



BOARD OF TRUSTEES MEETING

Thursday, April 24, 2025

Executive Session at 5:00 PM / Regular Meeting at 6:00 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 Board of Trustees values public comment on issues relevant to Town government. To permit the fair and orderly expression of such comments, the Board 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 Mayor to step to the podium, sign in, use the microphone, state name and address for the record, and address comments solely to the Board, 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 Board members or to public members. Comments or disruption from audience members not recognized by the Mayor 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 Board separately. Note that comments submitted to the Board are public record. Please understand that the Board 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

Convene to Executive Session - For the purpose of:

A) *determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – review of possible property lease amendments for Eco Spa at Elephant Rock property; and*

B) *determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input for possible annexation agreement for proposed Buc-ee's development*

Reconvene to Open Session by 5:45 pm to open doors for Regular Meeting at 6 pm

Roll Call

Invocation by Mayor Havenar

Pledge of Allegiance

Presentations

1. Initial Review of Pikes Peak Rural Transportation Authority (PPRTA)

Consent Agenda - *Items under the consent agenda may be acted upon by one motion. If, in the judgment of a board member, a consent agenda item requires discussion, the item can be placed on the regular agenda for discussion and/or action.*

2. Minutes from April 10, 2025 Meeting
3. Checks over \$15,000 - Meyer & Sam's dba GMS (\$26,667.99) for general engineering
4. Financials (March)

Staff/Department Reports

5. Police
6. Fire
7. Attorney
8. Administrator/Clerk

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

9. Application for Minor Resubdivision/Replat of Largo Terrace, Poco Ave -- *Applicant has requested the hearing be continued until June 26 (Planning Commission moved to continue to June 18)*

Business Items

10. Resolution 36-2025 to Approve Citizen Appointment to Parks and Trails Commission
11. Resolution 37-2025 to Extend a Temporary Conditional Use Permit, 773 S Hwy 105 (Diacut)
12. Resolution 38-2025 to Approve Additional Fees to Town Master Fee Schedule
13. Discussion/Direction of Single Hauler Trash Collection Service
14. Discussion of Criteria for Elephant Rock Main Lodge/Area to Create RFP
15. Direction to Complete Land Use Code Critical Issues Project (Funding)
16. Direction for Continued Discussion About PPRTA

Public Comment - *Public comments are encouraged to be emailed to the Town office at info@palmer-lake.org with subject line of Public Comment (24 hours prior to meeting) and shall be distributed and read at the meeting. Otherwise, please be recognized to speak, sign in, and address the Board on matters not on the agenda. Thank you!*

Board Reports

Next Meeting (May 8) and Future Items

Convene to Executive Session for unfinished discussion noted above

Reconvene to Open Session

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.

What is the Pikes Peak Rural Transportation Authority?

1. The Pikes Peak Rural Transportation Authority is a 20-year-old regional government with six member entities and an annual budget of just under \$160 million. We have just reached the \$2 billion mark for having contributed this amount of funding for transportation improvements for our member entities since our establishment on January 1, 2005.
2. In November 2004, voters in the City of Colorado Springs, unincorporated El Paso County, City of Manitou Springs, and the Town of Green Mountain Falls approved the establishment of the PPRTA with a 1-cent sales tax for transportation improvements and a distribution allocation of 55% for transportation Capital projects (via a voter-approved list of projects on a 10-year sunset with extension only by ballot measure), 35% for transportation Maintenance projects, and 10% for the City of Colorado Springs' Mountain Metropolitan Transit (MMT) department for their bus system. The Capital and Maintenance funds are allocated to the member entities by population using the most recent Federal census. The 55% capital portion of our budget has twice been approved by our voters for 10-year extensions by 80/20 margins, with the current Capital program set to expire on December 31, 2034. This program is administered by the Pikes Peak Area Council of Governments (PPACG) with 2.5 FTE's, well under the 1% of budget Administrative cost limit set in the founding ballot measure.
3. Fountain, Monument, Palmer Lake, Calhan, and Ramah did not choose to join on the initial ballot measure in November 2004.
4. Ramah went to their voters in November 2008 and were approved to join on January 1, 2009, which brought us to 5 member entities.
5. Calhan went to their voters in November 2021 and were approved to join on January 1, 2022, which brings us to 6 member entities.
6. Fountain went to their voters in November 2023 and were denied to join.

Rick Sonnenburg, PPRTA Program Manager



BOARD OF TRUSTEES MEETING

Thursday, April 10, 2025

Executive Session at 5:00 PM / Regular Meeting at 6:00 PM

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

MINUTES

Call to Order & Roll Call. Mayor Havenar called the meeting to order at 5 pm. Present: Mayor Glant Havenar; Trustees Atis Jurka, Shana Ball, Tim Caves, Kevin Dreher, Dennis Stern. Excused: Trustee Amy Hutson.

Convene to Executive Session. MOTION (Stern, Dreher) to convene to executive session. Roll call vote – aye 6; nay 0. Motion passed. For the purpose of A) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – review of possible property lease amendments for Eco Spa at Elephant Rock property; and B) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input for possible annexation agreement for proposed Buc-ee's development.

Reconvene to Open Session at approximately 5:50 pm.

Mayor Havenar recessed briefly to open doors for the regular meeting. At 6:04 pm, the meeting continued.

Roll Call. Present: Mayor Glant Havenar; Trustees Atis Jurka, Shana Ball, Tim Caves, Kevin Dreher, Dennis Stern. Excused: Trustee Amy Hutson.

Invocation provided by Trustee Ball

Pledge of Allegiance – led by County Commissioner Bill Wysong

Proclamation Recognizing Child Abuse Prevention Month. Mayor Havenar read a proclamation and presented it to Commissioner Wysong and Mr. Jason Lester with El Paso County Human Services.

Consent Agenda. MOTION (Ball, Jurka) to approve the consent agenda including 1) Minutes from March 27, 2025 Meeting and 2) Resolution 8-2025 to Approve Expectations of the Town Board of Trustees. Roll call vote – aye 6; nay 0. Motion passed.

Staff/Department Reports

3. Water
4. Public Works including Roads & Park Maintenance
5. Police

6. Fire. Chief Vincent reported the removal of hazardous trees and thanked the Parks and Trails Commission members and the assistance of Public Works personnel. PLFD will continue this work on town property.
7. Administration
8. Attorney. Attorney Krob explained how the three independent reports for the proposed annexation reports were determined, stating that professional services are not required to be competitively bid. He reviewed how the consultants were chosen and provided an update on the current two draft reports, stating that the quality of the final reports is more important than the timing of a final document.
9. Administrator/Clerk. Collins provided an update on current projects including the Spruce Mountain roadway design requiring involvement of the railway; the water tank needing repair; the positive progress of building CivicRec reservation system and soon to be displayed public art outside the library. She informed members of new staff for Police and possibly Water and reminded members about the upcoming TLCC awards dinner as well as springs events to participate in.

Mayor Havenar read the public comment rules as noted on the agenda.

Public Hearing.

10. Application for Resubdivision Master Plan for Lakeview Heights -- *Applicant requested the hearing be continued until 5/8*. MOTION (Ball, Dreher) to continue the hearing until May 8 as requested. Roll call vote – aye 6; nay 0. Motion passed.

Business Items

11. Resolution 35-2025 Initiating Annexation Proceeding and Setting a Hearing to Determine Eligibility of Certain Lands Sought to be Annexed. Attorney Krob reviewed the statutory requirement to set a hearing date. Trustee Stern inquired why the hearing date is suggested so late. Attorney Krob explained the timeline to allow property owners along the flagpole to also petition to annex. MOTION (Ball, Dreher) to set the hearing for the suggested special meeting date of Thursday, May 29, at 6 pm. Trustee Jurka inquired who will be presenting. Attorney Krob noted that the property owner can authorize another to represent them. Roll call vote – aye 5; nay 1 (Jurka). Motion passed.
12. Ordinance 1-2025 Authorizing Sale of Certain Real Property and Execution of Quitclaim Deed. Attorney Krob explained the quitclaim deed for property. Mr. Craig Dossey, representing the landowner, Mr. Lynn Jack, explained the vicinity map reviewing the two pieces of land requested. Mayor Havenar invited the citizen member to review and/or inquire further about the use. Ms. Alex Olivier reviewed the vicinity map and confirmed that Mr. Jack would not change the use of the land. Mr. Matt Stephen inquired about creating pedestrian trail use along Hwy 105. It was noted that the pieces do not continue along Hwy 105 and are surrounded by private property. No other public comments were made. Trustee Stern inquired about charging for the property and Attorney Krob explained that the town cannot charge for right of way and because the town is unaware how the property was conveyed, the town is unable to warranty title which would be required in a purchase arrangement. MOTION (Jurka, Caves) to approve Ordinance 1-2025 to execute the quitclaim deed to Mr. Jack. Roll call vote – aye 6; nay 0. Motion passed.
13. Ordinance 2-2025 Authorizing Collection for Unpaid Fees to the Town. Collins explained the necessary ordinance to authorize collection for unpaid fees, specifically municipal court fees. Discussion ensued about the amount of unpaid fees and Collins and Deputy Clerk Romero assured members that an audit of unpaid court fees must be completed to provide an estimated amount. No public comments were made. MOTION (Dreher, Stern) to approve Ordinance 2-2025 to authorize collection. Roll call vote – aye 6; nay 0. Motion passed.

14. Review/Direction for Community Clean Up - May 10. Discussion took place about the estimated costs for placing trash bins for a community clean up event and monitoring. Members preferred one week later on May 17 to avoid Mother's Day weekend and to provide additional time to promote the clean up event. Ms. Cyndee Henson inquired about yard waste. Chief Vincent stated that natural material will be accepted at the burn site off County Line Rd (former motorbike track). Mr. Matt Beverly inquired what material will be burned as he resides in the area. Chief Vincent restated that only natural material will be burned. Board members agreed with the clean up event on May 17 and suggested a not to exceed expenditure of \$2500 by the town.

15. Review/Direction for Elephant Rock Property Planned Development Plan Process. Discussion took place about the first steps of the Planned Development (PD) application process for the entire elephant rock property site. It was agreed that the existing main lodge and abutting two structures will be held for a future RFP to be developed including criteria for proposals. Working with Willans, Trustees Caves and Hutson will assist in developing the PD plan with town consultants CMI and GMS for the entire site.

16. Review/Direction for Single Hauler Trash Collection Services. Discussion ensued about the public comments and provider response to comments. The topic of not prohibiting a private owner from a contract with another provider was raised. It was agreed that staff will inquire about the percentage of clients in Palmer Lake with each firm, confirm the numbers for the quotes provided, and bring back a summary of the proposals.

Public Comment. Mr. Roger Moseley expressed concern about the independent studies, inquiring about contract management. He stated that he would have more confidence about what is intended for the reports if they were managed. Mr. Jason Lester expressed appreciation for the proclamation and offered stats and information about child abuse, explaining how the El Paso County Department of Human Services works to prevent abuse. County Commissioner Wysong promoted a free event for fathers on April 18.

Board Reports. Trustee Jurka reported his participation in the El Paso County Economic Development informational meeting at the town hall the prior week. He and Trustee Ball will be meeting with the County about development small business and tourism. Mayor Havenar reported her attendance to the PPACG meeting and the County Commission hearing for United Congregational Church (UCC). She reported that the County approved the rezoning of the UCC property to 2.5 acres. Trustee Stern reported that Parks and Trails Commission members do a lot of work. Collins informed members that water is spilling into the lake as allowed.

