



PLANNING COMMISSION

Wednesday, February 21, 2024 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

Approval of Minutes

- [1.](#) Minutes from January 17, 2024 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.](#) Conditional Use Application for Multi-Family Use in C1 Zone - Albright/Tedeschi

Business Items

- [3.](#) Consider Chair for Planning Commission
- [4.](#) Consider Vice Chair for Planning Commission
- [5.](#) Consider Recommendation on Conditional Use of Multi-Family Use in C1 Zone - Albright/Tedeschi
- [6.](#) Sign Permit Application - Monumental Med Spa
- [7.](#) Sign Permit Application - Dead Flowers LLC
- [8.](#) Sign Permit Application - Mountain Paws Grooming
- [9.](#) Sign Permit Application - SecurCare Self Storage, 2525 Peakview Blvd
- [10.](#) Sign Permit Application - Alpine Essentials
- [11.](#) Request for a Sign Deviation - Alpine Essentials
- [12.](#) Distribute Adopted Public Comment Policy for Town Meetings

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

Next Meeting (3/20) 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, January 17, 2024 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: Lindsey Zapalac, Susan Miner, Tim Caves, Mark Bruce, Amy Hutson, Bill Fisher, Charlie Ihlenfeld.

Approval of Minutes. MOTION (Fisher, Caves) to approve Minutes from December 20, 2023. Motion passed 7-0.

Public Hearing. Chair Ihlenfeld addressed each item, hearing then consideration for recommendation.

2. Application for Conditional Use Permit for Landscape Yard in C2 Zone, 650 Illumination Point. Mr. Jared Whiteley, owner of Greater Grounds, explained the transition to his new lot and his future plans to sell landscape material. Commissioner Miner inquired about the order of activity. Discussion took place about the zoning requirements for permitted and conditional use, building material.

Ms Kari Hutchinson inquired about retail sales creating more cars in and out of the site and expressed concern of increased traffic off Hwy 105. Mr. Matt Stephen expressed general concern about the Illumination Point site looking disorderly and parking/driving on dirt vs. organized and clean. He cautioned members about adding more disorder. Mr. Whiteley reiterated his services to the community. Commissioner Hutson inquired about moving dirt. Jared responded that he is working with a consultant to document the plans including drainage. Chair Ihlenfeld asked about setbacks. Discussion took place about the fit of landscaping yard to the C2 zoning district and dust control. Collins noted that the site has its own agreement of setbacks for development between landowners, explaining that there are multiple lots but originally platted, approved and viewed as one development site. Commissioner Fisher asked about staff input. Collins noted that Greater Grounds has been cooperative since the call about needing a conditional use permit and a land use application for modification/improvement to the property, noting that they acted on their own without permission of the use, per the town's legal interpretation of the zoning code. Fisher mentioned options to stick to the zoning intent or work through a difficult situation with proper conditions. Commissioner Caves stated he does not see the business as a fit and expressed concerns about dust control, dirt carried onto the highway, and drainage. Chair Ihlenfeld closed the hearing.

6. Consider Recommendation on Conditional Use in C2 Zone, Landscape Yard (Illumination Point). Discussion ensued about making the best of a poor situation and options for conditions. Chair Ihlenfeld reopened the hearing for comment. Mr. Jeremy Harrigan suggested the members table the hearing to

get more information from the applicant and move to other items on the agenda. Chair Ihlenfeld closed the hearing. Members continued discussion of the intent of the commercial zone not being light industrial. MOTION (Miner, Hutson) to continue the hearing for the applicant to bring back a site plan showing appropriate screening from Hwy 105 and residential areas of the landscape material, a designated roadway to the business, a fit to the zone district, and a detailed dust control plan for the March meeting. Motion passed 6-1 (Caves).

3. Application to Vacate Undeveloped Right of Way Petite Ave (Akers). Mr. Brad Akers, landowner of 621 Petite, explained his reasons for the vacation request, making it fully private property. Commissioner Caves asked if there are property owners behind his property and Mr. Akers stated yes. Mr. Mike Brickell stated that Petite is one of the available roadways to get to the back lots. He expressed concern about his property decreasing in value if vacated. He stated that the owner of 309 Montana is also opposed. Commissioner Fisher stated that Petite is too steep to develop as a roadway. He then recused himself from the discussion because he is a neighbor and left the room at 6:25 pm. Mr. Steven Beebe stated he supports the vacation of Petite ROW because is too difficult to build and not viable as a road. Mr. Tony Beltran's property borders the ROW and stated that it would not be viable as a roadway for travel or emergency. Collins provided background of undeveloped right of ways in town and stated that staff does not support the vacation of Petite because it does limit access in a difficult area to develop. Mr. Akers stated that they will combine their lots to decrease density if vacated. Chair Ihlenfeld closed the hearing.

7. Consider Application to Vacate Undeveloped Right of Way (Petite Ave). Discussion ensued among members about possible development and limited access. MOTION (Bruce, Caves) to recommend that the Board not approve the request to vacate Petite ROW. Motion passed 5-1 (Zapalac), 1 abstain (Fisher). This recommendation will go to the Board of Trustees.

Commissioner Fisher returned to the room.

4. Rezoning Parcels to RE for United Congregational Church. Commissioner Hutson disclosed that she is an abutting property owner. Mr. Dan Madison, Manhard Consulting, addressed the Board about the rezoning request, describing the area of 345 acres, requesting Residential Estate (RE) with minimum of 2.5 acre lots. It was noted that the item includes the annexation petition because the requests are running concurrently. The annexation, under the authority of the Board of Trustees, will be required prior to zoning/rezoning of the property. This is a recommendation to the Board regarding zoning. Additional processes will be followed for the preliminary plat and for development plans. Members inquired about general plans for development and Mr. Madison stated there have been concepts discussed with the applicant but no plans at this time.

Ms. Catherine McGuire, located directly south of the property, asked there be responsible development of Ben Lomand. She questioned numerous points in the letter included with the application – pg 3, para 1, future lots; pg 3, para 3, Monument Fire District; waiver requests stating the applicant will keep water rights. Mr. Rian Snowborger, abutting property owner, expressed concern about a religious property being tax exempt not providing revenue to the town. He added comments of concern about water supply if they share the same aquifer with 80 additional homes having wells. He also stated concerns about traffic on County Line, fire hydrants, other utilities having to be added in the area, needing additional fire resources, school availability, and inquired about the grading activity taking place on the property. Mr. Hans Buss expressed concern about traffic and water and asked about this being a prior project in the County. Collins provided background of the applicant to El Paso

County, the Town Board denying the disconnect from the town, and the applicant considering annexation to the town. Mr. Jeremy Harrigan stated his concern about bulldozers on the property; what if the town master plan changes; repair of the rural roadways; heavy equipment with development; and Capella being used. Mr. Larry Widow owns a home above the existing church and is not against the development. He stated that the applicant are good people and wants the development to stay in Palmer Lake. He expressed concern about the property meeting all the needs of the community with parks and open space. He also stated that Capella is a rural road and expressed concern of fire, roadway access, and asked that the development be done in a responsible way. Mr. Matt Beverly stated concerns about lighting, traffic, and roadways. Kris Norris explained the evacuation exercise completed by Colorado Estates being a mess. He commented that every winter there is a crash on his property. He warned members that this big decision will lead to many big decisions. Ms. Lori VanDerWege stated concerns about being tax exempt property and hopes the town gains revenue with the development. She asked at what cost to the neighbors – Colorado Estates. She suggested the property be annexed first and then rezone and stated concerns about roadway access and visibility from Indi Drive onto County Line. She asked for a better idea of the plans. Mr. Kane Cotton stated that he is not opposed to 2.5 acre lots and seems a fit to the area but does have concern about roadways connecting to Capella and fire mitigation. He would like to see the top of the mountain preserved. Mr. Wyley Cotton commented that his concerns are water and fire safety.

Mr. Dan Madison responded to numerous concerns – access is planned from County Line; emergency only from Capella. A full traffic study will be part of the planning process and will be addressed with site development, drainage, geotechnical report, etc., which will come in future steps. The water rights were addressed and needed for private use. The application stipulates a maximum of 80 lots with private well and septic and must be minimum size pursuant to statute. Fire will be discussed further as well as utility providers. Dan stated there will be open space as 200 acres are intended to be built out with remaining acres open. The grading taking place agrees with the Forest Service for fire mitigation and access. The applicant will work accordingly with the town. Commissioner Fisher identified an approximate 30 ft wide roadway. Further discussion ensued about roadway development with the slope of the terrain. Dan responded that topography will be further evaluated. Ms. Lori VanDerWege wants to know that UCC will be a good neighbor, not only to the town but also to Colorado Estates. She asked if each lot will be developed by separate contractors or will one developer complete the work. Mr. Larry Widow asked why not five acre lots. He also inquired about artifacts that may exist at the top of the mountain. Mr. John Blumm expressed concern about water capacity for the development. Mr. Jeremy Harrigan inquired further about the current grading taking place on the property and why a cul de sac or large width. Chair Ihlenfeld closed the hearing.

8. Consider Rezoning Parcels to Residential Estate (RE). MOTION (Caves, Miner) to recommend approval of the rezoning to RE to move the process forward. Commissioner Caves stated that many of these concerns will be addressed in the next steps. Motion passed 6-1 (Fisher).

5. Application for Conditional Use Permit in M1 Zone, Event Center (707 County Line Rd)--
Application Withdrawn

Business Items

9. Consider Sign Permit Application - Yak's Maintenance & Repair. Mr. Creighton Smith presented the signs for Yak's Motorcycle Maintenance & Repair location, including a wood look sign on a pole to fit the surrounding corner and lighting was discussed, which would not change. MOTION (Zapalac,

Hutson) to approve the signs as presented for Yak's. Motion passed 7-0. Mr. Smith invited members to the opening in March and to stop by to see the remodel work.

10. Consider Summary of AIA Concepts for Downtown Corridor. The streetscape design including pedestrian crossing and on-street parking was reviewed. MOTION (Hutson, Zapalac) to add the streetscape summary to the Community Master Plan. Motion passed 7-0.

Public Comment

Mr. Roger Moseley reported his observation of events since the November Planning Commission decision on the conditional use permit for The Movement Church at TLCA. He expressed concern that the town is not enforcing what is expected. He handed a copy of the Board Resolution to authorize the conditional use permit to some members.

Next Meeting (February 21) and Future Items

Adjourn. MOTION (Hutson, Bruce) to adjourn at 8:21 pm. Motion passed.

Minutes by: Dawn A. Collins, 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, February 21, 2024, at 5 pm at the Town Hall, 28 Valley Crescent, Palmer Lake, to consider a Conditional Use application for Single and Multi-family residential use in C1 zone, located at Blocks 38 and 39 East Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled for Thursday, March 14, 2024, 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



42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719-481-2953 – office

Office Use Only

Case Number: _____

Date: IAN 22 2024Fees: \$250.00Check #: 11791Rec'd By: [Signature]Application Complete: DAC 1/22/24

PC-2/21.

Conditional Use Application Form

Name of Applicant/Property Owner: Rebecca Albright & Philip Tedeschi / The Town Of Palmer LakeAddress: 341 Landsdown St, Palmer Lake, CO 80133 Phone#: 719-648-3218Email: beckytedeschi@gmail.comName of Proposal: Lake Shadows MeadowLegal Description or Address: ALL BLK 39 EAST PALMER LAKE / Albright Tedeschi
ALL BLK 38 EAST PALMER LAKE / TOPL

Note: If the applicant is someone other than the property owner, the applicant must provide a notarized letter from the property owner giving permission to be represented in this action.

This is a Conditional Use – A request for a use not permitted under certain zoning categories subject to review by the Planning Commission and consideration by the Board of Trustees.

Criteria for approval of a conditional use – Include a “site plan” or building design where a structure is involved to address the following criteria in which the Planning Commission and the Board of Trustees must find evidence, both factual and supportive, provided by the applicant.

- The site for the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping, and other features required by this ordinance.
- The site for the proposed use relates to streets and highways adequate in width and degree of improvement to handle the quantity and kind of vehicular traffic that would be generated by the proposed use.
- Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other ordinance standards or other reasonable conditions of approval.
- If of benefit to the community, any proposed structures will be of a design complimentary to the surrounding area.



By signing this application, parties agree to the following:

- Town of Palmer Lake staff or its consultants may enter the property to inspect the property and evaluate the proposal.
- The applicant/petitioner is liable for all non-refundable fees and costs associated with the Town's review of this application. Fees may include, but are not limited, to engineering and consultant fees, public notice costs, publication/recording fees, and any other fees paid by the Town in connection with, or related to, review of this application.
- Payment of fees as described is due within 10 days of the date of filing and, if not received within 30 days will be considered past due. Payment of the above fees shall not relieve the payment of any other fees imposed by the Town.

