



## **PARKS COMMISSION**

**Tuesday, July 11, 2023 at 5:00 PM**

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

**\*Live Stream available at Town website\***

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### **AGENDA**

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

#### **Call to Order**

#### **Roll Call**

#### **Approval of Minutes**

- [1.](#) Minutes from June 13, 2023

#### **Petty Cash Report**

#### **Town Administrator Report**

#### **Business Items**

2. Review of ER Master Plan Meeting & Cancelled Meeting with Paravicini RE: Nature Trail
3. Update on New Trail/Bridge Activity, Volunteer, Fundraising, Consider Expenses
- [4.](#) Possible Request to Vacate Town Right of Way

#### **Centennial Park**

5. Update on Pickleball Court and Restroom Project by APL
- [6.](#) Update on Ped Bridge Lighting Plan & Landscaping
7. Update on Playground Resurfacing
- [8.](#) Review of Centennial Park Master Plan
9. Review of Baseball Field Meeting with Possible Donor & Relationship with Little League
- [10.](#) Review of GOCO Grant Submittal

#### **Glen Park**

- [11.](#) Volunteer Service in Glen Park
12. Update on Tennis Court Resurfacing - purchase of storage box, squeegee, nets and posts

**Public Comment**

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

**Report of Other Meetings**

**Next Meeting (July 25 workshop) and Future Items**

**Adjourn**

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**Americans with Disabilities Act**

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

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**Notice**

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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.



## PARKS COMMISSION

Tuesday, June 13, 2023 at 5:00 PM

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

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### MINUTES

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**Call to Order.** Commissioner Reid Wiecks called the meeting to order at 5:04 pm.

**Roll Call.** Present: Cindy Powell, Phyllis Head, Ande Furrer, Mike Pietsch, Reid Wiecks. Excused: Gene Kalesti. Others present: Staff Dawn Collins, Jason Dosch, Tish Torweihe, and Trustee Jessica Farr.

#### Approval of Minutes

1. Minutes from May 9, 2023. MOTION (Cindy, Reid) to approve minutes from May 9, 2023. Motion passed 5-0.

**Petty Cash Report.** Mike Pietsch reported donations and expenditures with a new balance of \$346.

**Public Works Supervisor Report.** Supervisor Jason Dosch reported that the CIRSA inspection went well. The playground in Centennial surface will need to be replaced. Glen Park will need more woodchips added. ADA access to the playground needs planning. Discussion took place about the new power and meter installation at the bridge in Centennial Park.

**Town Administrator Report.** Collins handed out the County agreement with the Memorial Committee for the Crawford Memorial, including the care of the area. This may require change in the future. It was reported that Samantha Deeder resigned, and the vacant position will be posted. Discussion took place about the applicant interviewing process. CTF funds were brought up and use of funds was explained.

#### Business Items

2. Reconsider Use of Kiosk Revenue Funds. Discussion took place of supplies needed for parks, trails and Kiosk monies being used. MOTION (Cindy, Ande) to use Kiosk fund for all parks and trails with approval of expenses to be reviewed by Parks Commission. Motion approved 5-0.

3. Review of 6/3 Service Day. Approximately twelve volunteers and due to the rain, Service Day completed approximately 10 AM. Discussion took place about the confusion of another trails service time and keeping these separate, Service Day as one event.

4. Review of Community Garage Sale (6/10). Low attendance was reported. The map was posted on social media and flyers available at the post office.

5. Social/Print Media for Parks Events. Cindy and Ande volunteered to be the social media representatives. Phyllis suggested flyers be very clear and the date and time larger at the top.

6. Update on Eagle Scout Projects. Mike reported that Jordan Bennet completed the installation of two park benches and Mike will present a certificate at his Scouts meeting. Ethan Latedre (Troop 78) at the Academy will be installing an information kiosk, to be completed in the next few weeks.
7. Update on Grant Activity. Cindy led discussion of the Mile High grant details and the deadline is July. Cindy will meet with CJ, give her a site tour and plan for next year's events for the project work. Cindy discussed the importance of covering the GOCO Grant and Master Plan for Centennial Park in the upcoming workshop in preparation for upcoming grant deadlines. Reid will gather the information needed for the bear proof trash cans and dog waste stations for the waste management grant opportunity. The waterline and pickle ball courts will be added to the GOCO grant as additional work supporting the master plan.
8. Update on Trail Progress, Bridge Design, Volunteer Opportunity (Fundraising), Consider Trail Expenses. The trail from Springs Street work was successful with five leaders and over 50 volunteers. The trail is about 2/3 completed. Discussion took place about the south side of the creek, possible vacation of right of way, and neighbors posting signage or adding fences. Mark and Janet Bickford, landowners in Palmer Lake, discussed their property lines and the impact of the trail being so close. They are in support of the trail and asked that the trail be closer to Epworth to allow for a possible vacation of right of way. They described the incident when they purchased the property from the real estate agent in 2021. The details of the vacation were not disclosed by the agent. Collins noted that an official application has not been submitted to the town to consider at this point.
9. Discuss Storage Shed-Maintenance Shed at ER Property (Share with Willans). Reid is in communication with the Willans and received a key for the maintenance building for Parks use. The 4<sup>th</sup> of July committee will store their picnic tables there.
10. Chipping Day (PLFD). Fire Department is planning to have one and a date is being planned. Parks is willing to help the day of the event.

### **Centennial Park**

11. Centennial Park Master Plan Review, including Little League Improvements. Cindy and Reid have been working on the Master Plan and recommend a workday for editing. Little League provided a page write up of improvements to include.
12. Update on Disc Golf Course (Greg F). Greg Feuerhaken submitted a three-year master plan. Discussion of updates on the course ensued. Greg reported that regular mowing takes place and the league is growing as well as random family use. Additional trash cans are needed so the dog waste stations are not filled with trash. Greg will draw up a site plan for Reid including all the holes to be moved to the east side and location of bear trash cans for the Centennial Master Plan. Discussion of additional caution signage should also be added to the course.
- Further discussion ensued about installing the fountain. MOTION (Reid, Ande) to install the fountain in the next two weeks. Motion passed 5-0. Jason is considering purchasing the small boat used for the install. Staff will work on the boat and Jason will schedule a day to install the fountain.

### **Glen Park**

13. Clearing Around Trailhead (per Chief Vincent). Dawn stated that the Chief was concerned about the overgrowth in Glen Park. In the past the Angry Squirrel took care of trimming tree limbs. Mowing is needed but due to the rain, it has been an issue. Wood chips will be added to the playground with CTF

funds. MOTION (Reid, Phyllis) to purchase woodchips, tennis court storage box, and squeegee. Motion passed 5-0.

Phyllis had a meeting with Nicolas Daniel with noxious weeds and he provided 100 booklets. He also offered to conduct a presentation.

The workshop will be moved up to June 20<sup>th</sup> and then decide whether a Parks workshop is needed on June 27<sup>th</sup>.

**Public Comment.** None

**Report of Other Meetings.** None

**Next Meeting (6/27 workshop) and Future Items.** The workshop will be on Tue., June 20th.

**Adjourn.** Reid adjourned the meeting at 7:05 pm.

*Minutes by: Tish Torweihe, Admin Specialist*

June 19, 2023

Dear Palmer Lake Planning Commission and Board of Trustees,

The below signed members of the Palmer Lake Parks and Trails Commission are writing about the request from Mark Bickford and Janet Quint, to vacate land that is owned by the Town of Palmer Lake. They bought 2.29 acres on August 7, 2020 and it was their intent to vacate land adjacent to this property. There was miscommunication between them and the realtor so they did not prepare the proper documentation within the 90 day window. The legal description of the land is Parcel Trinity South Sub and it lies adjacent and north of North Monument Creek.

Palmer Lake Parks and Trails Commission requested permission to put an extension of Creekside Trail along the south side of North Monument and Monument Creek from Springs Street bridge to connect to the Elephant Rock property as a park. The Board of Trustees approved this request by Resolution and directed parks to flag the location of the future trail in Town property. All adjoining property owners were notified by letter in early May as part of a 30 comment and notification period, including Mr. Bickford and Ms. Quint by mail as they don't live on the property.

The trail was flagged in early May by Parks Commissioners Kalesti and Wiecks, and a local trail building expert, staying outside of private property and a safe distance from Monument Creek, yet affording future users a safe and relaxing nature walk between Springs Street and the future trail section in Elephant Rock property.

From June 5-8, after the 30 days notification period, Parks hosted training for Volunteers of Colorado and Mile High Youth Corp ~ 40 young adults how to build trails. They spent 4 days moving rocks, trees and debris, and carving out the Creekside East trail extension through the very Town property now is being requested for vacation. This work was provided free of charge and they did an amazing job of trail building. Parks Commissioner Gene Kaleski led several volunteers on multiple dates before June 5th to clear debris in that same area. Hundreds of volunteer hours were accumulated in this so far successful project to create a signature trail connecting Town property. This work was performed on town property with the direction and support of the Town and Board of Trustees.

At our Parks Commission meeting on Tuesday, 13 June, Mr. Bickford and Ms. Quinn came to our meeting and told us they wanted us to move the section of the trail that is in the 50' of Town property they want vacated. The town's criteria for vacation of land and states: "Whereas a portion of the right of way located within the town's corporate limits has not been utilized by the public **and it is not anticipated the right of way will be utilized by the Town for the foreseeable future.**" According to this ordinance, their request for vacation does not fit the criteria as this land is being used and will continue to be used for the public. We also think that they would have difficulty building on the property because of Division of Wildlife protections for the endangered Preble Jumping Mouse, and that much of the area is in the flood plain.

Parks would support the vacation of the Town's property extending 50' west from the SW corner of their property, and then north until it intersects their property corner.

It is our hope that the town will NOT grant them permission to vacate all of this land that has been directed by Resolution for parks a trail.

Thank you for your time.

Sincerely,

Members of Palmer Lake Parks and Trails Commission

Reid Wiecks    Cindy Powell    Gene Kalesti    Ande Furrer    Phyllis Head    Mike Pietsch



## Request for quotes for 3 pedestrian bridge lighting plans

Red and green lights are prohibited across the bridge in the Railroad Right of Way.

Lights are not allowed to direct out from the bridge down either length of the tracks. Permanently affixed, dim lighting directed downward onto the walkway of the bridge is recommended. Enclosed are the guidelines provide by the railway to consider permanent power and a lighting plan across the pedestrian bridge.

The goal is to collaborate on this plan as best possible to draft a plan to submit to the railway for approval.

### 7.7. Lighting “Guidelines for RR Grade Separation Projects, May 2016”. Union Pacific RR and BNSF Railway, Bridge Standards

Adequate lighting shall be provided **per AASHTO Roadway Lighting Design Guide requirements**. Dark, confined, and isolated Trail crossings hidden from public view may attract illegal activities. Line of sight is extremely important when visibility is a matter of safety and security. The lighting design shall account for the impact on train operations. Lighting shall provide visibility for the Trail without directing light toward the train traffic.

