



PLANNING COMMISSION

Wednesday, March 19, 2025 at 5:00 PM

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

LIVE STREAM available on Town website

AGENDA

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

Call to Order

Roll Call

Pledge of Allegiance

Approval of Minutes

1. Minutes from February 19, 2025 Meeting

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

2. Application for Replat/Resubdivision of Largo Terrace - Poco Ave (Applicant) -- *applicant request to continue until April*

Business Items

3. Sign Application (3) - RAD Extracts, 870 Commercial Ln
4. Sign Permit Application - Three Farm Girls Local Artisan Shop & Eatery, 292 Hwy 105
5. Administer Oath of Office
6. Explanation of Community Master Plan, Three Mile Plan, and Planning Commission Authority
7. Update on Land Use Critical Issues (CMI)

Public Comment - *This time is reserved for the public to speak to items not on the agenda. Individuals must state name and limit comments to (3) minutes unless extended.*

Next Meeting (April 16) and Future Items

Adjourn

Americans with Disabilities Act

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

Notice

Notice is hereby given that more than two members of the Board of Trustees may be present; however, there will be no action taken by the Board of Trustees at this meeting.



PLANNING COMMISSION

Wednesday, February 19, 2025, at 5:00 PM

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

MINUTES

Call to Order. Chair Ihlenfeld called the meeting to order at 5:02 PM.

Roll Call. Present: Commissioners Charlie Ihlenfeld, Lindsey Zapalac, Bill Fisher, Mark Bruce, Matt Stephen, Herb Tomitsch.

Approval of Minutes

- Minutes from February 3, 2025, Meeting. MOTION (Zapalac Ihlenfeld) to approve minutes. Motion passed 6-0.

Public Hearing

- Application for Resubdivision/Replat of Tudor Manor Crossing (Willan). The commission reviewed a lot line adjustment request and agreed to move the lot line back onto the applicant's property. Staff reviewed the exhibit and had no concerns. Mr. David Cooper inquired about a letter he received regarding Mr. Richard Willan's property. He wanted to know why he was notified since his property does not adjoin the subject property. It was clarified that he was notified because his property is within 300 feet per notice requirements.

Business Items

- Recommendation of Resubdivision/Replat Application, Tudor Manor Crossing. MOTION (Zapalac, Fisher) to recommend approval of the replat subdivision as presented. Motion passed 6-0.
- Review/Recommendation of Applicants for Appointment to Planning Commission. Commission members reviewed applicants for the PC vacancies. Mr. Michael Beeson emphasized his investment in the community and desire to balance growth while maintaining Palmer Lake's small-town character. He highlighted his interest in water issues and participation in local events, including the Arts Council. Beeson has lived in Palmer Lake for one year. No additional questions were asked. Mr. Jacob Hansen, a resident since 2017 and a local business owner studying for his Class C contractor's license, expressed his interest in guiding responsible growth in Palmer Lake. He emphasized wanting to bring a younger perspective to the commission. Mr. Andrea Bergeron shared his long history with the area, having moved his family to Palmer Lake in 2001. As an electrician and project manager, he is familiar with regional processes and has observed both positive and negative growth trends. Commissioner Fisher asked all candidates about their familiarity with local zoning codes. Mr. Bergeron acknowledged he was not highly familiar but was willing to invest time in learning. Mr. Hansen stated he had some knowledge, particularly in signage and setback requirements, and knew where to find information. Mr. Beeson noted he had experience in long-term planning but not specifically in zoning, though he was

eager to learn. Chair Ihlenfeld thanked all applicants and encouraged those not selected to remain engaged. Discussion ensued about candidates. MOTION (Ihlenfeld, Zapalac) to recommend Mr. Jacob Hansen. Motion passed 4-2. MOTION (Fisher, Bruce) to recommend Mr. Michael Beeson. Motion passed 5-1. MOTION (Ihlenfeld, Zapalac) to recommend Mr. Andrea Bergeron. Motion passed 6-0. Discussion continued and board members agreed to forward a recommendation of two applicants with the highest votes to the Board to consider – Mr. Beeson and Mr. Bergeron.

Public Comment. None.

Next Meeting (3/19) and Future Items. Commission members thanked Mark Bruce for his service.

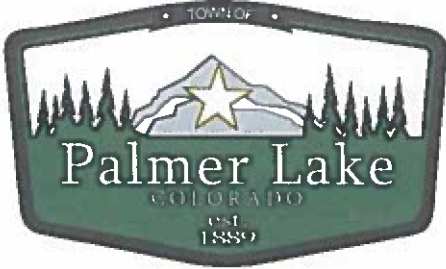
Adjourn. Meeting adjourned by Chair Ihlenfeld at 5:35 PM.

Minutes by: Erica Romero, Deputy Town Clerk

NOTICE OF PUBLIC HEARING

TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, November 20, 2024, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider an application for minor resubdivision/replat of Blocks 38 and 39 and vacated portion of Largo Ave., of Glen Park, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on Thursday, December 12 at 6 PM. A copy of the complete application is on file at the Town Clerk office, at 719-481-2953. /s/ Dawn A. Collins, Town Clerk



TOWN OFFICE USE ONLY

Date Received: 9-3-2024 By: LG
 Fee: \$ 1,000.00 Pmt Type: check #102
 Property #: _____

LAND USE REGULATIONS/DEVELOPMENT APPLICATION

TYPE OF SUBMITTAL (CHECK ALL THAT APPLY)	
<input type="checkbox"/> Certificate of zoning compliance (17.12.060)	<input checked="" type="checkbox"/> Minor Subdivision (Attach Minor Subdivision Application - 16.36.020)
<input type="checkbox"/> Annexation (CRS 31-12-101 et seq.)	<input type="checkbox"/> Resubdivision (Attach Subdivision Application- 16.64.010)
<input type="checkbox"/> Zoning Change (Ordinance required-Attach Rezoning or Map/Text amendment Application)	<input type="checkbox"/> Conditional Use Permit (Attach application-17.100.010)
<input type="checkbox"/> Planned Unit Development (Attach PUD Plan 17.72.100 or PUD Final Development Plan Application 17.72.110)	<input type="checkbox"/> Variance from Zoning Regulations (Attach Variance Application- 17.64.160)
<input type="checkbox"/> Site Plan Review (Attach Site Plan Application-17.12.070)	<input type="checkbox"/> Sign Permit (Attach Sign Application-17.76.040)
<input type="checkbox"/> Subdivision Master Plan (16.16.010)	<input type="checkbox"/> Grading and Erosion Control Plan (Attach application-17.68.080)
<input type="checkbox"/> Major Subdivision Preliminary Plat (Attach Major Subdivision Application- 16.20.010)	<input type="checkbox"/> Hillside Overlay District (Attach application-17.68.110)
<input type="checkbox"/> Major Subdivision Final Plat (Attach Major Subdivision Application-16.028.010)	<input type="checkbox"/> Floodplain Development Permit (Attach application-17.64.130)

