



PLANNING COMMISSION

Wednesday, May 20, 2026 at 5:00 PM

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

LIVE STREAM available on Town website

AGENDA

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

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

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

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

Thank you for your cooperation.

Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes

1. Minutes from March 18, 2026

Business Items

2. Discussion/Review and Possible Recommendation – Planning Commission Applications
3. Discussion and Review of Conditional Use Permit Expiring June 1, 2026.

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

Next Meeting 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.



PLANNING COMMISSION

Wednesday, March 18, 2026 at 5:00 PM

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

MINUTES

Call to Order/Roll Call

Meeting Called to order at 5:00pm.

Present: Bill Fisher, Matt Stephen, Charlie Ihlenfeld, Richard Kuehster

Pledge of Allegiance

Approval of Minutes

- 1. Minutes from November 19, 2025

Motion to approve the minutes for the November 19, 2025 Meeting. (Kuehster, Stephen) "Aye" Vote. Motion passed unanimously.

- 2. Minutes from December 3, 2025

Motion to approve the minutes for the December 3, 2025 meeting. (Fisher, Kuehster) "Aye" Vote. Motion passed unanimously.

Business Items

Motion to amend the agenda to have item eight to be heard first. (Ihlenfeld, Fisher) "Aye" Vote. Motion passed unanimously.

- 3. Sign Permit Application

The Planning Commission recommended approving a new sign for the business complex, as it meets all size and height requirements. The approval is specifically tied to a condition that town staff must first verify the sign is placed at least five feet back from the property line to ensure it doesn't block the line of vision near the driveway. The applicant agreed to stake out the proposed spot this week so that the Town Administrator and staff can confirm the location is safe and follows local rules before installation begins.

Motion to recommend approval with verification that the sign meets the five foot setback requirement and all other requirements. (Fisher, Ihlenfeld) "Aye" Vote. Motion passed unanimously.

- 4. Discussion/Update Town of Palmer Lake Updated Zoning Map

The Planning Commission reviewed an updated zoning map for the Town of Palmer Lake, prepared by GMS and CMI. Presented for informational purposes only, the map required no official action.

Town Staff indicated that this map would be presented to the Board of Trustees during the April regular meeting.

Public Comment

Amy Hudson – Noted that many historic Planned Unit Developments (PUDs) lack proper county filings and documentation. She explained that the updated map transitions these areas to the current "PD" (Planned Development) standard, and that the Planning Commission will need to designate appropriate land-use zones as these properties are reviewed individually in the future.

Shana Ball – Discussed the Three-Mile Plan, clarifying that while entities may seek exclusion from the Master Plan, state statute requires the town to maintain a three-mile planning boundary around its entire border. She noted that the town must still designate potential zoning for these areas to comply with land-use laws, even if specific property owners opt out of future-use considerations.

Susan Miner – Commented on the Elephant Rock property, noting it was bypassed during the Master Plan process to be handled separately. She explained that the property currently lacks formal zoning because the board focused on specific site details rather than broad designations. She recommended the Planning Commission revisit this and other large properties to correct these historical zoning gaps.

Reid Wiecks – Noted that the Elephant Rock park project is stalled pending formal PD zoning and identified several map errors. Specifically, he pointed out that Columbine Park is not designated as a park, and town-owned land near the Glen trailhead and the Star Lighting area is incorrectly marked as residential. He also noted that Old Carriage Road was omitted from the draft and urged the Commission to correct these discrepancies to protect public lands.

5. Discussion/Update on ADU's in Palmer Lake

The Planning Commission discussed implementing Accessory Dwelling Units (ADUs), noting that while state law is in effect, legal counsel is required to resolve local code contradictions. Key issues include utility requirements, where state law allows shared connections despite town rules requiring separate taps, as well as sewer capacity and the prohibition of short-term rentals in ADUs. The Commission emphasized that the zoning code must remain a flexible living document to address these infrastructure and regulatory gaps once legal guidance is available.

6. Discussion/Update on Public Street and Paper Platted ROW

The Planning Commission discussed rights-of-way, emphasizing that developers must improve or build the road infrastructure necessary to access their properties. Members noted that many buyers discover platted roads are non-existent or abandoned, and argued these should be developed for access rather than vacated. While the town previously reviewed right-of-way vacations, it remains unclear how the new code handles these requests since none have been filed in the last eight months.