Next Meeting (4/24) and Future Items

Convene to Executive Session. MOTION (Dreher, Ball) to reconvene to executive session at 7:15 pm for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input for possible annexation agreement for proposed Buc-ee's development. Roll call vote – aye 6; nay 0. Motion passed.

Reconvene to Open Session at 9:29 pm.

Adjourn. MOTION (Dreher, Stern) to adjourn at 9:30 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk

Town of Palmer Lake

50591

Vendor ID	Name	Payment Number	Check Date	Check Number		
MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS IN	0002988	4/10/2025	50591		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
59	2/27/2025	General engineering	\$2,456.20	\$2,456.20	\$0.00	\$2,456.20
02	2/27/2025	Buc-ee's development	\$23,311.79	\$23,311.79	\$0.00	\$23,311.79
010	2/27/2025	Hwy 105 Sidewalk	\$900.00	\$900.00	\$0.00	\$900.00

Totals:			\$26,667.99	\$26,667.99	\$0.00	\$26,667.99
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LMP100 M/P CHECK

MEYER & SAMS, INC.
dba GMS, INC., CONSULTING ENGINEERS
611 N. Weber Street, Suite 300
Colorado Springs, CO 80903-1074
719-475-2935 - 719-475-2938 (Fax)

Town of Palmer Lake
P.O. Box 205
Palmer Lake, CO 80133

February 27, 2025
Invoice No: 59

Project 17071 Town of Palmer Lake-General Engineering

Professional Services from December 28, 2024 to January 31, 2025

Phase .502 Lakeview Heights 10-21-5109-041 REIMB *mar*

Coordinate with design review team (DRT) regarding the upcoming Board of Trustees (BoT) meeting for master plan consideration; attend a teleconference to discuss the master plan submittal and conditions for possible approval, reviewing prior correspondence and meeting comments and potential responses to address the prior items; prepare for and attend the BoT meeting for the consideration of the master plan submittal; review developer options to address the BoT's requests from the previous master plan hearing, specifically related to access and emergency ingress/egress for the proposed development; participate in a meeting with staff to further discuss developer options to meet the BoT's conditions regarding access and emergency ingress/egress.

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	11.40	\$206.00	\$2,348.40	
	<u>11.40</u>		<u>\$2,348.40</u>	
Total Labor				\$2,348.40

In-House Charges

Reproduction			\$4.80	
			<u>\$4.80</u>	
Total In-House Charges				\$4.80

Total This Phase \$2,353.20

Phase .522 Red Rock Acres Development 10-21-5109-043 *mar*

Prepare email responses to questions from developer's agents regarding existing water system infrastructure, prepare GIS maps of water system for developer's agents.

ES

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	<u>.50</u>	\$206.00	<u>\$103.00</u>	
	.50		\$103.00	
Total Labor				\$103.00
			Total This Phase	\$103.00

Total this Invoice **\$2,456.20**



MEYER & SAMS, INC.
dba GMS, INC., CONSULTING ENGINEERS
611 N. Weber Street, Suite 300
Colorado Springs, CO 80903-1074
719-475-2935 - 719-475-2938 (Fax)

Town of Palmer Lake
P.O. Box 205
Palmer Lake, CO 80133

February 27, 2025
Invoice No: 2

Project 2024-079 Town of Palmer Lake - Consultations Re: Buc-ee's Development

Professional Services from December 28, 2024 to January 31, 2025

Phase .100 Water System Extension - Preliminary Engineering Report

Continue evaluations on total water demands and water system infrastructure needs to support the Buc-ee's development. Water system modeling for anticipated fire flow requirements and residual system pressures; continue chlorine analysis for residual system levels. Prepare for and attend meeting with water department staff on water system performance, capabilities and operations. Review and update the water rights assessment and data and analyze operations of wells and booster pumps. Update demand tables, complete the water rights summary, and compile cost estimates. Discuss fire flow, treatment capacities, and supply capabilities, while focusing on water system impacts. Continue work on hydraulic modeling and analyzing future supply needs.

Professional Services

	Hours	Rate	Amount
Principal	2.40	\$236.00	\$566.40
Senior Professional Engineer	36.40	\$206.00	\$7,498.40
Professional Engineer 1	.80	\$163.00	\$130.40
Staff Engineer	96.70	\$147.00	\$14,214.90
Administrative Support	5.80	\$86.00	\$498.80
	142.10		\$22,908.90
Total Labor			\$22,908.90

Reimbursable Expenses

Mileage		\$28.49	
		\$28.49	
Total Reimbursables			\$28.49

In-House Charges

Reproduction		\$24.20	
		\$24.20	
Total In-House Charges			\$24.20

Total This Phase \$22,961.59

Phase .600 Development Reviews

Review the letter template proposed by the developer's team to outline the water rights for the land proposed for annexation for the adequacy of the water rights demonstration for the land proposed for annexation.

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	1.70	\$206.00	\$350.20	
	1.70		\$350.20	
Total Labor				\$350.20
				Total This Phase \$350.20

Total this Invoice \$23,311.79

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WAZ

10-21-5109-040 REIMB

MEYER & SAMS, INC.
dba GMS, INC., CONSULTING ENGINEERS
611 N. Weber Street, Suite 300
Colorado Springs, CO 80903-1074
719-475-2935 - 719-475-2938 (Fax)

Town of Palmer Lake
P.O. Box 205
Palmer Lake, CO 80133

February 27, 2025
Invoice No: 10

Project 2024-052 Town of Palmer Lake - Highway 105 Sidewalk Improvements

Professional Services from December 28, 2024 to January 31, 2025

Phase .401 Lump Sum Design 10-51-6000 - 015

Review parking modifications to convert diagonal parking to parallel parking to conform with CDOT parking requirements; update design layout and figures for modified parking conditions.

Phase Fee	\$218,000.00	
Fee Previously Billed	\$75,950.00	
Fee Currently Due	\$900.00	
Fee to be Billed	\$141,150.00	
Total This Phase		\$900.00

Total this Invoice **\$900.00**

mu
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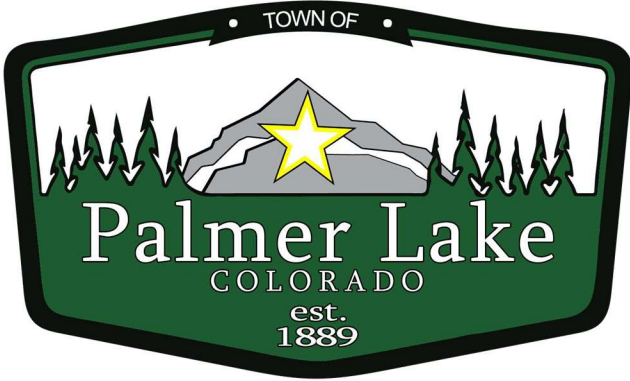
TOWN OF PALMER LAKE
Financial Statements
March 2025
Unaudited



Schedule of Cash Position
March 2025

TOWN OF PALMER LAKE
Schedule of Cash Position
March 2025

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 2,708,896
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	4.40%	\$ 1,599,066
Colorado Trust (ColoTrust)	Police Reserve	Savings	4.40%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	4.40%	\$ 67,960
Colorado Trust (ColoTrust)	Roads Reserve	Savings	4.40%	\$ 11,318
General Fund Reserves Subtotal				<u>\$ 1,678,351</u>
General Fund Accounts Total				<u><u>\$ 4,387,247</u></u>
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,463,667
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	4.40%	\$ 203,689
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	4.40%	\$ 226,358
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve	Savings	4.40%	\$ 225,656
Water Fund Accounts Total				<u><u>\$ 2,119,370</u></u>
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	4.40%	\$ 30,946
Conservation Trust Fund Account Total				<u><u>\$ 30,946</u></u>



Financial Reports
March 2025

TOWN OF PALMER LAKE

Item 4.

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

GENERAL FUND

For the Three Months Ended March 31, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 25%)
REVENUE				
Taxes	\$ 3,579,885	\$ 1,057,624	\$ (2,522,261)	30%
Fees and Licenses	288,725	24,472	(264,253)	8%
Fines	60,000	6,746	(53,254)	11%
Interest	85,567	18,331	(67,236)	21%
Departmental	70,500	13,401	(57,099)	19%
Grants and Donations	1,512,517	17,436	(1,495,081)	1%
Miscellaneous	87,600	128,730	41,130	147%
Total Revenue	\$ 5,684,794	\$ 1,266,740	\$ (4,418,054)	22%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 307,253	\$ 68,332	\$ 238,921	22%
Professional Services	372,700	151,572	221,128	41%
Administrative/Operations	260,700	57,456	203,244	22%
Capital Outlays	26,200	11,252	14,948	43%
Total Administration	\$ 966,853	\$ 288,612	\$ 678,241	30%
Police Department				
Salaries and Benefits	\$ 1,124,609	\$ 208,849	\$ 915,760	19%
Professional Services	114,400	4,047	110,353	4%
Administrative/Operations	184,009	44,667	139,342	24%
Capital Outlays	12,000	-	12,000	0%
Total Police Department	\$ 1,435,018	\$ 257,563	\$ 1,177,455	18%
Fire Department				
Salaries and Benefits	\$ 999,520	\$ 185,337	\$ 814,183	19%
Professional Services	17,700	8,147	9,553	46%
Administrative/Operations	137,525	20,580	116,945	15%
Capital Outlays	15,000	-	15,000	0%
Total Fire Department	\$ 1,169,745	\$ 214,064	\$ 955,681	18%
Public Works Department - Roads				
Salaries and Benefits	\$ 293,379	\$ 66,070	\$ 227,309	23%
Professional Services	31,300	9,977	21,323	32%
Administrative/Operations	187,800	37,248	150,552	20%
Capital Outlays	1,825,996	43,206	1,782,790	2%
Total Roads Department	\$ 2,338,475	\$ 156,501	\$ 2,181,974	7%
Public Works Department - Parks				
Administrative/Operations	\$ 47,600	\$ 7,647	\$ 39,953	16%
Capital Outlays	20,000	8,977	11,023	45%
Total Parks Department	\$ 67,600	\$ 16,624	\$ 50,976	25%
Total Expenditures	\$ 5,977,691	\$ 933,364	\$ 5,044,327	16%
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	\$ (292,897)	\$ 333,376	\$ 626,273	
FUND BALANCE - BEGINNING OF YEAR		\$ 4,174,737		
FUND BALANCE - END OF YEAR		\$ 4,508,113		