Please submit the following with this application:

- Attach Vicinity Map
- Attach County Assessor Parcel Information showing property & lot lines (<https://assessor.elpasoco.com>)

Property Address: 201 POCO AVE

Applicant Name: Joseph BELTRAN Phone: 719-201-9301

Email: CPUSER2003@YAHOO.COM

Mailing Address: PO BOX 758 PALMER LAKE

City: PALMER LAKE State: CO Zip: 80133

Owner(s) of Record Name (if different from above): _____

Email: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

APPLICANT SIGNATURE - I certify the information & exhibits I submitted are true & correct to the best of my knowledge. In filing this form, I am acting with the knowledge & consent of the property owners. I understand that all materials & fees required by the Town must be submitted prior to having this application processed. Form may be signed electronically by typing your name in the Signature field or manually printing & signing.

OWNER CERTIFICATION - I certify that I am the lawful owner of the parcel(s) of land or mineral interests which this application concerns and consent to this action.

Joseph Beltran 09-02-24
 Applicant Signature Date

Joseph Beltran 09-02-24
 Owner Signature Date

RE: 201 POCO.AVE. REPLAT APPLICATION

Dear Board Members,

I would like to replat my property located at 201 POCO AVE. from one to three sections in accordance with our town's ordinances and procedures.

A thorough and complete survey of the property was completed August 16th, 2024 by WLR Services Garry Rohleder. (303-243-1309).

If there are additional items or concerns to be addressed in the interim, please feel free to contact myself or Garry Rohleder.

Thank you for your consideration.

Truly yours,  08-29-2024
Joseph Beltran
(719)-201-9301

LAND DETAILS

SEQUENCE NUMBER	LAND USE	ASSESSMENT RATE	AREA	MARKET VALUE
1	SINGLE FAMILY RESIDENTIAL	6.700	2.02 Acres	\$185,000

BUILDINGS DETAILS

^ RANCH 1 STORY (1)		Market Value	\$363,561
Assessment Rate	6.700	Above Grade Area	1,836
Bldg #	1	First Floor Area	1,836
Style Description	RANCH 1 STORY	Above First Floor Area	0
Property Description	SINGLE FAMILY RESIDENTIAL	Lower Level Living Area	0
Year Built	1995	Total Basement Area	1,836
Dwelling Units	1	Finished Basement Area	Attached
Number of Rooms	6	Garage Description	699
Number of Bedrooms	3	Garage Area	-
Number of Baths	2.00	Carport Area	-

v RANCH 1 STORY (2)		Market Value	\$209,366
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SALES HISTORY

+	SALE DATE	SALE PRICE	SALE TYPE	RECEPTION
	06/03/2019	\$0	-	219060271

TAX ENTITY AND LEVY INFORMATION

County Assessor Tax Information
 Tax Code: PDZ Levy Year: 2023 Mill Levy: 68.991

TAXING ENTITY	LEVY	CONTACT NAME/ORGANIZATION	CONTACT PHONE
EL PASO COUNTY	6.862	FINANCIAL SERVICES	(719)520-6400
EPC ROAD & BRIDGE SHARE	0.165	-	(719)520-6498
TOWN OF PALMER LAKE	21.238	DAWN A COLLINS	(719)481-2953
EPC-PALMER LAKE ROAD & BRIDGE SHARE	0.165	-	(719)520-6498
LEWIS-PALMER SCHOOL DISTRICT #38	37.500	BRETT RIDGWAY	(719)488-4705
PIKES PEAK LIBRARY DISTRICT	3.061	RANDALL A GREEN	(719)531-6333
PALMER LAKE SANITATION DISTRICT	0.000	BECKY ORCUTT	(719)481-2732

MAP SHEET

[Click to view Map Sheet 1](#)

Disclaimer

We have made a good-faith effort to provide you with the most recent and most accurate information available. However, if you need to use this information in any legal or official venue, you will need to obtain official copies from the Assessor's Office. Do be aware that this data is subject to change on a daily basis. If you believe that any of this information is incorrect, please call us at (719) 520-6600.



OVERVIEW

Owner:	BELTRAN JOSEPH A
Mailing Address:	PO BOX 758 PALMER LAKE CO, 80133-0758
Location:	201 POCO AVE
Tax Status:	Taxable
Zoning:	.
Plat No:	R00391
Legal Description:	LOTS 1-16 INC BLK 39 GLEN PARK TOG W/ LOTS 1-6 NC BLK 38 GLEN PARK TOG W/ VAC LARGO AVE BY ORD NO 10-2017 AT REC# 219060271

MARKET & ASSESSMENT DETAILS ?

	Market Value	Assessed Value
Land	\$185,000	\$12,400
Improvement	\$572,927	\$38,390
Total	\$757,927	\$50,790

Item 2.