Possible lighting plan: Revised 8-22-2022; revised 9-8-2022; APL consideration 2-2023; Palmer Lake Parks & Trails recommendation 2-14-23

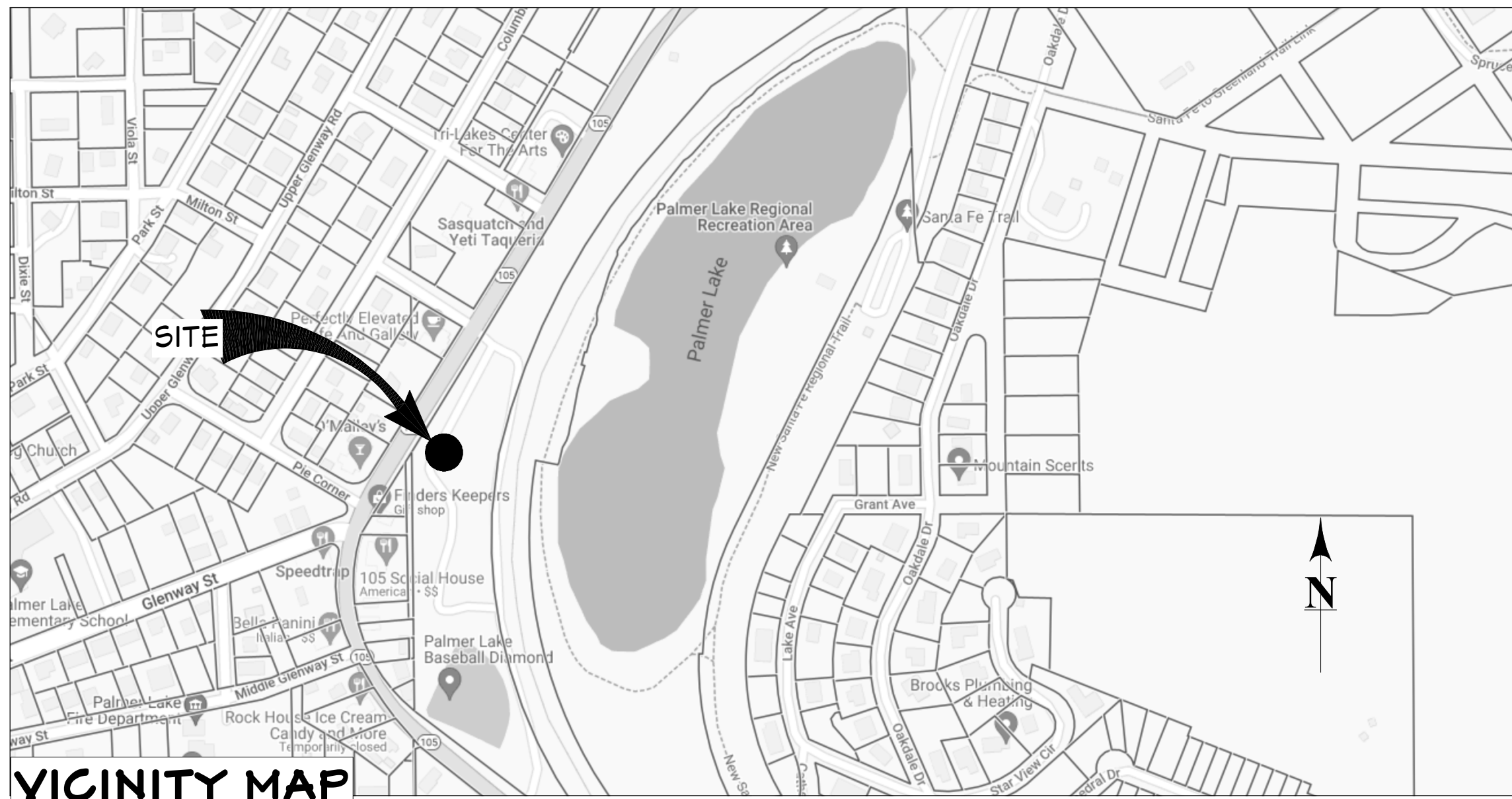
Run electrical line in conduit from the nearest electrical source, the new 400 amp power service to be installed by CORE March 2023 which is approximately 100-125 feet from the SW corner of the west end of the pedestrian bridge sidewalk to the NW corner of the Pedestrian bridge, buried appropriate coded depth along the north edge of the bridge path.

The following 3 lighting plans are in rank order of recommended preference by the Parks and Trails Commission:

1. Run downward facing can lights from the “ceiling” of the bridge structure.
2. Run hardwired rope lights that don’t project outwards from the bridge, low wattage, along the underside of the handrails on one or both sides.
3. Along the base of the bridge structure above the cement “floor” connecting low wattage, exterior lights facing sideways across the floor that mount on the base of each, or every other, vertical beam, or on top of the beam that

runs the length of the bridge and doesn't present a tripping hazard by doing so.

4. At the base of the NW most vertical beam run the conduit up to a height that meets code and install a 4 gang outlet, most likely GFI, for Town approved groups to be able to sting low wattage LED holiday lights over the bridge entrance which is on Town property.
5. Depending on which plan of the 3 above is chosen extend the conduit to service the lights across the bridge and install a 4 gang outlet on the east pedestrian bridge exit. The hardwired conduit would service the plan chosen as well.
6. Additionally the line would connect, hardwiring, the line in conduit to a timer that would be set to light at sunset and turn off at sunrise, or for a specific number of hours after sunset.
7. All lights on the bridge and inside the RR ROW would only be low wattage white.
8. The actual boundary lines between the RR Right of Way and Palmer Lake property's has been checked against the GOCO Grant, Rockin The Rails, Pedestrian Bridge design approved by the railroad, and the Railroad Right of Way and Town of Palmer Lake property has been verified by survey in 2022. Colored lights can be mounted at the bridges' East and West entrances as they are in Palmer Lake property, well away from the RR ROW.
9. All the conduit, depth of conduit, electrical wires, connections/GFI, and bulbs within the RR ROW would follow the guidelines provided by the RR and /or specified in 7.7 above, and by local electrical codes.
10. Submit applications online by going to <https://bnsf.railpermitting.com> and complete the application process and pay the application fee.



# PALMER LAKE PEDESTERIAN BRIDGE NEW POWER AND LIGHTING

CENTENNIAL PARK, HWY 105  
199 COUNTY LINE ROAD  
PALMER LAKE, CO 80133



NO.	DESCRIPTION	BY	DATE

SHEET TITLE: **PROPOSED ELECTRICAL PLAN**

PROJECT DESCRIPTION: **PALMER LAKE PEDESTRIAN BRIDGE  
NEW POWER AND LIGHTING**  
CENTENNIAL PARK, HWY 105  
199 COUNTY LINE ROAD  
PALMER LAKE, CO 80133

DRAWINGS PROVIDED BY: **all things architecture**  
756 Forest View Way  
Monument, CO 80132  
(858) 583-1979 Richard Rutstein

DATE: July 5, 2023

SHEET: **E-1**

**CLIENT INFORMATION:**  
TOWN OF PALMER LAKE  
42 VALLEY CRESCENT  
P.O. BOX 208  
PALMER LAKE, CO 80133

**PROJECT ADDRESS:**  
CENTENNIAL PARK, HWY 105  
199 COUNTY LINE ROAD  
PALMER LAKE, CO 80133

**LEGAL DESCRIPTION:**  
THAT PART OF W2NEA AND NW4SE4 OF SECTION  
05-11-67... COUNTY OF EL PASO, STATE OF  
COLORADO

ZONE: CC01  
APN: 71051-00-004  
FIRE JURISDICTION: PALMER LAKE FD

**SCOPE OF WORK:**

1. NEW POWER OUTLETS AT EACH END OF THE PALMER LAKE PEDESTRIAN BRIDGE
2. (5) NEW DOWNLIGHTS ON AT BRIDGE CEILING WITHIN THE RAILROAD RIGHT OF WAY
3. NEW LIGHTS TO BE ON AUTO-TIMER AT INCOMING SERVICE LOCATION

**CONSTRUCTION DOCUMENTS:**

MILE POST NO. 52.24  
COLORADO SPRINGS SUBDIVISION  
PALMER LAKE, CO  
EL PASO COUNTY

LATITUDE: 39.122872  
LONGITUDE: 104.91345

**CODE SUMMARY**

APPLICABLE BUILDING CODES  
2017 PIKES PEAK REGIONAL BUILDING CODE (PPRBC)  
2020 NATIONAL ELECTRICAL CODE (NEC)

**CONSULTANTS**  
**ENGINEER OF RECORD:**  
MORRISON ENGINEERING COLORADO, LLC  
905 COLUMBINE AVE  
COLORADO SPRINGS, CO 80904  
CHRISTOPHER MORRISON  
(210) 415-3100

**DRAFTING:**  
**ALL THINGS ARCHITECTURE**  
756 FOREST VIEW WAY  
MONUMENT, CO 80132  
RICK RUTSTEIN  
rutstein@gmail.com  
(858) 583-1474

**CONTRACTOR:**  
**DUKES ELECTRIC, INC.**  
454 WASHINGTON STREET  
MONUMENT, CO 80132  
RONNIE DUKE  
rddukes@comcast.net  
(719) 481-3557

**Railroad Lighting requirements:**

4.2.2  
Railroad Operational Requirements  
The proposed design plans shall allow the Contractor to execute a work plan that enables the track(s) to remain in service and shall cause no interruption to the Railroad's operation during construction.  
The Applicant shall contact the Railroad Local Representative in the concept design stages to determine the Railroad operation requirements.  
Construction activities that impact Railroad operations must be coordinated with the Railroad. The proposed staging and phasing must be reviewed and approved by the Railroad at the concept stage and subsequent stages. Special Provisions must include Railroad coordination to improve Contractor understanding of Railroad requirements prior to letting of the proposed Grade Separation project.

5.7  
Lighting  
All new or modified Overhead Structures which cover 80 linear feet of track or more shall provide a lighting system to illuminate the track area. However, at the discretion of the Railroad, lighting shall be provided for all structures covering less than 80 linear feet of track in areas where switching is performed or where high vandalism and/or trespassing have been experienced. Care shall be taken in lighting placement such that trains will not mistake the lights for train signals nor shall they interfere with the train engineer's sight distance for existing signal aspects. All lights shall be directed downward.  
Provide temporary lighting for all falsework and shoring areas.  
The minimum lighting design criteria shall be an average of one (1) foot-candle per square foot of structure at the Railroad tracks. Two (2) foot-candle or greater may be required at the discretion of the Railroad. The illuminated area shall extend to the limits of the overhead structure width and the width of the Railroad right-of-way under the said structure. Fixtures shall be installed on the column walls or caps of the Overhead Structure without reducing the minimum horizontal and vertical clearances.  
Maintenance of lights shall be the responsibility of the Applicant. Access to perform any maintenance for lights shall be coordinated with the local Railroad operating unit.

**DISCLAIMER**

To the best of my knowledge these plans are drawn to comply with owner's and/ or builder's specifications and any changes made on them after prints are made will be done at the owner's and /or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. ALL THINGS ARCHITECTURE, (AKA, RICHARD RUTSTEIN), is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.



NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**OVERALL SITE PLAN**

PROJECT DESCRIPTION:  
**PALMER LAKE PEDESTRIAN BRIDGE  
NEW POWER AND LIGHTING**  
CENTENNIAL PARK, HWY 105  
194 COUNTY LINE ROAD  
PALMER LAKE, CO 80133

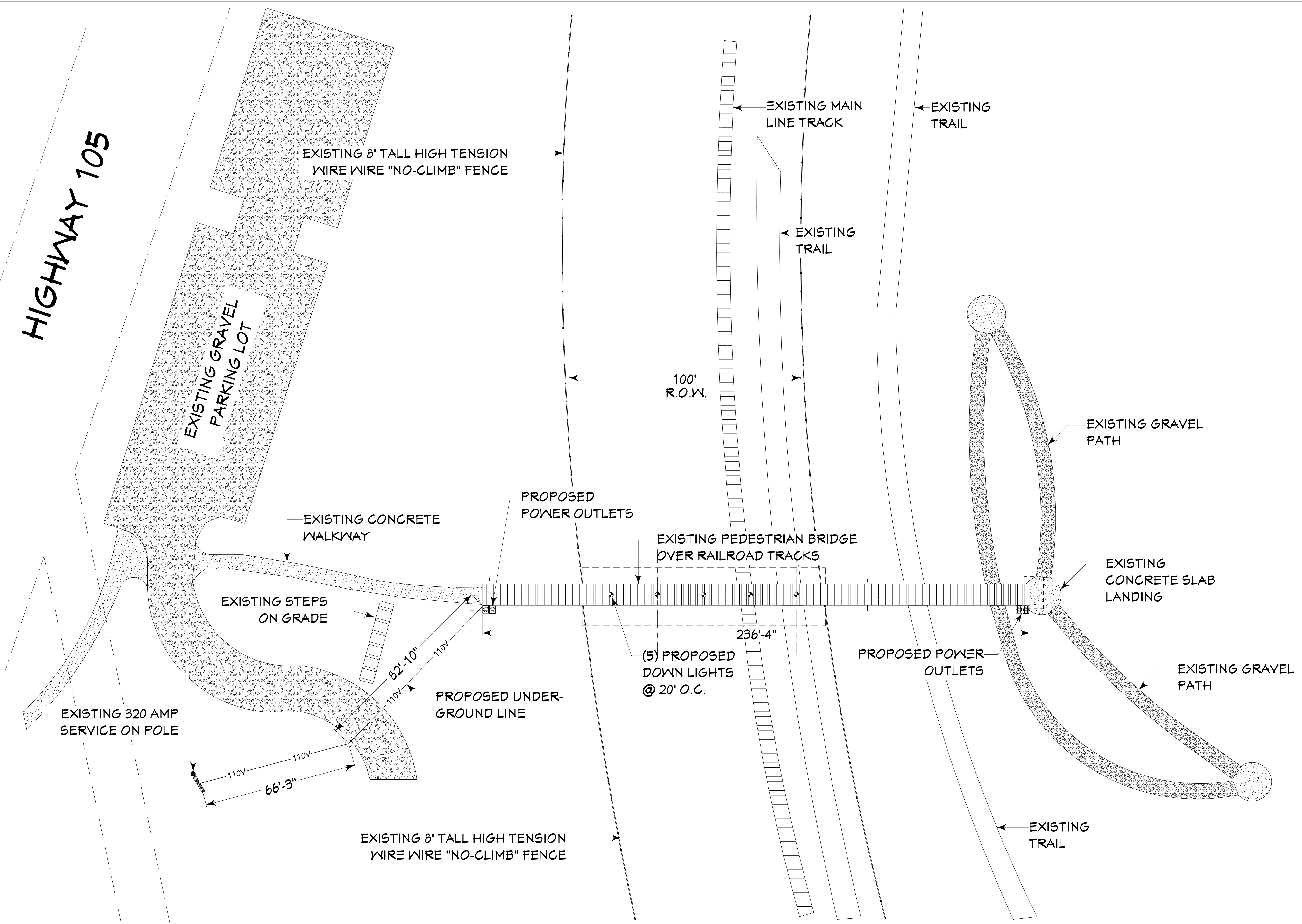
DRAWINGS PROVIDED BY:  
**all things architecture**  
756 Forest View Way  
Monument, CO 80132  
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DATE:  
July 5, 2023