Recommended Operating Reserve - 3 months

775,497

TOWN OF PALMER LAKE

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

WATER ENTERPRISE FUND

For the Three Months Ended March 31, 2025

UNAUDITED

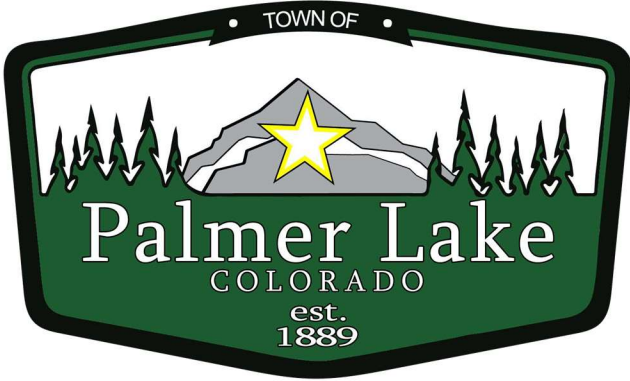
	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 25%)
REVENUE				
Water Billing	\$ 1,438,257	\$ 303,294	\$ (1,134,963)	21%
Water Improvement Fee	79,626	18,995	(60,631)	24%
Water Loan	217,596	54,394	(163,202)	25%
Water Tap Fees	75,090	-	(75,090)	0%
Water Meter/Parts	2,550	-	(2,550)	0%
Late Fees/Service Fees	15,000	4,640	(10,360)	31%
Interest	30,000	7,176	(22,824)	24%
Grants	-	7,500	7,500	0%
Total Revenue	<u>\$ 1,858,119</u>	<u>\$ 395,999</u>	<u>\$ (1,462,120)</u>	<u>21%</u>
EXPENDITURES				
Salaries and Benefits	\$ 551,139	\$ 85,050	\$ 466,089	15%
Professional Services	133,500	23,465	110,035	18%
Administrative/Operations	443,300	117,438	325,862	26%
Capital Outlays	454,800	1,969	452,831	0%
Debt Service	211,887	-	211,887	0%
Total Expenditures	<u>\$ 1,794,626</u>	<u>\$ 227,922</u>	<u>\$ 1,566,704</u>	<u>13%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ 63,493</u>	<u>\$ 168,077</u>	<u>\$ 104,584</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 1,264,490</u>		
FUND BALANCE - END OF YEAR		<u>\$ 1,432,567</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted		<u><u>\$ 1,215,996</u></u>		

Note 1: CWR&PDA Loan Requirement

TOWN OF PALMER LAKE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND For the Three Months Ended March 31, 2025 UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 25%)
REVENUE				
State Shared Revenue	\$ 36,000	\$ 7,996	\$ (28,004)	22%
Interest	1,425	339	(1,086)	24%
Total Revenue	\$ 37,425	\$ 8,335	\$ (29,090)	22%
EXPENDITURES				
Salaries and Benefits	\$ 13,296	\$ -	\$ 13,296	0%
Administrative/Operations	4,000	-	4,000	0%
Capital Outlays	10,000	-	10,000	0%
Total Expenditures	\$ 27,296	\$ -	\$ 27,296	0%
NET CHANGE IN FUND BALANCE	\$ 10,129	\$ 8,335	\$ (1,794)	
FUND BALANCE - BEGINNING OF YEAR		\$ 84,625		
FUND BALANCE - END OF YEAR - Restricted		\$ 92,960		



Accounts Payable Reports
March 2025

Town of Palmer Lake
 VENDOR CHECK REGISTER REPORT
 Payables Management

Item 4.

Ranges: From: To: From: To:
 Check Number First Last Check Date 3/1/2025 3/31/2025
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50494	AIRGAS	AIRGAS USA, LLC	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$91.56
50495	ALERT360	ALERT 360	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$32.03
50496	AMCOBIIT	AMCOBI	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$4,082.05
50497	AT&TMOBILITY	AT & T MOBILITY	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$3,005.55
50498	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$95.83
50499	BRADLEYEXCAVATI	BRADLEY EXCAVATING INC.	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$4,935.00
50500	BROOKSPLUMBING	BROOKS PLUMBING & HEATING, INC	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$75.00
50501	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$2,581.25
50502	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$35.00
50503	CKT	COMMON KNOWLEDGE TECHNOLOGY	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$2,734.00
50504	CROSSEDPATHSSUR	CROSSED PATHS SURVEYING SERVIC	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$5,000.00
50505	ECONOMICPLANNIN	ECONOMIC & PLANNING SYSTEMS, I	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$15,090.00
50506	ENVIROTECH	ENVIROTECH SERVICES, INC.	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$13,961.09
50507	ESO	ESO SOLUTIONS, INC.	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$208.53
50508	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$1,513.00
50509	GALLS	GALLS, LLC	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$108.45
50510	GEN-TECH	GEN-TECH	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$1,483.27
50511	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$111.42
50512	HYDROCORP	HYDROCORP INC	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$459.45
50513	KROBLAWOFFICES	KROB LAW OFFICE, LLC	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$14,980.00
50514	MES	MES SERVICE COMPANY, LLC	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$866.10
50515	MONARCHMERCHANT	MONARCH MERCHANTISING	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$366.96
50516	KELLYBOOKSLLC	MOUNTAIN SHADOWS ACCOUNTING GR	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$5,000.00
50517	MYFLEETCENTER	MYFLEETCENTER	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$250.67
50518	OREILLY	O'Reilly Automotive, Inc.	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$136.92
50519	ORKIN	Orkin	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$495.25
50520	REPUBLICSERVICE	REPUBLIC SERVICES #653	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$2,018.35
50521	STERICYCLE	STERICYCLE, INC.	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$40.52
50522	T2SYSTEMS	T2 SYSTEMS CANADA INC.	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$70.00
50523	GAZETTE	THE GAZETTE	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$43.70
50524	TLECC	TIMBER LINE ELECTRIC & CONTROL	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$3,316.75
50525	UNCC	UTILITY NOTIFICATION CENTER OF	3/6/2025	COBANK-CKG 9495	PMCHK00000211	\$31.55
50527	ALERT360	ALERT 360	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$32.03
50528	CENTURYLINK	CENTURYLINK	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$690.01
50529	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$70.00
50530	ECONOMICPLANNIN	ECONOMIC & PLANNING SYSTEMS, I	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$7,105.00
50531	GALLS	GALLS, LLC	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$78.15
50532	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$267.75
50533	TORWEIHE,LETICI	Leticia Torweihe	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$67.96
50534	LYONSGADDIS	LYONS GADDIS	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$66.00
50535	OREILLY	O'Reilly Automotive, Inc.	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$35.97
50536	PALMERLAKESANIT	PALMER LAKE SANITATION	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$1,304.04
50537	DPCINDUSTRIES	PVS DX, INC.	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$70.00
50538	SLWS	SALT LAKE WHOLESALE SPORTS	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$1,308.00
50539	SPRINGSMOUNTAIN	Springs Mountain Water	3/13/2025	COBANK-CKG 9495	PMCHK00000212	\$66.95
50540	ARCHITIVITY	ARCHITIVITY LIMITED	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$6,000.00
50541	CIRSA	CIRSA	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$42,065.84
50542	COLEBRANDS	COLE BRANDS	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$147.50
50543	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$70.00
50544	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$1,125.00
50545	GALLS	GALLS, LLC	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$341.75
50546	JESSICAEHRHARDT	JESSICA EHRHARDT	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$200.00
50547	CICCOLELLAJOHN	JOHN CICCOLELLA	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$320.00
50548	JREENGINEERING	JR ENGINEERING, LLC	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$15,813.34
50549	KROBLAWOFFICES	KROB LAW OFFICE, LLC	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$13,125.00
50550	UCHEALTH	Memorial Health System	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$874.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50551	MYFLEETCENTER	MYFLEETCENTER	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$135.12
50552	OREILLY	O'Reilly Automotive, Inc.	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$54.92
50553	STOLFUS&ASSOCIA	STOLFUS & ASSOCIATES, INC.	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$7,412.50
* 50554	WINDSHIELDSEXP	WINDSHIELDS EXPRESS	3/20/2025	COBANK-CKG 9495	PMCHK00000213	\$420.00
50555	4RIVERSEQUIPMEN	4 RIVERS EQUIPMENT	3/27/2025	COBANK-CKG 9495	PMCHK00000214	\$8,680.09
50556	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	3/27/2025	COBANK-CKG 9495	PMCHK00000214	\$161.83
50557	GALLS	GALLS, LLC	3/27/2025	COBANK-CKG 9495	PMCHK00000214	\$388.95
50558	GEN-TECH	GEN-TECH	3/27/2025	COBANK-CKG 9495	PMCHK00000214	\$816.00
50559	JENNWILDE	JENN WILDE	3/27/2025	COBANK-CKG 9495	PMCHK00000214	\$20.00
50560	MARYSCOTT	MARY SCOTT	3/27/2025	COBANK-CKG 9495	PMCHK00000214	\$140.00
50561	MIKEFISK	MIKE FISK	3/27/2025	COBANK-CKG 9495	PMCHK00000214	\$75.00

Total Checks:	67			Total Amount of Checks:		\$192,348.87
						=====



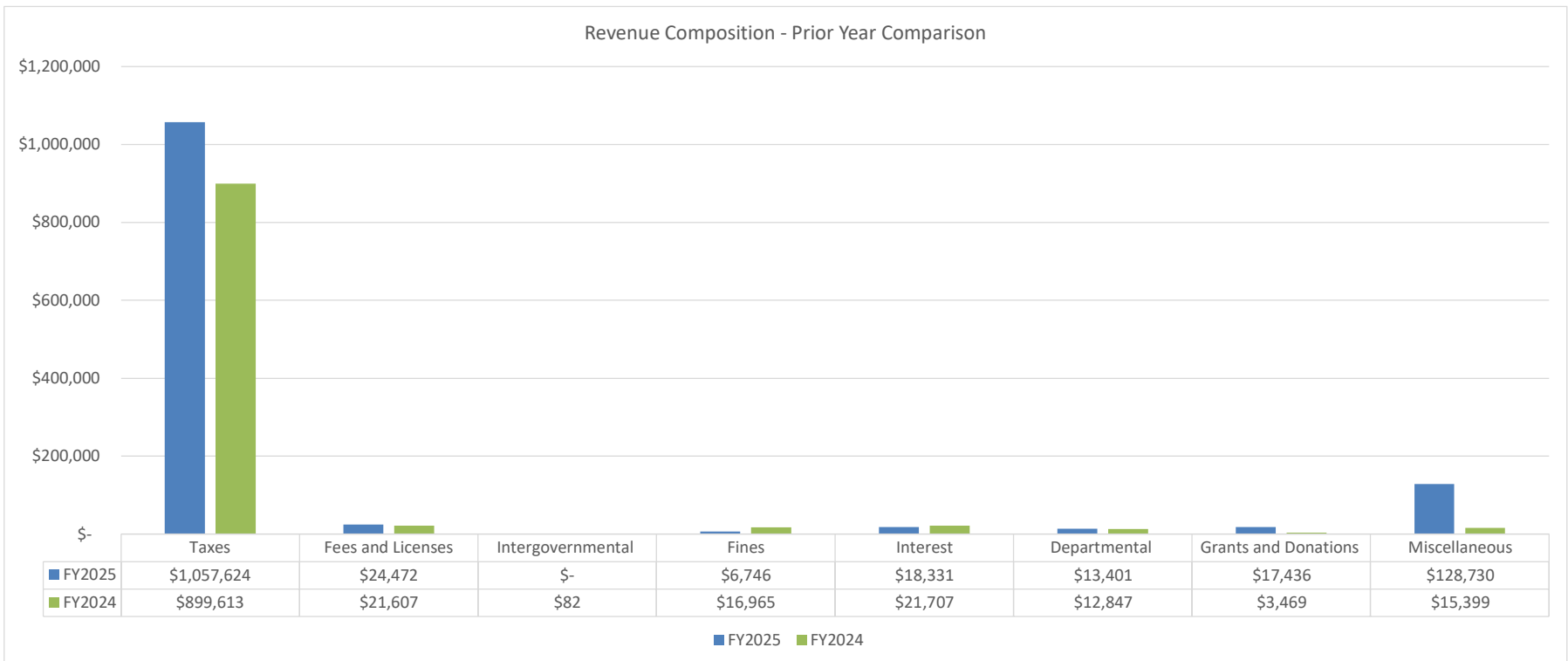
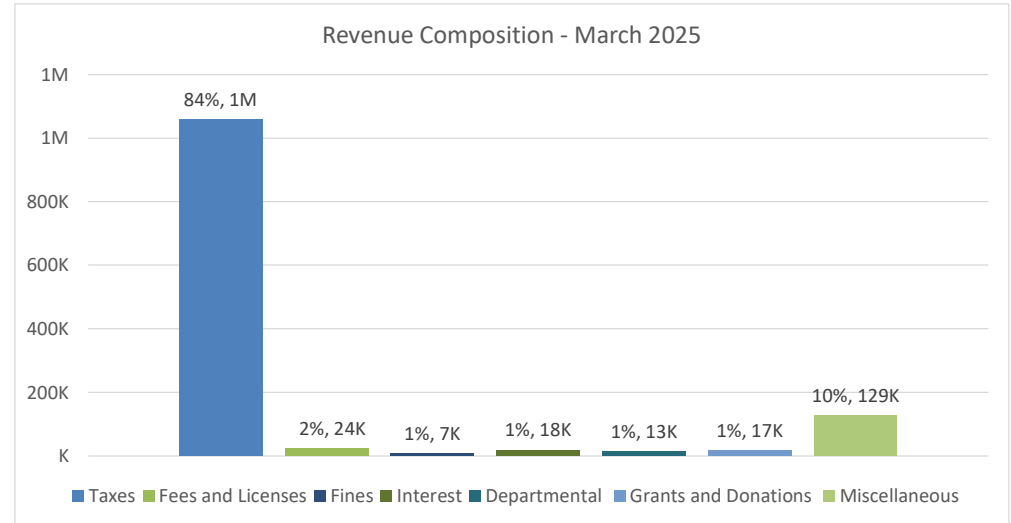
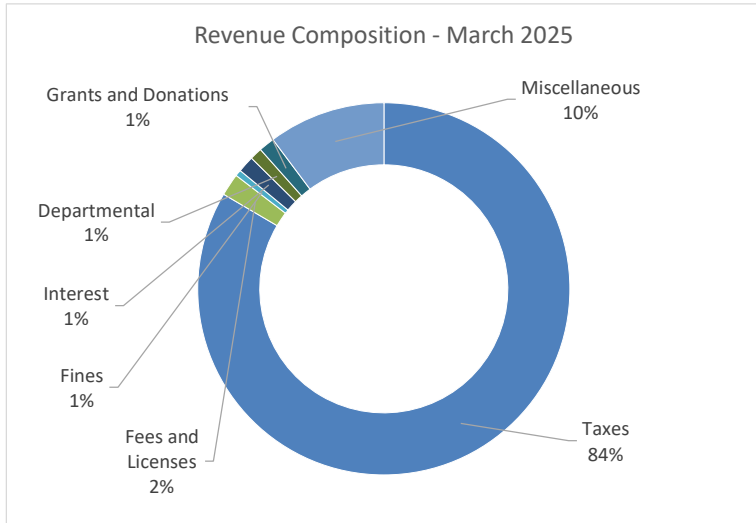
Charts
March 2025