As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.

Applicant Signature: Rebecca Albright Date: 1-19-24

If the applicant is not the owner:

As owner of the above property, I agree to the application.

Owner – Print: Town of Palmer Lake, Grant Havenar, Mayor

Owner – Signature: _____ Date: _____

Owners	Rebecca Albright	1-19-24
	Rebecca Albright	
	Philip Tedeschi	1-19-24
	Philip Tedeschi	1-19-24

L E T T E R O F I N T E N T

Project: **Lake Shadows Meadow**

Date: **January 19, 2024**

To: **Town of Palmer Lake Planning Commission**

Applicants: **Rebecca Albright and Philip Tedeschi**
 341 Landsdown St
 Palmer Lake, CO 80133
 and The Town Of Palmer Lake

Philip Tedeschi and Rebecca Albright have been residents and landowners in Palmer Lake for over 30 years. In April of 2022 we began looking into improving our property holdings in the Town of Palmer Lake and entered into discussion with the Town Administrator, Dawn Collins, and the Board of Trustees. Since that time, we have contracted various professionals to assist us in creating the proposal we put before you today. We are excited that this proposal will be quite beneficial to the Town, surrounding businesses, wildlife, and people looking for attainable housing in our beautiful town.

This proposal has 2 components:

1. Conditional Use for Blocks 38 and 39:

- Block 38 currently belongs to the Town of Palmer Lake, which has agreed to sell us this lot for \$104,000. Block 38 is important to the plan. If the Conditional Use is not granted, we would not be able to purchase this property.
- Both lots are currently zoned C1.
- We request a conditional use for these lots as an R4 residential zone. 17.44.020 (13) to allow a “pocket neighborhood” design of attainable housing.
- The design meets all requirements of the R4 zone including lot area, frontage, setbacks, etc.

2. Vacating Unimproved Rights of Way that will never be used:

- Proposed rights of way vacations are bordered by TOPL or ourselves and do not impact any other landowners.
- Elsie Place and Doris Place: these separate only parcels we own and do not provide access for any other lots.
- Estabrook: already used for the Front Range Trail.
- Broadway Street: the entrance to the Front Range Trail from Oakdale Dr.
- Clarence St: between Blocks 38 and 39 which will become part of the new project parcel.
- Charles St: between Block 39 and TOPL property to the south. Other rights of way serve this Town Property which is adjacent to the Town Yard.

This R.O.W. information is shown on Drawings SP1 and SP2.

A 3rd future component concerns the remaining 5+ acres that contain our current homestead and pasture land. We kept horses there for 30 years and would like to again in the near future. This property is on the Town’s historic registry as a farm that provided for much of the Town.

Lake Shadows Meadow Project Description

Rebecca Albright and Philip Tedeschi propose to build a “pocket neighborhood” on Block 38 and 39 of East Palmer Lake. This design concept is a pattern of housing fostering a strong sense of community among nearby neighbors while maintaining privacy. Small homes fit to the landscape around common open space areas which can be used for walking paths, community gardens, play spaces and various gathering spots. A spur will provide direct access to the Front Range Trail directly adjacent to the property as an amenity for new homeowners. The design of the residences will optimize views and passive solar. Large parts of the land will remain undisturbed allowing for the preservation of mature ponderosa pines, uninterrupted pathways and wildlife habitat. Smaller homes clustered strategically together and combined into some duplexes serve to lower costs while providing housing that fits with the beauty of the land and surrounding open space.



Conover Commons Cottages pocket neighborhood. Redmond, WA by Ross Chapin Architects

The C1 zone largely describes the types of uses that one finds in a Downtown commercial zone. This does not appear appropriate or economically viable here. Warehousing and other light industrial businesses similar to what occurs in the neighboring M1 zone are also conditional uses - not permitted uses.

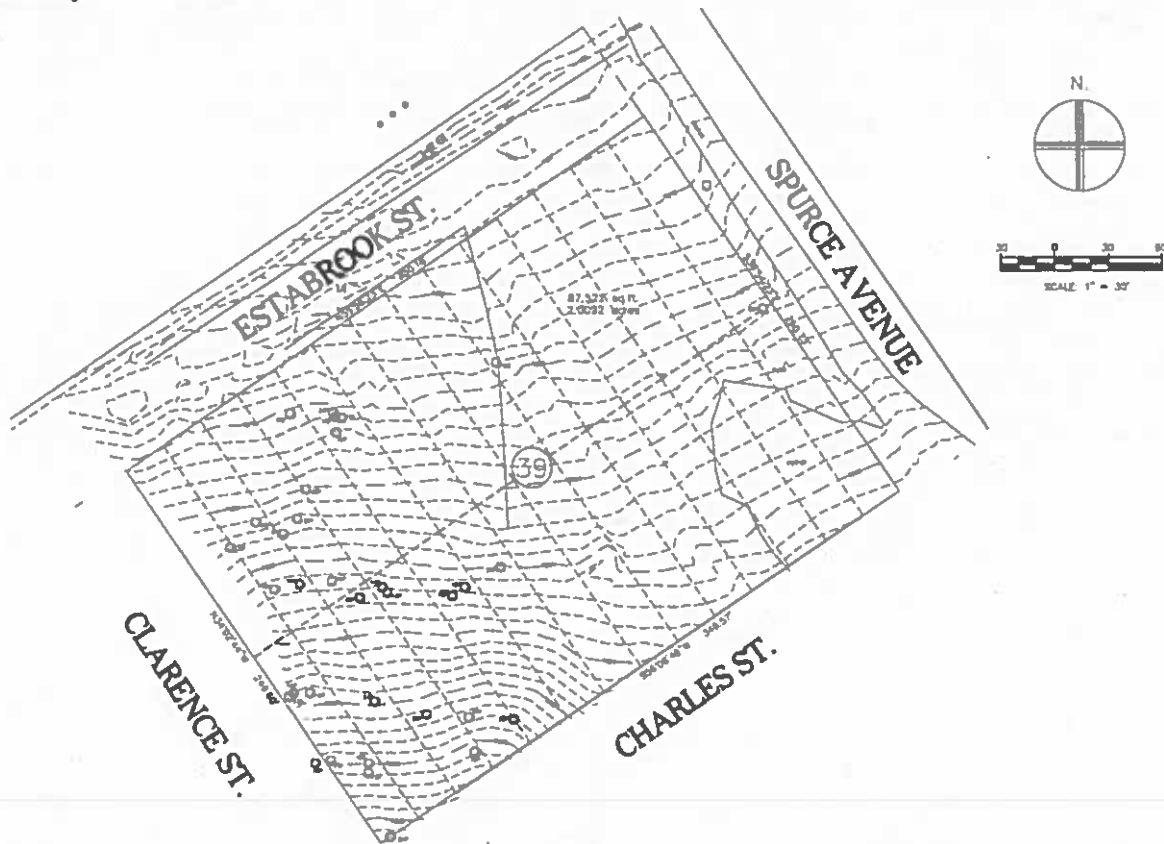
We have contracted with Fisher Architecture for this planning concept design. Jim Brinkman of Crossed Paths Surveying has completed topographical and boundary surveys and located mature ponderosa pine trees. D&D Engineering has evaluated soils and prepared preliminary sizing of an On-site Wastewater Treatment System (OWTS). Project density is determined by sanitary sewer capacity. Engineering studies indicate 2 OWTS regulated by El Paso County will serve (11) 2-bedroom units. The resultant density is 3.9 dwelling units / ac (+/- 15,300 sf / unit) - a density lower than the existing adjacent R10,000 zone.

The requested conditional use is for an R4 residential zone to allow for 5 single family detached residences and 3 duplex units. The project meets all R4 zone criteria re: setbacks, lot size, and street frontage. We could request a conditional use for M1 type activities but such a project requires large flat sites that would require clear-cutting of most of the trees, retaining walls, and some of the other features that characterize the existing

M1 zone developments. We prefer a project that serves as a transition / buffer zone between the current M1 uses and the adjacent residential areas.

The new Town Master Plan calls for "Medium Density Housing" all along the north slopes of Ben Lomond where the property is located. It also states, "higher density attainable housing [may occur] on the south edge of the area where the terrain is too steep for normal business development but not for housing."

Resident and emergency access to the property is from Spruce Ave. which is the current access to the Town of Palmer Lake Maintenance Facility – currently the only user of this street. There is also water, gas and electricity available here.



Crossed Path Surveying

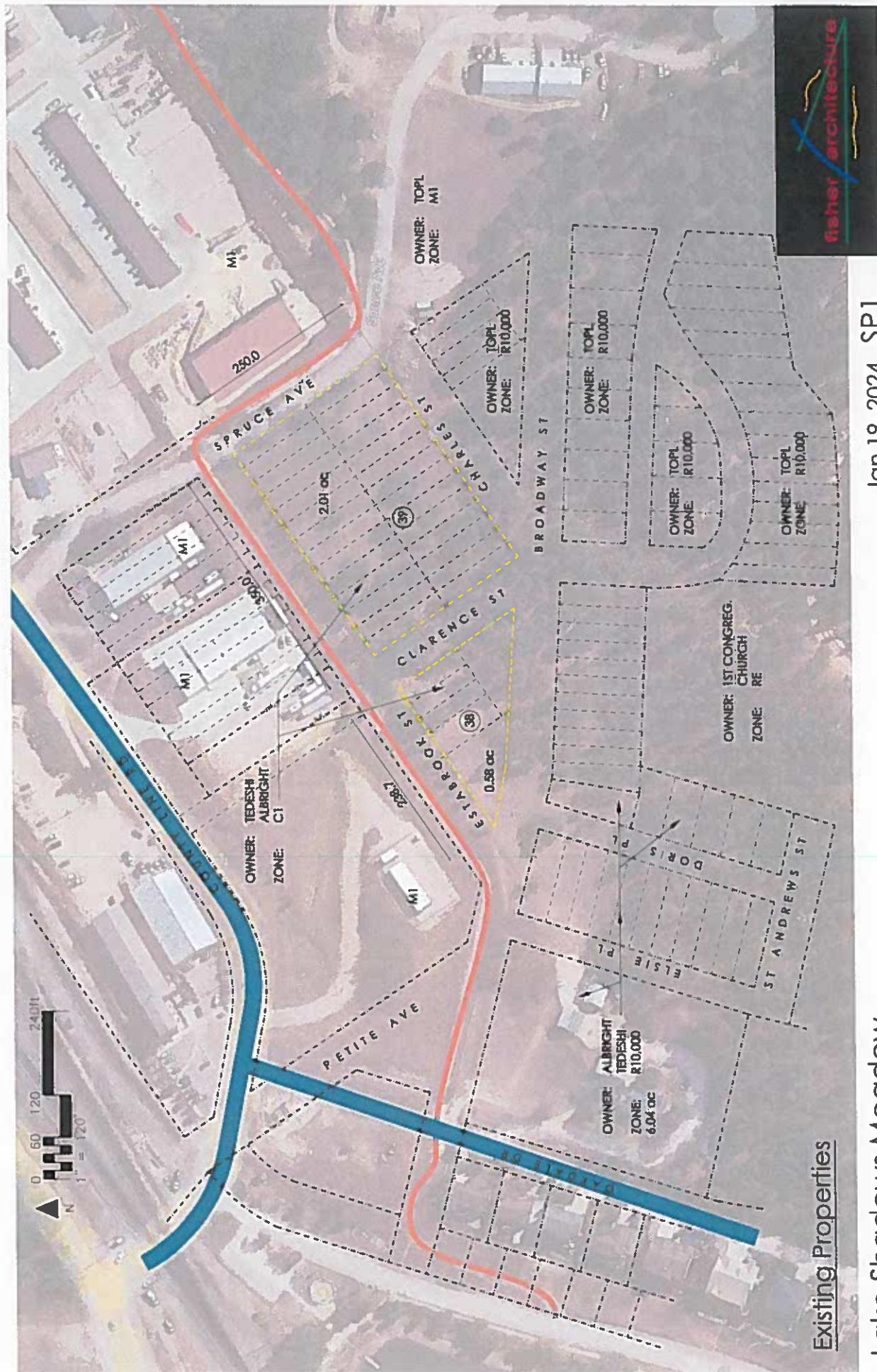
As we attempt to make this housing as affordable as possible for the workforce, young families, the elderly, etc; we request that the three duplex units have one water tap fee for each building, not each unit. Since the Town of Palmer Lake also uses Spruce Avenue to access its property, we request that we share the cost of improving roads to Town Standards.

We are so excited to show you the beautiful concept designs and begin moving forward with this project.