SHEET:

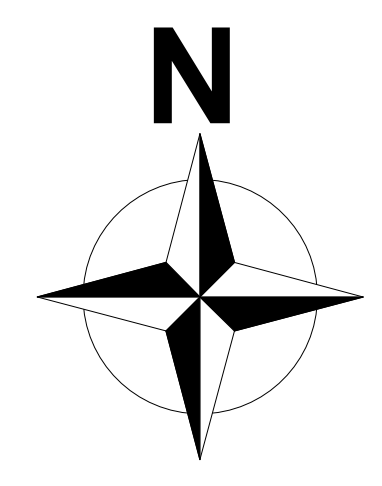
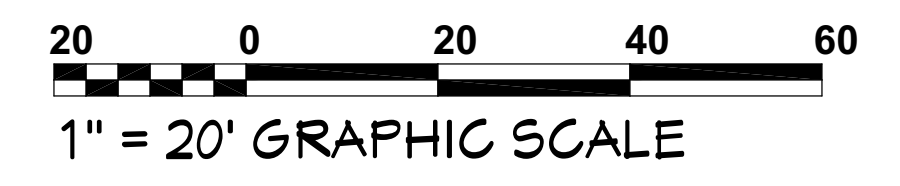
**E-2**

**HIGHWAY 105**



**PEDESTRIAN BRIDGE - OVERALL SITE PLAN**

SCALE : 1" = 20'





**Dawn Collins**

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**From:** notify@quickbase.com  
**Sent:** Friday, July 7, 2023 12:09 PM  
**To:** Dawn Collins  
**Subject:** UPRR Contact Center - Union Pacific Industry and Public Projects Inquiry #7249

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

Dear Dawn Collins,

Thank you for submitting an Inquiry. Your Inquiry Number is 7249.

Contact Information:

Requestor Type: Government  
Agency / Company Name: Town of Palmer Lake

Project Location:

DOT: *empty*  
GPS Lat: 39.122407  
GPS Long: -104.913022  
Street: Hwy 105, City: Palmer Lake & State: CO  
Location Description: Lighting over the Palmer Lake Pedestrian Bridge

Project Description:

Project Type: Pedestrian/Sidewalk  
Estimated Project Cost: *empty*  
Project Description: Lighting plan for the Palmer Lake pedestrian bridge

For emergencies, blocked crossings or rough crossings call  
UPRR Response Management Communication Center 1-888-877-7267.

General solicitations or requests for materials are not accepted.

Fiber optic cable systems may be buried on the Railroad's property. Protection of these systems is of extreme importance since any break could disrupt service to users resulting in business interruption and loss of revenue and profits. Call the telephone the Railroad's Fiber Optic Hotline at 1-800-336-9193 (a 24-hour number) to determine if fiber optic cable is buried anywhere on the Railroad's property. Notification is required at least 48 hours prior to start of construction.

# Master Plan Update

## Palmer Lake Recreation Area - Centennial Park

### The Recreation Hub of NW El Paso County



May - July 2023



## Lake Recreation Area - Centennial Park

### The Recreation Hub of NW El Paso County

#### Master Plan Update - May- July 2023

#### Chapters:

1. History and Overview of Centennial Park, Palmer Lake Recreation Area including Topography,
2. Beginnings of the Palmer Lake Recreation Area - Centennial Park and the Lake
3. Palmer Lake Parks and Trails Commission
4. Past and Recent Surveys and findings
5. Palmer Lake Parks and Trails Commission Vision & Purpose Statement
6. Palmer Lake Parks and Trails Commission Mission Statement
7. Palmer Lake Parks and Trails Commission Goals
8. Palmer Lake Parks and Trails Commission Objectives
9. Current Conditions: soil, wildlife, and vegetation in and around The Lake
10. Water in the Lake
11. The Lake and Centennial Park Becomes a Recreation Hub
12. Access and Connections
13. Utilities: lights, water, sewer, storm water drainage
14. Specific Goals and Objectives of the Master Plan for Centennial Park including a detailed list of proposed Park Commission activities as it relates to Centennial Park by priority for a 5 year vision of the Parks and Trails Commission and Centennial Park Master Plan of Recommendations and Needs in general and specific terms
15. Summary of Recommendations in General Terms
16. Relationship with other Entities that contribute to The Recreation Area

#### 1. History and Overview of Centennial Park Palmer Lake Recreation Area

The Palmer-Divide region contains a geological ridge that runs eastward from the Colorado Front Range. This ridge creates its own weather patterns and also separates the Arkansas River drainage to the south and the Platte River drainage to the North.

The highest point of the divide is about 7700' at Vollmer Hill which is located in Black Forest which is several miles east of Palmer Lake. The Town of Palmer Lake sits at the base of the Front Range at the western most end of the Palmer Divide at 7276'. Ben Lomand, stands at 7636' and overlooks the lake on the east side. This was named after the Ben Lomand located in Edinburgh, Scotland as many of the early settlers were of Scottish descent.

The Palmer-Divide was critical to the railroad since the late 1800's because the steam trains chugged up to the Palmer-Divide and had to take on water before heading back down to either Denver or Colorado Springs. The lake was the only natural water supply available on a year-round basis.

Passengers from Denver or Colorado Springs would take a day trip to Palmer Lake for a day of picnicking, fishing, boating or wildflower picking. This round trip fare cost \$1.50 and it was a great way to escape the heat in the cities.

Dr. William Finley Thompson, a dental surgeon born in Ohio and who had practiced in Omaha, Portland, San Francisco, and London, England, came to Colorado in 1882. He soon platted the Town of Palmer Lake, intending it as a health and vacation resort. The Rocky Mountain Chautauqua, a people's vacation university, was active from 1887 through 1910 in the Glen Park area just south of Town and the Lake.

Past Lake based industries included harvesting ice which continued until 1941, when moss and cinders from the RR contaminated the water and businesses that were supported by the railroad. The south end of the lake was created shallow to aid in the ice harvesting.

**Figure 1: Ice harvesting at the Lake's south end**  
Photo: Courtesy Palmer Lake Historical Society



The Greenland Ranch (now Greenland Open Space) to our North once shipped more cattle to market than any other location in Colorado. The Goodnight-Loving cattle drive from Texas came through our area in 1866 and over the Palmer Divide. Indeed, the Greenland area was so named by Helen Hunt Jackson as the grass was so plentiful and green in color. Our

historical heritage is rich with the knowledge of our pioneer pathfinders who settled the land and left their mark for all to see and learn about.

The area around the two towns, Palmer Lake and Monument, remained largely as ranch and farmland until the Air Force Academy was opened in 1958. Most growth along this part of the I-25 corridor has occurred since 1990.

## **2. Beginnings of Palmer Lake Recreation Area - Centennial Park and the Lake**

Palmer Lake has a long history with the Denver & Rio Grande Railroad (D&RG). The first train entered Palmer Lake in 1872 along the west side of the Lake. In 1887, the railroad was granted first rights to Monument Creek water and constructed a reservoir in North Monument Creek canyon and had public rights to use water on the public land adjacent to the tracks. Pipes were installed in 1882 to supply water to the railroad's depot and lake. Due to shortages of water, a second reservoir, which is now called the Upper Reservoir was built in 1904-1905.

The present day Lake, the heart of the PL Recreation Area, went through several name changes. In 1869, it was identified as Summit Lake on a Holbrook map which was a surveying company from Kansas Pacific railroad. In April of 1883, it was called Loch Katrine, influenced by the influx of many Scottish immigrants. According to some people, it was also called Loch Lomond. The present day name, Palmer Lake, was recorded about 1884.

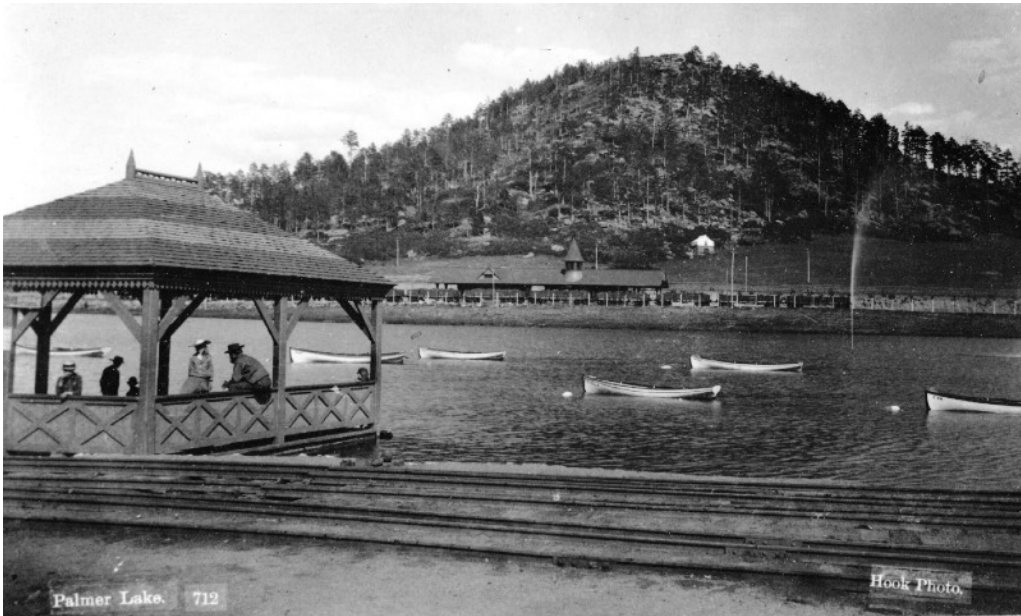
In the early 1880's it was decided to turn the Palmer Lake area adjacent to the railroad depot and tracks into a park. The lake was enlarged, the old depot and section house were torn down.

In June 1883, the railroad constructed a wooden bridge over the tracks at the south end of the lake. This bridge led to a spacious dancing pavilion and to picnic grounds to the south and east. This dance hall was later moved to Pine Crest in the Glen. There are still remains of the bridge near the parking lot adjacent to the baseball field.

The railroad built an artisan cistern that was perpetually filled by a spring. Pipes ran from this to the middle of the lake to create an 80' fountain. Over time the fountain was discontinued until 1989 when it was reinstalled. Another hiatus, the fountain was not installed for a few years until 1998. History oft repeats itself as the fountain again went dormant and then reinstalled after the Lake was refilled. It is now maintained and installed each spring, as the Lake water level allows, by the Parks and Trails Commission and Public Works Department.

The beauty of the future Centennial Park was marred when the Santa Fe railroad put in tracks on the east side of the Lake in 1887 to compete with the Denver and Rio Grande line. These lines were consolidated during WWI with northbound trains using Santa Fe tracks and southbound trains using D&RG line. Both of these lines can be seen in Photo 2.