TOWN OF PALMER LAKE

Item 4.

REVENUE CHARTS GENERAL FUND

For the Three Months Ended March 31, 2025
UNAUDITED

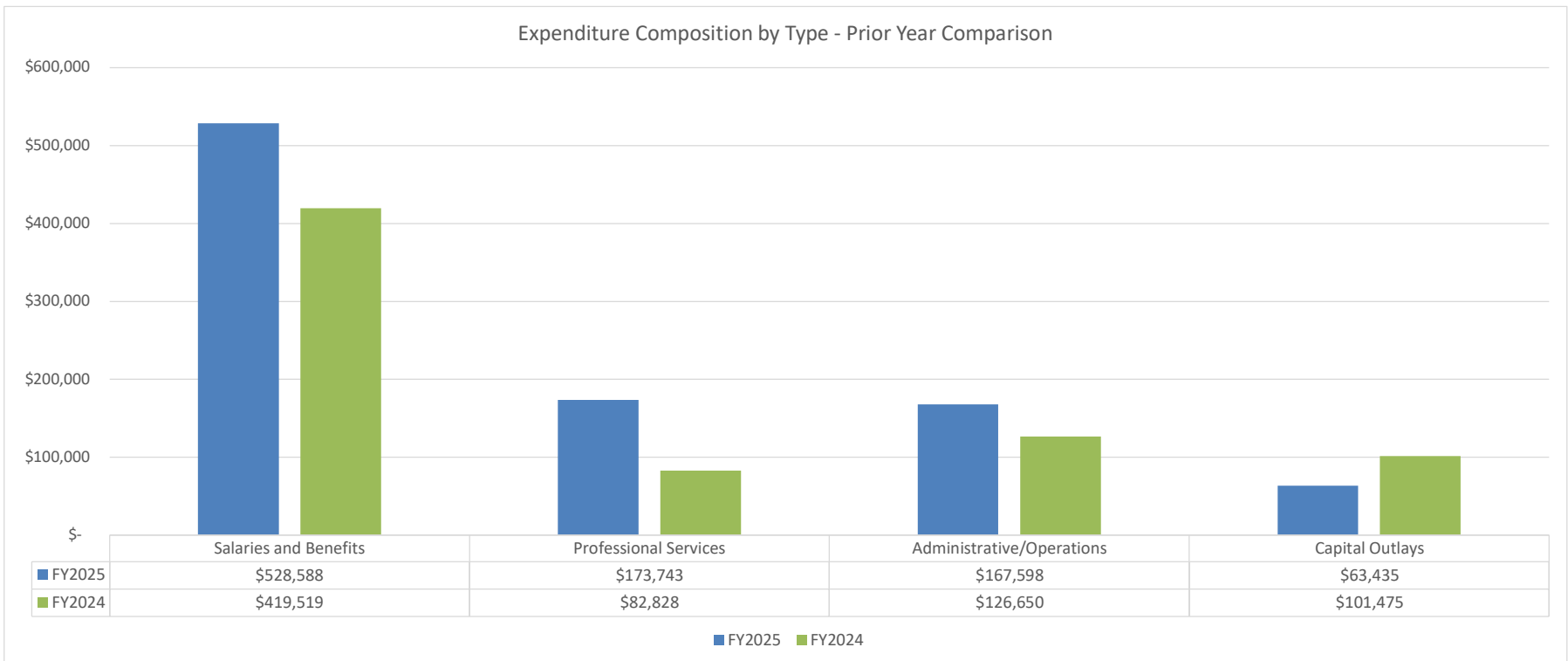
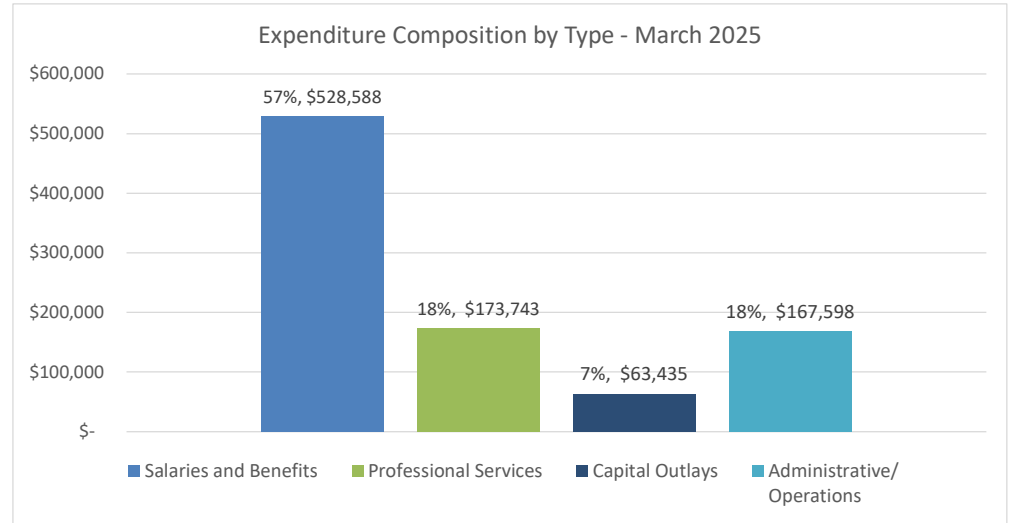
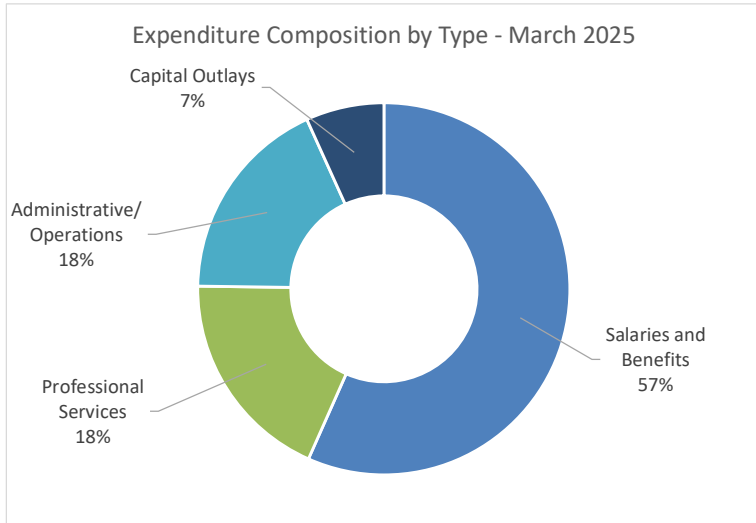


TOWN OF PALMER LAKE

Item 4.

EXPENDITURE CHARTS GENERAL FUND

For the Three Months Ended March 31, 2025
UNAUDITED



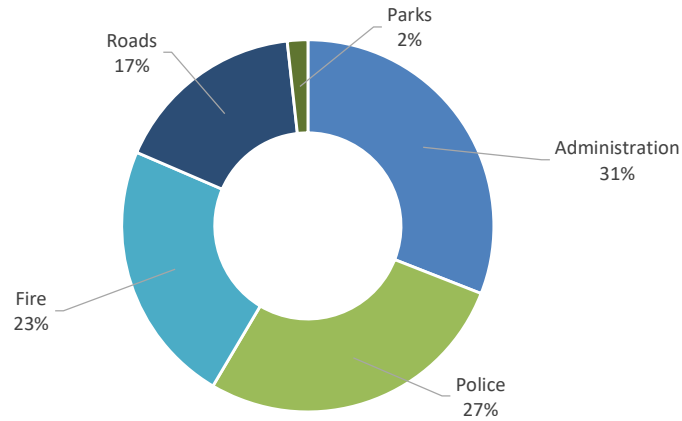
TOWN OF PALMER LAKE

Item 4.