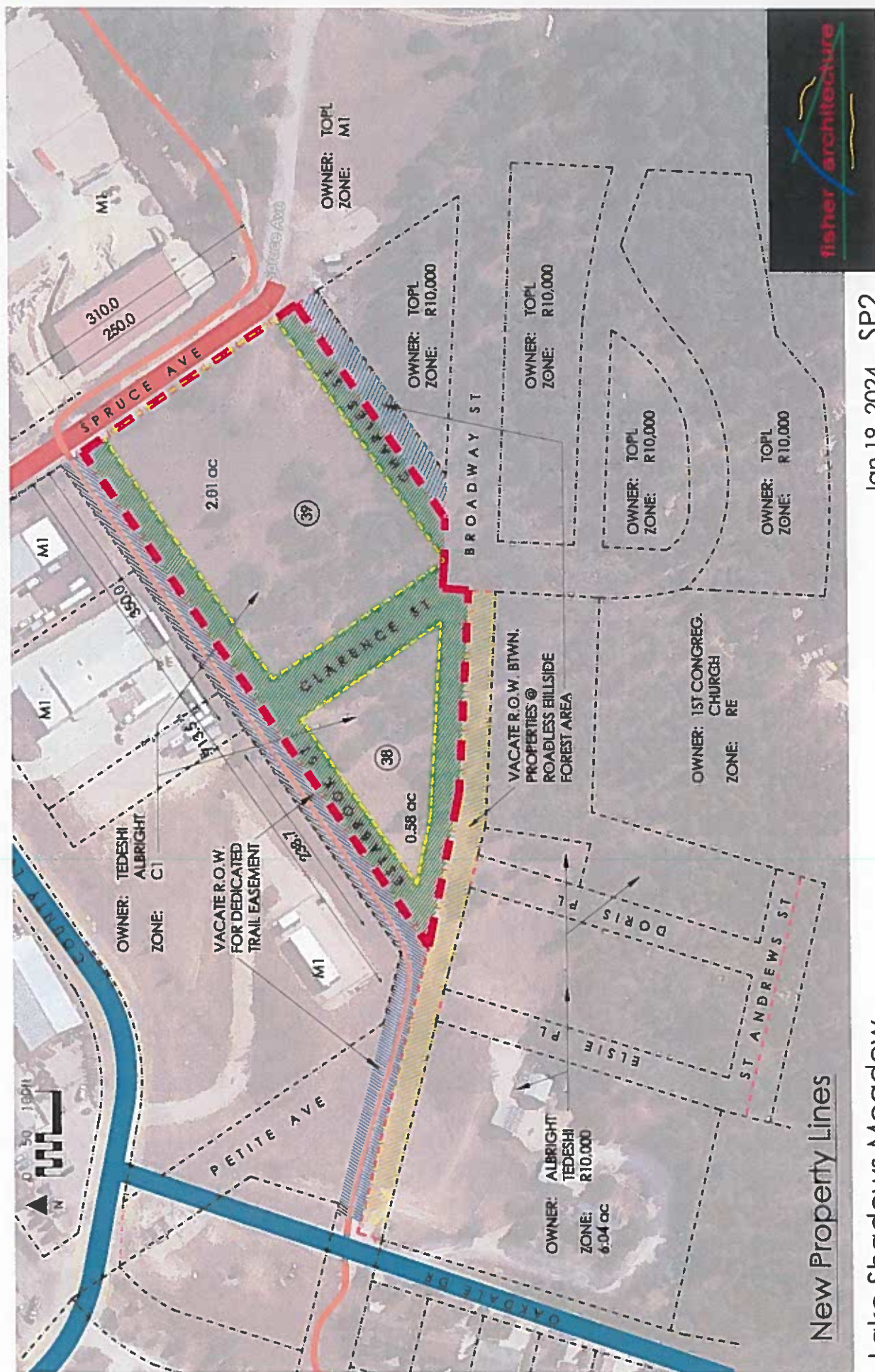
Respectfully,

Rebecca Albright
Philip Tedeschi

Rebecca Albright and Philip Tedeschi

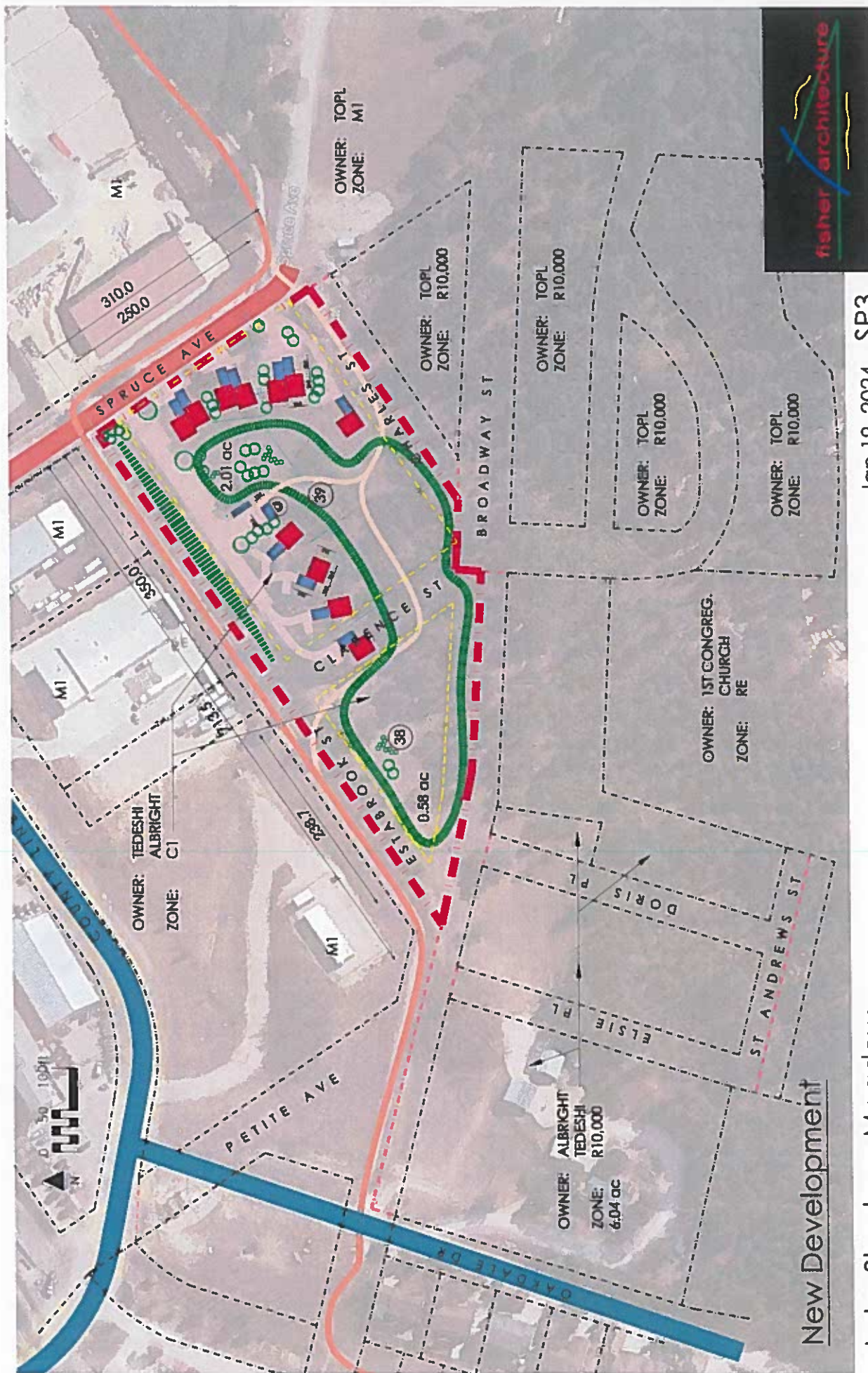


Jan 19, 2024 SP1



Jan 19, 2024 SP2

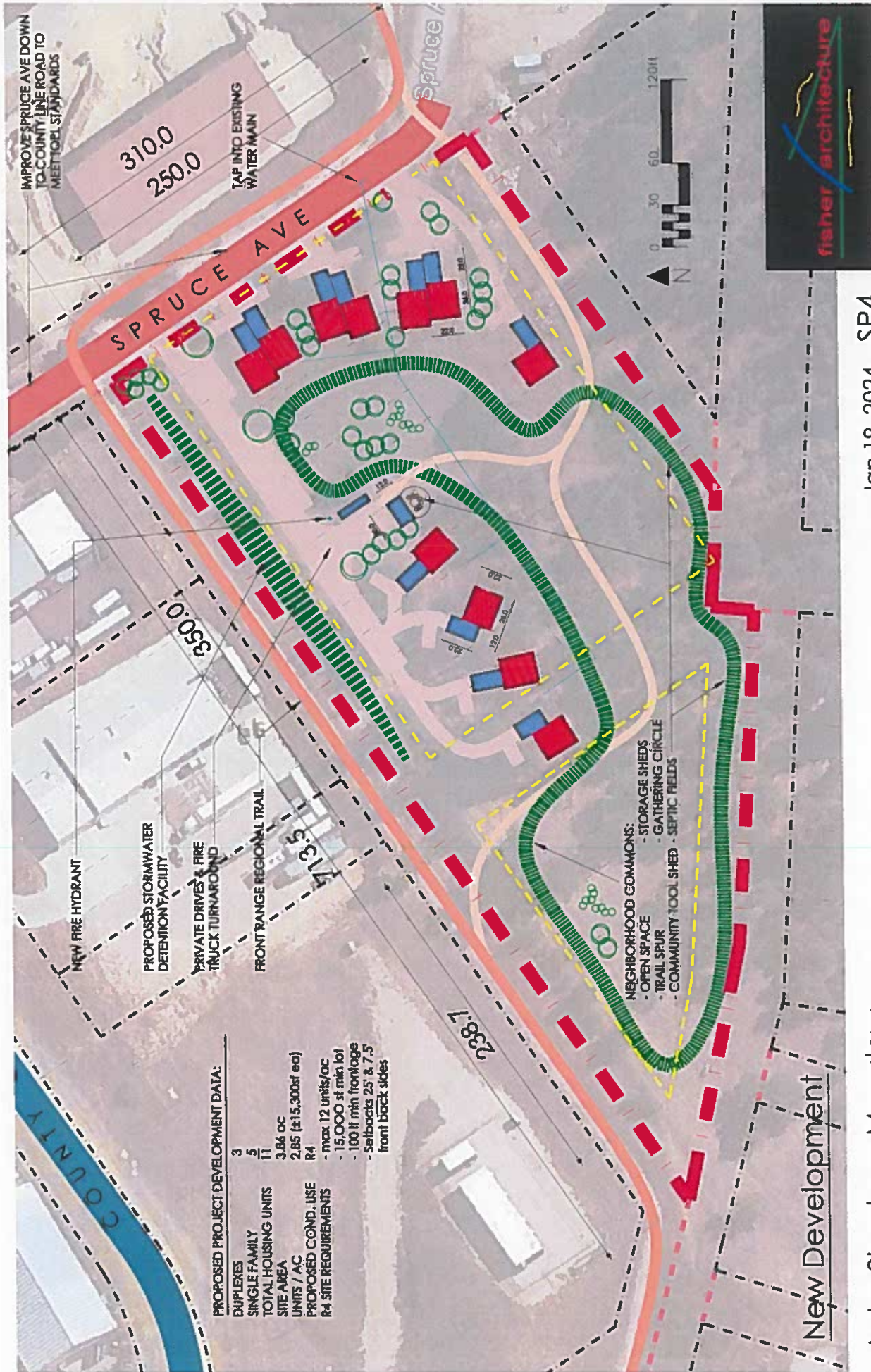
Lake Shadows Meadow



Jan 19, 2024 SP3

New Development

Lake Shadows Meadow



Jan 19, 2024 SP4

Lake Shadows Meadow



Site & Concept

January 19, 2023 SP0



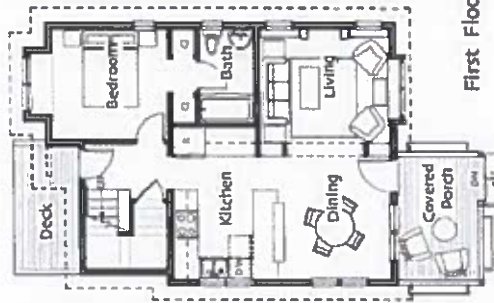
Lake Shadows Meadow



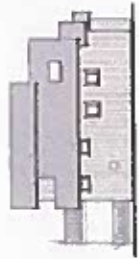
First Floor
 Living Room 12'-0" x 11'-0"
 Kitchen 10'-5" x 11'-5"
 Dining Room 9'-7" x 11'-5"
 Bedroom 10'-0" x 10'-3"
 Bathroom full