Around 1940 the D&RG depot and Santa Fe station across the lake were demolished and the



viaducts at south end of lake were abandoned. In 1956 Palmer Lake leased the water rights from

**Photo 2: Palmer Lake showing the fountain and depot**  
 Courtesy of the Palmer Lake Historical Society

the D&RG railroad. In 1961, the section foreman's house was donated to the historical society and it was moved to its current location and currently houses the police department. In 1967 the Santa Fe depot was sold and moved to South Park. A big change occurred to the east side of the Recreational area when all trains were routed on the tracks west of the Lake, and the tracks on the east side were removed in 1973. In the early 1980s, the town bought the two reservoirs and lake from the D&RG railroad.

**Photo 3: Canoeing in the Lake**  
 Photo: Courtesy Palmer Lake Historical Society



### 3. Palmer Lake Parks and Trails Commission

The “Parks and Recreation Commission” was approved in 1983 and various sections were revised pertaining to The Commission over the years, 1991 and 1992. (Ordinance 12.20.010-12.20.100) The “Parks and Recreation Commission” was approved by the Board of Trustees (BOT) on 4/9/92 outlined the duties.

In the October 12, 2017, in the Board of Trustees Meeting, the formation of the Parks Advisory Group for Town Parks was discussed as a future agenda item. In January 2018, the Palmer Lake Board of Trustees heard a report on the formation of the volunteer Parks Committee and its beginning activities. The Parks Committee was charged with developing the master plan for Glen Park, policy reviews, possible programs, and facility needs for all Palmer Lake Parks. The current Palmer Lake parks are: Centennial (around Palmer Lake itself), Columbine Park (a small neighborhood park near the old Pine Crest site), Glen Park, and in 2023 hopefully a new park (to be named later) and trail system connected by a Creekside Trail extension into and around the old Elephant Rock / Salvation Army property site.

The Commission, then a committee, began meeting every two-weeks in March 2018. It was composed of two BOT members, and 7 community member/volunteers. The Committee began addressing all the needs of the various parks and programs for the parks, and how to raise funds for facilities/equipment and the maintenance of them, identify other sources for funds, and prioritize projects that would be the focus for the 2018 budget expenditures. The annual financial contribution of the Conservation Trust Fund allowed Parks to develop and upgrade parks around Town to a limited degree. The Committee didn't just establish the guidelines but also developed, organized, and ran various programs to achieve the tasks.

In May 2019 the Parks Committee submitted their first Department Report to Town administration (at their request) before the BOT meeting which summarized the first year of activities. The Committee didn't have a paid department head like fire, police, roads, and water departments. The duties of developing and presenting the monthly report is done by one of the Committee members. The May 9<sup>th</sup> 2019 (the Parks Committee's first) report outlined the 44 different activities, events, proposals, and meetings the Parks Committee had participated in or accomplished in its first year. Even more impressive is the number of volunteer hours performed by the Parks Committee, summer 2019: May – 155; June – 267; July – 71.5; August – 170.5. The Parks Committee developed agendas and took meeting minutes, and posted them on the Town website beginning that September.

The Committee became a Commission again in an update to Code section 12.20. 010-040 with its commissioners, appointed by the Board of Trustees, to staggered two year terms in 2020. This was a revision to previous language from 1982, 1983, 1991, and 1992.



The Palmer Lake Parks Commission became the Palmer Lake Parks and Trails Commission by BOT Amended and Adopted Code Section 2-20 in February 2023. This change added language that included “addition of trail maintenance and responsibilities” and “the creation of new trails and bridges.”

The Commission functions under the Public Works Department of the Town since 2022. The PL Parks and Trails Commission works to coordinate its efforts with local groups, most notably Awake Palmer Lake, who also has Centennial Park at the heart of their efforts, and El Paso County Parks. See a list of other entities that work with Palmer Lake Parks and Trails to improve our parks in Chapter 13.

**4. Past and Recent Survey Findings**

This document updates previous Comprehensive Plans, Streetscape, and Master Plans that included the area around the actual Lake, Palmer Lake Recreation Area - Centennial Park, and the lake itself. Those plans were developed and updated most recently in 1992, 1993-4, 2003, 2008, and 2013 - 15.

The 1992 Community survey for the Town of Palmer Lake Comprehensive Plan resulted in the following priorities for Park & Rec. Only 9 priorities out of 157 respondents:

- 1. Recreational fields - soccer
- 2. Maintain parks - more activities
- 3. More flowers

Response to the question “Would you like to see recreational programming expanded?” Yes  
 86                      No 42

In the 2003 Town of Palmer Lake Comprehensive Plan three community recommendations were made that directly impact parks within Palmer Lake.

There were:

1. "Parks: Investigate the development of a Parks Association or District for the purposes of acquiring, developing, maintaining park land and coordinating recreational activities and programs for the Town."
2. "Bicycle/Pedestrian Trail System: Encourage civic groups to become involved with the trail development program."
3. "Open Space: Establish an Open Space Committee, composed of local interested citizens, to identify potential open space areas, sources for public acquisition and coordination with bicycle/pedestrian trail development program."

Other parks mentions or omissions from 2003:

1. A trail from Limbaugh Canyon down Monument Creek intersecting with Creekside Trail near Pine Crest recommended.
2. Comfortable walking in downtown core
3. Critical deficiency in downtown core including crosswalks
4. Create Open space - 5% minimum in developments
5. In community recommendations: bike trails, parks, open space, gardens

The 2014 Palmer Lake Centennial Park / The Lake Survey was conducted and it is clear that recreation, parks and open space is becoming more of a priority as between 179 and 198 people, 87% of whom were from Palmer Lake, completed the survey ranking existing facilities improving or expanding, and what new facilities should be considered.

The top 10 of each, from highest (most desired) to lowest ranked are listed below:  
Improve or expand existing facilities ranking (5.00 is highest max):

1. Water source for the Lake	4.63
2. Trail system	3.79
3. Ped. Bridge over the RR tracks	3.62 *should not have been listed
4. Restroom on the east side	3.42
5. Landscaping	3.4
6. Playground	3.21
7. Baseball field	3.14
8. Roadway/parking	3.08
9. Pavilion	3.02
10. Volleyball court	2.72

Comment: of these 10 priorities Awake Palmer Lake, the Town, The Parks and Trails

Commission, or El Paso County has worked on or is currently working to improve all of these facilities.

What new facilities should we consider to meet your leisure needs (top 10 listed):

- 1. Pedestrian access across the RR tracks 3.54
- 2. Community garden plot 3.39
- 3. Outdoor hockey rink 3.39
- 4. Fresh water swim area 3.33
- 5. Boating 3.24
- 6. Multi-use field (soccer /lacrosse) 3.23
- 7. Disc Golf 3.23\*disc golf was missing from the

list of facilities on 36 survey forms

- 8. XC skiing/snowshoe areas 3.22
- 9. Nature Center 3.06
- 10. Off-leash dog park 2.94

\*fishing - one of the most popular Lake activities was missing from all the survey forms.

Only facilities or activities #1, 4, 5, 7 have been accomplished.



A 2015 very limited survey was conducted by some (unclear who) Town entity, but because of the low number of respondents it can't be consider significant.

The Parks and Trails Commission conducted an open ended survey in the fall of 2022 at numerous events in Town to get an updated "view" of what residents and visitors would like to see added or improved in Palmer Lake Parks and Recreation areas.

290 people responded - most of these were done on a face to face basis. The 6 highest ranked with percentages are listed:

- 1. Soccer/lacrosse/football field 35%
- 2. Improving the existing baseball field 21
- 3. Install a restroom on the west side 20
- 4. Improve the playground 13
- 5. Improve parking 10
- 6. Expand & improve trails 10

The 7 most used (number of respondents) facilities are:

- 1. The Lake - kayak, SUP, fishing 80

2. Reservoir Trail	76
3. Picnic tables, benches	75
4. Restroom	70
5. Playground	67
6. Centennial Park loop trail	66
7. Gazebo/ pavilion	66



At the recommendation of the area GOCO representative Palmer Lake Parks and Trails was encouraged to survey the youth who would most benefit from a multi-use field at the south end of The Lake in Centennial Park as to what type of field they would like to have. We reached out to Lewis-Palmer School District 38 and working with their public relations person developed and sent surveys to the parents of students at Palmer Lake Elementary School, Lewis- Palmer Middle School, Palmer Ridge HS, and Monument Academy, plus some parents who were home-schooling their children on May 19, 2023.

As of June 17, 2023 we have received 186 responses from students ages preschool to 17 with an overwhelming 83.2% wanting a soccer field. Roughly the same percentage of students were from Palmer Lake and Monument.

This reinforces a couple of things for the Parks and Trails Commission. First that we should continue to pursue a multi-use field athletic field at the south end of the Lake through a Greater Outdoor Colorado (GOCO) grant, and as an alternate, through a Daniels Fund Grant. Secondly that the trend for the Palmer Lake Recreation Area continues to be a desired area for

all types of recreational activities be it active or passive. The Area has become a destination for residents and visitors alike to enjoy what The Recreation Area as the hub of activities has to offer and then to enjoy the surrounding amenities that support Centennial Park - restaurants, shops, ice-cream, events, and the arts.

The Parks and Trails Commission intends to keep improving and adding recreation facilities, parks, and trails with the help of volunteers, Town staff, and expert help. The Commission needs to keep pace with the growing popularity of Palmer Lake as a recreational hub.

We will not in this 2023 master plan update try to replicate what has been presented in pervious plans such as a detailed historical background, geology, visual analysis, climate, environmental constraints of the Town or the Recreation Area, but focus on the current Recreation Area and Palmer Lake's needs and desires expressed by the community and visitors. The Master Plan provides a framework for the future maintenance, management, and development of the park. The plan seeks to address issues and concerns, and identifies priorities for future improvements at the park.

The Centennial Park Master Plan update provides a 3-5 year vision for the management, maintenance and development of the park. The plan is the product of public engagement and the Town of Palmer Lake Parks and Trails Commission. It embodies the community's vision to provide active and healthy year-round recreational opportunities while preserving important natural resources for future generations.

## **5. Palmer Lake Parks and Trails Commission Vision and Purpose Statement**

The vision of the Palmer Lakes Parks and Trails Commission is to have premier town parks, recreation facilities, connecting trails, and service provider on the Colorado Front Range while enhancing the quality of life for residents and adding value to Town visitors' experiences within the historical, small-town atmosphere.

It is a compilation of the contributions made during the master planning process by members of the Parks and Trails Commission, Centennial Park neighbors, users, and survey respondents. The vision is the guiding theme of the design development process for the future of Centennial Park and Palmer Lake Recreation Area.

The Parks and Trails Commission with its purpose to make improvements to and help maintain all parks within the Town; develop, raise money through fundraising, donations, and grants; and research potential new facilities, parks, and trails, and create and run events. The Commission also developed its own current master plan which is a five year plan for the future of the Town parks and trails.

The purpose of this plan is to be a guiding, living document for the continued development of Centennial Park. The history of this park since the late 1800's has always been for outdoor recreational activities and we would like to honor that past in our plans moving forward.

When past master plans and comprehensive plans that included Palmer Lake parks and proposed, or community member requests, for parks and their amenities are examined you will find that many of those suggestions, requests, or plans have been neglected, overlooked, or underfunded.

The current all-volunteer Palmer Lake Parks and Trails Commission with the help of the Public Works Department and other entities want to correct those past omissions.

### **6. Palmer Lake Parks and Trails Mission Statement**

The mission of the Palmer Lake Parks and Trails Commission is to ensure the responsible stewardship of Palmer Lake Parks and Trails and their funding. Ensuring that Palmer Lake parks and trails are well maintained, safe, and meet the current and future needs of the public; to provide high quality year-round recreational amenities and opportunities for residents and visitors. Our values include access for all; promotion of healthy lifestyles for youth and adults; support for Town economic vitality through recreational facilities and programs.

Parks are not intended to be profit generating for the Town, but they do improve the quality of life for those who use them and draw users into the recreation hub so that they may also take advantage of all of the Town's amenities.