7. Discussion/Update on Illumination Point

The Planning Commission received an update on the Illumination Point project, noting that while some progress has been made with fencing and landscaping, the site remains out of compliance. The project has outlived its special use permit and faces ongoing drainage and MS4 issues. Once a new town attorney is hired, the town intends to issue formal notices of violation to the involved property owners to enforce the requirements outlined in recent staff memos.

8. Discussion/Review and Possible Recommendation – Planning Commission Applications

Motion to recommend Shana Ball for acceptance to the Planning Commission. (Fisher, Kuehster) “Aye” Vote. Motion passed unanimously.

Motion to recommend Kent Hudson for acceptance to the Planning Commission. (Fisher, Kuehster) “Aye” Vote. Motion passed unanimously.

Motion to recommend Susan Miner for acceptance to the Planning Commission. (Ihlenfeld, Stephen) “Aye” Vote. Motion passed unanimously.

9. Discussion/Update on Application for Replat/Resubdivision of Eco Spa

The Planning Commission reviewed the Eco Spa replat and subdivision, noting that MS4 permitting is underway. While the property has historically faced leak and infrastructure issues, staff are currently waiting for Prism to address questions on their preliminary plan. Once these responses are finalized, the comprehensive property plan will move forward.

10. Discussion/Update on Rezoning & Re-Subivision of Highbrook

The Highbrook subdivision is moving forward now that the new town attorney, Wyatt Hamilton, is reviewing easements related to water tank access and town property. Although the Planning Commission previously recommended approval, the project was delayed pending legal counsel and the completion of a specific condition that is now fulfilled. The final presentation to the Board of Trustees will include a required geohazard study, which is a standard necessity for this hillside development.

11. Discussion/Update Community Institute Matters - Planning Consultants

The Town is initiating an RFP process to secure a new planning consultant following the resignation of Community Matters Institute (CMI). This transition occurs as the Board of Trustees officially approved the contract for the new town attorney this afternoon, providing the necessary legal framework to move forward with the search and other pending municipal projects.

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

Next Meeting and Future Items

- Commissioner Stephen – Requested an update on the enforcement on HACO as a future agenda item.

Adjourn

Motion to adjourn. (Kuehster, Stephens) "Aye" Vote. Motion passed unanimously. 6:38PM

DRAFT



TOWN OFFICE USE ONLY

Date Received: _____ By: _____

TOWN APPOINTMENT

The following application shall be completed for anyone wishing to be considered for Town appointment. A resumé and/or additional pages, if desired, may also be submitted with this application. Email completed application to info@palmer-lake.org.

APPLICANT INFORMATION

Name: Susan Miner Phone: [REDACTED]

Email: [REDACTED]

Mailing Address: [REDACTED]

City: _____ State: _____ Zip: _____

Physical Address: [REDACTED]

City: _____ State: CO Zip: 80133

Occupation: Author Employer: retired

Years lived in Palmer Lake: 36 Approximate Hours/Week you can devote: as required

Note: As an appointed member of Town Government, you will be tasked with assignments that require a time commitment. Additionally, in order to serve, one year of residency in Palmer Lake is required.

APPOINTMENT INFORMATION

Desired Position:

- Advisory
 Board of Adjustments
 Board of Trustees
 Parks Commission
 Planning Commission

Describe any previous Municipal Government experience (attach additional sheets if needed):

3 terms on BOT, 3 years on PC, 2 Master Plans, 1 Master Plan for Elephant Rock property

Describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed):

Served multiple boards in Tri-lakes (see e-mail) local business owner

Describe your reasons for wanting to be involved with the Town (attach additional sheets if needed):

Having been a contributing member to the current Land Use Plan, I want to see it applied

If appointed, do you want your contact information added to the website? If so, what information?

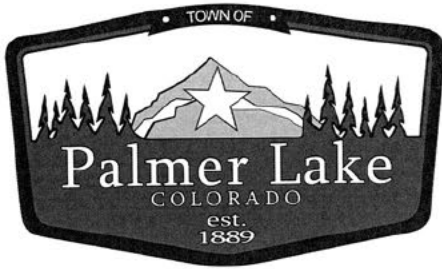
Official town e-mail.