Minor Subdivision Checklist form date: May 29, 2024

Notes:

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

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

DRAWING REQUIREMENTS	
	24" x 36" sheet, unless other size is approved
	Title of project
	North arrow
	Written & graphic scale
	Vicinity map
	Date of preparation
	Name of person or firm that prepared drawing
	Legal description of the entire subdivision
	Basis of established bearing
	Closure calculations
	Name/business name/address/phone/email:
	- Owner(s)
	- Applicant (if not the owner)

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

REVIEW PROCESS	
<i>The following is a general description of the steps involved in processing your Minor Subdivision with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.</i>	
Step 1: Pre-application conference	Applicant may request conference before submitting the application.
Step 2: Submit application	Applicant submits a complete application.
Step 3. Certification of completeness	Staff reviews the application and either certifies that it meets submittal requirements, or notifies the Applicant of what deficiencies that need to be corrected before the application is accepted.
Step 4: Referral of application	If accepted, Staff refers the application to other staff and parties of interest.
Step 5: Staff review	Staff reviews the application and sends comments to the applicant.
Step 6: Applicant responds to comments	Applicant addresses comments and submits revised documents.
Step 7: Staff review and report	Staff reviews revisions, prepares staff report, and sets PC hearing date.
Step 8: Public notice 15 days before PC hearing	By certified mail, Applicant provides notice to property owners within 300 feet. Staff posts sign and submits notice to the newspaper.
Step 9: PC public hearing and recommendation	Staff provides all information to PC at least 1 week prior to hearing. On 3rd Wednesday of the month , PC holds hearing and makes a recommendation. APPLICANT MUST BE PRESENT FOR THE HEARING.
Step 10: Applicant addresses PC recommendations	Applicant revises documents and resubmits to the Town Clerk.
Step 11: Final Staff review	Staff reviews revised submittal and prepares staff report.

Step 12: BOT public hearing and action	BOT makes a decision or continues to a specific date. APPLICANT MUST BE PRESENT AT HEARING.
Step 13: Prior to recording	Applicant submits required documents prior to recording
Step 14: Plat recording	Applicant submits signed mylar of plat to Town Clerk. After Town signs mylar, Applicant submits document(s) to County Clerk and Recorder. Within 14 days of recording, Applicant must submit to Town Clerk copy of recorded documents.

CRITERIA FOR APPROVAL SUMMARY	
A minor subdivision has the same criteria for approval as a final plat. For the full text of the criteria, see code section 16.20.100(c).	
	Final plat conforms to preliminary plat and conditions.
	Substantially complies with Title 17 standards.
	All technical standards have been met.

Application received date: 9/3/2024
 Accepted as complete date: 9/18/2024
 PC hearing date: 11/20
 BOT hearing: 12/12
 Recording date: _____

MEMO

Date: September 10, 2024 DRAFT

To: Dawn Collins, Town Administrator and Town Clerk, Town of Palmer Lake

CC: Scott Krob, Krob Law, Town Attorney
Mark Morton, PE, GMS Inc., Consulting Engineers for the Town of Palmer Lake

From: Mike Davenport, AIA, AICP, Community Matters Institute
Barb Cole, Executive Director, Community Matters Institute

RE: **Poco Replat – Completeness Review**

SUMMARY

This memo is a completeness review of the application for approval of the proposed Largo Terrace minor subdivision replat. Joseph Beltran is the owner and applicant, and the property address is 201 Poco Avenue. The Applicant proposes dividing the existing parcel into three lots and dedicating a narrow tract of land to public right-of-way. See “Findings” at the end of this memo for additional information that is needed before the application goes to the next step in the review process.

REVIEW PROCESS

Most resubdivisions are classified as either a minor subdivision or a major subdivision. A proposed subdivision meeting the criteria in Municipal Code section 16.20.040(a) is a minor subdivision. Briefly, a minor subdivision is subject to a Planning Commission public hearing and recommendation and then a Board of Trustees public hearing and decision. A fuller description of the minor subdivision process is listed in section 16.20.110(a).

PROJECT INFORMATION

Project information:

Address: 201 Poco Avenue
Legal description: Block 38, Block 39, and a vacated portion of Largo Avenue
Bounded by: East – Poco Avenue
North - Largo Avenue
West – Verano Avenue
South – Rosita Avenue
Property size: 2.130 acres±
Owner: Joseph Beltran
Consultant: Gary Rohleder (303-243-1309) of WLR Services, Surveyor (303-648-9755)
Proposed lots : Lot 1 – 1.33 acres

	Lot 2 – 0.36 acres
	Lot 3 – 0.40 acres
	Tract A to be dedicated as right-of-way – 1,950 square feet (SF)
Existing zoning:	R-3 (Medium Density Residential Zone) on the Town’s zoning map
Proposed zoning:	No change proposed in the application
Surrounding zoning:	R-3 on all sides
Existing land use:	Single family residential
Proposed land use:	No change of use is proposed in the application

COMPLETENESS REVIEW – PART 1: ITEMS TO BE SUBMITTED

Listed below are the submittal requirements and items that were received. See section 16.20.110(a)(2) for the list of requirements.

- Land Use Application Form, completed and signed – received
- Application Fee – received (per application form)
- Cost Reimbursement – It is our understanding this is not being required
- Title Commitment – not received
- Mineral Rights Affidavit – not received
- Minor Subdivision Plat – received
- Site development plan – not received

COMPLETENESS REVIEW – PART 2: INFORMATION TO BE PROVIDED ON THE DRAWING(S)

Listed below are the submittal requirements. See section 16.20.110(a)(2) for the list of requirements.

- 24"x36" sheet, unless other size approved – OK
- Title of project – OK
- North arrow - OK
- Written and graphic scale - OK
- Vicinity map - OK
- Date of preparation - OK
- Name of person or firm preparing the drawing - OK
- Legal description of the entire subdivision - OK
- Basis of established bearing - OK
- Closure calculation(s) – may not be needed, the closure calculations are usually a separate document and not on the plat, up to the Town’s engineering consultant if required
- Owner information - OK
- Applicant information – OK, same as owner
- Surveyor information – OK, please provide the email address if there is one
- Bearings, distances, and curve information – OK

- Excepted parcel(s) note – not applicable
- Lot and block numbers - OK
- Existing and proposed right-of-way - OK
- Existing and proposed street names - OK
- Existing and proposed easements – none shown
- Location and description of monuments - OK
- Floodplain boundary – not in a floodplain, see Note 4, OK
- Signature and certification blocks for:
 - Registered land surveyor - OK
 - Owners and mortgagees – owner, OK, not known if there are mortgagees
 - Planning Commission - OK
 - Board of Trustees (Mayor) - OK
 - County Clerk and Recorder - OK
 - Ownership and dedications – OK

FINDINGS

The application is complete, except for the following additional information that is needed before the application proceeds to technical review.