Second Floor > 5'
 Bedroom 12'-0" x 11'-4"
 Study 8'-10" x 7'-2"
 Bath/Laundry three-quarter

Total Heated Area 1150 sq ft
Footprint 24' x 43'

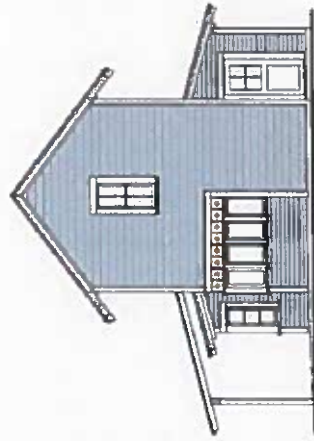


First Floor



Egret 1150 sf

marketing plans by
 Ross Chapin Architects



First Floor
 Living/Dining 17'-9" x 11'
 Kitchen 11'-4" x 9'-3"
 Utility Room 7'-3" x 5'-0"
 Bathroom full

Second Floor
 Bedroom 1 11' x 11'-6"
 Bedroom 2 10'-3" x 9'-6"
 Bathroom full

Total Heated Area 1086 sq ft
Footprint 30' x 31'



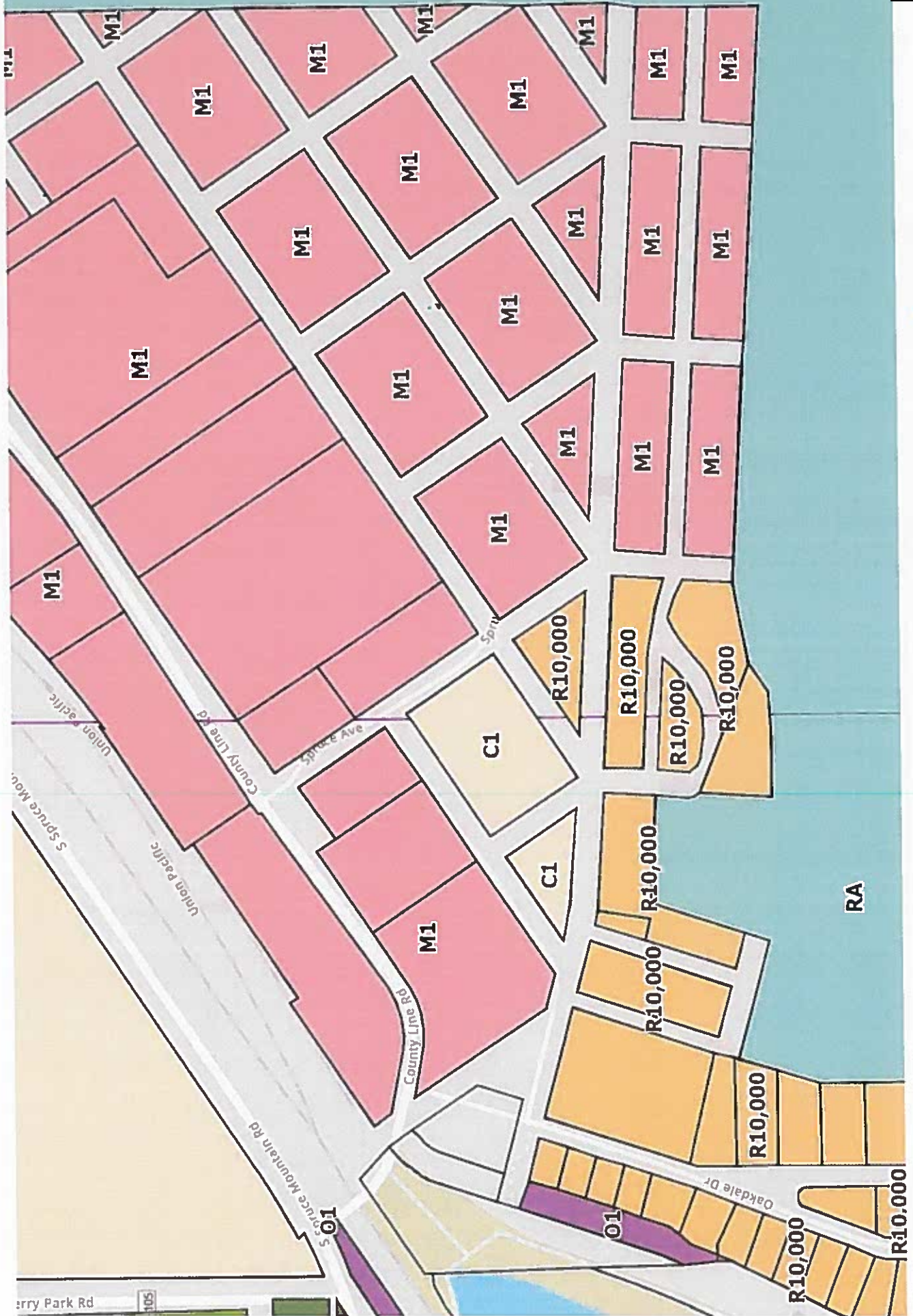
Brightside 1086 sf

Palmer Lake
 Vernacular

Lake Shadows Meadow

January 2023 A1





17.44.010. - Permitted uses.

Permitted uses in the C1 zone are as follows:

- (1) Restaurants.
- (2) Licensed liquor or beer outlets.
- (3) Bed and breakfast, ten units or smaller.
- (4) Funeral homes and mortuaries.
- (5) Medical and dental clinics.
- (6) Service establishments, such as barber and beauty shops, watch and jewelry repair, pharmacies, pick-up stations for laundry or dry cleaning.
- (7) Community buildings, libraries, parks, museums, art galleries and post offices.
- (8) Retail stores including the following: liquor store, drug store, miscellaneous good items, clothing store, Sporting goods, books, groceries, antiques, gift shop, and hardware.
- (9) Art, photographic, health, dance and music studios.

(Code 1973, § 17.36.010; Ord. No. 2-1980, § 5, 1980; Ord. No. 8-1992, § 1, 1992; Ord. No. 18-2000, § 11, 2000)

17.44.020. - Conditional uses.

Conditional uses in the C1 zone are as follows:

- (1) Parking garages.
- (2) Day care centers.
- (3) Wholesale businesses.
- (4) Drive-in commercial use.
- (5) Light equipment sales and repair.
- (6) Vehicle sales and service.
- (7) Bowling alleys.
- (8) Educational institutions.
- (9) Religious institutions.
- (10) Public and semi-public uses.
- (11) Nursing homes, hospitals.
- (12) Ambulance services.

(13) Single-family and multi-family uses (R1 through R4 subject to all requirements of that particular zone).

(14) Building supplies provided any outdoor storage is screened from view.

(15) Light assembly of prefabricated parts.

(16) Mini-warehouses and storage rental spaces.

(17) Mixed, residential dwelling and commercial uses occurring in the same building.

(18) Light manufacturing.

(19) Kennel, provided that a minimum area of five acres is available for said kennel.

(20) Hotels and motels.

(21) Other such uses as listed and permitted which are not more detrimental, as determined by planning commission and town council.

(Code 1973, § 17.36.020; Ord. No. 18-2000, § 12, 2000)

17.44.030. - Lot sizes and dimensions.

(a) The sizes and dimensions of a lot in a C1 zone shall be as follows:

(1) Minimum lot size: 6,600 square feet.

(2) Minimum lot width: 35 feet street frontage.

(b) No side yard setback shall be required provided the building's side wall is constructed of at least four-hour fire resistance. If building material has less than four-hour fire resistance, a minimum side yard of five feet shall be required.

(Code 1973, § 17.36.030; Ord. No. 15-1973, § III:10:c, 1973)

17.44.040. - Structure height and area.

The structure height and area requirements in a C1 zone are as follows:

(1) Maximum building height: 30 feet.

(2) Maximum area covered by structure: 65 percent of lot.

(Code 1973, § 17.36.040; Ord. No. 15-1973, § III:10:d, 1973)

17.44.050. - Required off-street parking and loading.

For required off-street parking and loading, see chapter 17.84.

(Code 1973, § 17.36.050; Ord. No. 15-1973, § III:10:e, 1973)

17.44.060. - Signs.

Signs in the C1 zone are permitted provided they comply with chapter 17.76.

(Code 1973, § 17.36.060; Ord. No. 15-1973, § III:10:f, 1973; Ord. No. 18-2000, § 13, 2000)

17.44.070. - Sewerage.

Septic tanks may be permitted if all of the following conditions are met:

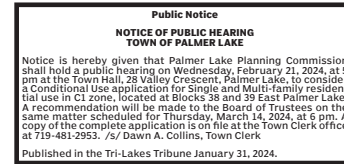
- (1) Inability to tap existing sewer lines.
- (2) Ability to meet current county sewage disposal regulations.
- (3) Compliance with the provisions of chapter 16.48.

(Code 1973, § 17.36.070; Ord. No. 3-1981, § 1, 1981; Ord. No. 14-1987, § 7, 1987)

17.44.080. - Outdoor storage and buffering.

All outdoor storage must be screened from view by landscaping or fences. Landscaping and/or buffering must also be provided between commercial and residential areas.

(Code 1973, § 17.36.080; Ord. No. 18-2000, § 14, 2000)

AFFIDAVIT OF PUBLICATION**STATE OF COLORADO
COUNTY OF El Paso**

Item 2.

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 01/31/2024**

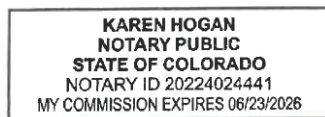
That said newspaper has been published continuously and uninterruptedly in said County of El Paso for a period of at least six consecutive months next prior to the first issue thereof containing this notice; that said newspaper has a general circulation and that it has been admitted to the United States 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

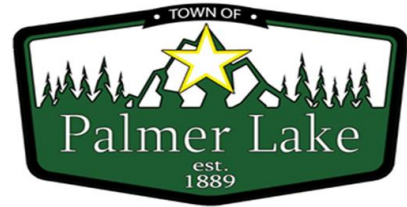
Subscribed and sworn to me this 01/31/2024, at said City of Colorado Springs, El Paso County, Colorado.

My commission expires June 23, 2026.

Karen Hogan
Notary Public
The Gazette



Document Authentication Number
20224024441-779493



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

DATE: February 2024	ITEM NO.	SUBJECT: Consider Recommendation on Conditional Use Permit in C1 Zone for Multi-Family Use – Albright/Tedeschi
Presented by: Town Administrator /Clerk		

Background

The Town of Palmer Lake is named on this application because the abutting landowners, Ms. Becky Albright and Mr. Phil Tedeschi, have an accepted offer by the Town Board of Trustees to purchase the triangular property in the middle of their private property, zoned C1.

Although the application states multiple components to this request. The noticed and request to consider is approval of a conditional use permit for multi-use family as presented today.

Town staff does not oppose the requested use.

Recommended Action

Consider a recommendation to the Board of Trustees for conditional use for multi-family in a C1 zone as requested.



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

TOWN OFFICE USE ONLY

Item 6.

Date Received: 8/15/23 By: Town
Payment #: 1701 Fee: \$ 100.00
☐ Approved By: _____
☐ Denied Date: _____

sent
1/8
2/21

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: MONUMENTAL MED SPA / TRINA SHOOK
Phone: 719 271-0999 Email: monumentalmicroderma@msn.com
Street Address: 88 Hwy 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): _____
Phone: _____ Email: _____
Street Address: _____ City: _____ State: _____ Zip: _____

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: Monumental Med Spa
"Spiritual Holistic Healing"

Specific Location of Sign: on Barn under porch lights (Good medicine)

Dimensions of Sign: L 9 x W 29" x H 2.5 FT Dimensions of Sign Structure: L _____ x W _____ x H _____

Colors: _____ Materials: _____

Will sign be illuminated? ☒ Yes ☐ No If yes, describe: At night automatic

How will the sign be mounted/affixed? will have it professionally installed

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.

Trina Shook

Signature

TRINA SHOOK

Printed Name

8-14-23

Date

TOWN OFFICE USE ONLY

Scheduled PC meeting date: 2/21

Sign

Trina Shook <monumentalmicroderm@msn.com>

Tue 8/15/2023 11:53 AM

To: Tish Torweihe <tish@palmer-lake.org>

-----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 Tisha.

I just wanted to let you know I'm gonna go over on my lunch break and measure the place in front of the new building to get the exact dimensions of the new sign. It will mimic the current one that we have hung on Bella Panini.

I also wanted to get permission as I am having a phoenix rising by the artist Reven, who is well known around this area. This will go in front of the building, but will most likely not be seen from the road. My office manager, and I plan on walking over a little bit later and hopefully you'll let us know what we need to do. Hope you're having a great day. Thanks.



