensity.

*Attention-getting device* means any flag, streamer, spinner, pennant, feathers, costumed character, light, balloon, continuous string of pennants, flags or fringe, audible components or similar device or ornamentation used primarily for the purpose of attracting attention for promotion or advertising a business or commercial activity which is visible by the general public from any public right-of-way or public area.

*Awning* means an overhead roof cover or structure projecting beyond and attached to the exterior wall of a building and has no ground support.

*Awning sign* means a sign that is permanently attached to an awning.

*Back lit sign.* See "internally illuminated sign." A sign which contains an illumination source entirely inside the sign construction which makes the sign content visible by light shining outward from the sign.

*Banner* means A temporary sign composed of logo, design, or text on a flexible lightweight fabric, plastic, or similar material.

*Billboards.* See "off-premises sign."

*Building Code* means the most recently adopted version of the Pikes Peak Regional Building Code.

*Building directory sign* means a sign that serves as a common or collective identification of multiple businesses on the same property and is attached to a building.

*Building name sign* means a permanent architectural component of the building that names the structure but does not advertise a specific business. Similar to a plaque.

*Business* means a single commercial enterprise or group of enterprises housed within one or more buildings, or which utilizes the same business frontage.

*Business courtesy signs* means miscellaneous signs incidental to doing business and not intended as advertising such as credit card signs, security system, and information signs (toilets, deliveries, etc.).

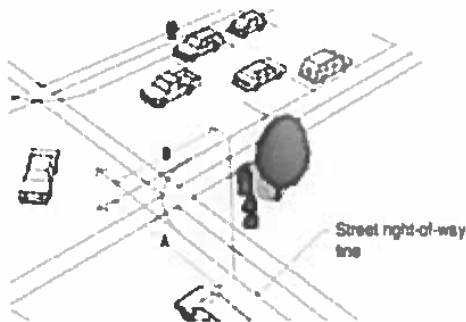
*Business frontage* means that portion of a building frontage occupied by a single tenant space or lease area in a single or multi-tenant building facing a street, alley, parking area, or other public right-of-way. For businesses located on the interior of a building without business frontage, the building elevation providing customer access shall be considered the business frontage for the purposes of determining signage.

*Canopy* means an overhead roof cover or structure that may or may not be attached to the building and contains posts or other ground support.

*Canopy sign* means a sign attached to a canopy.

*Changeable message* means digital or non-digital text or graphics that changes at intervals.

*Common site signage* means signage not specific to an individual tenant on a multi-tenant property such as directional signs.



*Clear vision triangle* means an area where a driver's field of view may not be obstructed. The size of this area is defined by the town's adopted roadway specifications.

*Deceptive sign* means a sign which is false or misleading.

*Directional sign* means signs for traffic or pedestrian movement on or adjacent to the property. Logos or text are allowed only as required for the directional message.

*Drive-through sign* means a sign intended for the display of information for pedestrians or drive-through vehicles.

*Election season signs* means signs promoting political candidates or ballot issues that are in for a regular or special Town, county, state, or federal primary or general election.

*Electronic signs* means any sign that uses solid, electronic technology such as incandescent lamps, LEDs, LCDs, or some other electronic means of changing copy to produce bright displays that typically involve moving copy, animation, or other graphics.

*Event sign* means a temporary promotional sign on public or private property for an upcoming event.

*Exempt sign* means a sign that does not require a sign permit but must still comply with applicable sign type standards.

*External illumination* means illumination of a sign that is affected by an artificial source of light not contained within the sign itself.

*Flashing illumination* means illumination in which the artificial source of light is not maintained stationary or constant in intensity and color at all times when the sign is illuminated.

*Freestanding sign* means a self-supporting sign, not attached to the building and permanently anchored to the ground.

*Fully shielded light fixture* means a light fixture that directs light away from any public vantage point and covers the bulb or light source to prevent it from being seen.

*Gasoline or fuel price sign* means a sign that identifies the type and price of gasoline for sale on the premises of a legally established gasoline service station.

*Historic sign* means a sign that has historic significance as determined by the board of trustees on the recommendation of the Palmer Lake Historic Society or for properties listed on the National or State Register of Historic Places.

*Home occupation sign* means a sign intended to identify a private enterprise occurring in a residential occupancy.

*Ideological sign* means any temporary sign announcing an idea, opinion, or position on a social or political issue and containing no commercial message.