1. **Proof of ownership.** This may be an attorney’s opinion, a title commitment no more than 30 days old, or an older title commitment with an update letter no more than 30 days old. The title information would also answer whether there are mortgagees that would need to sign the plat.
2. **Mineral rights affidavit.**
3. **Site development plan.** A site development plan is similar to a preliminary plat. This is needed to determine if the proposed lots can meet the minimum requirements of the Town’s zoning and subdivision regulations.
4. **Closure calculations.** The Town’s consulting engineer needs to determine if closure calculations are required for the proposed subdivision and proposed right-of-way dedication.

/mjd

AFFIDAVIT

I, JOSEPH A. BELTRAN, 201 POCO AVE. PALMER LAKE, FORMALLY ATTEST TO MEETING WITH EL PASO COUNTY COLORADO COMMISSIONER, RICK VAN DYKE. ON THURSDAY, SEPTEMBER 12TH, 2024.

MR. AVN DYKE STATED THERE ARE 'NO SEVERED MINERAL RIGHTS ASSOCIATED WITH MY PROPERTY" AT 201 POCO AVE, PALMER LAKE.

SIGNED



JOSEPH BELTRAN SEPTEMBER 14TH, 2024

SITE PLAN 201 POCO AVE.

IT HAS BEEN DETERMINED THERE IS NO REZONE FOR 2012 POCO. AVE., AND THEREFORE NO SITE PLAN IS REQUIRED OTHER THAN STATING:

"THE APPLICATION FOR A SIMPLE REPLAT OF 201 POCO AVE. INTO THREE SECTIONS IS FOR THE PURPOSE OF PROPERTY INTEGRITY."

SIGNED SEPTEMBER 14TH, 2024



JOSEPH A. BELTRAN

Perimeter Boundary of Largo Terrace Replat

Point of Beginning : North: 1470290.4053' East: 3166478.6797'

Segment #1 : Line

Course: S01° 29' 47.54"E Length: 80.830'
North: 1470209.6029' East: 3166480.7907'

Segment #2 : Line

Course: S56° 49' 45.50"W Length: 267.057'
North: 1470063.4864' East: 3166257.2519'

Segment #3 : Line

Course: N02° 08' 30.94"E Length: 258.853'
North: 1470322.1583' East: 3166266.9265'

Segment #4 : Line

Course: N03° 10' 59.46"W Length: 97.197'
North: 1470419.2056' East: 3166261.5293'

Segment #5 : Curve

Length: 195.789' Radius: 249.996'
Delta: 044.8722 (d) Tangent: 103.225'
Chord: 190.824' Course: N32° 00' 25.45"E
Course In: S80° 25' 44.47"E Course Out: N35° 33' 24.64"W
RP North: 1470377.6388' East: 3166508.0458'
End North: 1470581.0206' East: 3166362.6703'

Segment #6 : Line

Course: S27° 41' 09.70"E Length: 25.764'
North: 1470558.2061' East: 3166374.6411'

Segment #7 : Curve

Length: 132.638' Radius: 50.430'
Delta: 150.6957 (d) Tangent: 192.884'

Chord: 97.580' Course: S58° 34' 02.15"E
Course In: S73° 13' 09.82"E Course Out: S43° 54' 54.49"E
RP North: 1470543.6466' East: 3166422.9236'
End North: 1470507.3185' East: 3166457.9014'

Segment #8 : Line

Course: N40° 12' 46.29"E Length: 77.611'
North: 1470566.5862' East: 3166508.0094'

Segment #9 : Curve

Length: 54.199' Radius: 22.198'
Delta: 139.9478 (d) Tangent: 60.878'
Chord: 41.695' Course: S57° 32' 18.78"E
Course In: S37° 30' 44.81"E Course Out: S77° 33' 52.74"E
RP North: 1470548.9852' East: 3166521.5212'
End North: 1470544.2070' East: 3166543.1899'

Segment #10 : Line

Course: S09° 32' 02.54"W Length: 166.766'
North: 1470379.7446' East: 3166515.5679'

Segment #11 : Curve

Length: 97.282' Radius: 247.240'
Delta: 022.5442 (d) Tangent: 49.278'
Chord: 96.655' Course: S22° 26' 08.62"W
Course In: S56° 17' 31.76"E Course Out: N78° 50' 11.00"W
RP North: 1470242.5369' East: 3166721.2412'
End North: 1470290.4053' East: 3166478.6797'

Perimeter: 1453.985' Area: 92790.99 Sq. Ft.

7021 2720 0000 8353 4327

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

Palmer Lake CO 80133

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

0301
PALMER LAKE CO 80133
OCT 15 2024
Postmark Here
10/15/2024

Sent To
Dennis Dusky
Street and Apt. No., or PO Box No.
PO BOX 663
City, State, ZIP+4®
Palmer Lake CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Item 2.

7021 2720 0000 8353 4419

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

Palmer Lake CO 80133

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

0301
PALMER LAKE CO 80133
OCT 15 2024
Postmark Here
10/15/2024

Sent To
Mark Gerrard
Street and Apt. No., or PO Box No.
456 Cordova Ave
City, State, ZIP+4®
Palmer Lake CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8353 4402

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

Palmer Lake CO 80133

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

0301
PALMER LAKE CO 80133
OCT 15 2024
Postmark Here
10/15/2024

Sent To
Bob + Ann Marie McGuffee
Street and Apt. No., or PO Box No.
393 Verona Ave
City, State, ZIP+4®
Palmer Lake CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8353 4396

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

Elkton VA 22827

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

0301
PALMER LAKE CO 80133
OCT 15 2024
Postmark Here
10/15/2024

Sent To
MaryAnne Ackers
Street and Apt. No., or PO Box No.
1496 Bethel Church Rd
City, State, ZIP+4®
Elkton VA 22827

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8353 4301

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

Colorado Springs CO 80908

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

0301
PALMER LAKE CO 80133
OCT 15 2024
Postmark Here
10/15/2024

Sent To
Steyen Beebe
Street and Apt. No., or PO Box No.
12610 Falcon Dr
City, State, ZIP+4®
Colorado Springs CO 80908