Dawn Collins

From: Trina Shook <monumentalmicroderm@msn.com>
Sent: Wednesday, January 17, 2024 11:19 AM
To: Dawn Collins
Subject: Re: Sign Permit Application
Attachments: MMS Sign METAL (1).jpg; building sign sketch.jpg; mailbox sign sketch.jpg; building sign graphic.png; small logo.jpg

-----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.-----

I attached what is on the sign, and what it looks like on the building as well as the location on the building where it is placed. The dimensions are included in the first sketch. Right now we just have the sign without the wood framing. The framing will not add to the dimensions of the sign, it will just overlap the current sign.

I also wanted to bring forward another sign that we were hoping to put up on our mailbox post. I attached a sketch for that as well with dimensions included. We've discovered that people struggle to find our building, especially coming into town because the whole building is behind trees. We were hoping to just extend the mailbox post with a sign that just has our logo (that's what the circle is on the sketch) and then a vertical spelling of "Med Spa" under it. We have temporary banners outside of our building currently until we find a solution for people struggling to find the building. We hope this sign on our mailbox will be a solution. This sign will be white with our logo, which I also attached, and "Med Spa" will be in the same dark blue color that the building sign lettering is.

Also, wanted to confirm that I need to be at the board meeting tonight at 5pm.

Thank you!

Stay aligned, healthy & joyful,
 Trina Shook RN

From: Dawn Collins <dawn@palmer-lake.org>
Sent: Monday, January 15, 2024 6:09 PM
To: Trina Shook <monumentalmicroderm@msn.com>
Subject: RE: Sign Permit Application

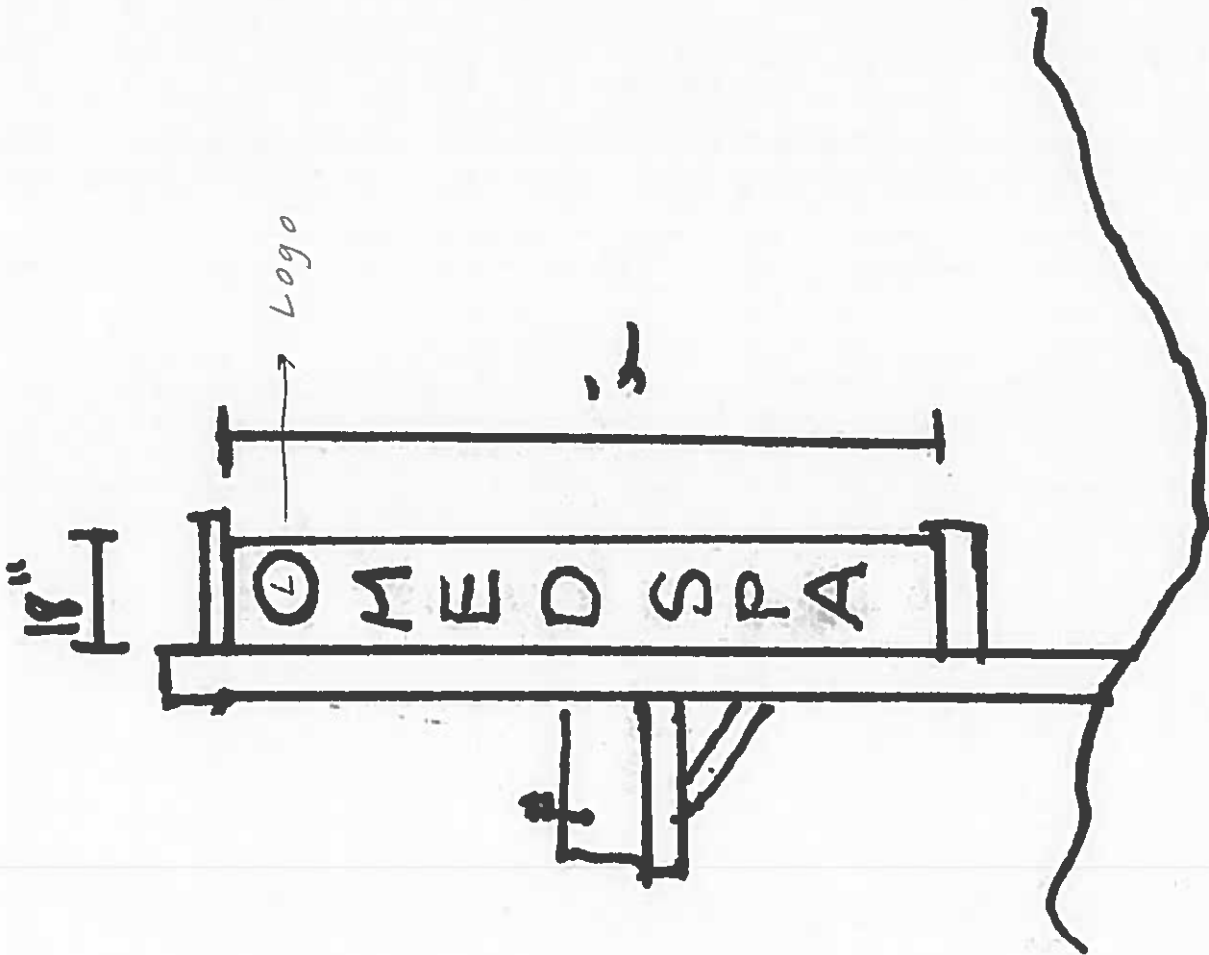
You can send anything to me to include and I'll review the entire application for submittal. Thanks,

Dawn

From: Trina Shook <monumentalmicroderm@msn.com>
Sent: Friday, January 12, 2024 2:33 PM
To: Dawn Collins <dawn@palmer-lake.org>
Cc: Tish Torweihe <tish@palmer-lake.org>
Subject: Re: Sign Permit Application











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

Item 7.

Date Received: 2/22/23 By: Town
Payment #: ok 1001 Fee: \$ 100.00
☐ Approved By: _____
☐ Denied Date: _____

2/21

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: Dead flowers, Dino Salvatori
Phone: 303-941-7883 Email: Absolutedino@yahoo.com
Street Address: 855 HWY 105 City: Palmer Lake State: CO Zip: 80133
Legal Address: Lot(s): 855 HWY 105 Block: _____ Subdivision: _____
Mailing Address (if different than physical location): _____
City: Palmer Lake State: CO Zip: 80133
Applicant Name (if other than owner): _____
Phone: _____ Email: _____
Street Address: _____ City: _____ State: _____ Zip: _____

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: Dead Flowers. x 2
med : Rec Signs x 2

Specific Location of Sign: Center building facade, East facing

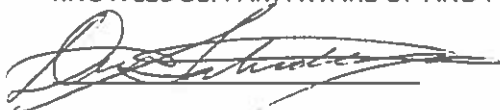
Dimensions of Sign: L 6' x W 6' x H 6' Dimensions of Sign Structure: L _____ x W _____ x H _____

Colors: multi-colored. Materials: acrylic/plastic

Will sign be illuminated? ☒ Yes ☐ No If yes, describe: back lite

How will the sign be mounted/affixed? bolted to upper facade

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.



Signature

DINO SALVATORE

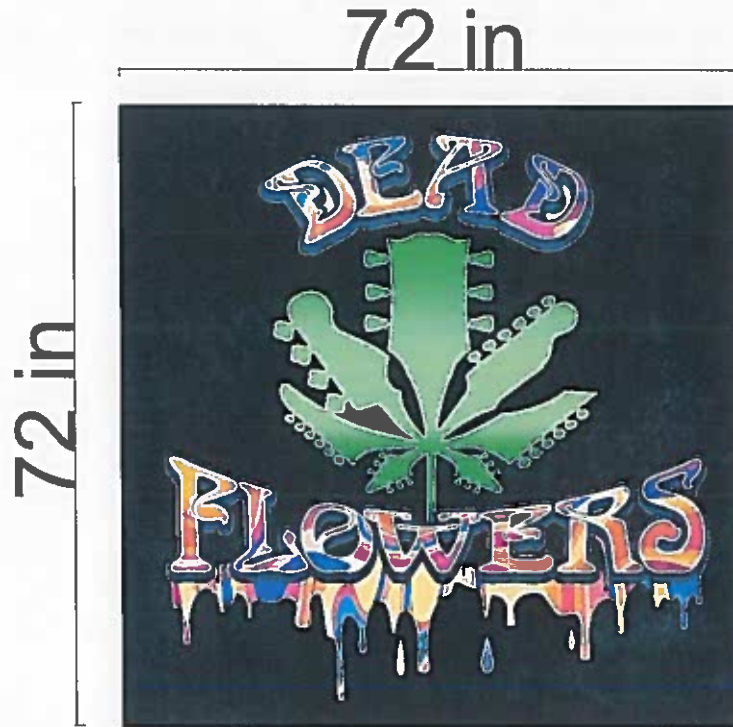
Printed Name

2-22-23

Date

TOWN OFFICE USE ONLY

Scheduled PC meeting date: _____



Fab and Install (1) 72"x72" LED Illuminated cabinet with digital print overlay. UL Listed

DO NOT DUPLICATE! This drawing is the property of Custom Lighted Signs. The borrower agrees it shall not be reproduced, copied, disposed of, directly or indirectly, nor used for any other purpose without the written consent of Custom Lighted Signs.

Customer:	Deno
Company:	Dead Flowers
Address:	855 Highway 105
City:	Palmer Lake
State/Zip:	CO 80113
Phone:	
Fax:	

**CUSTOM
LIGHTED
SIGNS**
3931 Holly St. Unit B
Denver, Co 80207
customltdsigns@yahoo.com
303-292-1882
303-995-7355 cell

Customer Approval	
Job No.:	Date:
Bid#1SideRev-Black	8/27/2008
Order Date:	Subperson:
	Lisa
	Signature:
	0.00
Terms: 1/2 down remaining due upon installation. Bid does not include permit fees, \$85 per hour to pull permit or taxes. Cash or Check. Final Electrical to be done by others.	



Fab and Install (1) 72"x72" LED Illuminated cabinet with digital print overlay. UL Listed

DO NOT DUPLICATE! This drawing is the property of Custom Lighted Signs. The borrower agrees it shall not be reproduced, copied, disposed of, directly or indirectly, nor used for any other purpose without the written consent of Custom Lighted Signs.

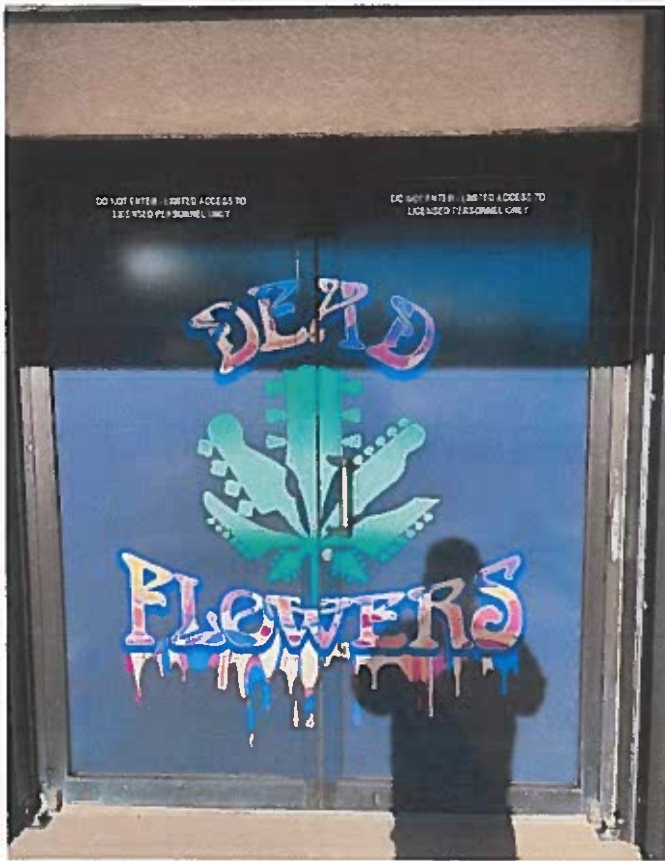
Customer:	Deno
Company:	Dead Flowers
Address:	855 Highway 105
City:	Palmer Lake CO 80133
Phone:	
Fax:	

**CUSTOM
LIGHTED
SIGNS**
3931 Holly St. Unit B
Denver, Co 80207
customltdsigns@yahoo.com
303-292-1882
303-995-7355 cell

X

Customer Approval

Bid No. Bid#1Rev	Date 1/12/2023
Order Date	Subperson Lisa
	Estimate 0.00
Terms: 1/2 down remaining due upon installation. Bid does not include permit fees, \$85 per hour to pull permit or taxes. Cash or Check. Final Electrical to be done by others.	