### **7. Palmer Lake Parks and Trails Commission Goals**

1. Provide safe, well maintained park space, trails, and facilities for youth and adults
2. Meet the parks and recreational needs of our growing and historic community
3. Enhance and support current amenities while looking toward future needs
4. Advocate and plan for sufficient recreational amenities and no loss of recreational amenities during times of growth
5. Develop and manage park space and trails with respect for the natural Environment
6. Identify and develop public – private partnerships for fundraising.
7. Research and develop trails that provide much needed safe connectivity within the Town and between Town parks
8. Look for and advocate for new Town parks and trails

## 8. Palmer Lake Parks and Trails Commission Objectives

The objectives required to reach our goals are as follows:

1. Meet and exceed safety standards set forth by parks and recreation industry and known best practices
2. Remain in touch with Town needs and trends in recreational programming, parks facilities, and safe trails while remaining responsible to fiscal realities
3. Continue to apply long term vision to short term needs. Not every eventuality can be anticipated, but a well-planned parks and trail program will best serve the neighbors and Town at large.
4. Participate in Town Board of Trustee meetings as needed to be aware of parks and recreation opportunities, and challenges associated with future development and budget restraints.
5. Participate as needed in Town Board of Trustee and department meetings so as to foster communication and cooperation between departments.
6. Monitor environmental risks and mitigate those risks through appropriate vegetation mitigation, weed control, drainage issues, and use of native plants where appropriate.
7. Current and future park space should complement and enhance existing natural settings.
8. Develop a good working relationship with the Public Works Department, and other Town departments so that they help foster Parks and Trails goals and objectives.
9. Work with other groups within the Town to help create more recreational opportunities for the Town citizens and visitors.

### 1. **Current Conditions soil, wildlife, vegetation in and around the Lake**

The 11.84 acre (at its fullest) Lake area is characterized by various wildlife: mule deer, bear, mountain lion, bobcat, fox and raccoon.

Numerous birds frequent the Lake which has two wildlife areas including:

Bald Eagle

Great Blue Heron

Osprey

Belted Kingfisher	Canada Goose	Double-crested Cormorant
Snipe	Bufflehead	Common Goldeneye
Green-winged Teal	Gulls	Mallards
Northern Shoveler	Pie-billed Grebe	Ring-necked Duck
Western Grebe	Spotted Sandpiper	Downy Woodpecker
Hairy Woodpecker	Lewis's Woodpecker	American crow
Brewers Blackbird	Red-winged Blackbirds	Black-billed Magpies
Common Grackles	Northern Flicker	Tree Swallows
Western Tanager	American Goldfinch	Chipping Sparrow
Dark-eyed Juncos	House Finch	Marsh Wrens
Mountain Bluebirds	Tree Swallows	Yellow-rumped Warbler
Yellow warbler.	Turkey,	Golden Eagle

The Lake is stocked annually by the Colorado department of Fish and Game with Rainbow Trout, Large Mouth Bass, Blue Gill, Yellow Perch, Catfish, and Northern Pike according to [FishExplore.com](http://FishExplore.com) and local experts.

Other wildlife includes:

Painted Turtles	Mourning Cloak Butterfly	Common Garter snake	Dragonflies
(usually 12 -spotted skimmer)	Little Green Snake	Northern Water Snake	

Vegetation includes willow, elm, cottonwood trees, water grasses, chokecherry, oak, pine,

## 10. Water in The Lake

There has always been concerns about the water level in the lake. In 1989 the lake water had dropped due to lack of adequate flow from springs and from evaporation. Dr. Paul Grogger, a local geologist, performed a study and made recommendations. The water level dropped so low that in 1994 the CO Division of Wildlife stopped stocking the lake.

The Palmer Lake Restoration Project, Inc., a Colorado non-profit 501(c)(3) corporation— was formed by concerned local residents in 1995 to work towards the restoration of the Lake and surrounding park, which due to drought and budget issues had fallen into disrepair. Some progress was made but then the committee was inactive for a number of years.

The prolonged drought cycle from 2002 through 2013 brought Awake the Lake back to active status. This drought, along with State restrictions on what water could legally be artificially added to the lake, resulted in a completely dry lake bed in 2013. Awake the Lake volunteers worked with Town staff and the Town's water attorneys, to changed water rights owned by the Town to create a viable source of supplemental fill to what is otherwise a natural body of water. The Town lacked the funding, staff, and know-how to push these issues. Awake the Lake began in earnest its grassroots fundraising efforts to restore Palmer Lake.

Awake the Lake embarked on geotechnical, geologic, hydrogeological, and engineering studies to try to better understand what natural means are available to fill the lake and how dry ups can be prevented in the future. They found that Palmer Lake does not currently have any source of surface inflow, nor any outlets, being a glacially formed lake. It is not located on the channels of nearby North Monument Creek to the south, nor Plum Creek to the north.

Awake the Lake took advantage of the Lake being completely empty to remove non-native soils and silts built up in the bed of the lake over time, making it very shallow and sensitive to drought and evaporation. The geological studies performed by the University of Colorado at Colorado Springs' geology department and other geologists, learned that the lake does not fill from the "bottom up" via a spring. On the west side of the lake there is a shallow spring that brings in some water. To reduce evaporation and to return the lake to its natural footprint, the south end of the lake was filled in.



In 2015 the town completed their work in water court to change a senior water right to municipal uses that included supplemental fill of Palmer Lake. In May 2015 substantial rainfall and spring activity naturally filled the lake to nearly 8 feet on the north end. On June 24, 2015, Palmer Lake began supplementing lake levels with water from the reservoir. The Division of Wildlife began again stocking Palmer Lake with fish in the fall of 2015. Town now supplements the natural fill of the Lake every April and May as water levels in the reservoir allow..

Awake the Lake volunteers continue to study and monitor the Lake, including monthly data collection from wells along the perimeter of the Lake, precipitation data, and town water contributions. The current maximum depth of the water at its deepest point is 9.60' and 11.84 acres when it is at its fullest. This is an attempt to better understand how the groundwater levels surrounding the lake are seasonally and drought affected, and how such fluctuations affect Lake Levels. Awake the Lake continues to explore how the lone historical surface water inflow to the Lake at the northwest corner, which 30 years ago was blocked by the Railroad in their efforts to diminish flooding of their tracks, might also be restored.

With the emergent Lake issues seemingly resolved, Awake the Lake turned its efforts towards improving the connectivity of the Lake and its facilities to the main part of Town along State highway 105. They obtaining on the Town's behalf a \$350,000 matching grant from Great Outdoors Colorado (GOCO) for improvement of the "Rockin the Rails" park (west side of the RR tracks), including improved parking facilities along Highway 105, and the centerpiece of the project: a pedestrian bridge over the railroad tracks connecting the east and west sides of the Park.

[https://web.archive.org/web/20150711131000/http://ccm.static2.adgic.com/uploads/original/1436241131\\_58cd.jpg](https://web.archive.org/web/20150711131000/http://ccm.static2.adgic.com/uploads/original/1436241131_58cd.jpg)

## **11. The Lake and Park become a Recreational HUB**

A baseball team was formed in the early to mid-1900s. Did they round the bases as today's Littler Leaguers do in the same location? The baseball field on the west side of the RR tracks received upgrades with the addition of parking, fencing, landscaping and bleachers.

In 1911, two hundred cottonwood trees, fifty maples, fifty black locust, and one hundred variegated trees were planted around the Lake. In 1993, eight large ash trees were planted along the 105 highway in the park as part of the Colorado State Forest Service's "Street Tree" program. In 2022 two memorial evergreens were planted at the north end of the Lake.

Parks and El Paso County Parks work together and in 1982, the Santa Fe Regional Trail was established by El Paso County Parks along the vacated RR track bed on the east side connecting Palmer Lake to the Air Force Academy. In 1986, a 25 year renewable lease was negotiated with El Paso County Parks Department on the lake and adjacent property. The lake's

east side was graded and seeded, a playground, parking facilities, rest room, picnic tables, sand volleyball court, horseshoe pit, floating dock, and “fee for use” pavilion were added to the Recreation Area by El Paso County Parks as that property was El Paso County’s.



The trailhead for the Santa Fe Regional Trail, and future Front Range Trail linking the entire Front Range, is on the east side. Currently you can hike, run or bike from just south of Castle Rock to the south side of Colorado Springs along the trail.

The Gazebo built in 1982 at the North West corner of Centennial Park (then known as Village Green Park, or Historic Railroad Park, and also Railroad Park) is the first facility travelers see as they enter town from the north. An opportunity was gained and lost in just a couple of years when in 1985 the Baldwin Steam engine was located there and then moved to Black Hawk in 1996. The gazebo is used annually for Holiday decorations, a small music venue during different festivals including the Wine Festival and private ceremonies. The steps and rails were rebuilt and upgraded by the Parks and Trails Commission members and volunteers in 2022.

Winterfest was celebrated in 1988 with a pancake breakfast followed by broom ball competition on the lake, races and sleigh rides. Daytime ice skating was allowed when safe to do so. It was revived by the current Parks and Trails Commission in 2019 and was featured by a Denver International Airport display the winter of 2021-2022. The Broom Ball Tournament has become more popular each year. In 2023 we saw 10 teams compete in different categories.

In September 2010, The Town and El Paso County Parks signed an MOU as an update to the expired lease agreement (September 2009) that expanded the Town’s management of the Recreation Area, including the playground, pavilion, docks, coordination of special event management and Lake use for recreation purposes. It also rescinded the lease agreement of 1983 for some of the property on the east side, deeding it to The Town of Palmer Lake. 2021 the horseshoe pits were converted by Palmer Lake Parks to a large swing area as well as a tetherball pole as citizen input requested the swings be added and there was little horseshoe pit



use.

Palmer Lake Recreation Area's use has gradually, and then over the last 4-5 years, exponentially become more popular, not just with residents but visitors from all over the front Range. Some of this popularity was also brought on by the Covid-19 pandemic and the construction on I-25 between Castle Rock and Monument Hill. Many drivers sought to avoid the "Gap Project", as it was known, by getting off in Larkspur or Monument and driving through Palmer Lake - "discovering" the Palmer Lake Recreation Area, area trails, and restaurants.

Over the years the Lake has been a year-round fishing destination, stocked annually by the Colorado Department of Fish and Game. The children's fishing tournament started in 1989 and continues to this day sponsored by the Lions Club every 1st Saturday in June.

The annual fireworks display held over the Lake every 4th of July, conditions allowing. This iconic celebration of our Nation's Independence is attended every year by an estimated 10,000 people seated around the Recreation Area and neighborhoods. The "bombs bursting in air" over and reflecting off of the Lake, lighting up Ben Lomand, and echoing off Sundance Mountain is a not to be missed event. In 2021 the event was renamed the Festival on the Fourth and expanded into more than just the fireworks. This amazing event is managed and fundraised by local volunteers and Awake Palmer Lake.

On May 1, 2001 the William Crawford Memorial at the north end of the Lake on El Paso County property was dedicated. The Memorial honors Master Sargent Crawford for his service during WWII and being the recipient of the Medal of Honor for bravery. It is maintained by the American Legion Tri-Lakes Post 9-11 and the funds to build it were donations in the form of donor bricks installed at the memorial.



Rockin' The Rails Disc Golf Course first 9 holes were installed in 2013 by the local Tri-Lakes Disc Golf Club, and the second 9 in 2015. Part of the course design was by the USAFA Engineering Department student cadets. Through an arrangement with the Town they maintain and improve the course throughout the year. It is one of the most popular attractions in the Park. Tournaments, such as "Phantom of the Lake Glow Event" held in late October is attended by "golfers" from all along the Front Range.

The Lake established as a "use at your own risk" facility when the Lake Rules were revised and adopted by Ordinance No. 11-2020 in August 2020 by the Board of Trustees. With some changes to Monument Lake's use rules led to increased non-

motorized water craft - SUP, kayaks, canoe - use at Palmer Lake.

The Annual 4th of July 4 Mile fun run from The Lake down the Santa Fe Regional Trail to Monument benefitting Palmer Lake Elementary School started in 1982 is a must do, not just for the exercise but for enjoying the beauty of the trail as you descend toward our neighbors to the south east. In 2022 over 1400 runners participated. Olympian Frank Shorter has run it why not you!

The annual .5K fun run sponsored by Awake the Lake as a fundraiser for Centennial Park improvements started in 2018 and had 870 participants in 2022.

The above two running events directly benefit Palmer Lake however the Recreation Area is used by area middle school and high school cross country teams for their meets, and by private groups for various races and training, such as the Land Sharks Club which works with youth in the area. 2022 El Paso County opened the Santa Fe Open Space just 1/2 mile south of Centennial Park and refurbished the restroom in 2021-22 bringing it up to ADA standards. They also installed a bicycle repair and maintenance station, and added sand to the volleyball court in 2023.