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8353 4372

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com

Palmer Lake CO 80133

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

0301
PALMER LAKE CO 80133
OCT 15 2024
Postmark Here
10/15/2024

Sent To
Bill Fisher
Street and Apt. No., or PO Box No.
PO Box 1395
City, State, ZIP+4®
Palmer Lake CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8353 4358

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com™

Palmer Lake CO 80133

OFFICIAL USE

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee if appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

Sent To: Kelly Underwood
 Street and Apt. No., or PO Box No.: PO Box 376
 City, State, ZIP+4®: Palmer Lake CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8353 4365

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com™

Palmer Lake CO 80133

OFFICIAL USE

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee if appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

Sent To: RPK Properties LLC
 Street and Apt. No., or PO Box No.: PO Box 1099
 City, State, ZIP+4®: Palmer Lake CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0000 8353 4344

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com™

Palmer Lake CO 80133

OFFICIAL USE

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee if appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total Postage and Fees	\$5.58

Sent To: Dale Beaver
 Street and Apt. No., or PO Box No.: PO Box 156
 City, State, ZIP+4®: Palmer Lake CO 80133

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



PALMER LAKE
 10 PRIMROSE ST
 PALMER LAKE, CO 80133-9998
 (800)275-8777

Product	Qty	Unit Price	Price
10/15/2024			11:35 AM
First-Class Mail® Letter	1		\$0.73
Palmer Lake, CO 80133 Weight: 0 lb 0.30 oz Estimated Delivery Date Thu 10/17/2024			
Certified Mail®			\$4.85
Tracking #: 70212720000083534341			
Total			\$5.58
First-Class Mail® Letter	1		\$0.73
Palmer Lake, CO 80133 Weight: 0 lb 0.30 oz Estimated Delivery Date Thu 10/17/2024			
Certified Mail®			\$4.85
Tracking #: 70212720000083534358			
Total			\$5.58
First-Class Mail® Letter	1		\$0.73
Palmer Lake, CO 80133 Weight: 0 lb 0.30 oz Estimated Delivery Date Thu 10/17/2024			
Certified Mail®			\$4.85
Tracking #: 70212720000083534365			
Total			\$5.58

Steven Beebe
12690 Falcon Drive
Colorado Springs, CO 80908

Joseph "Tony" Beltran
PO Box 758
Palmer Lake, CO 80133

Dear Neighbors,

I hope this letter finds you well. I am writing to inform you about an upcoming replat of the property lines for my property located in the Town of Palmer Lake. This modification to the plat is intended to enhance the functionality of the land and better align with the town's development goals.

As part of this process, I am reaching out to all neighbors within a 300-foot radius of my property to ensure that everyone is informed and aware of the planned changes. The replat will include adjustments to the property lines, which will not affect the boundaries of adjacent lots. I want to assure you that my intention is to improve our community while maintaining the integrity and character of our neighborhood.

I encourage you to reach out with any questions or concerns you may have regarding this replat. Your feedback is important to me, and I want to ensure that we maintain open lines of communication throughout this process. If you would like to discuss this further, please feel free to contact me at cpuser2001@yahoo.com

Thank you for your understanding and support as we move forward with this project. I look forward to hearing from you.

Warm regards,

Joseph "Tony" Beltran

10/16/2024
Dawn Collins
Town Administrator/Clerk
42 Valley Crescent Dr.
PO Box 208
Palmer Lake, CO 80133
dawn@palmer-lake.org

Joseph "Tony" Beltran
Po Box 758
Palmer Lake, CO 80133
cpuser2001@yahoo.com
719-201-9301

Dear Dawn Collins,

I am writing to formally submit a second request regarding the waiver of the site development plan for our proposed minor subdivision replat of existing land located in the Town of Palmer Lake.

As outlined in the GMS memorandum, we believe our project meets all necessary criteria for a waiver. Our plans do not entail any new developments but rather focus on the replatting of existing R3 zoned land. We are committed to ensuring that our project aligns with the community's goals and vision, and we have designed our plans with the utmost consideration for both the environment and the residents.

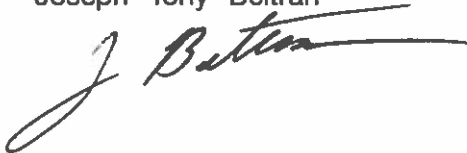
We understand the importance of adhering to local regulations and appreciate the efforts of the Planning Department in maintaining the integrity of our community. Given that no new developments are involved and all criteria set forth in the GMS memorandum are satisfied, we respectfully request that you review our case favorably for a waiver of the site development plan requirement.

Attached you will find a copy of the certified mailing sent to neighbors within 300 ft and a second copy of the survey closure notes.

Thank you for your attention to this matter. I am eager to discuss this with you further and provide any additional information or documentation that may be needed to facilitate your assessment. I look forward to your prompt response.

Warm regards,

Joseph "Tony" Beltran



AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

I, Kate Dickens, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper **1 time(s) to wit 10/30/2024**

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



Kate Dickens
Sales Center Agent

Subscribed and sworn to me this 10/30/2024, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires June 23, 2026.



Karen Hogan
Notary Public
The Gazette

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

Document Authentication Number
20224024441-126813

PUBLIC NOTICE
NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE
Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, November 20, 2024, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider an application for minor resubdivision/replat of Blocks 38 and 39 and vacated portion of Largo Ave., of Glen Park, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on Thursday, December 12 at 6 PM. A copy of the complete application is on file at the Town Clerk office, at 719-481-2953. /s/ Dawn A. Collins, Town Clerk
Published in the Tri-Lakes Tribune October 30, 2024

Item 2.

Dawn Collins

From: F9Fan <cpuser2003@yahoo.com>
Sent: Thursday, February 27, 2025 4:57 PM
To: Dawn Collins
Subject: Re: Largo Terrace - request to continue hearing

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

Hi Dawn, message confirmed.
Are you feeling better? Seems everyone got a bug, but hopefully you are better to enjoy the weather.
Thanks Tony

[Yahoo Mail: Search, Organize, Conquer](#)

On Thu, Feb 27, 2025 at 4:15 PM, Dawn Collins <dawn@palmer-lake.org> wrote:

Hello Tony,

I did receive your message. I will inform the Planning Commission (March meeting) that you have requested the hearing be continued until April.