*Information signs* means a sign used to indicate or provide information and direction with respect to permitted uses on the property, including but not limited to signs indicating the hours of operation, and such signs as "no smoking", "vacancy", "office", "private warning", "open", "closed", "restrooms", "no solicitation", or "no parking".

*Internally illuminated sign* means a sign face which is lit or outlined by a light source located within the sign.

*Light post banner* means a banner intended to be installed on municipal light posts.

*Light source* means the actual bulb or other light emitting element contained within any light fixture.

*Master sign plan* means a sign plan which identifies the number, description, size, and location of all signs for businesses on the same property or within the same project which constitutes a visual entity as a whole.

*Menu sign* means a sign showing a restaurant menu.

*Monument sign* means a freestanding sign with a base integrated with the ground and landscaping.

*Multi-tenant site* means a property, building, or group of buildings with more than one tenant.

*Mural* means two-dimensional works of art applied directly to vertical surfaces not intended to advertise or promote commercial services or products, also known as a public display.

*Neon sign* means a sign integral w/ electric tube light source(s) that form letters, symbols, or other graphic shapes.

*Nonconforming sign* means an existing sign which does not conform to the regulations of this section, either at the effective date of the regulation establishing this section or as a result of subsequent amendments which may be incorporated into this section.

*Obsolete sign* means a sign, except a historic sign, which is misleading in terms of identifying a business, service, or attraction, that no longer exists or advertising one or more events that are all concluded.

*Off-premises sign* means an advertising sign or billboard placed at a location, not on the parcel where the subject entity or activity occurs.

*Official sign* means a sign required by law or authorized for public or quasi-public institutions to meet the needs of public information, health, safety, and welfare including traffic signs.

*Parking sign* means a sign indicating parking or directing vehicular traffic to a parking area.

*Plaques* means a permanent building component cut into or attached to the building designating names of buildings, occupants, dates, or other entities involved in the building creation.

*Permanent sign* means a sign made of durable materials applied or installed to be immovable.

*Portable sign* means a sign not permanently attached to the ground or building or not designed to be permanently attached to the ground or a building.

*Prohibited sign* means a sign not permitted within the corporate limits of Palmer Lake.

*Projecting sign* means a sign hanging from or attached to a building and extending out from the exterior wall surface, including signs suspended under an awning or other exterior building element.

*Projected image sign* means the illuminated projection of imagery on a surface.

*Public realm* means public right-of-way or publicly owned property.

*Public right-of-way* means a parcel or portion of land which allows for public pedestrian or vehicular access thereupon.

*Pylon sign* means a tall freestanding-mounted sign higher than ten feet (typically associated with an adjacent higher-speed roadway).

*Real estate sign* means a sign advertising property for sale, rental, or lease.

*Residential complex* means a residential complex means a building or related group of buildings in which one or more member units are located and typically includes common areas and services available for the use of its residents.

*Right-of-way sign* means signs occurring within the public right-of-way.

*Roof sign* means a sign erected above the roofline or parapet of any building.

*Sandwich board sign* means a portable moveable sign constructed in an A-frame style with message content on one or both sides.

*Searchlight* means an apparatus containing a light and/or reflector for projecting a strong, far-reaching beam in any direction.

*Sign area* means the area that includes the entire face of the sign, frame, artwork, and any spacing between letters, figures, and designs, but not including the sign structure or base. For window signs, the "sign area" shall be measured at the extremities of the lettering and/or graphics.

*Sign face* means the side of a sign on which text or graphics are placed. A sign may have more than one sign face.

*Sign permit* means a permit issued for the erection, construction, enlargement, alteration, moving, or conversion of any sign, issued pursuant to this section.

*Site announcement sign* means a temporary sign announcing a new business, construction, or other similar activity.

*Structure* means anything built that requires a permanent location. This term includes buildings and signs.

*Temporary sign* means a sign that is only allowed for a defined temporary period of time and is exempt from permitting but must meet registry and sign type standards. Designed to be used for a temporary period of time, not permanent in nature.

*TOPL* means town of Palmer Lake.

*Traffic signs* means stop signs, yield signs, one-way signs, exterior traffic exit and enter signs, and other signs intended for vehicular traffic control.

*Wall sign* means a sign attached to, painted on, or erected against the exterior of a building or structure.

*Yard sale sign* means a temporary sign such as garage sale or other temporary sale at any residential or commercial property.

*Window/door sign* means a sign applied to or attached to glazing or located in close proximity to the glazing on the interior, which can be seen through the window from the building exterior.