In January 2022 a hockey event was created the week before Winterfest pitting Cheyenne Mountain High School against Lewis-Palmer High School. In 2023 "The Palmer Lake Outdoor Classic" expanded to 4 high schools over two days and has been a great success enjoyed by over 1000 spectators as a fundraiser for the high schools.

2022 Palmer Lake Parks and Trails created and published with funds from and the assistance of the Tri-Lakes Chamber of Commerce the first ever Palmer Lake Parks and Trails flyer as a guide for visitors.

Palmer Lake Parks and Trails with assistance from Public Works and Awake The Lake maintains the playgrounds, pavilion, bathroom, gazebo and the parking lots on the west side, emptying trash cans, pet waste stations, and fishing line disposal tubes around the Lake. They also clean up downed limbs and shovel the pedestrian bridge. Parks has also worked to upgrade the playground with new swings, added benches around the lake and at the bridge exit off the east side which provides a great 360 degree view of the Palmer Divide.

## **12. Access and Connections**

The recreation area of Centennial Park is located on the east side of State Highway 105 that runs through Palmer Lake from Monument and I-25, 3 miles to the south, to the north end of the Park where it turns north toward Sedalia. The Park can also be accessed from Larkspur 9 miles to the north along Spruce Mountain Road, and from I-25 3 miles east on County Line Road.

There is one entrance at the north end of the Park, east side of the RR tracks off of County Line Road which serves as a parking area to access the Santa Fe Regional Trail (which connects all the way to Colorado Springs), New Santa Fe Open Space, restroom, pavilion, and the Lake and its only dock. There are four entrances to parking areas, the baseball field, the pedestrian bridge, first 2 holes of the disc golf course, and the gazebo / picnic area off Hwy 105 on the west side of the Park.

One of the major goals for fundraising, GOCO grant, and building the Pedestrian Bridge that crosses over the railroad track was to connect the two sides of the Recreation Area, thus avoiding a shared crossing by pedestrians, bicyclists, runners, horseback riders with cars and trucks at the north end RR crossing that was designed for motor vehicles. This feather provides connectivity for Recreation Area users the ability to cross State Highway 105 at 3 designated pedestrian crossings, thus they can access the major amenities of the Town - its restaurants and trails such as Kent Street connection to Creekside Trail and Glen Park, and to the Reservoir Trail into the mountains behind Town.

It is estimated by El Paso County Parks and Palmer Lake Roads department that there are approximately 85 parking spaces including 1 ADA space on the east side, and 230 parking spaces on the west of the Lake for park and restaurants users. In 2022 The Town, Parks, and El Paso County Parks began jointly exploring the possibility of adding an additional 25 spaces on the east side by changing the parking alignment from parallel to 45 degree

parking. It would entail some excavation work and installing a 2' high retaining wall. This would help meet some of the needs brought on by the increased popularity of the Lake and opening of the New Santa Fe Open Space.



### **13. Utilities: lights, water, sewer, storm water drainage**

Utilities on the east side are limited in the Recreation Area at this time as the Park and Santa Fe Trail are closed after sunset until sunrise. There is water at the restroom, electricity for pavilion users, no street lights or storm water drainage infrastructure as the terrain is flat around the Lake.

On the west side there is access to electricity as of late summer 2023 with the installation of 400 amp service near the pedestrian bridge that will provide future upgraded lighting to the parking area across from O'Malley's and the former Depot restaurant, to the bridge - both east and west entrances and safety lights along the ceiling.

There's electricity at the baseball field but no current ballfields lights or scoreboard and no evening games. The sewer line runs the entire length of the west side paralleling the RR tracks, and behind the restaurants along St.Hwy. 105 in some of the areas.

Storm water drainage is not present on the west side in the Park and although there is a slight slope off State Highway 105 into the parking areas the Public Works Department has upgraded the parking areas with millings and proper grading and has mitigated most of the runoff issues. Future parking lot improvements are planned north of the ball field and south of the bridge behind the restaurants. Parking is currently available but formalized spaces,

lighting, and landscaping are in the 3 year plan.

Detailed sewer locations can be obtained from the Palmer Lake Sanitation Department, and water line details from the Town of Palmer Lake Water Department. Detailed electric lines from CORE and 811 locates.

#### **14. Specific Goals and Objectives of the Master Plan for Centennial Park**

What follows is the list of Park and Trails Commission activities by priority creating a 3-5 year specific vision for the Parks and Trails Commission. This list will be correlated with the annual Parks and Trails Projects list as activities are completed and as activities need to be reprioritized to the next year for reasons such as lack of funding or manpower.

##### **A. Ongoing Annual Activities**

1. Install fountain in lake, water levels permitting, in the spring, remove in the fall.
2. Mitigate noxious weeds
3. Replenish playground and swings cushioning as needed
4. Service in the Parks Day - at least one, most years, two.
5. Lions Club Fishing Derby
6. Maintain trees around the Lake
7. Plant appropriate trees around the Lake as old ones die.
8. Playground and facility insurance inspections
9. Maintain the trail, pavilion, gazebo, docks and other facilities by inspecting them each spring and establishing a plan for their maintenance.
10. Annual fundraiser fun runs - work with sponsors.

##### **B. Ongoing Monthly Activities**

1. Mow grass areas as needed on the west side
2. Mow grass areas in the disc golf area - by Tri-Lakes Disc Golf Club
3. Communicate with Awake Palmer Lake on projects, needs, plans, and fundraisers.
4. Monthly playground inspections and corrections by Public Works chief inspector and expert.

##### **C. Ongoing Weekly Activities**

1. Clean up trash and fallen limbs, trim branches around lake, empty trash cans,

empty fishing line & hook collection boxes, pet waste stations

2. Clean the restroom on the east side (May - September)

### 2023

- Install two benches along east side of bridge (completed by Eagle Scouts May)
- Write Master Plan update for the Palmer Recreation Area and Centennial Park
- There are two grants are being written for a multi-use field on south end of the lake. Daniel's Fund is still under review and GOCO grant concept will be completed in July. Complete research on multi-use field. Connect with area sports groups about their involvement with multi-use field.
- Survey PLES, LPMS, PRHS youth and local clubs about uses for CP south end area.
- Work with PLVFD to cut and move about 24 6' long logs from the Upper Reservoir for Disc golf to use.
- Meet with Little League (July) to discuss improvements on ball field and funding (see list submitted to PL Parks and Trails and the Town for their multi year plan). Get a signed MOU from them.
- Work with private donor, foundation about funding the improvements to the baseball field, include their multi-year plan for improvement and combine with the Little League plans.
- Review a 3 year plan by Little League to improve the field through MOU. Monitor and work with them and other donor to achieve their's and Parks Commission goals.
- Meet with ATL to brainstorm additional ideas for this master plan
- Work with APL to design a small strip park between restaurants and parking lot.
- ATL to install stone steps on south and north ends of east exit of pedestrian bridge along with appropriate landscaping. Install safety fence along east side of pedestrian exit off bridge.
- Work with Disc golf club to plan a rearrange of the holes that are affected by the east bridge landscaping and pickle ball courts working to have all holes on the east side of the bridge, with hole 1 starting and hole 18 ending near the bridge stairs on the east side.
- ATL was awarded a grant for 6 pickle ball courts and a restroom on the west side of the RR tracks. See their grant proposal for timeline details, and work with them to determine best location and design for the restroom. Compare with EPC Parks restrooms.
- Meet with a designer to begin planning for a restroom design for the west side. Meet with Town Departments to help determine the best location because of utilities.

- Contract with an appropriate company to repair the pour-in-place playground surface by fall, once scheduled and poured secure appropriate fencing and security for the 24 hour curing.
- Research the cost of repairing the gazebo's weather vane.
- Begin a 2 year trail improvement project along the west side of the Lake trail to prevent a muddy trail, and therefore social widening of the trail.
- Install an information kiosk at the west exit of the bridge parking area by Eagle Scout.
- Work with Disc Golf to begin a 3 year basket replacement project.
- Install Handicapped parking signs and spaces where appropriate in the Recreation Area's parking lots.
- Install power box from the 400 amp power pole as a prelude to the bridge lighting installation
- Submit bridge lighting plan to RR for approval. Once approved contract with electrician for installation by late fall.
- Do the necessary work to insure that the bridge entrances are accessible by wheelchairs.

#### 2024

- Establish and sign handicapped parking slot(s) in the parking areas along Highway 105
- Install new power pole and lighting near baseball field
- Establish and begin the work for a plan to improve the parking area north of the ball field and south of the bridge - lighting, designated spaces, landscaping.
- Order and Install a bear proof trash cans through a grant in the Disc Golf course at a site approved by them, at west side restroom, pickle ball courts, and near multi-use field.
- Order and install pet waste stations through a grant near pickle ball courts an other locations approved by Parks.
- Brush and clean up behind restaurants (? MHYC). Develop a small strip park between the restaurants and the parking area working with APL
- Develop plan for bulletin board near restrooms
- Determine and Install appropriate new trees around lake (grant permitting)
- Have an arrangement with El Paso County for the Lake parking area expansion and control as discussed with them in 2022.
- Work with ATL to help with the completion of the Pickle Ball courts by summer.
- If GOCO grant or Daniels Fund grant for multi-use field is awarded work to have the field installed by June 1st.

- When multi-use field is built have relationships with local soccer, lacrosse, and youth football clubs in place for maintenance, tournaments, and league play.
- Work with Town Roads and Water Departments, and Palmer Lake Sanitation to place movable blocks/ boulders at the south and north running dirt road along the railroad track at the Art Center parking area and the end of the RR fence to the south.
- Work with Disc Golf Club to design and install appropriate warning signs along the Lake once the holes are rearranged.
- Establish a shed hill down the east facing bridge exit slope
- Research the costs and process for a skating rink to be assembled each winter on the Lake. Work with D-38 high schools as they have experience doing so.
- Finish the conversion of the treed area where the current Disc Golf holes 1 & 2 reside into a car free picnic and sitting area.
- Complete the movement of Disc Golf's holes 1 & 2 to the east side of the RR tracks.
- Complete the landscaping along the east facing slope of the pedestrian bridge.
- Work with PLVFD to move about 30 4-6' long sections of logs from the Upper Reservoir so that parks can build and install benches around the Recreation area - 3 - 4 each year.
- Continue to research and look into the installation of a free standing shade structure for over the playground. Decide on a style, secure funding, and order for installation.

## 2025

- Remove three park benches across from Art center and place them in a better location
- Repair and replace cedar posts along north end of RR tracks and trail
- Finish cedar fencing along RR
- Put sand and boulders near north end boat launch to stabilize the area and create another boat launch area closer to the pedestrian bridge.
- Put in exercise centers for outdoor fitness equipment (grant contingent)
- Possibly takeover of maintenance of the Crawford Memorial at their request.
- Explore the addition of a free standing climbing boulder for the playground
- Expansion of the parking on the east side as discussed with El Paso County Parks in 2022.

## 15. Summary of Recommendations in General Terms

- Develop a “Volunteer in the Parks” or “Friends of the Parks” Program
- State Highway 105 crosswalks connecting The Palmer Lake Recreation Area and the west side of Town with access to trails, other parks, and restaurants needs to be continually improved. Safe, easy connectivity is the goal.
- The budget for Parks and Trails needs to be raised to provide for additional, at least seasonal, staff to meet the short and long term goals and objectives of the Commission.
- It is proposed to leave Centennial Park in as natural state as possible with improvements to blend into the natural surroundings. New facilities and equipment should be constructed of material which is as maintenance free as possible due to dependence on inconsistent paid staff, budget, and volunteers.
- If The Town of Palmer Lake can eventually secure control of the parking area on the East side, which is now El Paso County, consider very seriously the installation of a paid parking kiosk. The funds would be used to off-set the cost of area maintenance and improvements - initially for Centennial Park use only.

## 16. Relationships with other entities

Palmer Lake Parks and Trails has developed relationship with numerous entities that share the same goals: improving and maintaining the Palmer Lake Centennial Park, and the Lake.