Will you please confirm this message so that I have a paper trail of your request?

Appreciate it,

Dawn A. Collins, CMC

Town Administrator/Clerk

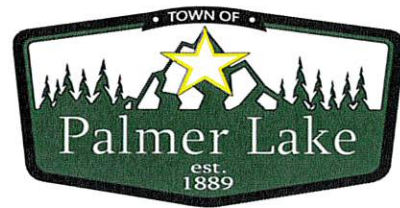


Town of Palmer Lake

42 Valley Crescent

PO Box 208

Palmer Lake CO 80133



Item 3.

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

DATE: March 2025	ITEM NO.	SUBJECT: Sign Permit Application for RAD Extracts/Kat Kinnison (3)
Presented by: Deputy Town Clerk		

Background

The Town of Palmer Lake has received a sign permit application from RAD Extracts for the installation of an existing sign cabinet mounted on top of the existing sign faces, as well as the placement of three additional signs as follows:

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

After reviewing the application, staff finds that the proposed signage aligns with the town’s sign regulations and does not present any conflicts with existing zoning or aesthetic guidelines. Therefore, staff recommends approval of the sign permit application as submitted.

Recommended Action

Approve the sign permit application as submitted for Yak’s.



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

Item 3.

TOWN OFFICE USE ONLY

Date Received: 2/27/25 By: LG
 Payment #: online Fee: \$ 100.00
 Approved By: _____
 Denied Date: _____

**TOWN OF PALMER LAKE
 SIGN PERMIT APPLICATION**

PAID

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

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

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

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

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

APPLICANT/BUSINESS OWNER INFORMATION

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

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

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

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

Mailing Address (if different than physical location): _____

City: _____ State: _____ Zip: _____

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

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

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

(Sign #1)

SIGN & FEE INFORMATION

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

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

TYPE OF SIGN (check all that apply):

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

SIGN CATEGORY (check all that apply):

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

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

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

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

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

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

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

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

Kathy Brown
Signature

Kathy Brown
Printed Name

2/24/2025
Date

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

Sign #1



Placed in existing cabinet

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

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

Qty. 1 total sign (installed in 3 panels)

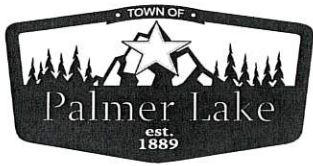
Sign artwork:



Photo of sign placement location:



■ Sign placement area
(covering existing signage)



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

Item 3.

TOWN OFFICE USE ONLY

Date Received: 2/27/25 By: [Signature]
 Payment #: online Fee: \$ 100.00

Approved By: _____
 Denied Date: _____

**TOWN OF PALMER LAKE
 SIGN PERMIT APPLICATION**

PAID

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

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

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

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

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

APPLICANT/BUSINESS OWNER INFORMATION

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

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

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

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

Mailing Address (if different than physical location): _____

City: _____ State: _____ Zip: _____

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

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

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

(Sign #2)

SIGN & FEE INFORMATION

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

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

TYPE OF SIGN (check all that apply):

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

SIGN CATEGORY (check all that apply):

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

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

Specific Location of Sign: On SW facing side of building, above windows

Dimensions of Sign: L 240" x W 0.125" x H 22" Dimensions of Sign Structure: L 244" x W 1" x H 24"

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

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

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

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

Kathy Brown

Signature

Kathy Brown

Printed Name

2/24/2025

Date

<p>TOWN OFFICE USE ONLY</p> <p>Scheduled PC meeting date: <u>3/19</u></p>

Sign #2



Placed in existing cabinet
Overall sign size: 240" wide x 22" high, 0.125" depth
Material: dibond (aluminum composite [metal], flat surface)
Qty. 1 total sign (installed in 3 panels)

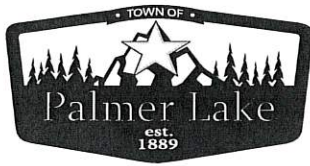
Sign artwork:



Photo of sign placement location:



■ Sign placement area
(covering existing signage)



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

Item 3.

TOWN OFFICE USE ONLY

Date Received: 2/27/25 By: [Signature]
 Payment #: online Fee: \$ 100
 Approved By: _____
 Denied Date: _____

**TOWN OF PALMER LAKE
 SIGN PERMIT APPLICATION**

PAID

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

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

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

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

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

APPLICANT/BUSINESS OWNER INFORMATION

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

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

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

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

Mailing Address (if different than physical location): _____

City: _____ State: _____ Zip: _____

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

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

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

(Sign # 3)

SIGN & FEE INFORMATION

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

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

TYPE OF SIGN (check all that apply):

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

SIGN CATEGORY (check all that apply):

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

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

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

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

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

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

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

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

Kathy Brown
Signature

Kathy Brown
Printed Name

2/24/2025
Date

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

Sign #3

Covering up blank space on existing sign

Overall size: 60" wide x 36" high, 0" depth

Material: adhesive vinyl decal (highest-grade vinyl, flat surface)


Qty. 1 decal

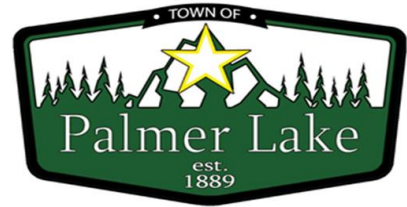
Sign artwork:



Photo of sign placement location:



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



Item 4.

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

DATE: March 2025	ITEM NO.	SUBJECT: Three Farm Girls Local Artisan Shop & Eatery
Presented by: Deputy Town Clerk		

Background

The Town of Palmer Lake has received a sign permit application from Three Farm Girls Local Artisan Shop & Eatery. This would be a double-faced free-standing business sign. Dimensions 53x3x60 will be illuminated with a spotlight reflecting on the sign.

After reviewing the application, staff find that the proposed signage aligns with the town’s sign regulations and does not present any conflicts with existing zoning or aesthetic guidelines. Therefore, staff recommends approval of the sign permit application as submitted.

Recommended Action

Approve the sign permit application as submitted for Three Farm Girls Local Artisan Shop & Eatery.