*Works of art including symbol signs* means 2-D graphics or 3-D objects mounted to the building or contained in a projecting sign on-site intended for aesthetic purposes only that do not advertise or promote a particular business, service, or product.

## Article 4 Special Requirements

### 17.4.010. Flood Plain Regulations

- (a) The Town of Palmer Lake, having adopted the regional building code (RBC)2018, has thereby adopted the Regional Building Department's (RBD) Section 313- Floodplain Regulations.
- (b) The floodplain administrator for the Town of Palmer Lake shall be the Regional Floodplain Administrator, housed at the Pikes Peak Regional Building Department (PPRBD)

### 17.4.110 Conditional Review Uses.

- (a) Conditional review uses may be permitted if the applicant can demonstrate that the location and the site proposed for the use is appropriate, facilitating the use in a manner that supports the purposes of the zone district, and which is compatible with the surrounding area. The review process is intended to assure compatibility and harmonious development between conditional review uses, surrounding properties, and the Town at large. Because of their unusual or special characteristics, conditional review uses require review and evaluation so that they may be located properly with respect to their effects on surrounding properties.
- (b) Permit Required. No conditional review use shall be conducted without a valid and current conditional review use permit issued by the Town.
- (c) Application. A conditional review use permit application shall be processed under Section 17-5-350.
- (d) Criteria. In reviewing a conditional review use permit application, the Planning Commission and Board of Trustees shall consider the following criteria:
  - (1) Compatibility with and effect on the existing and permitted uses in the neighborhood.
  - (2) Mitigation measures used to alleviate on- and off-site impacts.
  - (3) Impact on property values.
  - (4) Likelihood of a nuisance being created.
  - (5) The demands the use will place upon Town services.

## ☐ CHAPTER 12.16. - PALMER LAKE RULES AND REGULATIONS

### ☐ 12.16.010. - Posting of rules.

The following rules of conduct relative to Palmer Lake shall be communicated on the town website and posted at the lake area:

- (1) Lake hours shall be from 5:00 a.m. to 9:00 p.m. daily.
- (2) Use Lake at own risk.
- (3) No glass containers.
- (4) No littering.
- (5) Any person 16 years of age or older is required to have a valid fishing license when fishing on the lake (Colorado Parks and Wildlife enforce all fishing regulations).
- (6) It is unlawful to fish from or have any watercraft within 50 feet of posted habitat areas.
- (7) All camping is prohibited.
- (8) All campfires of any nature on any lands, including all shoreline areas of the lake, are strictly prohibited.
- (9) The use of grills or other cooking devices are strictly prohibited.
- (10) Drugs and alcohol are strictly prohibited.
- (11) All pets must be on a leash and under control at all times; pet owners must clean up after their pets.
- (12) Motorized vehicles, including automobiles and motorcycles, must be licensed and remain only on designated roadway.
- (13) Parking is limited to designated parking spots only. Overflow parking is available at the west side public parking lot.
- (14) Any and all types of motors or fuels are not permitted on the Lake.
- (15) All watercraft must be launched from the shore and must have a flotation device for each person on board (C.R.S. § 33-13-106(4.5)).
- (16) Watercraft on the lake is limited to the number of persons allowable on particular watercraft.

(17) All children under 13 years must wear proper life jacket while on watercraft (C.R.S. § 33-13-106(4.5)).

(18) The town is not responsible for any damage to watercraft or other personal property at the lake.

(19) The town reserves the right to prohibit use by anyone who abuses the lake or interferes with the rights of others.

(20) The town reserves the right to restrict use on the lake or close the lake at any time in its sole discretion.

(21) The town does not specifically monitor ice thickness, entry onto ice covered portions of the lake is at an individual's own risk.

(22) Any request for commercial/for profit activity must make such request with the town clerk's office.

(Ord. No. 11-2020, § 1(12.10.010), 8-13-2020)

Meeting with MHYC 1/9 (Emily & Claire) Jen and Reid represented PLP&T, edited 3/26/26

Possible training/learning opportunities for MHYC & VOC spring 2026 in Palmer Lake working with Palmer Lake Parks and Trails Commission

The \*\* projects they are most interested in doing over 2 days in early June as training for 8 corp trainees.

They also wanted to know if we (PLP&T) are in the position financially to contract with them to do some of the other projects on the list. We outlined the basics of Resolution 3-2026 and the possibility of being able to contract with them, but it would need to go before the PLP&T Commission first. Emily will send us the contract fee schedule.