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: 1/24 By: JK
Payment #: none Fee: \$100-
☐ Approved By: _____
☐ Denied Date: _____

2/21

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.

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- ☐ 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: Mountain Paws Grooming LLC / Melissa Pogue

Phone: 719-322-8469 Email: m.shive@hotmail.com

Street Address: 628 CO-105 City: Palmer Lake State: CO Zip: 80133

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

Mailing Address (if different than physical location): 4060 Doolittle Rd.

City: Monument State: CO Zip: 80132

Applicant Name (if other than owner): _____

Phone: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip: _____

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: Mountain Paws Grooming (Arround a pawprint)
(47" circle size)

Specific Location of Sign: Right above front door on store front.

Dimensions of Sign: L 47 x W circle x H _____ Dimensions of Sign Structure: L _____ x W _____ x H _____

Colors: Blue & white Materials: Alupanel

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

How will the sign be mounted/affixed? Bolting ~~into~~ it to iron
framework.

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.

Melissa Pogue

Signature

Melissa Pogue

Printed Name

11/13/23

Date

TOWN OFFICE USE ONLY

Scheduled PC meeting date: _____





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: 11/23 By: _____
Payment #: Palmer Fee: \$ 100-
☐ Approved By: _____
☐ Denied Date: _____

Item 9.

pc
2/21

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.

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

APPLICANT/BUSINESS OWNER INFORMATION

Business Name/Owner: Pinnacle Signs & Graphics (Kara Knott)

Phone: 719-597-0601 Email: office@pinnaclesignsinc.com

Street Address: 2275 Waynoka Rd, Ste L City: Colorado Spring State: CO Zip: 80915

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

Mailing Address (if different than physical location): SAME

City: _____ State: _____ Zip: _____

Applicant Name (if other than owner): Same

Phone: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip: _____

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):

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Double-Faced | <input type="checkbox"/> Free-Standing | <input type="checkbox"/> Multi-Faced |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Single-Faced | <input checked="" type="checkbox"/> Wall-Mounted |

SIGN CATEGORY (check all that apply):

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Business | <input type="checkbox"/> Comprehensive Sign Plan | <input type="checkbox"/> Directory Sign |
| <input type="checkbox"/> Marquee | <input type="checkbox"/> Master Plan | <input type="checkbox"/> PUD Sign |
| <input type="checkbox"/> Temporary Sign | <input type="checkbox"/> Other: _____ | |

Sign Wording: _____

Specific Location of Sign: _____

Dimensions of Sign: L _____ x W _____ x H _____ Dimensions of Sign Structure: L _____ x W _____ x H _____

Colors: _____ Materials: _____

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

How will the sign be mounted/affixed? Mounted to facade, penetrations sealed

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.

Signature

Printed Name

Date

TOWN OFFICE USE ONLY

Scheduled PC meeting date: _____

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):

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Double-Faced | <input type="checkbox"/> Free-Standing | <input type="checkbox"/> Multi-Faced |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Single-Faced | <input checked="" type="checkbox"/> Wall-Mounted |

SIGN CATEGORY (check all that apply):

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Business | <input type="checkbox"/> Comprehensive Sign Plan | <input type="checkbox"/> Directory Sign |
| <input type="checkbox"/> Marquee | <input type="checkbox"/> Master Plan | <input type="checkbox"/> PUD Sign |
| <input type="checkbox"/> Temporary Sign | <input type="checkbox"/> Other: _____ | |

Sign Wording: Secure Care Self Storage

Specific Location of Sign: Over Main entrance facing Peakview Blvd

Dimensions of Sign: L 7' 11" x W 6" deep x H 1' 11" Dimensions of Sign Structure: L same x W _____ x H _____

Colors: Black, white, red and yellow Materials: Steel, aluminum and polycarbonate

Will sign be illuminated? ☒ Yes ☐ No If yes, describe: Channel letters on a raceway

How will the sign be mounted/affixed? Mounted to facade, penetrations sealed

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.

Kara D Knott

Signature

Kara D Knott

Printed Name

10/10/2023

Date

TOWN OFFICE USE ONLY

Scheduled PC meeting date: _____

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.

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TYPE OF SIGN (check all that apply):

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Double-Faced | <input type="checkbox"/> Free-Standing | <input type="checkbox"/> Multi-Faced |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Single-Faced | <input checked="" type="checkbox"/> Wall-Mounted |

SIGN CATEGORY (check all that apply):

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Business | <input type="checkbox"/> Comprehensive Sign Plan | <input type="checkbox"/> Directory Sign |
| <input type="checkbox"/> Marquee | <input type="checkbox"/> Master Plan | <input type="checkbox"/> PUD Sign |
| <input type="checkbox"/> Temporary Sign | <input type="checkbox"/> Other: _____ | |

Sign Wording: OFFICE

Specific Location of Sign: Over Main entrance facing Peakview Blvd

Dimensions of Sign: L 3' 6 3/4" x W 6" deep x H 11.5" Dimensions of Sign Structure: L Same x W _____ x H _____

Colors: White and black Materials: Steel, aluminum and polycarbonate

Will sign be illuminated? ☒ Yes ☐ No If yes, describe: Steel, aluminum and polycarbonate

How will the sign be mounted/affixed? Mounted to facade, penetrations sealed

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.

Kara D Knott

Signature

Kara D Knott

Printed Name

10/10/2023

Date

TOWN OFFICE USE ONLY

Scheduled PC meeting date: _____



White PCB Face

Poppy Red Vinyl 3630-143 (Pantone 1788C)

Dark Red Vinyl 3630-73 (Pantone 7621C)

Yellow Vinyl 3630-015 (Pantone 116C)

Black Vinyl & Paint



Proposed: 32 Sq. Ft. Ea (Qty 3)
Mfg. and Install New
S/F Sign Cabinet To Replace Existing Flat Panels.
Fabricated Cabinet . Internally illuminated w/ White LED Lighting.
Flat PCB White Face w/ Digital Printed Graphics
Exact Placement Location T.B.D.



PROPOSED ELEVATION SIZE & PLACEMENT ILLUSTRATION IS APPROXIMATED
Exact Placement To Be Verified.
Shown For Illustration / Concept Place Holder Only
All Signage to Comply w/ Local Codes and Ordinance . (To Be Verified Prior to Mfg.)



Prior to Manufacturing and Installation:

- Actual Sign Dimensions & Sign Placement To Be Field Verified (survey / equipment i.e bucket truck maybe required at additional cost)
- (Dimensions and placement are Approximate and for illustration only). Location To Be Approved by Customer.
- Actual Artwork/Colors/Font to be Supplied or Approved By Customer. (Artwork/ Color/ Font Shown is for illustration/Pricing only).
- Be Advised!** Production of Product Will Not Begin Until This Drawing or Subsequent Drawing is Approved by Customer or Authorized Representatives Signature and Dated. Artwork, Colors & Dimensions Listed on Final Approved Drawing Will Be Used To Produce Product.

Color renderings are for presentation only and should not be considered as manufacturing drawings.

SecurCare Self Storage
2925 Peakview Blvd.
Monument CO. 80132

Customer: SecurCare
Created: 05.11.2022
Revised: 05.16.2022
Dwg: Pres 201 Peakview Blvd Monument
Scale: Proportional
illustrated by: Roland

This is an original unpublished drawing created by Complete Signs. It is submitted for your personal use, in connection with a project being planned by you. It is not to be shown to anyone outside your organization, nor is it to be used, reproduced, or exhibited in any fashion without the written consent of Complete Signs. This proposal is the exclusive property of Complete Signs and is approved and accepted thru purchase by the named.







completeSigns

P.O. Box 8861 Daphn, AL 36304 P 888.823.9005
F 334.556.0218 signs@completesigns.net www.completesigns.net

Approval:

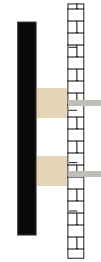
Date:

Item 9.

-  Poppy Red Vinyl 3630-143 (Pantone 1788C)
-  Dark Red Vinyl 3630-73 (Pantone 7621C)
-  Yellow Vinyl 3630-015 (Pantone 116C)
-  Black Vinyl
-  Storage Letters
Black Perforated Vinyl (Black Day/ White Night)
-  Raceway (s)
Painted To Match Facade
Exact Color T.B.D



Face View



Side View
Not to Scale
(Visual Reference Only)

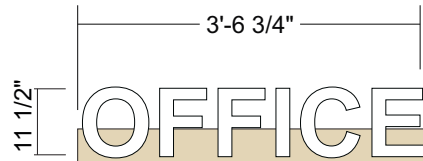


PROPOSED ELEVATION SIZE & PLACEMENT ILLUSTRATION IS APPROXIMATED
Shown For illustration / Concept

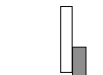
Proposed:
Remove All Existing Signage

Proposed: 15 Sq. Ft.
Individual Channel Letters & Logo (Raceway Mounted)
Flat White PCB Face(s) w/ Vinyl Overlay
internally illuminated w/ White LED Modules.
Black Trim & Returns.

19.5 Sq. Ft. Total New Signage




Face View



End View

Proposed: 4.5 Sq. Ft.
Mfg. and Install New
White Channel Letters Raceway Channel Letters (Bottom Mounted) Raceway Painted to Match Painted Facade.
SW 7073 Network Gray Shown. Exact Color T.B.D.
internally illuminated w/ White LED Modules
Exact Size and Location T.B.D.

 Pantone 468C Shown. Exact Color T.B.D.

Prior to Manufacturing and Installation:

Actual Sign Dimensions & Sign Placement To Be Field Verified (survey / equipment i.e bucket truck maybe required at additional cost)

****** (Dimensions and placement are Approximate and for illustration only). Location To Be Approved by Customer.

Actual Artwork/Colors/Font to be Supplied or Approved By Customer. (Artwork/ Color/ Font Shown is for illustration/Pricing only).

**** Be Advised!** Production of Product Will Not Begin Until This Drawing is Approved by Customer or Authorized Representatives Signature and Dated. Artwork, Colors & Dimensions Listed on Final Approved Drawing Will Be Used To Produce Product.



Color renderings are for presentation only and should not be considered as manufacturing drawings.



SecurCare Self Storage
2925 Peakview Blvd.
Monument CO. 80132

Approval: _____

Date: _____

Customer: iStorage
Created: 05.11.2022
Revised:

Dwg: Pres 102 Peakview Blvd Monument CO

Scale: Proportional
illustrated by: Roland

This is an original unpublished drawing created by Complete Signs . It is submitted for your personal use, in connection with a project being planned for you. It is not to be shown to anyone outside your organization, nor is it to be used, reproduced, or exhibited in any fashion without written consent of Complete Signs . This proposal is the exclusive property of Complete Signs and is approved and accepted thru purchase by the named.



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

Item 10.

Date Received: 1-29-24 By: [Signature]
Payment #: 7994 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: Alpine Essentials LLC
Phone: 719-330-7038 (Brenda) Email: Brenda@Alpinemj.com
Street Address: 850 A & B Commercial Lane City: Palmer Lake State: CO Zip: 80133
Legal Address: Lot(s): _____ Block: _____ Subdivision: _____
Mailing Address (if different than physical location): PO Box 67
City: Monument State: CO Zip: 80132
Applicant Name (if other than owner): _____
Phone: _____ Email: _____
Street Address: _____ City: _____ State: _____ Zip: _____

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):

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Double-Faced | <input checked="" type="checkbox"/> Free-Standing | <input type="checkbox"/> Multi-Faced |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Single-Faced | <input checked="" type="checkbox"/> Wall-Mounted |

SIGN CATEGORY (check all that apply):

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Business | <input type="checkbox"/> Comprehensive Sign Plan | <input type="checkbox"/> Directory Sign |
| <input type="checkbox"/> Marquee | <input type="checkbox"/> Master Plan | <input type="checkbox"/> PUD Sign |
| <input type="checkbox"/> Temporary Sign | <input type="checkbox"/> Other: _____ | |

Sign Wording: +Alpine Essentials+ ; Recreational

Specific Location of Sign: At entry to project; on project directory; on west, south & east side of building *(x10) these two were previously approved w/ 1-13-22 application (attached)*

Dimensions of Sign: L photos attached w/ sizes x W photos attached w/ sizes x H photos attached w/ sizes Dimensions of Sign Structure: L _____ x W _____ x H _____

Colors: green & white Materials: lamine type

Will sign be illuminated? ☐ Yes ☒ No If yes, describe: lamine type

How will the sign be mounted/affixed? They are glued on

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.