APPLICANT ACKNOWLEDGEMENT

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. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

<u>Susan L. Miner</u>	<u>Susan Lea Miner</u>	<u>3-17-26</u>
Applicant Signature	Printed Name	Date

Forms may be electronically signed by typing your name in the Applicant Signature field. Forms may be submitted electronically by saving it to your computer and attaching it to an email to info@palmer-lake.org. The form may be manually signed by printing the form and signing by hand and then turned in at the Town office.



TOWN OFFICE USE ONLY
Date Received: 4-7-2020 By: [Signature]

TOWN APPOINTMENT

The following application shall be completed for anyone wishing to be considered for Town appointment. A resumé and/or additional pages, if desired, may also be submitted with this application. Email completed application to info@palmer-lake.org.

APPLICANT INFORMATION

Name: Katherine Pietsch Phone: [Redacted]
Email: [Redacted]
Mailing Address: P.O. Box 63
City: Palmer Lake State: CO Zip: 80133
Physical Address: [Redacted]
City: Palmer Lake State: CO Zip: 80133
Occupation: Retired Employer: N/A
Years lived in Palmer Lake: 8 years Approximate Hours/Week you can devote: Open

Note: As an appointed member of Town Government, you will be tasked with assignments that require a time commitment. Additionally, in order to serve, one year of residency in Palmer Lake is required.

APPOINTMENT INFORMATION

Desired Position:

- Advisory Board of Adjustments Board of Trustees Parks Commission Planning Commission

Describe any previous Municipal Government experience (attach additional sheets if needed):

See attached document.

Describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed):

See attached document.

Describe any previous Municipal Government experience (attach additional sheets if needed):

I do not possess direct experience working with municipal government entities. However, I served as an elected Board of Trustee for the San Jose Elks Lodge #522 for five years. In this role, I worked closely with the National Grand Elks Lodge, ensuring that our local lodge operated profitably and ethically, while consistently adhering to all national regulations governing our organization.

Describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed):

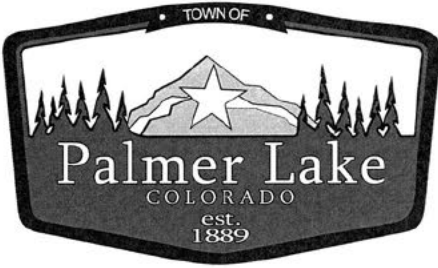
Recently, I supported an architectural firm by assisting six designers with research related to zoning codes and easement requirements across multiple counties in Colorado. In addition, my previous employment at Lockheed Martin involved drafting and maintaining multi-million-dollar contracts, which required a high degree of attention to detail and organizational skills.

Describe your reasons for wanting to be involved with the Town (attach additional sheets if needed):

My family has been residents of Palmer Lake for seven years. During this time, my husband has served on the Parks Commission for six years. Through his involvement, I have observed the positive impact that dedicated community members can have, and I am motivated to contribute and give back to the Town of Palmer Lake.

received

3-30-2026



TOWN OFFICE USE ONLY

Date Received: _____ By: _____

TOWN APPOINTMENT

The following application shall be completed for anyone wishing to be considered for Town appointment. A resumé and/or additional pages, if desired, may also be submitted with this application. Email completed application to info@palmer-lake.org.

APPLICANT INFORMATION

Name: George W. Courville Phone: [REDACTED]

Email: [REDACTED]

Mailing Address: P.O. Box 454

City: Palmer Lake State: CO Zip: 80133

Physical Address: [REDACTED]

City: Palmer Lake State: CO Zip: 80133

Occupation: Project Manager Employer: EM Microelectronic

Years lived in Palmer Lake: 7 Approximate Hours/Week you can devote: 12

Note: As an appointed member of Town Government, you will be tasked with assignments that require a time commitment. Additionally, in order to serve, one year of residency in Palmer Lake is required.

APPOINTMENT INFORMATION

Desired Position:

- Advisory
- Board of Adjustments
- Board of Trustees
- Parks Commission
- Planning Commission

Describe any previous Municipal Government experience (attach additional sheets if needed):

None (see my cover letter for details on relevant volunteer and professional experience).

Describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed):

Highlights: Electrical Engineer, Project Management Professional, and community volunteer experience (see my cover letter for additional details).