They mentioned the FCWD might have some grant or fund money to help with contracting for projects in PL. We are meeting with them 1/16/26. Met 3/19/26 along with Town staff.

The below projects were discussed and added to. The 2 projects with \*\*\*\* were MHYC top choices for the April 20 - 21 training.

The projects with \*\* were also possibilities depending on time and trainees.

The rest of the projects are available for future training, service days, or Commissioner workdays.

\*\*\*\*1. Trail realignment to prevent erosion: Kent/Prairie Trail: water bars, trail flagging, creating

2. Creek Clean-out in N. Monument Creek east of Spring Street bridge, brush and downed trees (maybe chained saw work)

3. Creek Clean-out in N. Monument Creek north of Lover's Lane and east of USAFA bridge #2, brush and downed trees (maybe chain saw work)

\*\*4. Rebuild small section of Creekside Trail east of N. Monument Creek and Monument Creek confluence where the trail has eroded due to run-off from Epworth and Greeley road intersection - create water diversion "path" to prevent it from running down and eroding the trail. Repair the eroded part of the current trail.

\*\*5. Trail flagging and then building an approximately 100-200' section of trail through some scrub oak above a high embankment to reconnect two sections of the E-Rock Perimeter trail. (This depends on the BOT and PD for the Eco Spa decisions to be made and the how it effects the perimeter trail)

\*\*\*\*6. Flagging and begin creating a trail ramp and double switchback on a section of the E-Rock perimeter Trail. (This depends on the BOT and PD for the Eco Spa decisions to be made and the how it effects the perimeter trail)

7. Creek clean out of man - made discarded appliances

8. Possibly creation of a man-made beaver dam with assistance from an expert in that field

9. Create and define a trail from Walnut by Glen Park to the Reservoir gate culvert.

10. Creating a bike friendly bridge over the culvert with appropriate transitions on and off the bridge.

\_\_\_ MOU creation with Palmer Divide Soccer Club for Multi-use field at the south end of the Lake (since April 2025)

\_\_\_ MOU with the Tri-Lakes Little League

\_\_\_ Resolution for the BOT to consider for the establishment of Cindy Allen Memorial Park

\_\_\_ Resolution for the BOT to consider the creation of E-Rock Park and Open Space based on vision concept requested by the BOT in March 2025

\_\_\_ 4 different grants that Parks is working on that require review by an attorney

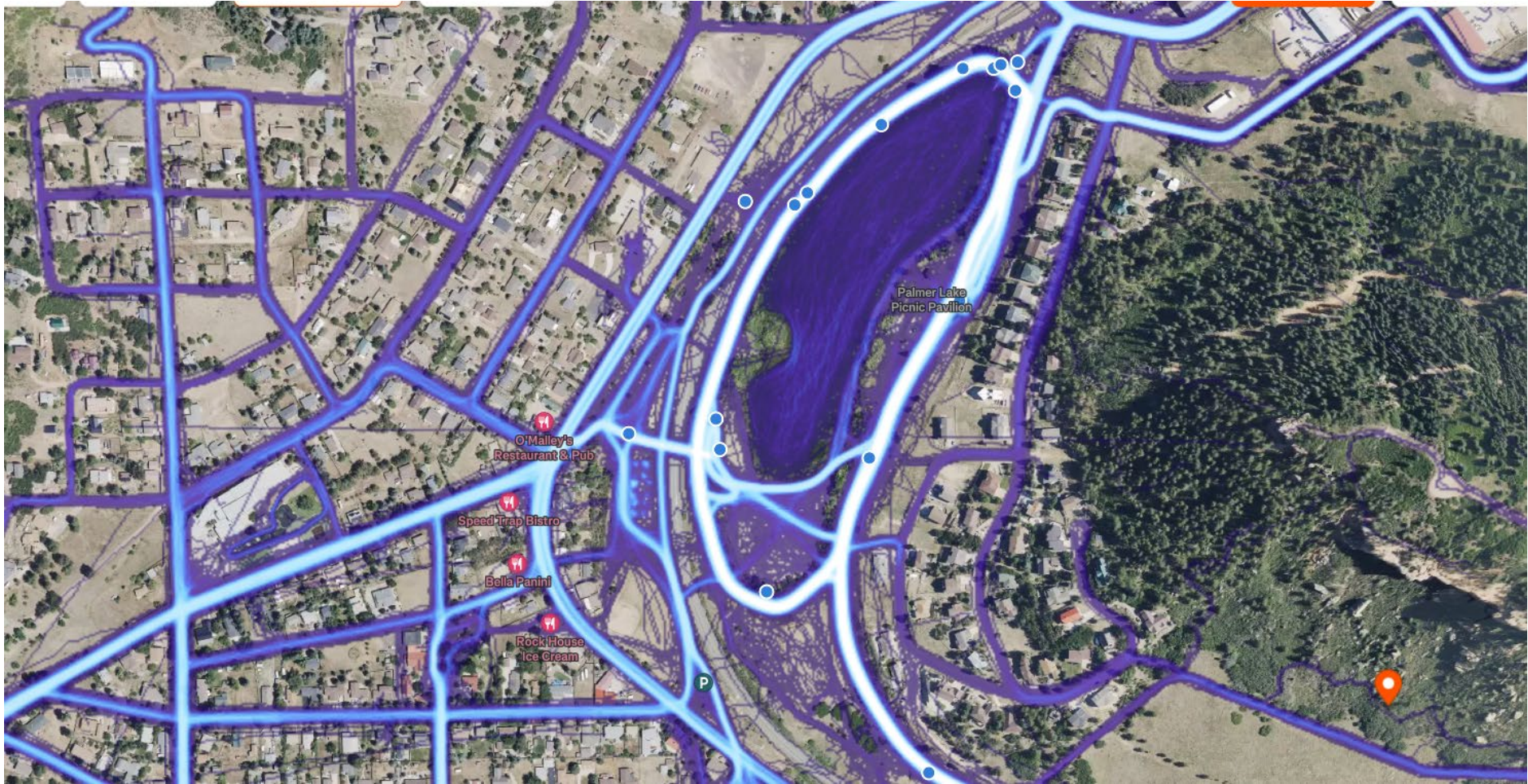
\_\_\_ Revision of the MOU and agreement with the Palmer Lake Pickle Ball Club