These include:

Palmer Lake Public Works Department  
 El Paso County Parks - including an MOU  
 Awake Palmer Lake - including an MOU  
 Tri-Lakes Little League  
 Tri-Lakes Disc Golf Club - including an MOU  
 Festival on the Fourth Committee  
 Colorado Division of Wildlife  
 Mile High Youth Corp  
 American Legion - Crawford Memorial - including an MOU  
 Palmer Lake Elementary School - 4th of July Run  
 Lions Club - Annual Fishing Derby and playground improvement donations

People who have contributed to the Master Plan update:

Cindy Powell - general historical research and photos  
 Palmer Lake Historical Society for photos and information through their publications  
 Linda Vier - Lake data - Awake Palmer Lake  
 Lindsey Leiker - general Lake user information  
 Greg Feuerhaken - Tri-Lakes Disc Golf Club

Mike Pietsch – fish and photos

Ande Furrer - photos

Terri Watson - birds and wildlife

Tim Caves - Festival on the Fourth, Awake Palmer Lake

Jeff Hulsmann - Awake the Lake, review of the master Plan especially the Water in the Lake chapter.

A number of other people have contributed to this master plan over the years. There was no intent to omit anyone and we apologize if we did. Please let us know and we'll make corrections in subsequent updates. This also applies to factual errors. We tried to get everything correct but may have missed something - let us know please.

**Palmer Lake Parks and Trails Commission Members**

- |              |              |
|--------------|--------------|
| Cindy Powell | Ande Furrer  |
| Mike Pietsch | Gene Kalesti |
| Phyllis Head | Reid Wiecks  |

**Public Works Department:** Jason Dosch

June 10,

Item 8.



## GRANT APPLICATION REVIEWER GUIDANCE

### Review Process and Guidance

This review is comprehensive of GOCO's base programs: Community Impact, Land Acquisition, Planning & Capacity, and Stewardship Impact. In a previous conceiving phase, GOCO staff limited the pool of applications to those provided for your review.

We want to understand which projects, regardless of program, present the best opportunity for investment in any given grant cycle, any given year. This process represents a shift in our approach to evaluation that we believe is better aligned with **our flexible, values-based, approach** to grantmaking that also drives **equity**.

### Scoring Proposals

Scoring is a comparative analysis among all applications submitted, across programs and geographies, in consideration of previous GOCO awards, and known potential future projects. While we will not issue a final, average score for applications, we ask that reviewers provide a single overall score for each proposal as a starting point for discussion. Please score proposals on a 1-10 scale with 10 representing an outstanding proposal (you may use 0.5 points as necessary).

8-10 – Strong proposal, timely/urgent, will advance GOCO's program values, often multiple

5-7 – Relatively strong proposal, less timely/urgent

3-4 – Proposal has deficiencies, not timely/urgent, should resubmit

1-2 – Proposal is critically flawed, should NOT resubmit

We request that reviewers contemplate a spectrum of considerations when evaluating the merits of a proposal. Please consider the following when evaluating, comparing, and scoring applications:

1. Impact upon community and/or visitors
2. Ability to drive local, regional, or statewide economic development
3. Advancement of community-directed outcomes or community-centered process
4. Project takes advantage of strategic partnerships as opposed to a unilateral approach
5. Leverages other resources, financial and otherwise
6. Fit with grant program vs. other grant resources available beyond GOCO
7. Contribution toward one or more of GOCO's program values (and degree of contribution)
  - Resource Conservation
  - Outdoor Stewardship
  - Community Vitality
  - Equitable Access
  - Youth Connections
8. Extraneous factors e.g. natural disasters, pandemics, etc.
9. Geographic diversity (or programmatic, outcome, or other diversity)
10. Ability of and confidence in the applicant and partners
11. Compelling urgency to complete project
12. Scale of the impact relative to the project cost and community served

Consider the merit and quality of the anticipated outcomes rather than the quality of the writing and presentation of the proposal.

A proposal could contain a single fatal flaw or several smaller but collectively significant deficiencies that justify a lower score. In addition, reviewers should impart personal knowledge of the project during the review process through written and oral comments. The review is not limited to the narrative proposal and attachments – reviewers should consider other conversations, meetings, media reports, etc. that are not discussed or presented in the proposal.

### **Reviewer Comments**

Reviewers should provide comments detailing their decision as it relates to the items listed above. Comments should reflect your scoring decision i.e. critical comments for lower scores and more positive comments for higher scores. The provided scoresheet allows space to organize thoughts in several columns: comments, strengths, questions/concerns, and GOCO values. You do not need to provide content for all of these fields but please use the comments column to summarize your thoughts and feedback. We will paraphrase and organize this feedback on a summary sheet for all applicants.

### **Review Meeting**

The review meeting is an opportunity to convene and discuss the strengths and weaknesses of proposals and come to consensus about which projects to recommend for funding. We will use your scores to establish a baseline rank of proposals and use that baseline as the basis for discussion. We will discuss all projects but spend the majority of our time discussing projects where there is disagreement in scoring/ranking between reviewers to understand and account for scoring discrepancies. In general, we do not have enough funding to allocate to all projects, every round. We need to make difficult decisions about project recommendations and will use this reviewer meeting to substantiate our reasoning for advancing or declining proposals at this stage.

### **Process Feedback**

We thank you for your commitment to this process and the expertise you bring to the table advising GOCO about the most compelling projects to recommend for award. We welcome feedback and questions regarding this new process for reviewing grant applications and seek to continually improve upon how we support our local partners and create a fair and responsive process.



## COMMUNITY IMPACT PROGRAM

Great Outdoors Colorado's (GOCO) Community Impact Program seeks to enhance a community's quality of life and access to the outdoors through investments in capital infrastructure projects and the community-driven processes that inform them. We believe when partners work together with community members in project visioning and design, and when processes elevate unheard voices, outdoor connections are more impactful and communities become more cohesive and inclusive.

People and communities experience a multitude of benefits from an increased connectedness to the outdoors ranging from improvement to physical and psychological health, to diversified local economies, to educational impacts and more. Funding for the outdoors can also be a meaningful equity lever in Colorado – and a means to address issues of disparity and disproportionality. When developing local projects, we ask partners to consider the multi-faceted benefits of outdoor recreation and outdoor education and advance the most needed and urgent projects that will serve the highest and best interests of their communities.

Through this program, GOCO invites partners to apply for funding to develop and revitalize parks, trails, school yards, fairgrounds, environmental education facilities, and other outdoor projects as identified and prioritized by the communities they serve. To facilitate project outcomes, applicants may request funding, as needed, for the following components:

- Local capacity building through investments in existing staff, community members, and/or consultants
- Community planning, organizing and collaboration to identify existing barriers to outdoor experiences and solutions for overcoming them
- Land acquisitions
- Site-specific, community-centered design
- Storytelling, project communications, and celebrations

Proposed projects must reflect one or more of GOCO's program values as identified in our [2020 strategic plan](#) and outlined later in this document. These values are intentionally open to interpretation and definition by our partners; how they are or could be reflected in each community is unique. And not every project will integrate multiple values. Projects that demonstrate several values, as well as projects that embody a singular value, can have



meaningful impacts and significant merit.

GOCO regional program officers look forward to working with partners on project visioning and development to ensure your valuable time is spent on projects that will compete well in this program. Please connect with us early so that we can provide guidance on competitive proposals, review our concepting to application framework, and have our team provide feedback on draft materials. We know the community needs of our statewide network are vast and we look forward to hearing your ideas and working with you to advance projects throughout Colorado.

**ABOUT US:** GOCO invests a portion of Colorado Lottery proceeds to help preserve and enhance the state's parks, trails, wildlife, rivers, and open spaces. Our independent board awards competitive grants to local governments and land trusts and makes investments through Colorado Parks and Wildlife. Created by voters in 1992, GOCO has committed more than \$1.3 billion in lottery proceeds to more than 5,300 projects in all 64 counties without any tax dollar support. For more information, please visit [www.GOCO.org](http://www.GOCO.org).

## General Guidance and Grant Information

**BEFORE YOU BEGIN:** Contact your GOCO regional program officer to discuss your project in detail using the contact information on our staff [webpage](#). Together, you will determine whether your vision will compete well in the Community Impact Program.

**APPLICANT ELIGIBILITY:** This program is open to entities eligible to receive GOCO local government and open space funds as listed below. Ineligible entities can partner with an eligible entity to apply. As always, GOCO strongly encourages partnerships.

- a. Colorado municipality or county
- b. Title 32 special district eligible to receive distributions from the Conservation Trust Fund
- c. Political subdivision of the State of Colorado that includes in its mission the identification, acquisition, or management of open space and natural areas
- d. 501(c)(3) non-profit land conservation organization that includes in its mission the identification, acquisition, or management of open space and natural areas, e.g., land trusts
- e. Colorado Parks and Wildlife

**APPLYING:** Applicants should work with their regional officer through a concepting process, which can take several months or longer depending on the proposal. GOCO will accept draft concept papers on a rolling basis and can provide feedback. As part of an iterative process, staff



will reflect on the readiness and competitiveness of a proposal and make recommendations regarding a concept paper submission. Staff collectively considers all concept papers submitted in a cycle and will invite the most competitive projects to submit a full application.

GOCO may ask clarifying questions of applicants at the concept or application stage to better understand your project. Staff may coordinate site visits to learn more about the opportunities in a community and hear more from the residents and stakeholders involved in planning processes. We may also seek additional written information for certain proposals. The content of conversations and any additional information submitted become part of the concept or application and open for discussion during staff or peer review as a means of vetting the merit of individual projects. All application materials and related communications may be subject to Colorado Open Records Act requests.

**PROGRAM VALUES:** Projects should encompass one or more of GOCO's program values as identified in our [2020 strategic plan](#):

*Resource conservation* | We value strategic land conservation and resource protection work.

*Outdoor stewardship* | We support sustainability of and improvements to the state's natural and recreational resources.

*Community vitality* | We invest in conservation and outdoor recreation efforts that support communities and quality of life.

*Equitable access* | We partner with communities to break down barriers to the outdoors.

*Youth connections* | We believe children and their families deserve opportunities to get outside and experience all the benefits of doing so.

**GRANT AMOUNT AND MATCH REQUIREMENTS:** GOCO will consider grant requests between \$100,000 and \$1,000,000, with consideration for requests outside that range on a case-by-case basis. Please remember that GOCO serves communities throughout Colorado and appreciates applicants keeping requests reasonable and reflective of expected outcomes. Applicants will work with their GOCO regional program officer to customize a match amount for your project based on your community's ability to match and to identify expenses eligible as match.

**TIMELINE FOR COMPLETION:** Applicants will work with their GOCO regional program officer to customize a timeline for your project based on the various deliverables. GOCO will prioritize projects that will begin immediately upon notice of award or execution of a grant agreement.



**PROPERTY OWNERSHIP:** The applicant or partner entity must own or have control over the property upon which the proposed project will take place. GOCO requires a formal agreement between parties when the applicant is not the owner or controlling entity. Applicants seeking funding for projects involving federal land must discuss the proposal with GOCO staff prior to submitting a concept paper or application. GOCO cannot fund the recreational development of a property that a government entity condemned specifically for that recreational development. GOCO may consider participating in recreational development on lands previously acquired through condemnation for a purpose *other* than recreational development.

**PUBLIC ACCESS:** The public must have reasonable public access to any project funded by GOCO.

**WILDLIFE REVIEW:** Applicants should work with their GOCO regional program officer and the local CPW Area Wildlife Manager (AWM) to understand, document, and mitigate any impacts to wildlife habitat. Concept papers invited to application will be required to submit the wildlife review form as part of the application packet. We ask that you contact the AWM well in advance of the application deadline.

**SITE VISITS:** GOCO staff may conduct site visits scheduled in collaboration with the project leads identified in the concept paper or application.

**ELIGIBLE COSTS AND MATCH:** The following table, though not comprehensive, outlines specific eligible costs for this program. Please discuss any potential project expenses with GOCO to determine the eligibility of those expenses prior to applying.

ELIGIBLE COSTS
Costs associated with project planning/coordination/implementation/communications/celebration
Staff expenses incurred by the applicant and any contracted service providers for professional services directly related to project outcomes and administration.
Costs of surveys, engineering, design, GIS/mapping, land acquisition due diligence costs, etc.
Costs associated with volunteer engagement and retention, e.g., prizes, awards, food, etc.

**PROPOSAL REVIEW:** The guidelines and criteria that inform GOCO’s project review and decision-making process is available on our [website](#). GOCO strives to support applicants through the application process with feedback and guidance to minimize the investment of partner time and resources on concepts and applications deemed less competitive. GOCO is committed to a fair, equitable, and efficient review process from concept papers to applications and will use a



consensus-based process to arrive at funding recommendations. GOCO relies upon the collective wisdom of reviewers rather than vesting power or authority in individual reviewers.