Describe your reasons for wanting to be involved with the Town (attach additional sheets if needed):


Highlights: Resident of Palmer Lake for 7 years. Outdoor enthusiast. Strong desire to see Palmer Lake maintain it's legacy of strong sense of community and be a great place to live and raise a family.

If appointed, do you want your contact information added to the website? If so, what information?

I would like to discuss this with other board appointees before deciding on what information to provide.

APPLICANT ACKNOWLEDGEMENT

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. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

	George W. Courville	30-Mar-2026
Applicant Signature	Printed Name	Date

Forms may be electronically signed by typing your name in the Applicant Signature field. Forms may be submitted electronically by saving it to your computer and attaching it to an email to info@palmer-lake.org. The form may be manually signed by printing the form and signing by hand and then turned in at the Town office.

To the Palmer Lake Board of Trustees;

Thank you for taking the time to consider my volunteer application for a position on the Palmer Lake planning commission.

I am writing this letter to let you know some key information about me and my family which I believe will enable me to be a successful and productive member of the town Planning Commission.

I am an electrical engineer by education, graduating from Montana State University, Bozeman Montana in 1984. I have worked in the semiconductor industry my entire career, serving in many different engineering and management positions. I currently work for EM Microelectronic as a RFID project manager, out of a Colorado Springs office.

My wife and I and our three children moved from Pocatello Idaho to Colorado Springs in 2005. We have lived in Manitou Springs and the Old North End of Colorado Springs until settling in Palmer Lake in 2019, moving into our current home at 317 Columbine in early 2020.

While I have not officially served in any position in a Municipal Government, I have volunteered for many community oriented groups as a contributor and leader including; Boy Scouts of America as Cub Scout pack leader and Cub Master, JDRF volunteer and coach and assistant for many of our children's sports endeavors.

Professionally, I am and have been an active member and contributor to many semiconductor academic and industry groups. I am comfortable with public speaking, contributing as a panelist or leading several hundred in person speaking events, online events and/or company/customer events.

I hold many training and professional certifications, the most relevant of which for the planning commission position, is my Project Management Professional Certification (PMP #1813136). Project Management is about working with and leading a group subject matter experts to complete the best planning to enable flawless execution. I am an expert user of common industry tools including the MS office suite. As a project management professional, I have led project teams consisting of 5 to 100 people, lasting 6 months to 5 years. I have experience writing and reviewing legal documents and contracts, as well as requirements documents and specifications.

During my life, I have had the opportunity to live in many places through out the mountain west and pacific northewest, I have had the great privledge to travel to many different countries and places. I can truly say Palmer Lake is a unique gem in the world. Sitting at the foothills of the Rocky Mountains, access to numerous open spaces and parks, with dirt

roads and P.O. boxes, part of the natural world, bears, foxes, wild turkeys, deer, elk, mountain lions, an amazing history not to mention a historical town hall, police station, library and fire department, unique restaurants and shops and of course a major train route (I am a model train enthusiast). No matter your background or beliefs, the town itself fosters and enforces a strong sense of community, something unique along the front range. I think it is important to maintain, as much as possible, a balance between the inevitable regional growth and traditional town appeal and values.

As a citizen of Palmer Lake, with my personal and professional background and support of my wife, I believe I am a qualified candidate for the town planning commission position. I look forward to the opportunity to work with you and the other planning commission members.

Sincerely,

George W. Courville

 Outlook

Volunteer application for planning commission - George W. Courville


From George Courville <[REDACTED]>

Date Mon 3/30/2026 8:15 PM

To Info <info@palmer-lake.org>

 2 attachments (2 MB)

GWCourville_application_15426_planningcommission.pdf; GWCourville_CoverLetter_PlanningCommissionVolunteer.pdf;

 **CKT Email Security couldn't recognize this email as this is the first time you received an email from this sender**
[REDACTED].com

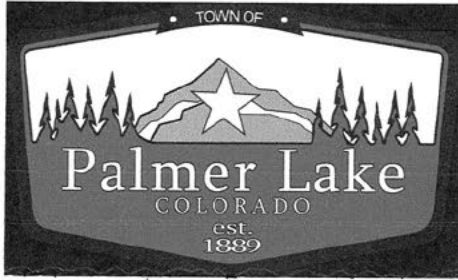
-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

To whom it may concern,

Attached please find my application for an open volunteer position on the Palmer Lake planning commission. I have also attached a cover letter providing additional information for your consideration.