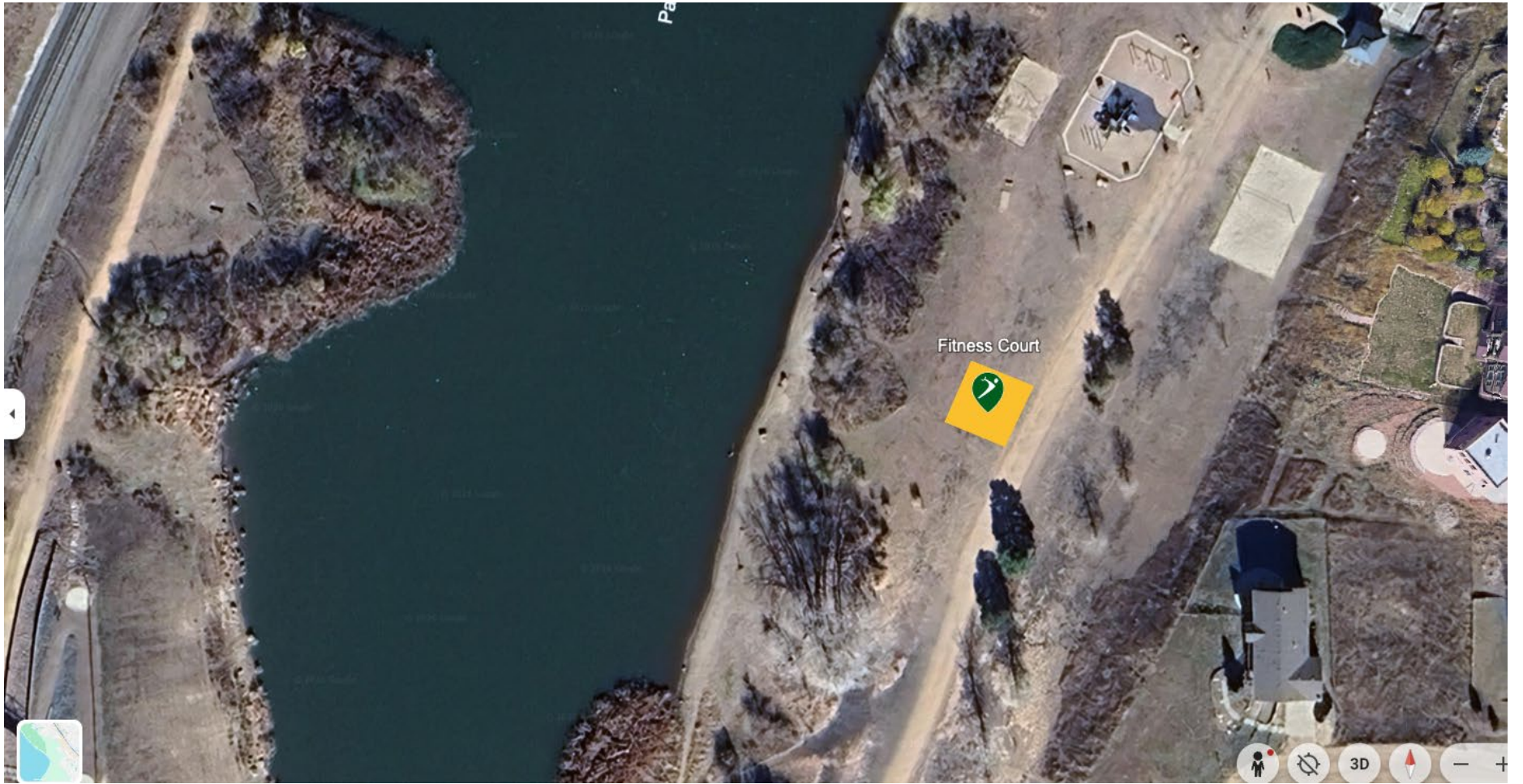
\_\_\_ Attorney review of an agreement with the Fountain Creek Watershed District for possible project along N. Monument/Monument Creek, required per FCWD representative