GOCO staff will review concept papers on a rolling basis, prior to the concept paper submission deadline for the concurrent grant cycle. The concepting stage is an iterative process between GOCO's regional program officers and partners to generate the best possible proposal for any given grant round. GOCO staff will evaluate the merit of each proposal and assess the project's relative potential to help advance one or more of GOCO's program values. The review is comprehensive across GOCO's four base programs – Community Impact, Stewardship Impact, Planning & Capacity, and Land Acquisition. GOCO staff will invite successful concept paper applicants to submit a full application and will provide feedback to unsuccessful applicants.

Invited applications submitted by the due date are subject to a formal peer review process where GOCO will convene a group of peer reviewers to evaluate project merit. Reviewers will assess each application, including any additional supplemental or clarifying information submitted. As with the concept paper review, GOCO will provide feedback to unsuccessful applicants.

## **Grant Administration Information**

If a grant is awarded, GOCO will assign a Grants Officer to work with the project lead on all aspects of grant administration including execution of a grant agreement, due diligence items, reporting criteria, grant payment options, and signage requirements.

GOCO prefers to disburse funds on a reimbursement basis with a single payment occurring when the project is completed. However, grantees can request one progress payment of up to 75% of the grant amount prior to project completion with the remaining 25% paid upon project completion. Should either reimbursement option create barriers for project completion, please discuss available alternatives with your regional program officer.

Please contact a Grants Officer now if additional grant administration information is a necessary consideration prior to application. You can find relevant contact information at the link below.

## **Contact**

Our Grant Programs team is available to discuss your project and proposal so feel free to reach out using the contact information found on our staff [webpage](#). We look forward to working with you!



COMMUNITY IMPACT PROGRAM  
**CONCEPT PAPER**

**Project Summary Information**

Project Title:

Applicant Organization(s):

Applicant Name(s):

Partner Organization (if applicable):

Partner Name (if applicable):

Amount Requested:

Estimated Total Project Cost:

Estimated Grant Period (years):

Brief Project Description (limit to space provided without expanding the text box; use 10 pt font)

The Town of Palmer Lake Parks and Trails all volunteer Commission intends to continue its plans and efforts to add a youth multi-use public athletic field in The Palmer Lake Recreation Area - Centennial Park. This popular unused area at the south end of the lake is the ideal locaton for a multi-use field that will support youth sport such as soccer, lacrosse, football and field hockey. The multi-use field would be the only public field of its kind in the Tri-Lakes area except for School District fields and would complete the multi-year efforts of the Commission and Town groups to make the Recreation Area a destination for all active and passive recreation participants. The multi-use field has been a desire of the community for the past 15 years (through surveys) and this year received the highest percentage of votes (82%) by local elementary, middle, and high school students surveyed with the help of Lewis-Palmer School District 38 and Palmer Lake Parks and Trails Commission.



Please use the summary information sheet above as the cover sheet for the concept paper. Refrain from using letterhead or logos as part of materials and limit submissions to the following documents.

A concise narrative should address the following prompts. Responses need not follow the formatting below but should answer all considerations put forth. Please limit narrative responses to 2 pages using 11 pt font or larger and 1-inch margins for formatting:

- Describe the proposed project and the community need it will address related to outdoor recreation and/or outdoor education. Discuss the multi-faceted benefits of this project and how it will enhance your community's quality of life.
- Reflect on the community-driven nature of this project and what that means for your community. Discuss efforts to date or any anticipated work to involve community members in project visioning and design and to elevate unheard voices in your community.
- Reflect on the intended outcomes of your project and the multiple benefits it will provide for your community and discuss the partnerships you have or will pursue to achieve those benefits. Discuss the nature of each partnership and what it will bring to the table.

## **Budget**

Please review the budget instructions and use the GOCO Budget Form provided on the [program page](#). The budget instructions outline the option to include a budget narrative if helpful to further provide context about your proposal.

## **Additional Attachments**

- Up to two maps (a context map and/or a detailed/schematic map; highly recommended to provide a sense of location, community assets, and scope of work)
- Up to two pages of photos

While not requested at the concept paper phase, those invited to application will be asked to provide the wildlife review form, resolution from the governing body of each applicant organization, and evidence of community support as part of the application packet.

### **Describe the proposed project and the community need...**

The rapid growth in the Tri-Lakes area has led to a serious lack of outdoor facilities. The grant funding would allow us to address the needs of the local community: lack of an organized youth sports facility in Palmer Lake. Youth sports leagues and clubs are interested in supporting and using a multi-use field.

Public youth athletic fields are few and far between. Currently, families have to travel to larger metro areas just to participate. For example local teams must often travel 19 miles to Goose Gossage Park, Fox Run park, 11 miles, or Pride Soccer Complex, 23 miles for their games. The Parks Palmer Parks and Trails Commission (PLPTC) collected data on the fields that are available for practices within a 15 mile radius to Palmer Lake. There are seven (7) fields - half are natural grass, a few have lines for soccer, and one has lines for lacrosse. Most are simply unlined and all have to be reserved and include fees to use them. Fields that are located at local schools are only available once their school teams are finished which is often after 5:00 and subject to fees. This multi-use field will be located in a public park and provide access to anyone with scheduled practice and game times for local clubs through the Town office. Practice times will be made available for multiple youth sports teams, without fees, who participate in the maintenance and support of the field.

The Monument Warriors, a Colorado Special Olympics club, that works with and offers athletic opportunities in the Tri-Lakes area is very supportive of the field as they have difficulty finding available fields for their handicapped, special needs programs. We would make sure they have filed time free of charge.

Our local Palmer Lake Elementary School has approximately 350 students and roughly 25% receive free or reduced lunch benefits. Many families cannot drive to sports fields in Colorado Springs and this field would allow these students access within walking or biking distance of their school and home across the pedestrian bridge or along the The Santa Fe Regional Trail. The school for the past 41 years has used to park and trail as the start of their biggest annual fundraiser - The July 4th Fun Run attracting almost 1000 participants in 2023. The multi-use field would become a staging area for the event.

A small town like Palmer Lake struggles to find revenue for projects of this size and need, having an athletic field will help attract more families to Town businesses, helping to bolster the economy. The Town of Palmer Lake has been designated as an economically distressed area due to lack of 5-year population growth against the State average hence the need to attract visitors via multiple recreational opportunities.

Our goal is to make The Recreation Area - Centennial Park a recreation hub for everyone, returning it to the 100 year-old roots, recreation, beyond a whistle stop for water and wood on the way to somewhere else.

### **Reflect on the community-driven nature of this project**

For more than three years the current PLPTC volunteers have been gathering information through surveys for the Centennial Park Master Plan and grant submissions. During various 2022 community events, including the .5k fun run fundraiser by APL, Little League games, Palmer Divide Soccer Club, Taste of Palmer Lake, Palmer Lake Volunteer Fire Department Open House, in-person interviews in the parks, and on-line data was gathered through feedback in an open ended survey from citizens and visitors to determine what new facilities and improvements they want to see in our parks.

The 2022 survey data showed the number one concern was the lack of organized outdoor facilities for youth. Of 290 survey responses: 101 wanted to see a multi-purpose field for more sports, 58 wanted a restroom on the west side of the Lake and RR tracks, and improvements to the baseball field. We are currently working with the Tri-Lakes Little League and a private donor on a multi-year plan to improve the Baseball field. In a follow-up survey suggested by GOCO in their "Recommendation" conducted with the assistance of Lewis-Palmer School District 38 in May and June 2023, The Parks Commission had received 185 responses from students age's 4 to 17 with an overwhelming 82.8% wanting a soccer field.

We have enlisted the support of interested organizations to help with the development of the field. In addition to applying for the GOCO grant, we have applied to the Daniel's Fund, as suggested by GOCO. Tim Geitner, with Daniel's Fund, has spoken with Parks and Trails

Commissioners and has encouraged us to apply for funding in 2024 for the associated equipment: nets, goals, flags, benches, bleachers, fencing for example that may not have been fully funded by the GOCO grant.

Various area sports clubs are investing in the field. Palmer Divide Soccer is planning to provide funding for upkeep and maintenance as well as seeking an additional grant from the Colorado Soccer Association. Palmer Divide Soccer Club has pledged to make this their home field. They also pledge to offer free scholarships to children who cannot afford to participate. There are other sport entities: lacrosse and football that have expressed interest in using the field. Additional supporters for the field includes: Awake Palmer Lake, The Palmer Lake Restaurant Group, and School District 38.

Funding for all of the recreation facilities and projects have been provided through many businesses, fundraising, grants, Conservation Trust Fund, Town Public Works, and in-kind labor by community volunteers, including the writing of this grant application. Some of the funding sources are listed on the attached spreadsheet.

We are also working with Mile High Youth Corps for new trail construction connecting the upper part of Town to Glen Park and the Creekside Trail. This would create the only safe, non-motorized access for walkers and bikers between the two areas of Town. In June we hosted 51 Conservation Youth Core Association volunteers training to become outdoor conservationists building a trail extending a new section of Creekside Trail to a proposed new park. We are also applying for a MYHC grant to finish the trail in 2024.

**Reflect on the intended outcomes of your project and the multiple benefits...**

The Town of Palmer Lake currently owns an undeveloped parcel of land that would be turned into a 105 yard by 55 yard multi-use playing field as the land is already rough graded with donated dirt. They have agreed to converting it at no cost to a multi-use field. After comparing ongoing maintenance costs, including water and labor, it was determined that an artificial turf field would be more economical than natural grass in the long run. A natural grass field costs more to maintain and has 3.5 x less usage time than artificial turf as grass needs time to recover between games and practices. Part of this decision to go with artificial turf was based on the local YMCA still using their artificial turf field after 15 years. A major concern is a lack of water: we felt that justifying using water to maintain a sports field is not in the best interest of the residents of Palmer Lake who are on constant year-round water conservation restrictions

Funds will be utilized to build, line, and landscape the multi-use field and purchase associated equipment.

Trail connectivity to adequate parking, handicap access, and restrooms are currently in place through in-kind labor and/or material through past or on-going grants and fundraising. Awake Palmer Lake raised money to build two stairways, a safety fence, sled hill (all to be completed this summer), and handicapped accessible path connecting the multi-use field and the Lake across the new pedestrian bridge, creating a safe passageway to the west side of the railroad tracks for parking, businesses, a new restroom, and pickle ball courts (funded by a grant ??? To be completed in 2024), and other activities around Town.

The multi-use field project is part of a community wide, multi-year effort by the PL Parks and Trails Commission to improve, expand, and create trails, playgrounds, and parks in Palmer Lake. Yes, it has been and will be a busy year ahead as the Town is committed to making its parks a major part of it's economic and physical health

In summary, we believe that the addition of a multi-purpose field will have a positive impact on our community by allowing families and children to have a place to play organized sports which is good for the health of Coloradans.

Funding for this project has come from Awake Palmer Lake, which through volunteer fundraising efforts, has contributed \$100,000 in cash for matching funds as well as arranged for 20,000 cubic yards of fill dirt (delivered value \$180,000) for site preparation. The Town of Palmer Lake has committed to add an additional 6,000 cubic yards of fill dirt as needed and will assist in earthwork including spreading, fine grading, preparation and erosion control (\$55,060). Most of this soil was donated from a construction project thus saving us thousands of dollars

**Dawn Collins**

---

**From:** Dawn Collins  
**Sent:** Thursday, June 29, 2023 7:02 AM  
**To:** Jason D.  
**Subject:** Fwd: Independant service day project

This is to you, and I would say yes, Andrew could manage this, but defer to you Jason. With a waiver and regular supervision, Im agreeable to it.

Dawn

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

---

**From:** Reid Wiecks <reidwiecks@gmail.com>  
**Sent:** Thursday, June 29, 2023 6:55:34 AM  
**To:** Jason D. <jasond@palmer-lake.org>  
**Cc:** Dawn Collins <dawn@palmer-lake.org>  
**Subject:** Independant service day project

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I had a young man reach out to me about doing some creek clean up as an independent service project, with signed waiver.

I also met with Andrew yesterday about mowing in Glen Park. During that walk around the GP trails we talked about creek clean up.

Can Andrew "supervise" the independent service project, working alongside him?

Please advise

Thanks

Reid