Please let me know if you need anything else.

Best regards,
George "Bud" Courville



received
3/30/2026

Item 2.

TOWN OFFICE USE ONLY
Date Received: _____ By: _____

TOWN APPOINTMENT

The following application shall be completed for anyone wishing to be considered for Town appointment. A resumé and/or additional pages, if desired, may also be submitted with this application. Email completed application to info@palmer-lake.org.

APPLICANT INFORMATION

Name: Katherine A. Keeley Phone: [REDACTED]

Email: [REDACTED]

Mailing Address: 605 Academy Rd. 916

City: Palmer Lake State: Co. Zip: 80133

Physical Address: [REDACTED]

City: Palmer Lake State: Co Zip: 80133

Occupation: clerk Employer: COSTCO

Years lived in Palmer Lake: 2 1/2 Approximate Hours/Week you can devote: 10 +

Note: As an appointed member of Town Government, you will be tasked with assignments that require a time commitment. Additionally, in order to serve, one year of residency in Palmer Lake is required.

APPOINTMENT INFORMATION

Desired Position:

- Advisory Board of Adjustments Board of Trustees Parks Commission Planning Commission

Describe any previous Municipal Government experience (attach additional sheets if needed):

STATE OF COLORADO - Key security license 25 years
cowrote policies and procedures for parity
mutuel industry. Cowrote OTB Rules and
Regulations. Member of team negotiating
collective bargaining agreement

Describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed):

Owner - sole owner American Ramp System,
Colorado 2004 - 2014.
B.S. Education University of Colorado

05/15/2021

Item 2.

Describe your reasons for wanting to be involved with the Town (attach additional sheets if needed):

I feel it is imperative to maintain the "Colorado" values of environmental preservation, uncrowded towns and roadways, neighbors helping neighbors and gratitude of our good fortune to live in Palmer Lake

If appointed, do you want your contact information added to the website? If so, what information?

NO

APPLICANT ACKNOWLEDGEMENT

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. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

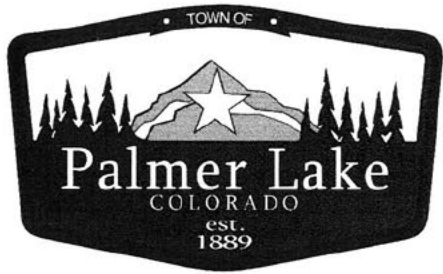
Katherine A. Keeley Katherine A. Keeley 3/30/20

Applicant Signature

Printed Name

Date

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received
3-30-2026

Item 2.

TOWN OFFICE USE ONLY
Date Received: _____ By: _____

TOWN APPOINTMENT

The following application shall be completed for anyone wishing to be considered for Town appointment. A resumé and/or additional pages, if desired, may also be submitted with this application. Email completed application to info@palmer-lake.org.

APPLICANT INFORMATION

Name: John Hartzog Phone: [REDACTED]

Email: [REDACTED]

Mailing Address: PO Box 1272

City: Palmer Lake State: Co Zip: 80133

Physical Address: [REDACTED]

City: Palmer Lake State: CO Zip: 80133

Occupation: Retired Employer: _____

Years lived in Palmer Lake: 2+ Approximate Hours/Week you can devote: 10 to 20

Note: As an appointed member of Town Government, you will be tasked with assignments that require a time commitment. Additionally, in order to serve, one year of residency in Palmer Lake is required.

APPOINTMENT INFORMATION

Desired Position:

- Advisory Board of Adjustments Board of Trustees Parks Commission Planning Commission

Describe any previous Municipal Government experience (attach additional sheets if needed):

Provided government interface at the local, state, and federal level for both nuclear and renewable energy. Florida public service commission expert witness, and Texas PUCT, ERCOT advisory position.

Describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed):

Retired Nuclear Submarine Officer. Retired energy executive, with positions in nuclear electric production, management, finances, and IT. and renewable energy development, operations, energy marketing, regulatory and govt interface.

12/12/20

Item 2.