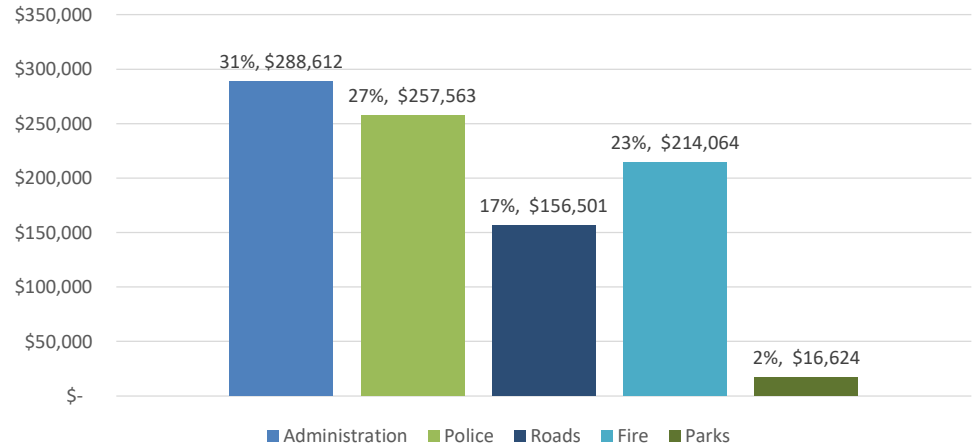
EXPENDITURE CHARTS GENERAL FUND

For the Three Months Ended March 31, 2025
UNAUDITED

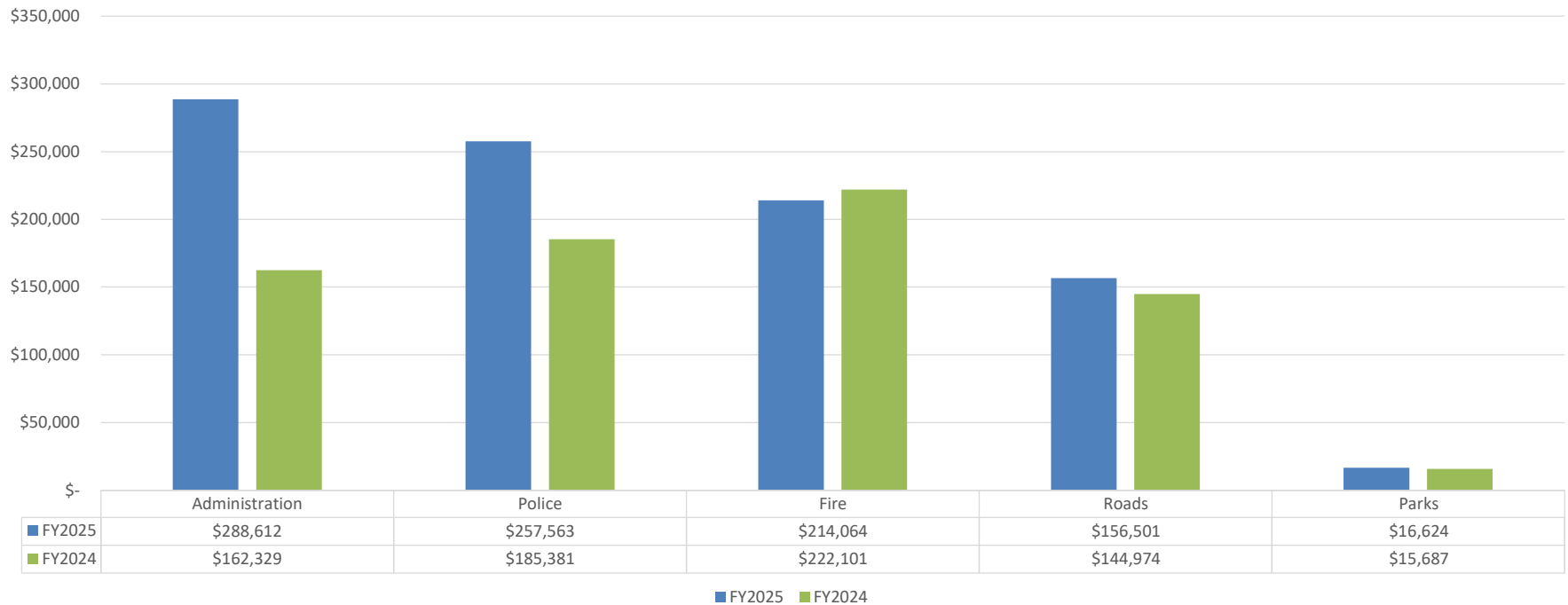
Expenditure Composition by Department - March 2025



Expenditure Composition by Department - March 2025



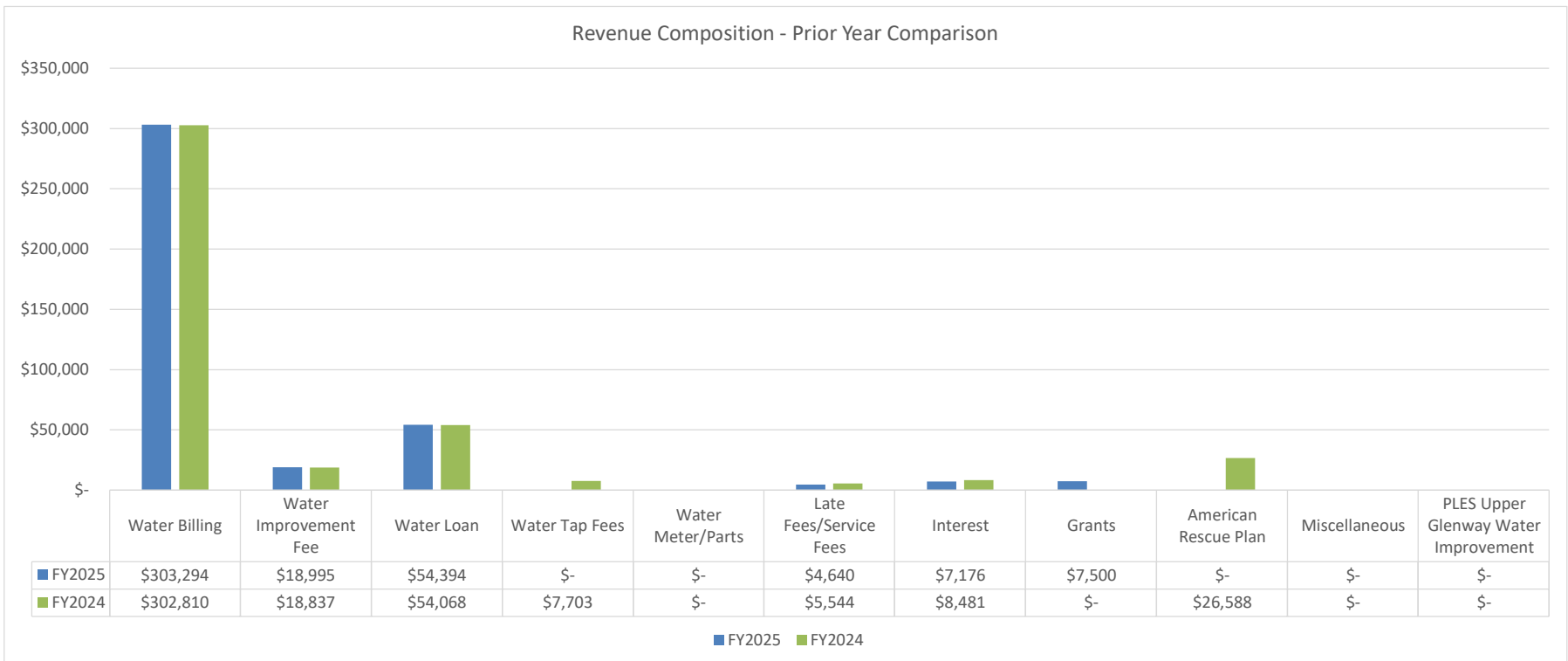
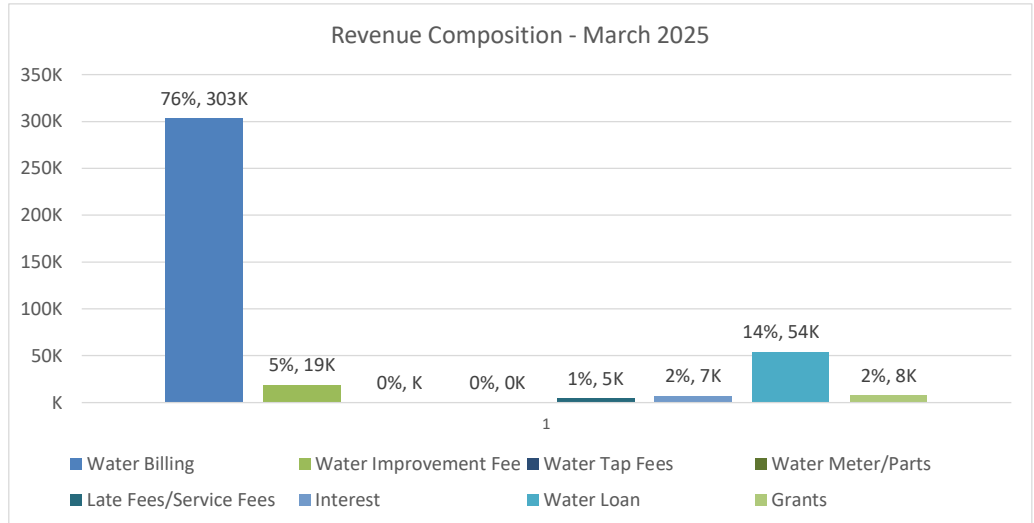
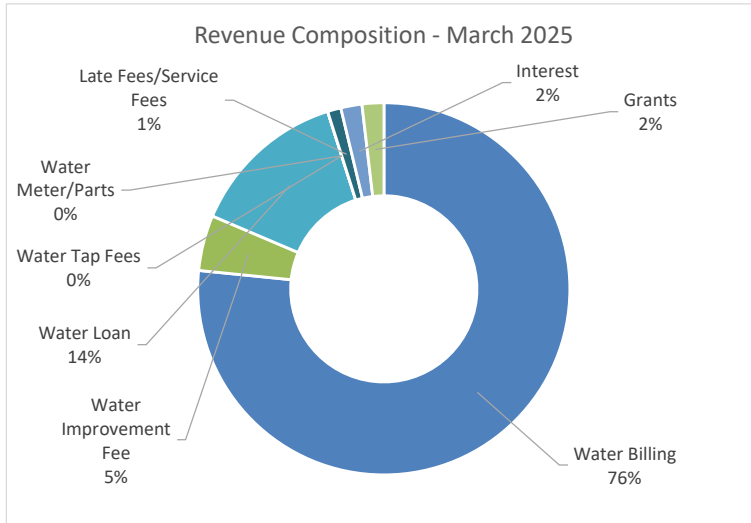
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 4.