Brenda Woodward

Signature

Brenda Woodward

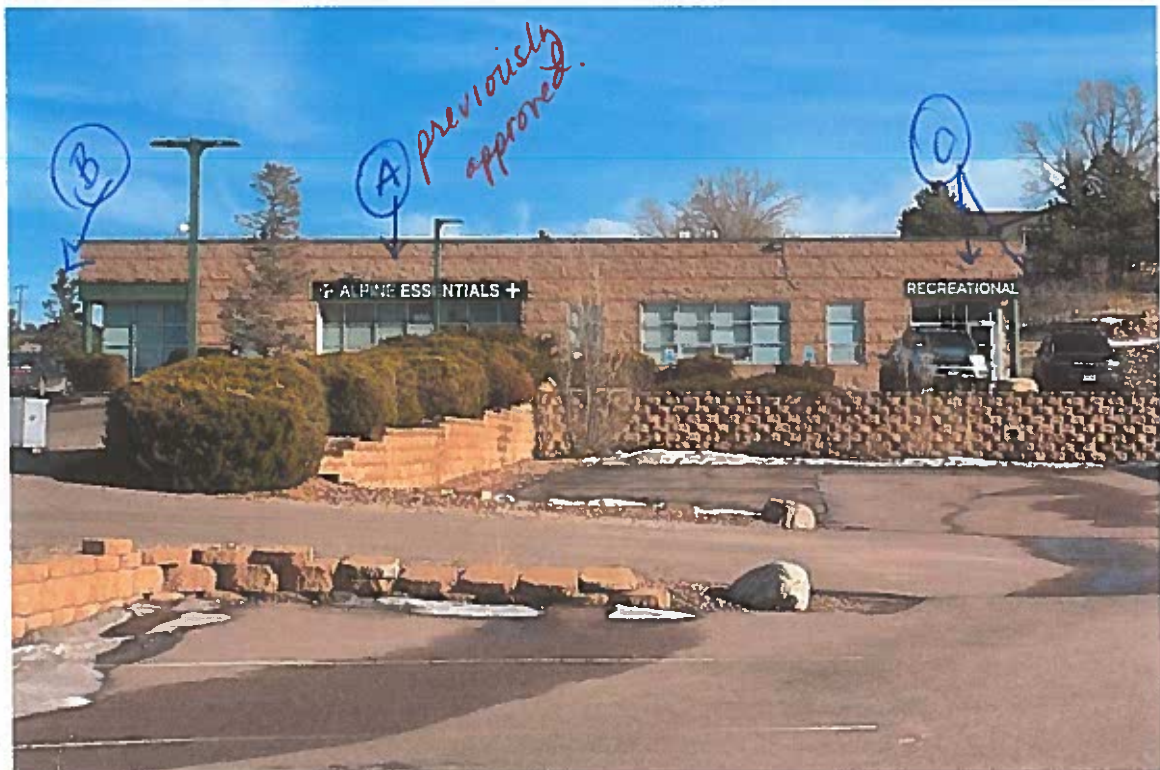
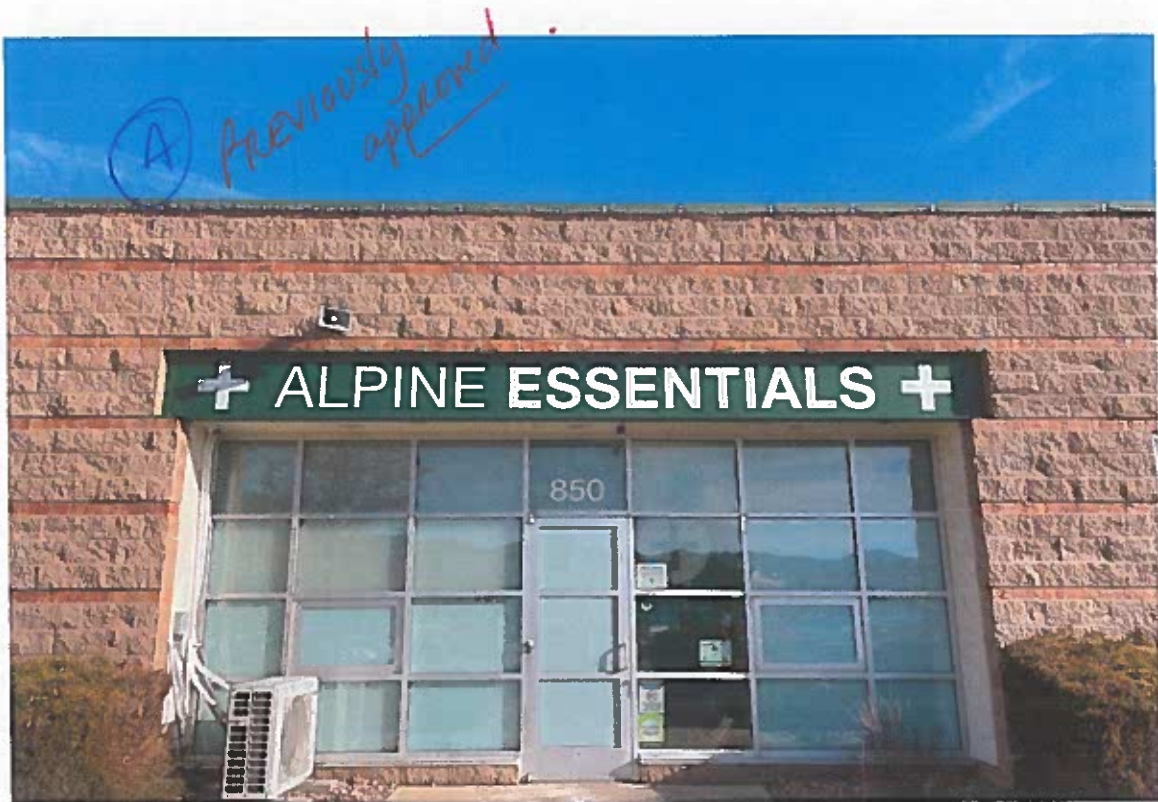
Printed Name

1-22-2024

Date

TOWN OFFICE USE ONLY

Scheduled PC meeting date: _____



West side of Bldg 20'4" L x 2' H

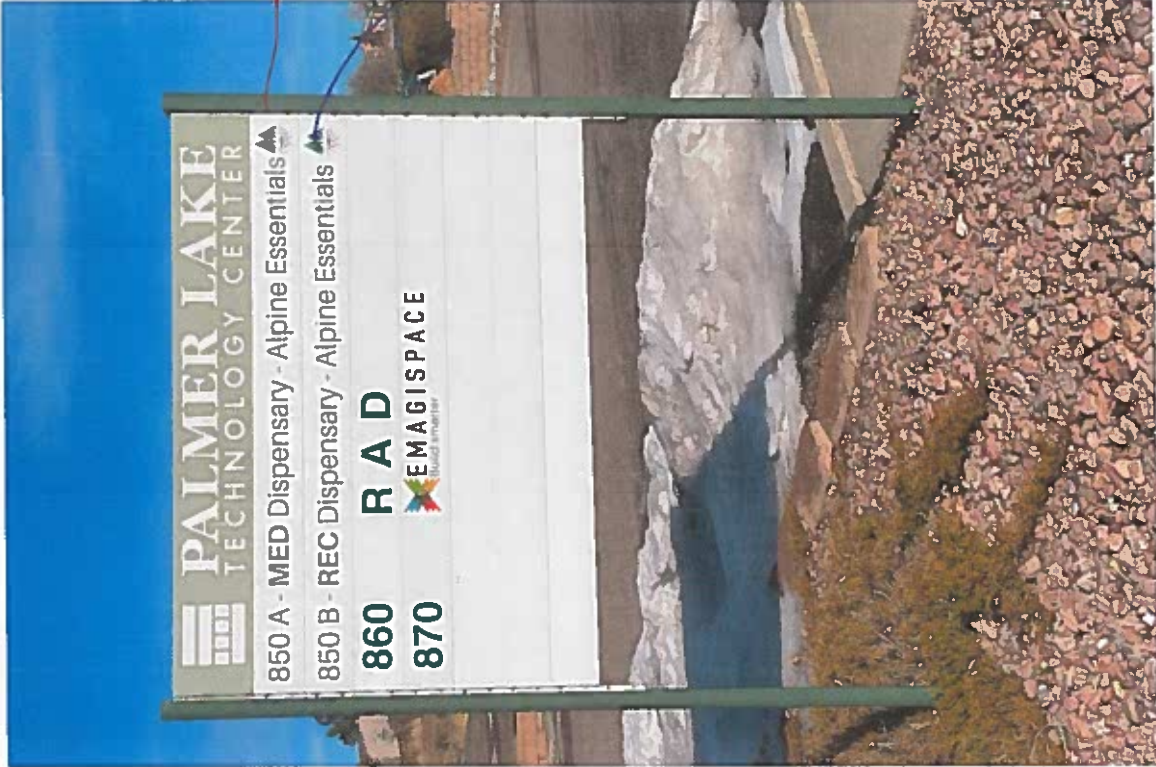


South side 12'8" L x 2' H
East side 20'4" L x 2' H

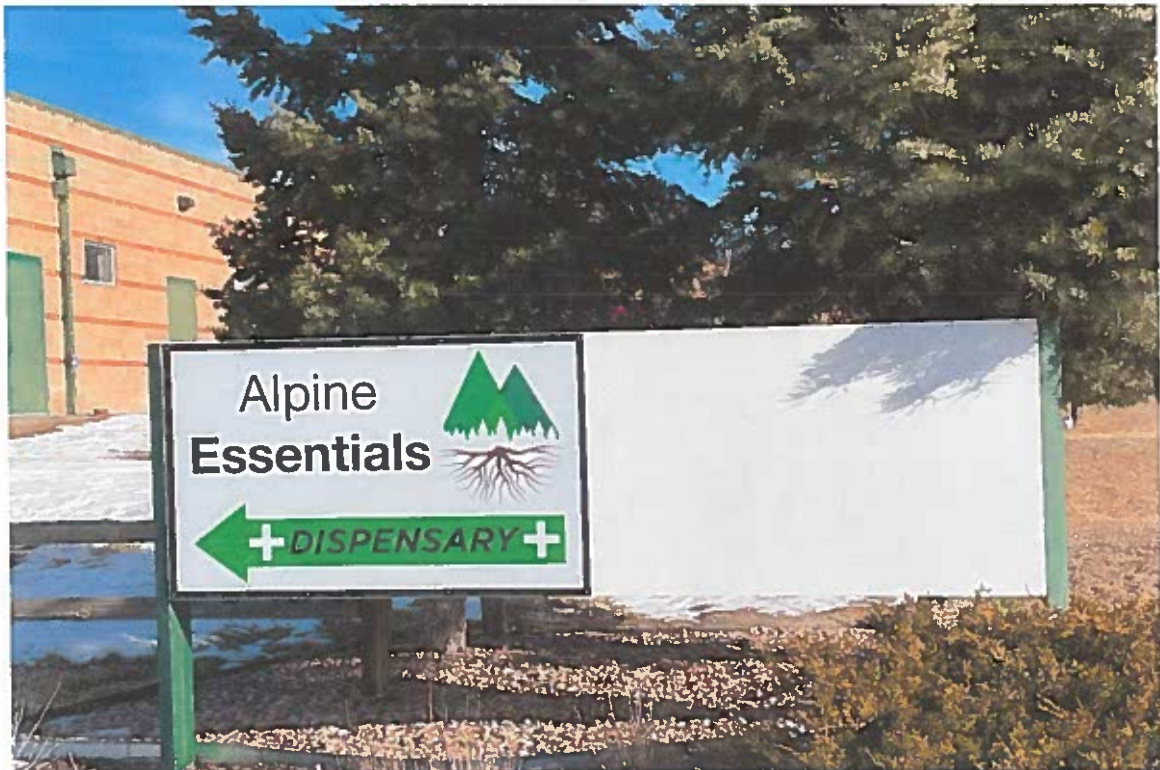


*previously
approved*

5' L x 5' H



Entrance 5' L x 3' H





January 23, 2024

Dawn Collins, Town Administrator
Town of Palmer Lake
P.O. Box 208
Palmer Lake, CO 80133

Dear Dawn,

Alpine Essentials, LLC, is submitting this letter as our request and application for the following Deviations from Sign Code:

- Permanent Directional signs made of a reflective metal material to be located on eligible locations along Highway 105 facing the east bound and west bound lanes.

Narrative: Our customers have informed us that they often have difficulty finding our location since we are not directly on Highway 105, are not allowed to have large enough signs to see our building from Highway 105, and since the traffic on Highway 105 does not always allow them to drive slowly enough to search for us which creates safety issues. Different signs have an effective viewing distance of 20', 40', 60', and 80' depending upon the size of the sign and the letter height. Typical traffic studies have shown that vehicles need specific distances to slow down safely to make a turn, so signs that are placed strategically will provide optimal public safety for Highway 105 commuters.