Grant Massey

From: Erica Romero
Sent: Tuesday, May 19, 2026 10:15 AM
To: Grant Massey
Subject: FW: Planning Commission Meeting 4/15

Erica N. Romero,CMC
Town Clerk



Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719.481.2953
Office Hours: M-Th 7:30 AM - 5:00 PM
Erica@palmer-lake.org
www.townofpalmerlake.com

From: Leslie Fenton [REDACTED]
Sent: Monday, April 20, 2026 9:49 AM
To: Erica Romero <erica@palmer-lake.org>
Cc: Glen Smith <gsmith@palmer-lake.org>; Tish Torweihe <tish@palmer-lake.org>; Planning Commission <planningcommission@palmer-lake.org>
Subject: Re: Planning Commission Meeting 4/15

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

Hello!
After careful consideration, I would like to withdraw my application at this time.

Thank you for your time.

On Tue, Apr 14, 2026 at 10:48 AM Erica Romero <erica@palmer-lake.org> wrote:

Dear Planning Commission Applicants,

Please be advised that this week’s Planning Commission meeting has been **cancelled** due to the lack of a quorum.

We are currently working to reschedule the meeting and will be in contact with you once a new date and time have been confirmed.

We appreciate your understanding and will follow up as soon as additional information is available.

Thank you,

Erica N. Romero,CMC

Town Clerk



Town of Palmer Lake

42 Valley Crescent

PO Box 208

Palmer Lake CO 80133

719.481.2953

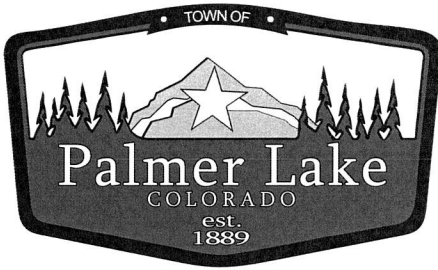
Office Hours: M-Th 7:30 AM - 5:00 PM

Erica@palmer-lake.org

www.townofpalmerlake.com

received
3-30-2026 AY

Item 2.



TOWN OFFICE USE ONLY
Date Received: _____ By: _____

TOWN APPOINTMENT

The following application shall be completed for anyone wishing to be considered for Town appointment. A resumé and/or additional pages, if desired, may also be submitted with this application. Email completed application to info@palmer-lake.org.

APPLICANT INFORMATION

Name: Leslie Fenton Phone: [REDACTED]

Email: [REDACTED]

Mailing Address: POB 844

City: Palmer Lake State: CO Zip: 80133

Physical Address: [REDACTED]

City: Palmer Lake State: CO Zip: 80133

Occupation: Vice President, EB Consultant Employer: Brown & Brown Insurance

Years lived in Palmer Lake: 30 Approximate Hours/Week you can devote: 5

Note: As an appointed member of Town Government, you will be tasked with assignments that require a time commitment. Additionally, in order to serve, one year of residency in Palmer Lake is required.

APPOINTMENT INFORMATION

Desired Position:

- Advisory Board of Adjustments Board of Trustees Parks Commission Planning Commission

Describe any previous Municipal Government experience (attach additional sheets if needed):

At this time, I do not have prior municipal government experience.

Describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed):

See Attached Sheets



Describe your reasons for wanting to be involved with the Town (attach additional sheets if needed):

See attached

If appointed, do you want your contact information added to the website? If so, what information?

Please include my first and last name

APPLICANT ACKNOWLEDGEMENT

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. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

Applicant Signature

Leslie Fenton

Printed Name

03-30-2026

Date

Forms may be electronically signed by typing your name in the Applicant Signature field. Forms may be submitted electronically by saving it to your computer and attaching it to an email to info@palmer-lake.org. The form may be manually signed by printing the form and signing by hand and then turned in at the Town office.

Describe any previous Municipal Government experience (attach additional sheets if needed):

I am currently pursuing my Bachelor's degree in Business Administration. I serve as co-chair of the board for the HardBeauty Foundation and as chair of the Palmer Lake nonprofit **SPLASH!**, where we focus on healing and strengthening our community. I bring over 20 years of experience in the insurance and financial services industry and am highly analytical in my approach to problem-solving and planning. I believe my professional background, combined with my strong passion for community service, positions me well to contribute meaningfully to the Planning Commission's vision.

Describe your reasons for wanting to be involved with the Town (attach additional sheets if needed):

I have been interested in becoming more involved in our town for several years. As my children have grown older, I now have the time and availability to serve my community more fully. I find great fulfillment in giving back through community service and am committed to supporting the town's future growth and long-term vision.