\_\_\_ Creation of a new neighborhood park on Westward Lane with a land agreement, rezone, of some form with the landowner/developer

\_\_\_ Agreement with El Paso County Parks for PL to “take over” and own the NE portion and Crawford Memorial of Centennial Park

\_\_\_ Agreement with the owner of the meadow S. side of Ben Lomand, west of the New Santa Fe Regional Park, North of the Santa Fe Trail for the creation of a new Open Space owned by Palmer Lake





**From:** [Jennifer Nilson](#)  
**To:** [Reid Wiecks](#); [Grant Massey](#)  
**Subject:** Parks Meeting Packet  
**Date:** Wednesday, April 1, 2026 4:10:24 PM  
**Attachments:** [Palmer Lake, CO - FC Placement.png](#)  
[Palmer Lake Heat Map.png](#)

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Two things to add to the meeting packet for the next Parks meeting. The first is a heatmap showing foot/run/bike traffic around Centennial Park and the second is an approximate rendering of where the proposed Fitness Park would be.

Reid - some notes from my most recent call:

- Right now they can't add a fitness studio to a fitness court after construction, but they're exploring that option with their engineers. (My recommendation would be to just do the fitness court - we are nowhere near having the kind of staff to run/organize regular programming for a fitness studio, that's a larger city thing.)
- The location in the FC placement pic attached is where they've identified would make the most sense and likely get the highest usage rate. They can't go too near the playground because the Fitness Court isn't meant to be used as play equipment for kids so it's a safety issue. There's a minimum distance they require, the placement in the map meets that requirement. (If we want to change the location we can, but their Partnership Development Manager thought that the location identified is about as perfect as they can get in terms of their usage score which is used to determine if they award a grant.)
- I noted it before, but I'll note it again - the grant award is not binding (until it's spent of course). So if for some reason this falls apart before construction starts there's minimal to no risk to the town.
- If the Commission approves moving forward with this, the next step would be me filling out the grant application and them making a decision. All of that would happen before the end of May, possibly before the end of April. The funds would be FY26 funds, but we wouldn't need to spend them in FY26. We can use their grant award (assuming they give it to us of course) in our applications for other grants. Once we have enough money collected to fund the project, they would release their funds and we'd go forward. This would get after the issue we've had before where every grant wants proof some other grant is ponying up money first.
- I'd encourage the commission to start thinking about what matching amount we would be willing to put forward and whether we want to just go with their included art or partner with a local artist to create something custom. (My preference is to partner with a local artist, but there is an additional cost of course.) We don't have to make either of those decisions now, but I will need them before I start applying for other grants so I know how much money to ask for. I think it's reasonable to wait until we get a decision from NFC about this grant before we decide on anything else, but we do need to be thinking about it.

As far as the resolution to approve (or not) it needs to include: permission to pursue the NFC

grant, whether we're asking for a fitness court or a fitness court + studio (again, I recommend just the court), and approving the location identified in the attached map (or identifying an alternate location, but we have to have choose a location because that's part of the grant scoring).

Let me know if there are any questions!

Cheers,

Jen