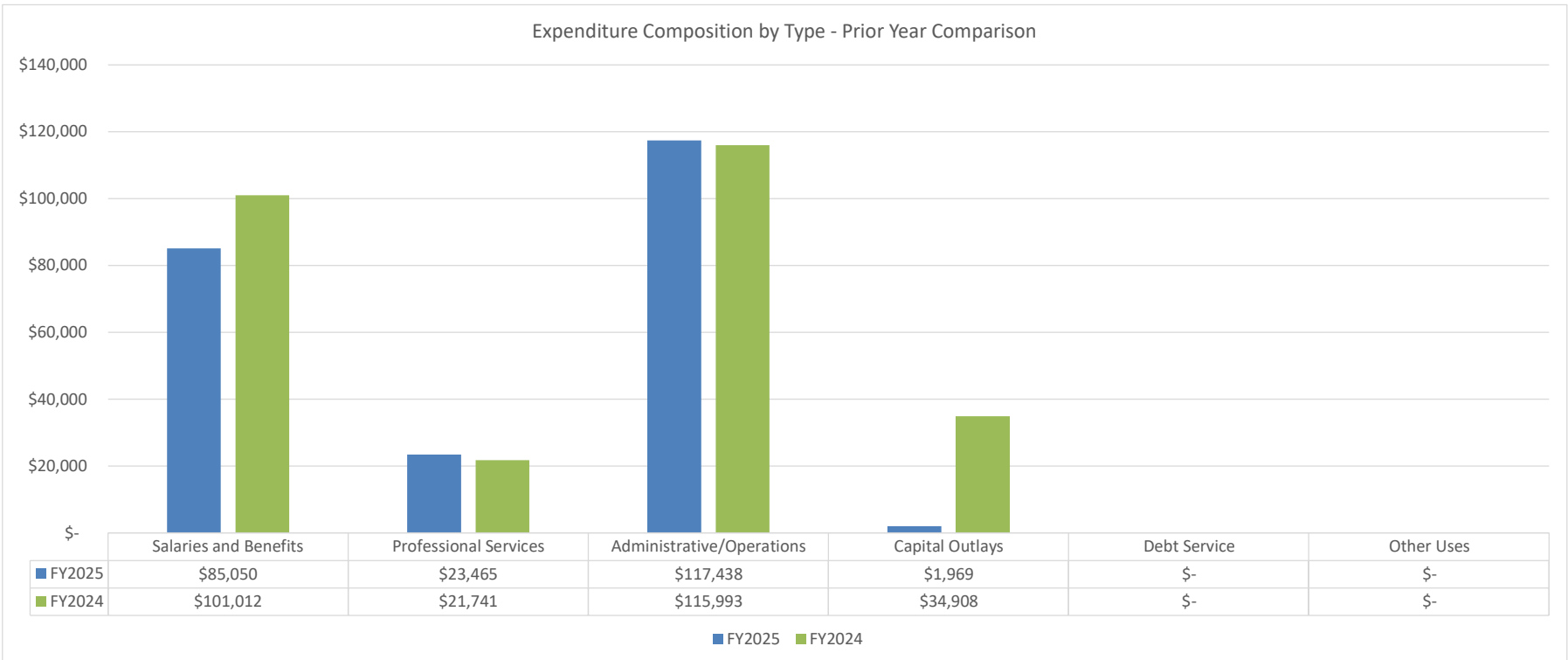
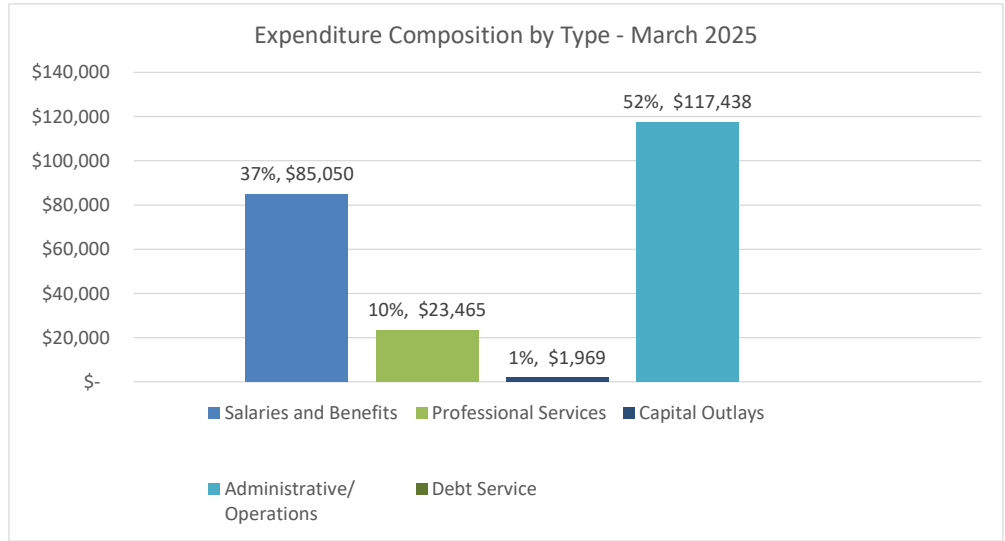
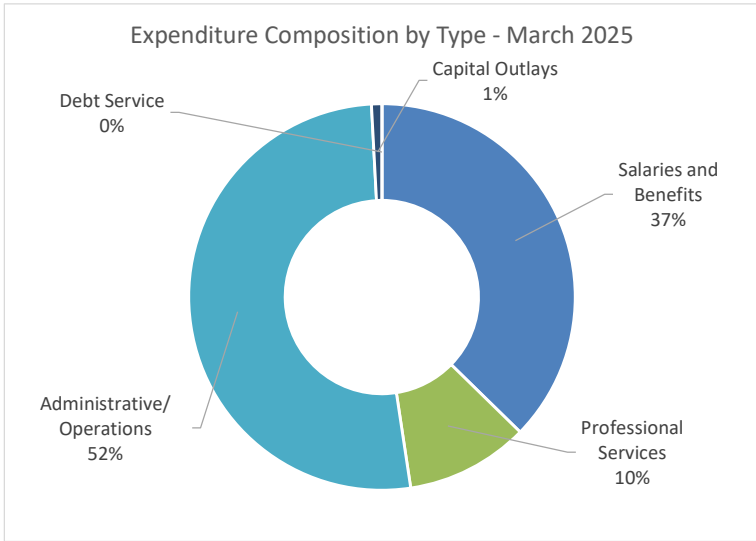
REVENUE CHARTS WATER ENTERPRISE FUND For the Three Months Ended March 31, 2025 UNAUDITED



TOWN OF PALMER LAKE

Item 4.

EXPENDITURE CHARTS WATER ENTERPRISE FUND For the Three Months Ended March 31, 2025 UNAUDITED





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

DATE: April 24, 2025	ITEM NO.	SUBJECT: Resolution to Approve Citizen Appointment to Parks and Trails Commission
Presented by: Deputy Town Clerk		

Background

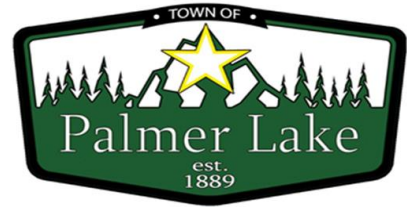
The town received an application from a citizen member for the Parks and Trails Commission.

At the April 8 meeting, members met with Ms. Katie Brennan and made a recommendation for her appointment to the Commission. Ms. Katie Brennan has been a town resident for about 13 years.

Recommended Action

~~Approve Resolution to appoint the citizen appointment of Ms. Brennan to the Parks and Trails Commission as presented.~~

As of 4/23, Ms. Brennan has withdrawn her application due to time constraints with employment.



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

DATE: April 24, 2025	ITEM NO.	SUBJECT: Resolution to Approve Extension of Temporary Conditional Use – Diacut/Hayco
Presented by: Town Administrator/Clerk		

Background

Mr. Bruno Furrer, property owner (Diacut), and Mr. Loren Burlage, tenant/operator (Hayco), requested an extension of the temporary conditional use at the property between Diacut and Fletchers on Hwy 105.

Minutes and prior resolutions are included with this item for background. This request was reviewed by the Planning Commission on April 16, and despite the direction of the 2024 Resolution, the Commission recommended continuing the temporary conditional use, desiring not to designate the wholesale, outside storage use as permanent at this location.

Minutes from the 4/16 PC meeting are as follows:

4. *Consideration of (Temporary) Conditional Use for Diacut, Hayco (Hwy 105). Mr. Bruno Furrer, Diacut landowner, requested that the temporary conditional use be continued. He stated the current fencing will have screening added. Mr. Loren Burlage added that steel posts were added for the fencing and privacy screening will be added at the front and wrapped at the corners. Chair Ihlenfeld inquired about the long term plan for the business operations. Commissioner Beeson stated that he did not think that outside storage was allowed in the C-2 zone. Discussion ensued about the latitude of the Commission for a conditional use permit and inquiries were raised about the difference between a temporary and permanent conditional use permit. Collins explained there is not a definition or criteria of either in town code. She stated it is on the members to determine any conditions for each conditional use permit requested. Mr. Burlage offered background about soil samples, not coming to a deal with Diacut to purchase, and not wanting to prohibit the future sale of the property. He stated that his other land deal fell through, and this location was still intended to be temporary. Mr. Furrer stated it could be another five years. Trustee Caves explained the concerns that members discussed in the past about changing what is allowed in different zoning districts. He cautioned members to any changes that may negatively impact the zoning district – explaining General Business and Commercial is shops, restaurants, etc., and that this discussion took place in 2024 with a deadline. It was discussed that members do not want to see this as permanent use in the current location. Discussion about the Hayco operations and length of lease took place. Members commended Mr. Burlage that the property is maintained well, and he responded that there is minimal traffic due to wholesale visits being made by appointment. Mr. Furrer asked members what is needed to extend one additional year. Members agreed they did not want this location to be of permanent use for this operation and considered various conditions for another year. It was agreed that this use would be for this particular business and owner only, that an annual review is necessary, as well as any change to the use or current operation must be reviewed by the Commission. Inquiries were made*



to the owner about investing in curb appeal at this location and Mr. Burlage restated that nothing is intended to change in the operation and outdoor storage as it exists. Commissioner Beeson stated he would like to see the code applied consistently and discussion further ensued about the height of a fence to fully screen the property. It was concluded that regardless of the fence height, due to the slope of the property, the rear of the property will be visible from Hwy 105. MOTION (Fisher, Tomitsch) to recommend continuing the temporary conditional use for one year for this particular business and owner, with the addition of screening at the front of the fence wrapped at the corners, with no other permanent construction or change occurring without review by the Planning Commission including no lighting or signage, and keep the prior required screening (connex, equipment). Motion passed 5-0.

Recommended Action

Approve the temporary conditional use for one year for Diacut/Hayco with conditions set by Planning Commission. Additionally, staff added the deadline of May 1st to complete the installation of screening as proposed.

**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

Glant Havenar, Mayor

ATTEST:

By: _____
Dawn A. Collins, Town Administrator/Clerk



BOARD OF TRUSTEES MEETING

Thursday, June 27, 2024 at 6:00 PM

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

MINUTES

Call to Order. Mayor Havenar called the meeting to order at 6 PM.

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

Pledge of Allegiance - Led by Mr. Matt Ehrhardt.

Consent Agenda. MOTION (Farr, Stern) to approve the consent agenda including items 1) Minutes from June 13, 2024 Meeting; 2) Checks over \$15,000 - Bradley Excavating (\$45,526.24); CIRSA (\$35,602.73); 3) Financials (May). Roll call vote – aye 5; nay 0. Motion passed.

Staff/Department Reports

4. Attorney. Attorney Krob reported on an accessibility bill effective July 1 for the town website, in which the staff are planning for. Staff will follow up to ensure that all requirements are met.
5. Administrator/Clerk. Collins highlighted a few items on the May financials. She reported that the insurance assessment of town property took place and explained projects taking place. The CORE EV chargers will be completed and invites for a ribbon cutting will be distributed. Status of the pickleball court installation was given. Comments were made about the location of ballot collection boxes nearest Palmer Lake for the fall election.

Public Hearing

6. Application for Conditional Use Permit for Landscape Yard in C2 Zone (Greater Grounds) - *continued by Planning Commission to July 17 meeting.* MOTION (Farr, Dreher) to continue the hearing as requested. Roll call vote – aye 5; nay 0. Motion passed.
7. Application for Replat, Lot Line Adjustment (Meadow Lane). Mr. Nick Ehrhardt recused himself from the discussion and action on the item. Mr. Matt Ehrhardt explained the request to adjust a lot line. No person spoke for or against the item. Mayor Havenar closed the hearing.