Opening of Three Farm Girls Local Artisan Shop & Eatery

Introduction

I am thrilled to announce the upcoming opening of our new venture, **Three Farm Girls Local Artisan Shop & Eatery**, in the charming town of Palmer Lake, Colorado. This picturesque location, with its warm small-town feel and welcoming community, provides the perfect backdrop for our unique culinary concept.

Our Vision

Multicultural and Allergy-Friendly Foods

At Three Farm Girls, our mission is to introduce a variety of multicultural foods while catering to individuals with dietary restrictions. As a seasoned manufacturer of gluten-free foods, I am committed to offering allergy-friendly options to our customers. Our store will provide a haven for those seeking delicious, safe food choices.

Supporting Local Artisans

We aim to create a platform for other local artisans who specialize in allergy-friendly cuisines. By inviting them to prepare and sell their meals in our shop, we hope to foster a collaborative environment that emphasizes quality and creativity. Our shop will act as a communal space where artisans can showcase their talents and connect with the community.

The Concept

Grab-and-Go Meals

Three Farm Girls will primarily operate as a grab-and-go eatery, offering pre-prepared meals for busy individuals and families. Our concept is designed to accommodate those who need a quick meal solution without sacrificing quality or flavor. Whether you're in a rush or simply prefer not to cook, our meals will provide a convenient yet satisfying option.

Weekend Hot Meals

On weekends, we will expand our offerings to include hot meals, allowing customers to enjoy a warm, freshly prepared dish. While our indoor space is dedicated to our grab-and-go offerings, we will provide outdoor seating for those who wish to enjoy their meal on-site. Customers can also choose to take their meals home for a cozy dining experience.

Community Integration

Having already introduced some of our gluten-free products in a local Palmer Lake store, we have received positive feedback and support from the residents. We are excited to deepen our connection with the community through this new endeavor. Our vision at Three Farm Girls Local Artisan Shop & Eatery becomes a beloved addition to Palmer Lake, where we can contribute to the community's culinary diversity and support local talent.

Conclusion

We look forward to welcoming you to Three Farm Girls Local Artisan Shop & Eatery. Thank you, Palmer Lake, for your warm embrace and support as we embark on this exciting journey.



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

TOWN OFFICE USE ONLY	
Date Received: _____	By: _____
Payment #: _____	Fee: \$ _____
<input type="checkbox"/> Approved	By: _____
<input type="checkbox"/> Denied	Date: _____

TOWN OF PALMER LAKE SIGN PERMIT APPLICATION

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

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

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

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

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

APPLICANT/BUSINESS OWNER INFORMATION

Business Name/Owner: Irene Ortiz-Colella

Phone: (303) 842-9984 Email: Threefarmgirls.shop@gmail.com

Street Address: 292 Highway 105 City: Palmer Lake State: CO Zip: 80133

Legal Address: Lot(s): _____ Block: _____ Subdivision: _____

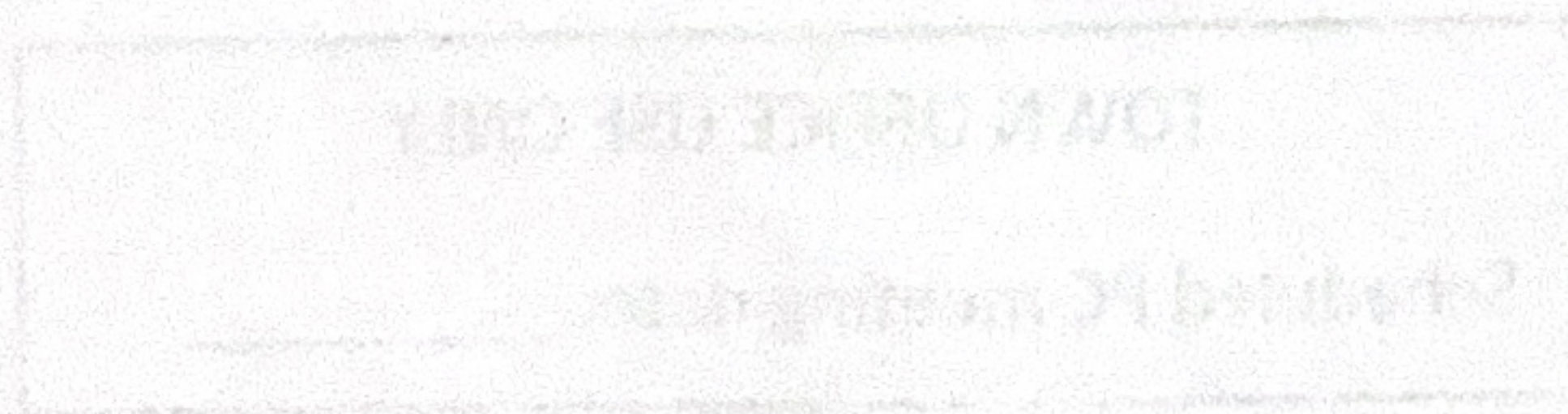
Mailing Address (if different than physical location): _____

City: _____ State: _____ Zip: _____

Applicant Name (if other than owner): Irene Ortiz-Colella

Phone: (303) 842-9984 Email: Threefarmgirls.shop@gmail.com

Street Address: 11571 Spring Valley Rd City: Larkspur State: CO Zip: 80118



SIGN & FEE INFORMATION

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

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

TYPE OF SIGN (check all that apply):

Double-Faced
 Projecting

Free-Standing
 Single-Faced

Multi-Faced
 Wall-Mounted

SIGN CATEGORY (check all that apply):

Business
 Marquee
 Temporary Sign

Comprehensive Sign Plan
 Master Plan
 Other: _____

Directory Sign
 PUD Sign

Sign Wording: Three Farm Girls Local Artisan Shop & Eatery

Specific Location of Sign: _____

Dimensions of Sign: L 53 x W 3 inch x H 60 Dimensions of Sign Structure: L 84 inch x W 6 inch x H 90

Colors: Natural wood color with Black metal. Materials: wood & metal

Will sign be illuminated? Yes No If yes, describe: spot light reflecting on sign.

How will the sign be mounted/affixed? Attached to sign structure with 3 post.