Outlook

Palmer Lake Planning Commission Application - Leslie Fenton

From Leslie Fenton [REDACTED]

Date Mon 3/30/2026 8:57 PM

To Info <info@palmer-lake.org>

Cc [REDACTED]

2 attachments (2 MB)

Planning Commission Application - Leslie Fenton 3-30-26.pdf; Leslie Fenton - Additional Information - Planning Commission .pdf;

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

To Whom It May Concern,

Please accept my attached application for consideration for the Palmer Lake Planning Commission. Also attached is additional information addressing a few of the application questions.

Please feel free to contact me if you have any questions or require further information. Thank you in advance for your time and consideration of this opportunity.

Sincerely,

Leslie Fenton

[REDACTED]

 Outlook

Re: Palmer Lake Planning Commission Application - Leslie Fenton

From Leslie Fenton [REDACTED]

Date Mon 3/30/2026 9:15 PM

To Info <info@palmer-lake.org>

Cc [REDACTED]

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

To whom it may concern,

Follow up to previous email.

Please note that on the attachment with additional answers. The first question listed should be:

“describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed)”

Please accept this email to make an addendum to the original application for correction of question on attached sheets to reflect the above.

I apologize for my error. Please let me know if I need to make an amendment to the initial application.

Thank you for your consideration.

On Mon, Mar 30, 2026 at 8:56 PM Leslie Fenton [REDACTED] wrote:

To Whom It May Concern,

Please accept my attached application for consideration for the Palmer Lake Planning Commission. Also attached is additional information addressing a few of the application questions.

Please feel free to contact me if you have any questions or require further information. Thank you in advance for your time and consideration of this opportunity.

Sincerely,

Leslie Fenton





Item 3.

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

DATE: May 20, 2026	ITEM NO.	SUBJECT: PC Update
Presented by: Erica Romero Town Clerk		

The Conditional Use Permit (CUP) issued to Hayco is scheduled to expire on June 1, 2026.

Upon expiration of the permit, the authorized use will no longer be permitted. The Town administration will continue to monitor the property and enforce the terms of the permit to ensure that the use ceases on or before June 1, 2026, unless otherwise authorized by the Planning Commission and Town Board.

This memo is provided for informational purposes only, and no action is required by the Planning Commission at this time.

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

RESOLUTION NO. 37 - 2025

**A RESOLUTION EXTENDING A TEMPORARY CONDITIONAL USE PERMIT TO
OPERATE A WHOLESALE BUSINESS INCLUDING OUTDOOR STORAGE
FOR ONE YEAR ON PROPERTY LOCATED AT
773 SOUTH HIGHWAY 105, PALMER LAKE, COLORADO**

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

WHEREAS, Mr. Furrer, Diacut Thinwheel, owns certain real property located at 773 South Highway 105 (“the Property”); and

WHEREAS, Diacut leases a portion of the Property to Hayco; and

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

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

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

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

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

WHEREAS, on June 27, 2024, the Board of Trustees adopted Resolution 34-2024, approving one additional year of the temporary conditional use permit subject to conditions to May 31, 2025; and

WHEREAS, the property and business owner approached the Planning Commission on April 16, 2025 to request continued temporary use and committed to improving the fence and screening on the Property; and

WHEREAS, the Planning Commission heard the request on April 16, 2025, and recommended the Board extend the conditional use permit for one year, effective June 1, 2025, subject to certain additional conditions, set forth below.

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

Section 1. The temporary conditional use permit for the Property is extended for one year, effective June 1, 2025, limited to Hayco business owned by Mr. Loren Burlage, and subject to the conditions set forth in Resolutions 26-2022, 41-2023, and 34-2024, and subject to the following additional conditions:

1. Applicant will strengthen fencing posts, as stated at the April 16, 2025, Planning Commission meeting, and screen the front of the fence wrapped at the corners by May 31, 2025;
2. Applicant is prohibited from making any change without review by the Planning Commission, including lighting, signage, or any permanent construction.
3. Applicant is required to report the progress for obtaining a different property for the Hayco operation prior to the expiration of this conditional use on June 1, 2026.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 24TH DAY OF APRIL 2025.

TOWN OF PALMER LAKE, COLORADO


Grant Havenar, Mayor

ATTEST:

By: 
Dawn A. Collins, Town Administrator/Clerk