Business Items

8. Resolution 32-2024 to Approve Lot Line Adjustment, Meadow Lane. MOTION (Farr, Dreher) to approve the replat as presented. Roll call vote – aye 4; nay 0; abstain 1 (Ehrhardt). Motion passed.
9. Resolution 33-2024 to Approve Appointment to Parks and Trails Commission. Collins stated Mr. Caleb Stone was recommended for appointment at the special meeting on Tuesday. MOTION (Farr,

Ehrhardt) to approve the resolution appointing Mr. Stone to fill the vacancy. Roll call vote – aye 5; nay 0. Motion passed.

10. **Resolution 34-2024 to Approve Extended Temporary Conditional Use Permit with Condition** (Diacut /Hayco). Mr. Bruno Furrer and Mr. Loren Burlage explained the screening requirements discussed with the Planning Commission, including 5.5 ft high and 36 ft wide to screen equipment. Attorney Krob noted the extended date to complete the screening and the expiration of the temporary conditional use on 5/31/2025 to consider permanent regulations for the zoning code. MOTION (Stern, Farr) to approve extension of the temporary conditional use as presented. Roll call vote – aye 5; nay 0. Motion passed.

11. **Authorize Additional Funds for PLES Project.** Mr. Mark Morton, GMS Engineering, explained the process of the bid request and submittal by West Fork Construction. He reviewed the additional funds needed to cover small additions to the scope of the project and contingency. Discussion took place about the fund balance in the general fund and water enterprise fund. Ms. Marty Brodzik inquired about the 12% applied to the water fund. She stated she will address it with staff. The estimated timeline for the project was reviewed.

12. **Resolution 35-2024 to Authorize Award of Contract for PLES Water Line and Roadway Improvement.** Mayor Havenar asked Attorney Krob about taking items 11 and 12 together. MOTION (Stern, Dreher) to approve the base bid and alternate bid award to the responsible bidder with the additional funds from the fund balance as presented. Roll call vote – aye 4; nay 1 (Farr). Motion passed.

13. **Resolution 36-2024 to Approve a Memo of Understanding with Funky Little Theater Co.** Mayor Havenar explained the agreement to support the Theater. MOTION (Farr, Ehrhardt) to approve the MOU. Roll call vote – aye 5; nay 0. Motion passed.

14. **Resolution 37-2024 Regulating Carrying of Firearms.** Mayor Pro Tem Stern explained the Senate Bill relating to concealed carry being allowed in sensitive areas. Discussion took place about local control. Trustee Ehrhardt expressed his opinion supporting less guns. MOTION (Stern, Dreher) to approve the resolution to allow concealed carry in specific areas. Roll call vote – aye 4; nay 1 (Ehrhardt). Motion passed.

15. **Ordinance 5-2024 Creating Ch. 5.06 Relating to Special Events.** Mayor Havenar reviewed prior discussions of the draft code. MOTION (Stern, Ehrhardt) to approve Ordinance 5 regulating special events. Roll call vote – aye 5; nay 0. Motion passed.

16. **Ordinance 6-2024 Creating Ch. 5.10 Relating to Farmers Market.** MOTION (Dreher, Stern) to approve Ordinance 6 regulating farmers markets. Roll call vote – aye 5; nay 0. Motion passed.

17. **Discussion/Direction for Peddlers Permit Regulation.** Discussion ensued generally about background checks on applicants. A final amended version with the modification to an annual permit will be brought back to a future meeting.

18. **Update on Advisory Committee Elephant Rock Vision.** Collins noted the presentation of the Advisory Committee vision is scheduled for July 10. Trustee Farr stated on record that not providing the material prior to the workshop as requested is disrespectful of the Board. Trustee Ehrhardt explained the concern of material being picked apart without hearing the presentation.

Public Comment. Mr. Atis Jurka commented about firearms, requesting that sensitive areas be specified or posted because some people are sensitive to guns in general.

Board Reports. Trustee Nick Ehrhardt reported the positive trail building activity. Trustee Kevin Dreher commented that the Walnut/Greeley parking looks great and suggests replacing rock with larger rock when we have it. Trustee Dennis Stern mentioned his attendance to the Pikes Peak Regional Advisory meeting and that residential permits are up. Mayor Havenar said the Board of Health meeting was review of financial audit and budget.

Next Meeting (July 10 workshop - presentation from Advisory Committee; July 11) and Future Items

Convene to Executive Session. Attorney Krob added possible acquisition of real property and to direct negotiators, pursuant to Sections 24-6-402(4)(a) and (e), C.R.S. MOTION (Farr, Stern) to convene to executive session at 7:33 pm. Roll call vote – aye 5; nay 0. Motion passed.

A) For the purpose of discussing a matter that is subject to negotiation and to direct negotiators with regard to possible development incentives pursuant to Section 24-6-402(4)(e), C.R.S.

B) For the purpose of discussing a matter that is subject to negotiation related to a possible annexation, pursuant to Section 24-6-402(4)(e), C.R.S.

Reconvene to Open Session

Adjourn. MOTION (Farr, Stern) to adjourn at 8:28 pm. Motion passed.



Mayor Glant Havenar



ATTEST: Dawn A. Collins, Town Clerk

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

RESOLUTION NO. 34 - 2024

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

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

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

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

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

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

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

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

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

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

WHEREAS, on June 13, 2024, the matter was heard by the Board of Trustees, who sent the matter back to the Planning Commission for clarification of an issue related to screening of materials on the Property; and

WHEREAS, on June 19, 2024, the Planning Commission recommended that Applicant be required to install screening 36 feet wide and five and one half feet tall, using green privacy screening.

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

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

1. All vehicles, Connex, and other equipment on the Property must be screened from view from Highway 105 behind green privacy screening a minimum of 36 feet wide and 5 feet tall on or before August 1, 2024.
2. On or before May 31, 2025, the Applicants must submit an application for a permanent conditional use permit that fully complies with all applicable Town regulations, including but not limited to screening and/or structure to enclose materials. Such application will be subject to review and recommendation by the Planning Commission and approval by the Board. If no such application is submitted by May 31, 2025, or if such application is not approved, then Applicants must immediately cease use of the Property for the temporary conditional use.

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

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

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27TH DAY OF JUNE 2024.

TOWN OF PALMER LAKE, COLORADO



 Grant Havenar, Mayor

ATTEST:

By: 

 Dawn A. Collins, Town Administrator/Clerk

TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO

RESOLUTION NO. 41-2023

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

WHEREAS, Palmer Lake is a statutory Town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

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

WHEREAS, a temporary conditional use was granted by Resolution 26-2022 for the operation of Hayco business on the Diacut property located at Hwy 105 for 12 months on April 28, 2022; and

WHEREAS, the property and business owner are requesting an extension for one to three years for the conditional use; and

WHEREAS, the Planning Commission heard the request and recommended the Board grant another 12 months of the temporary conditional use to Diacut-Hayco located at 773 South Highway 105.

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 Board of Trustees extends the temporary conditional use permit for 773 South Highway 105 pursuant to the conditions from Resolution 26-2022 for a period of twelve (12) months, expiring May 31, 2024. Should the applicant need additional time, no less than 2 months prior to the deadline, the applicant will be required to report to the Planning Commission to seek a recommendation regarding extension of the Conditional Use Permit, with such final decision to be made by the Board.


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 25TH DAY OF MAY 2023.

TOWN OF PALMER LAKE, COLORADO


Grant Havenar, Mayor

ATTEST:
By: 
Dawn A. Collins, Town Administrator/Clerk

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 26-2022

A RESOLUTION TO AMEND A CONDITIONAL USE PERMIT TO ALLOW FOR TEMPORARY OUTSIDE USE FOR A WHOLESALE BUSINESS USE ON A PROPERTY CURRENTLY ZONED C-2 GENERAL BUSINESS AND COMMERCIAL ZONE DISTRICT AND LOCATED AT 773 SOUTH HIGHWAY 105 (“PROPERTY”)

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

WHEREAS, Section 17.37.020 of the Palmer Lake Municipal Code provides that Wholesale Businesses is determined a conditional use in the C-2 General Business and Commercial Zone District; and

WHEREAS, the Planning Commission makes recommendations of approval or denial of conditional uses to the Board of Trustees, which has the final authority to grant or deny such applications; and

WHEREAS, on April 20, 2022 the Palmer Lake Planning Commission recommended approval of the conditional use for twelve (12) months.

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

1. The application for a conditional use permit is amended to allow outside storage and wholesale operation on the property currently zoned C-2 General Business and Commercial Use and located at 773 South Highway 105 is hereby approved with the following condition:

The outside storage and use of the property as presented to the Planning Commission and the Board is granted and will be allowed for twelve (12) months, expiring on May 1, 2023. Should the applicant need additional time, no less than 2 months prior to the deadline, the applicant will be required to report to the Planning Commission to seek a recommendation regarding extension of the Conditional Use Permit, with such final decision to be made by the Board.

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 28TH DAY OF APRIL 2022.

ATTEST:

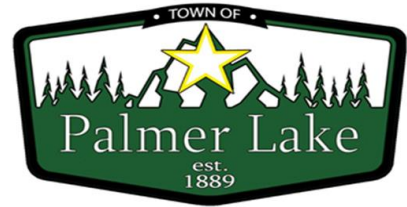
TOWN OF PALMER LAKE, COLORADO



Dawn A Collins
Town Administrator/Clerk

BY: 

William Bass
Mayor



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

DATE: April 24, 2025	ITEM NO.	SUBJECT: Resolution to Approve Additional Reservation Fees for Pickleball Courts to Master Fee Schedule
Presented by: Town Administrator/Clerk		

Background

Enclosed are recommended fees by the Parks and Trails Commission for reservations of the pickleball courts once the CivicRec reservation system is launched.

Note the enclosed fees and blocks of time that may be reserved for such use. Two courts will remain open at all times with the expectation that the paddle up system will be utilized. One additional paddle up rack will be installed near the courts. The remaining courts will have defined blocks of times that can be reserved accordingly.

Following are the minutes of the Parks and Trails Commission recommendation:

16. Proposed Fees to Reserve Pickleball Courts. John Tool reviewed the information from an assembly of national average of fees, proposed on the low end. Members also reviewed the reservable block times. It was noted that a cut off time will be established the night prior to posting reserved times each morning. MOTION (Tool, Magner) to recommend approval of the fees proposed with an adjustment of the tournament to 20% and the blocked time as proposed. Motion passed 4-0.

The intent is that by noon each afternoon, reservations will close for the following 48 hours so that staff can create and post the reservation time posting each following morning(s) – 48 hours are required to cover the weekend schedule when staff are not online and posting can be completed on Friday for Sat/Sun weekends.

Recommended Action

Approve the resolution to add fees as presented and recommended by the Parks and Trails Commission and amend the current master fee schedule.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 38-2025

A RESOLUTION TO ESTABLISH BLOCKS OF TIME AND FEES FOR RESERVING PICKLEBALL COURTS AT CENTENNIAL PARK, PALMER LAKE

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

WHEREAS, the Town Board of Trustees desires to allow reserved blocks of time for use of the pickleball courts at Centennial Park, Palmer Lake while at the same time making courts available for open play, without a reservation; and

WHEREAS, the Parks and Trails Commission researched and on April 8, 2025, recommended fees associated with reserving the pickleball courts at Centennial Park.