We are requesting permanent signs to be located at a safe distance before Circle Lane facing traffic on both the east bound lane and west bound lane on Highway 105.

Please accept this letter as our request to present our plan to the Planning Commission to be held on February 21, 2024.

Sincerely,

Brenda Woodward, Co-Owner
Alpine Essentials, LLC
Palmer Lake, CO

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- (11) Building Directory Signs with a cumulative total area of eight (8) square feet or less.
- (12) Public notices or signs relating to an emergency or hazard.
- (13) Yard signs: Up to two temporary yard signs no go greater than three (3) square feet in area each, for a total of six (6) square feet per lot.
- (14) Real estate signs. Temporary signs on an individual real estate parcel currently offered for sale, lease, or rent, provided that there is only one (1) sign per street frontage and is not greater than eight (8) square feet in area in a residential district and thirty-two (32) square feet in area in nonresidential districts, and the sign is located on the offered property behind the street right-of-way line. All such temporary signs shall be removed within seven (7) days after the real estate closing or lease transaction for the subject parcel or expiration of the listing, whichever occurs first.
- (15) Restaurant Menu Signs provided there is no more than one per establishment not to exceed four (4) square feet.

17.76.040 SIGN PERMITS AND ADMINISTRATIVE PROCEDURES**a) Sign Permits.**

- (1) Permits are not required to repair or maintain existing signs which wholly comply with this Sign Code.
- (2) A Sign permit requires an application submittal, non-refundable fee, and review and approval by the Planning Commission.
- (3) No work shall commence on signs requiring a permit until said permit has been issued by the Town.
- (4) Upon receipt of a sign permit, the sign permit expires if not erected within one year.

b) Permanent Sign Permit Application: The applicant shall provide the following information:

- (1) Name, address, and telephone number of the applicant and property owner.
- (2) Written consent of the property owner.
- (3) A Sign Plan composed of a scaled drawing(s) indicating the following:
 - a. Site Plan showing on-site drives, parking, buildings, sign type(s), proposed sign location(s) with dimensions to property lines and required sign landscaping.
 - b. When the Sign Permit Application is for common site signage in a multiple tenant commercial project then this information must be shown on the Sign Plan. The applicant has the option of applying for a Master Sign Plan.
 - c. A summary of all sign sizes, quantities, and areas corresponding to Sign Type Standards criteria.
 - d. Sign drawing(s) showing size, shape, design layout, an elevation of the sign on the building, materials, content, and mounting method.
 - e. Light fixture specifications and illumination values.
 - f. If the submittal is for a tenant on a multi-tenant site, provide a copy of the property owner's sign permit for the Common Site Signage.
 - g. Such additional information as requested by the Town Administrator.



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- h. The date when the applicant intends to erect the sign(s).
- c) **Master Sign Plan.** Any mixed-use development or multi-tenant building complex containing 3 or more units shall submit a master sign plan that consists of a coordinated, shared signage plan for the entire development.
- (1) Signs in the master sign plan shall have mutually unifying elements, which may include uniformity in materials, color, size, height, letter style, sign type, shape, lighting, location on buildings, and design motif.
 - (2) A master sign plan application shall include all of the following:
 - a. A table allocating sign area to each tenant, lot, or pad site;
 - b. A description and/or illustration of the materials to be used in wall signage; and
 - c. Elevations and materials for any standard signs for the site.
 - (3) In reviewing an applicant's submittal of a master sign plan in conformance with the provisions of this Chapter, the Planning Commission may vary the following standards:
 - a. Sign area for individual signs, and maximum sign area for all allowable signs;
 - b. Sign height for individual signs.
 - c. Sign setback or separation signs; and
 - d. Maximum number of signs, types of signs, or approved wall areas for purposes of sign location.
 - e. In exchange for a creative and quality design, one (1) of the above-listed standards may be altered up to twenty-five percent (25%) at the discretion of the Planning Commission. The Planning Commission may approve a greater change in a dimensional standard based on the applicant demonstrating that the change is warranted by a master sign plan and development that represents an exceptional design, the use of quality materials, increased landscaping, and/or other amenities.
- d) **Sign Permit Process and application.**
- (1) The Sign Permit Application submittal will be reviewed for completeness. When deemed complete it will be reviewed for compliance with applicable Town ordinances and the applicant will be notified of any discrepancies. If it is determined that the sign is not in conformance with these requirements, the Town Administrator shall recommend changes necessary to bring the sign into such conformance. If the applicant does not make such changes and prefers to submit the design as originally submitted, the Town Administrator shall forward the application to Planning Commission for review.
 - (2) The Sign Permit Application must be submitted to the Administrator at least ten (10) days prior to the scheduled Planning Commission meeting to be considered.
 - (3) Within thirty (30) days of submission of a completed application, allowing for one continuation of the application review for additional information or modification, the Planning Commission shall approve, approve with conditions, or deny the application. If the permit is denied, the Town Administrator shall provide a written explanation of the reasons for the denial by the Planning Commission.
 - (4) Approval Criteria: A sign permit application submittal shall comply with the following:



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- a. The Sign(s) conforms to the requirements of all applicable codes.
 - b. The Sign does not interfere with pedestrian or vehicular safety and is not located within the clear vision triangle area per the adopted Town Roadway Specifications.
 - c. The Sign conforms to the design standards of this Chapter.
 - d. The Planning Commission may approve minimal variations in size and quantity standards if the applicant demonstrates exceptional design and/or compliance with the Purpose and Intent of this Chapter.
 - e. The Planning Commission shall evaluate sign compliance and work with the applicant to resolve any issues or concerns.
 - f. Commission may approve as submitted, approve with conditions, deny the application, or request revisions or additional information for further consideration.
- e) Approval of Deviations from Sign Code.
- (1) Applicability. Deviations of the standards set forth in this Chapter may be granted only in accordance with this Section.
 - (2) Process:
 - a. Applicant submits a complete sign deviation application and pays all applicable fees.
 - b. The Town Clerk shall set a time for the Planning Commission to consider the request at a public hearing.
 - c. Notice of the public hearing shall be provided as outlined in C.R.S.24-65.5-103 - Notice requirements.
 - (3) A Deviations may be granted following review and approval by the Planning Commission of the following:
 - a. A written narrative describing the nature of the sign variance request as well as the hardship placed on the applicant resulting in the request.
 - b. Applicant demonstrates that strict application of this Chapter would produce-peculiar and exceptional practical difficulties or undue hardships upon the property owner.
 - c. Such difficulties or hardship is not shared generally by other properties in the same zoning district and the same vicinity but are peculiar to the subject property.
 - d. The authorization of such variance will not result in substantial detriment to adjacent property or the public good, materially change the character of the district, or substantially impair the intent and purpose of the Chapter.
 - e. The granting of such variance is based upon demonstrable and exceptional hardship as distinguished from variance for convenience, profit, or caprice.
- f) Appeal of Denial of Sign Application or Deviation Request.
- (1) The Planning Commission may deny a sign application or deviation request for any one of the following reasons:
 - a. The applicable provisions of this Code have not been met.
 - b. The required application fees have not been paid.



December 14, 2023, AMENDED FINAL SIGN CODE

- c. The application is incomplete or contains false, misleading, or fraudulent statements.
- d. The deviation request does not satisfy the requirements necessary for a deviation from the Sign Code.
- (2) Upon denial of an application for a sign permit, the applicant has ten calendar days from the date of the decision to file an appeal with the Town Clerk.
- (3) The applicant may appeal the Planning Commission's decision to the Town Board of Trustees. The decision of the Town Board of Trustees shall be considered a final decision for purposes of Colorado Rules of Civil Procedures (C.R.C.P.) 106.
- g) Enforcement.
 - (1) Any sign found not to be in conformance with this Chapter shall be subject to revocation of the sign permit.
 - (2) Any work on the sign as allowed that has not commenced within a period of one year from the date the sign permit was issued shall automatically expire. The Town Administrator may allow an extension of up to thirty (30) days for construction delays that are not the result of willful acts or neglect by the permittee. Authority to grant further extensions rests with the Board of Trustees.
 - (3) No refund of any fees will be made if the sign permit is revoked or expired under the provisions of this Section.
 - (4) Town Clerk Review. The Town Clerk shall cause any sign that does not comply with the standards set forth in this Chapter, including any sign that is not registered in accordance with this Section, to be removed immediately and without notice.
- h) Fines and penalties.
 - (1) Except as provided by Subparagraph b. below, any person who is convicted of, or pleads guilty or no contest to, a violation of this Chapter shall be punished by a fine not to exceed the jurisdiction of the municipal court. Each and every day on which any violation of this Chapter is committed, exists, or continues shall be deemed a separate and distinct offense.
 - a. First violation: Minimum fine: One hundred dollars (\$100.00).
 - b. Second violation: Minimum fine: Two hundred dollars (\$200.00).
 - Third violation: Minimum fine: Three hundred dollars (\$300.00).
- i. Nothing in this Sign Code shall limit or preclude the Town's ability in any manner to pursue the enforcement of the Town's Sign Code using any and all available remedies available or cumulatively.

17.76.050 SIGN STANDARDS

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



TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 12-2024

**A RESOLUTION ADOPTING A PUBLIC COMMENT POLICY
FOR TOWN MEETINGS, 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, the Board recognizes the value of public comment on public issues and the importance of hearing from its citizens on matters of community interest; and

WHEREAS, the Board of Trustees desires to facilitate members of the public expressing their concerns on matters of community interest without interfering with the ability of the Board of Trustees to conduct its meetings and accomplish its tasks; and

WHEREAS, in order to achieve these goals, the Board concludes that it is necessary to adopt rules governing public comments during Board of Trustee meetings.

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

1. The Town Board of Trustees hereby adopts the Town of Palmer Lake Public Comment Policy attached hereto as Exhibit A.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 25th DAY OF JANUARY 2024.

ATTEST:


Dawn A. Collins
Town Administrator/Clerk

TOWN OF PALMER LAKE, COLORADO

BY: 
Grant Havenar
Mayor

TOWN OF PALMER LAKE PUBLIC COMMENT POLICY

The Town of Palmer Lake Board of Trustees has adopted the following policy regarding the public comment portion of the Board's meetings. This policy must be adhered to by anyone wishing to address the Board.

The Board of Trustees of the Town of Palmer Lake recognizes the value of public comment on public issues relevant to Town government and acknowledges the importance of allowing members of the public to express themselves on matters of community interest. To permit the fair and orderly expression of such comments, the Board provides a period for public comment at every regular meeting as well as the opportunity during the meeting to comment on specific agenda items.

A. Public comment on items that ARE on the agenda.

1. Any public comment that relates to an item that is on the agenda must be provided during the discussion of that item.
2. Once the Board has acted on an agenda item, it will not entertain further discussion or comment on the item by the public.
3. A speaker who wishes to comment on agenda items may do so virtually if they make arrangements in advance with the Town Clerk.

B. For any public comment that relates to items that ARE NOT on the agenda.

A speaker who wishes to provide public comment on a non-agenda item must do so in person, or by email to the Town 24 hours in advance of the meeting time but cannot do so telephonically or virtually.

C. Rules for ALL public comment.

All public comment, whether it is during the discussion of an agenda item or during the portion of the meeting allowing public comment on non-agenda items, must adhere to the following:

1. A speaker must be recognized by the Mayor before speaking.
2. The speaker should state their name and address for the record.
3. Comments should be addressed solely to the Board, as a whole, and not directed to Town Staff or individual Trustees.
4. Each speaker is limited to no more than 3 minutes.
5. No speaker can "pool" their time with another speaker.
6. Each speaker may only speak once on a topic or agenda item.
7. The Mayor may, in their discretion, limit the total amount of time or the total number of speakers that will be allowed in connection with a particular topic or agenda item.

8. Points made by previous speakers should not be duplicated, but a speaker can indicate they agree with comments of a previous speaker.
9. Only oral comments or written comments of one page or less are permitted. No other visual or auditory presentations are permitted.
10. Civility and respect for others is required.
11. Comments, or other distractions from audience members who have not been recognized by the Mayor to speak are not permitted.
12. The Mayor may require any individual to leave the meeting when that person does not observe reasonable decorum.
13. The Mayor may request the assistance of law enforcement if a person's conduct interferes with the orderly progress of the meeting.
14. The Mayor may call for a recess if the lack of decorum so interferes with the orderly conduct of the meeting.

[Failure to comply with this policy may subject a person to penalties and/or removal from the meeting in accordance with C.R.S. Section 18-9-108 (Disrupting lawful assembly)]