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

[Handwritten Signature]

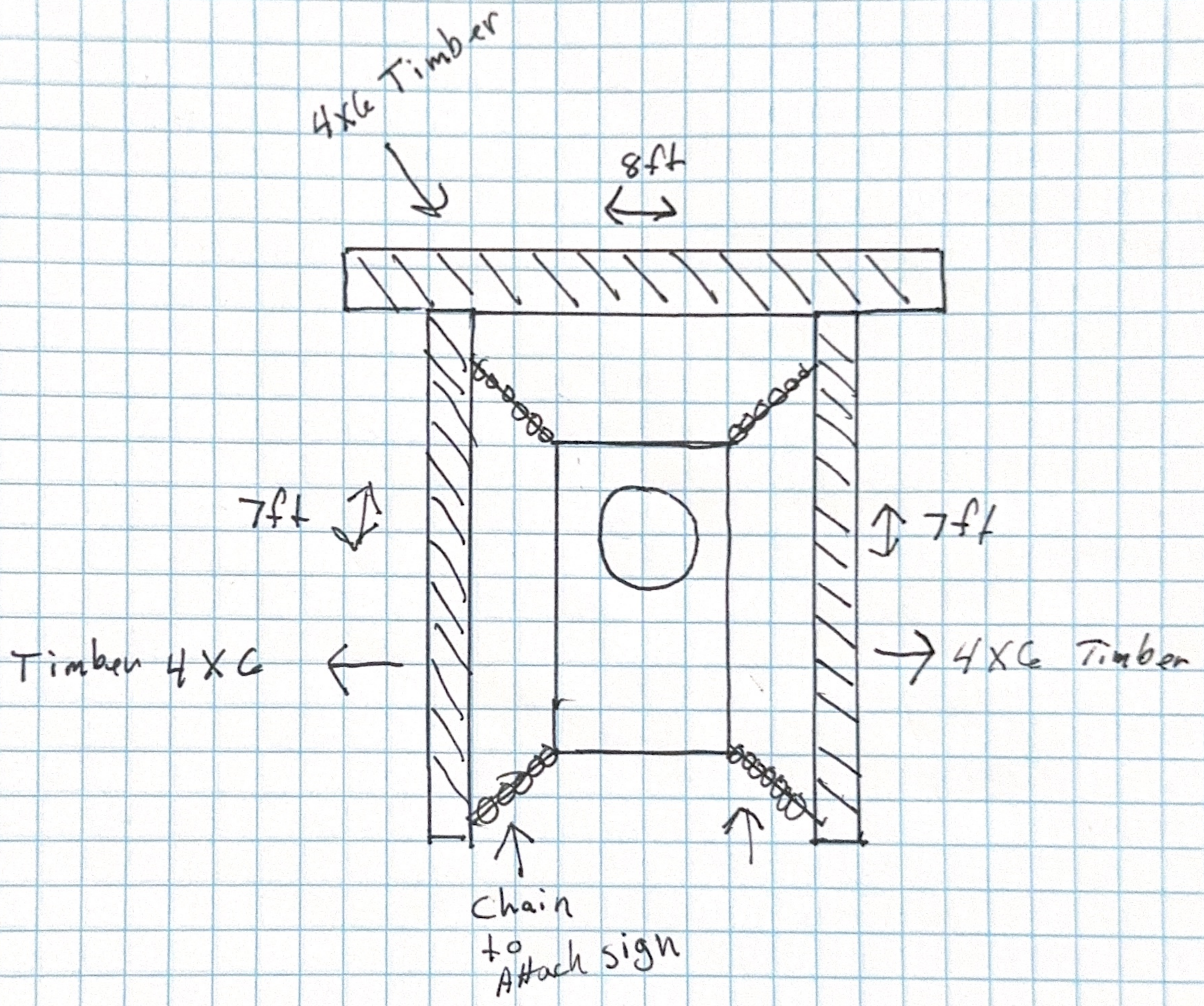
Irene Ortiz-Colella 3/17/25

Signature

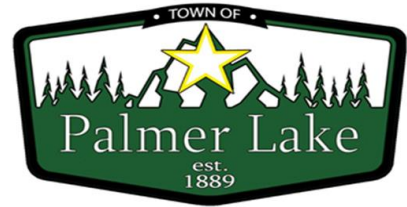
Printed Name

Date

TOWN OFFICE USE ONLY
Scheduled PC meeting date: _____



Local
 Artisan
 Eatery
 &
 Shop



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

DATE: March 2025	ITEM NO.	SUBJECT: Explanation – Community Master Plan, Three Mile Plan, Planning Commission Authority
Presented by: Town Administrator /Clerk		

Background

This item is to clarify the action that took place at the February 3rd meeting relating to the 3 mile plan map, plan and the future land use map. The items considered and approved were the 3 mile plan MAP – removing one Douglas County resident from the 3 mile plan map, the date on the 3 mile plan to 2025 (no plan text was amended), and the future land use MAP within the Community Master Plan also showing the removal of the Douglas County resident. Note: This action took place due to the firm request from a Douglas County resident.

Minutes of 2/3 meeting here:

Chair Ihlenfeld outlined the review and recommendation process, explaining that a property off County Line Road, located in Douglas County, requested to be removed from the plan. He noted that the amendment includes the exclusion of one private property. Commissioner Zapalac requested clarification, confirming that this was the only proposed change. Staff reiterated that the amendment would apply to the Three-Mile Plan map and future land use map for the Community Master Plan, and referenced the maps provided on the tabletop. MOTION (Ihlenfeld, Zapalac) to recommend amending the Three-Mile Plan map to the Board of Trustees and approved the future land use map for the Community Master Plan. Motion passed 4-0.

There will be opportunity in the near future to review and modify other elements of the two plans – Community Master Plan and the Three Mile Plan, found here – <https://www.townofpalmerlake.com/bc-pc/page/master-plan-0>

Staff wanted the Commission to be complete with 7 members and allow new members to get up to speed.

Also included with this item is a brief review of the Planning Commission authority. Code found here - https://library.municode.com/co/palmer_lake/codes/code_of_ordinances?nodeId=COOR_TIT2ADPE_CH2.12PLCO

These items will be generally reviewed.