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

1. The Board of Trustees for the Town of Palmer Lake hereby adopts the fees attached in Exhibit A to reserve the pickleball courts within the identified blocks of time and directs that the Master Fee Schedule for 2025 be amended to reflect the additions.
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 24TH DAY OF APRIL 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

Centennial Park Pickleball Court Use Fees and Reservable Hours							
Individuals	Per Hr/Per Crt	Note: Individual rentals are not to exceed 2 consecutive hours per day					
Resident	\$10						
Non-resident	\$20						
Instructors	\$30	Max rental for instructors is 4 courts limited to 4 hour blocks per day					
Camps	\$20						
Special Groups	\$20	Max rental for special groups is 4 courts for 2 hour blocks					
Tournaments	20% of gross revenue	Pending approval of the MOU					
Corporate Events	\$600/day	All 6 courts can be blocked for a maximum of 8 hours for corporate events					
Reservable Times		(Courts are open for play if not reservable and/or not reserved)					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Court 1	8-8	3-8	10-8	10-6	12-8	10-2 & 4-8	Open
Court 2	8-8	3-8	10-8	10-6	12-8	10-2 & 4-8	Open
Court 3	10-2 & 4-6	3-8	3-8	10-2	2-8	10-2 & 4-8	Open
Court 4	10-2 & 4-6	3-8	3-8	10-2	2-8	10-2 & 4-8	Open
Court 5	Open	Open	Open	Open	Open	Open	Open
Court 6	Open	Open	Open	Open	Open	Open	Open
<p>Note: Courts 1 thru 4 will be blocked for play by members-only of Palmer Lake Pickleball Club for league, round robin, and general club play each week. All blocked times are pending agreement to and execution of the MOU, which is still under review by town attorney and staff.</p>							



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

DATE: April 24, 2025	ITEM NO.	SUBJECT: Direction for Single Hauler Trash Collection Service
Presented by: Town Administrator/Clerk		

Background

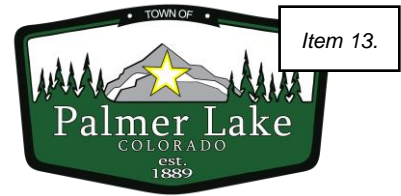
As previously reviewed with the Board, three proposals were presented to the Town Board for trash collection service. The proposals were posted to the town website with an invitation to the public to submit questions, concerns, and comments. The feedback was provided at the 4/10 meeting.

Note this service is intended for residential service. It does not take the place of special event sponsors utilizing other services nor, at this time, commercial collection services.

At the 4/10 meeting, members inquired about the percentage of business each provider has in town, as well as confirming the quotes submitted with the possibility of less than 100% participation

Following is a full summary of the information to date –

Vendor	Cost to Citizens	Service Summary	Current %	Confirmation of Quote
Apex Infinite Disposal	- \$25/month for trash - \$12/month for recycling - \$10/month for bear-proof bin	- Weekly trash; bi-weekly recycle - Offers bulk pickup - Route management technology - Provides local customer service - Provides sustainability initiatives	-Approx 1/3 of town residents	Note (A) below
A) Apex-Infinite will honor the proposed rates and is willing to collaborate with the Town to transition remaining households and fully implement a single-hauler program, even if some residents initially stay with other providers.				
Republic Services	- \$30/month for trash & recycling - \$35.50/month with bear-proof trash cart - \$36.80/month for bear-proof bins for both trash and recycling	- Weekly trash; bi-weekly recycle - Utilizes technology for tracking service and customer communication - Provides sustainability-focused with renewable energy initiatives	-Unable to provide the percentage of residential customers currently serviced due to market sensitivity and the competitive nature of the solid waste industry in CO	Note (B) below
B) Republic Services based the quote on servicing 1,200 residential units under a single-hauler contract with an opt-out fee structure. <ul style="list-style-type: none"> o Not willing to participate in a preferred hauler model, as it undermines pricing integrity. 				



Vendor	Cost to Citizens	Service Summary	Current %	Confirmation of Quote
<ul style="list-style-type: none"> ○ Based on experience in other communities, they expect a 95%+ participation rate for the model to be economically viable. ○ Strongly recommends the Town pursue a true single-hauler program to ensure the full benefits of the system. <p>Added bonus Republic Services provides items such as 30yd roll-off for events that are often built into their single-hauler contracts, with some communities including three to four events annually. This approach can offer significant savings for residents by bundling the service into the overall agreement.</p>				
Waste Connections	- \$13.50/month for trash service - Bi-weekly recycling collection included - Includes up to 3 extra bags	- Weekly trash; bi-weekly recycle - Offers bulk pick up - Local presence	- Currently services less than 1% of town residents. They do, however, service many commercial businesses within town.	Note (C) below
<p>C) Waste Connections based the quote on 100% participation rate, with the understanding that the Town was seeking a single-hauler model, not a preferred hauler. The rate was calculated based on a total of 1,200+ residential units, including town homes, mobile homes, duplexes, and condos, using data provided by Town staff.</p>				

Recommended Action

Provide direction for the single hauler trash collection service for town residents.



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

DATE: April 24, 2025	ITEM NO.	SUBJECT: Direction to Complete Land Use Code Critical Issues Project, Funding
Presented by: Town Administrator/Clerk		

Background

In late 2023, the town was awarded DOLA funding of \$25,000 to complete the land use code critical issues project under an administrative grant. The award, in addition to the town’s match of \$25,000, for total of \$50,000 was exhausted early this year. Because the town received the maximum amount of funds from DOLA for this project, additional funding is not available. The contract deadline for this project is 8/31. Evidence of completion of the project is required to be fully reimbursed.

This topic was discussed with the Planning Commission on April 16, as well as the means in which the project was worked on, identifying inefficiency due to excessive back and forth between the commission and the consultant. The direction from the Commission was to request town funds to complete the remaining scope of the project in the most efficient manner possible by the 8/31 deadline, versus extending the deadline one year and seeking additional funds through a non-administrative grant process. It was further discussed that the importance of completing this work is because the town land use code is in some limbo while development applications continue to be submitted to the town.

Title 16 Subdivision was rewritten and adopted and is an example of the expected format for Title 17.

The following is a rough summary of the work for completing Title 17- Zoning –

- **Article 1- General Provisions:** Completed and reviewed by PC, conditionally approved; one final review for consistency with the entire code
- **Article 2- Zone Districts:** Completed and reviewed by PC, conditionally approved; one final review for consistency with the entire code
 - **Planned Development Code:** Completed and adopted
- **Article 3- General Standards:** First draft completed by CMI with several questions/review to be completed and reviewed by PC for consultant review of PC comments and one round of modifications
- **Article 4- Special Requirements:** This will include floodplain standards, cluster development provisions, perhaps grading and drainage, and reorganize other land use special requirements to this Article
- **Title 16 Subdivision Code** (formerly planned as Article 5): Completed and adopted
- **Article 5- Administration and Procedures:** This will include all procedures for submittal, review, and required approvals, almost entirely new/rewritten
- **Article 6– Annexation:** Completed and adopted but will need to be renumbered to insert here
- **Article 7- Definitions:** This will be an entirely new rewritten section



Article	DRAFTING	REVIEW & UPDATE	Total
1		\$ 1,000	\$ 1,000
2	\$ 1,000	\$ 2,400	\$ 3,400
3		\$ 4,500	\$ 4,500
4	\$ 2,000	\$ 1,000	\$ 3,000
5	\$ 5,000	\$ 1,000	\$ 6,000
6	\$ 500	N/A	\$ 500
7	\$ 5,000	\$ 1,000	\$ 6,000
Final edits to Title 17		\$ 5,600	\$ 5,600
		TOTAL	\$ 30,000

The costs assume that the Planning Commission will receive one final draft of Title 17 for review. The PC will provide the consultant with one marked-up copy of all requested changes, and CMI will conduct two workshops with the Planning Commission. The Town Attorney will undertake a final review of the code before final hearings by both the Planning Commission and the Board of Trustees. Any additional requests by the Planning Commission or the public shall be billed at the hourly rate set forth in the original contract.

This is a not-to-exceed contract amount of \$30,000.

As reference, the original project scope is enclosed, however, the Commission modified the manner in which work was completed as it progressed. With unused capital items in 2025, staff supports completing this work with town funds.

Recommended Action

Note budget capital items that will likely not be expended. Authorize staff to execute a professional service agreement to complete the work by the 8/31 deadline for an amount not to exceed \$30,000.

TABLE: BUDGET AND SCHEDULE: PALMER LAKE'S TOTAL COST = \$50,000					
Key: BOT – Board of Trustees, PC – Planning Commission, CMI – Community Matters					
* Number of asterisks in Schedule column indicates the number of meetings, workshops, etc.					
	Description	By Whom	CMI Hours	Costs	Schedule
Phase I: Project Initiation, Diagnosis, and Key Measures					
I-A	Project Initiation, Community Expectations, and Measures of Success	CMI, staff	4	560	Month 1*
I-B	Preparation for and facilitation of Virtual Workshop with Planning Commission, memo outlining direction and response to questions	Cole	25	3,500	Month 1*
Subtotal			30	4,060	
Phase II: Code Review					
II-A	Research and Analysis	CMI, staff	20	2,800	Month 2
II-B	Analysis of Procedures	CMI	20	2,800	Month 2
II-C	Coordination with Plans and Other Regulations	CMI	16	2,240	Month 2
II-D	Final Organization with cross references	Cole	16	2,240	Month 2
Subtotal				10,080	
Phase III: Code Reorganization and Code Preparation					
III-A	Code Reorganization, Rewrite	Cole, Davenport	100	14,000	Months 3 and 4
III-B	Development Submittal Requirements tables+ Work session with Planning Commission	Davenport, Cole	20	2,800	Months 3 and 4
III-C	Procedures	Cole, Davenport	14	1,960	Month 5
III-D	Community Open House	CMI, staff, PC	25	3,500	Month 5
Subtotal				22,260	
Phase IV: Final Land Use Code and Adoption					
IV-A	Final Draft of Land Use Code	CMI	30	4,200	Month 6
IV-B	Adoption Process- work sessions	CMI	20	2,800	Month 6
IV-C	Public Hearings	CMI, staff, PC, BOT	20	2,800	Month 6
IV-D	Final Revisions	CMI, staff	25	3,500	Month 6
Subtotal				13,300	
Summary					
Professional Services Total				49,700	
Reimbursable expenses up to a maximum				\$300	
NOT OF EXCEED TOTAL COST				50,000	
Labor rates 2023- (80% of normal billing rate as required for Private Not-for-Profit 501 c 3 Foundations)					
Cole, Davenport, or Haywood - \$140/hour /Other CMI staff - \$75/hour					
Expenses (out of pocket, no additional administrative cost), no markup on any costs					
Vehicle use (per IRS) - \$0.65.5/mile Copying (per vendor) - \$0.07/page Plotting (such as maps) - \$7.00/square foot approximate					



Item 16.

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

DATE: April 24, 2025	ITEM NO.	SUBJECT: Direction for PPRTA
Presented by: Town Administrator/Clerk		

The presentation this evening is an introduction to the Pikes Peak Rural Transportation Authority. Consider any questions and forward them for response and/or follow up by Mr. Rick Sonnenburg or Mr. Andrew Gunning, PPACG.

Recommended Action

A workshop is suggested to further explore and discuss what it would mean for Palmer Lake to join, and the process and timing including steps to take. The same evening as the workshop, provide an item for possible direction.