



## **PLANNING COMMISSION MEETING**

**Wednesday, October 20, 2021 at 5:00 PM**

Palmer Lake Elementary School Library, Upper Glenway

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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.](#) September 15 Meeting Minutes.

#### **Public Hearing**

- [2.](#) PUBLIC HEARING & Consideration of Application to Replat 717 Westward Ln (ERock LLP)

#### **Business Items**

3. Review of Consultant Proposals to Complete the Master/Comp Plan
4. Review of Advisory Committee Applications
5. Update on Community Survey
6. Schedule a Special/joint Meeting for Interview/Presentation of Proposals (week of 10/25)

#### **Next Meeting (Nov 17) 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.



## PLANNING COMMISSION

Wednesday, September 15, 2021 at 6:00 PM

Palmer Lake Elementary School Library, Upper Glenway

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### MINUTES

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#### Planning Commission members present

Chairman Dave Cooper

Commissioner Bill Fisher

Commissioner Amy Hutson (Excused)

Commissioner Shana Ball

Commissioner Charles Ihlenfeld

Commissioner Vic Brown (Excused)

Commissioner Mark Bruce

#### Call to Order

Chairman Cooper called the meeting to order at 6:02 PM.

#### Roll Call

Vic Brown & Amy Hutson excused.

#### Approval of Minutes from August 18, 2021

1. Motion (Ball, Bruce) to approve the minutes. Motion PASSED.

#### Public Hearing

2. Minor Subdivision for 32 Pineview St (Trowbridge).

Mr. Greg Trowbridge explained the request to subdivide the property was to accommodate their aging parents. The staff worked with the Trowbridges towards a solution and found no issues with subdividing the property. MOTION (Ball, Bruce) to approve subdivision 32 Pineview St. as presented. Motion PASSED (5-0).

3. Conditional Use Application – 11 Hwy 105.

Craig and Anna Barragry recently purchased 11 Hwy 105. The owners submitted a letter of intent to convert the property to a residential duplex stating both sides are to be used for permanent residential and/or short-term rental. The property is under a conditional use in a mixed-use zone. The shed on the property will be removed. Four to five parking spaces will be along the front of the property. There are no exterior changes planned for the structure. There was

discussion of permanent residency verses short-term rentals and a concern for loss of commercial space. Susan Miner discussed the Master/Comp Plan and the broad plan to have a mix of both commercial and residential in the area. MOTION (Ball, Fisher) to approve the conditional use converting the commercial space at 11 Hwy 105 to a residential duplex with short-term and long-term rental units, and that the exterior be maintained in accordance with the Master/Comp Plan's streetscape design, to include screening of the dumpster area. Motion PASSED (4-1).

#### **Business Items**

4. Update of RFP to Hire Consultant to Complete the Master/Comp Plan.

The RFP language was revised and sent to staff for review. Dawn Collins talk about the RFP dates. Starting September 20, it will be posted on the Town's website, with CML, the Monument Tribune Newspaper, and on social media. The timeline for the applications was discussed, along with the creation of the advisory team. The Master/Comp Plan survey was distributed to staff, and they can contact Susan Miner with any questions.

#### **Next Meeting (October 20) and Future Items**

#### **Adjourn**

MOTION (Ball, Bruce) to adjourn at 7:13 PM. Motion PASSED.

\_\_\_\_\_  
David Cooper, Chair

\_\_\_\_\_  
ATTEST: Julia Stambaugh, Deputy Town Clerk

# Town of Palmer Lake

42 Valley Crescent  
PO Box 208  
Palmer Lake CO 80133  
719-481-2953 - office  
719-488-9305 - fax

| Office Use Only |                       |
|-----------------|-----------------------|
| Date:           | <u>9/17</u>           |
| Fees:           | _____                 |
| Check #:        | _____                 |
| Rec'd By:       | <u>WRC</u>            |
| Fee:            | \$250 + \$10 per acre |

PO  
101  
Item 2.  
POST  
Publnd

## Lot 1 Elephant Rock Acres Vacation & Replat Application Form Filing 2

Name of Applicant: E-ROCK

Applicant's Address: P.O. Box 307 80132 Phone#: 719-491-0309

Email Address: MKEHRHARDT@GMAIL.COM

Name of Proposal: EDIE'S VACATION AND REPLAT

Tax Schedule #: 71100-07-013

*This is a Vacation Plat* - A map indicating a proposed elimination of a dedicated street, road, easement or subdivision. It shall be prepared by a Colorado Registered Land Surveyor in accordance with a Subdivision Regulations. If approved, it shall be recorded with the County Clerk and Recorder's Office.

*This is a Replat* - A map which indicates an alteration from an approved Subdivision Final Plat. Such a proposal shall abide by the same regulations which affect a Final Plat submittal.

Please fill out the appropriate submission checklist to complete the application.

Location of Property: Palmer Lake 717 Westward Ln.

Nearest Street Intersection: Hillview Existing Subdivision: Elephant Rock

Current Zoning and Uses of Surrounding Property: N: R-3 \_\_\_\_\_  
E: R-3 \_\_\_\_\_  
S: R-3 \_\_\_\_\_  
W: Trailer Park

Kurt D. Schultz Partner E-Rock LLP 9-11-2020  
Signature of Owner Date

Applicants Name: E ROCK LLP Address/Location: P.O. Box 307  
MONUMENT  
80132

*Lot 3 to be given to  
Palmer Lake for town park*

**PROCEDURAL CHECKLIST  
FOR  
VACTION AND REPLAT**

All initial applications will be submitted to the Town office 30 days before the regular Planning Commission workshop.

Planning Commission meetings are held the 3<sup>rd</sup> Wednesday of each month.  
Town Council meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month.

*All submittals will need to be in compliance with the corresponding Palmer Lake Municipal Code.  
Coordination is required with Roads Committee and Water Department*

**\*Recommend United Notification Cost Center (UNCC) be Contacted Prior to Submittal 1-800-922-1987\***

**Vacation Plat**

- ✓ Final plats, once recorded may be vacated in the event of unforeseen circumstances by submission and approval of a vacation plat.
- ✓ A petition and resolution of vacation shall be presented to and approved by the Board of Trustees.

**Requirements of a Vacation Plat**

- ✓ Site Plan that includes the following:
  - ✓ Name of subdivision
  - ✓ Legal description
  - ✓ Date of preparation, scale, and northpoint
  - ✓ Vicinity map
  - ✓ Certification by the county clerk
  - ✓ Acknowledgement of the vacation of the dedicated land on the plat before a notary public
  - ✓ Attorney's title opinion or evidence of satisfactory title insurance
  - ✓ Statement of ownership and acknowledgement of the vacation by all owners

**Certificates for Execution by Each of the Following**

- ✓ Planning Commission chairman or vice chairman
- ✓ The mayor and one member of the Board of Trustees
- ✓ The County Clerk and Recorder

**Layout needs to include**

- ✓ The boundary lines
- ✓ All existing drainage and utility easements
- ✓ All lines of lots and blocks
- ✓ Right-of-way lines, widths, location and street names

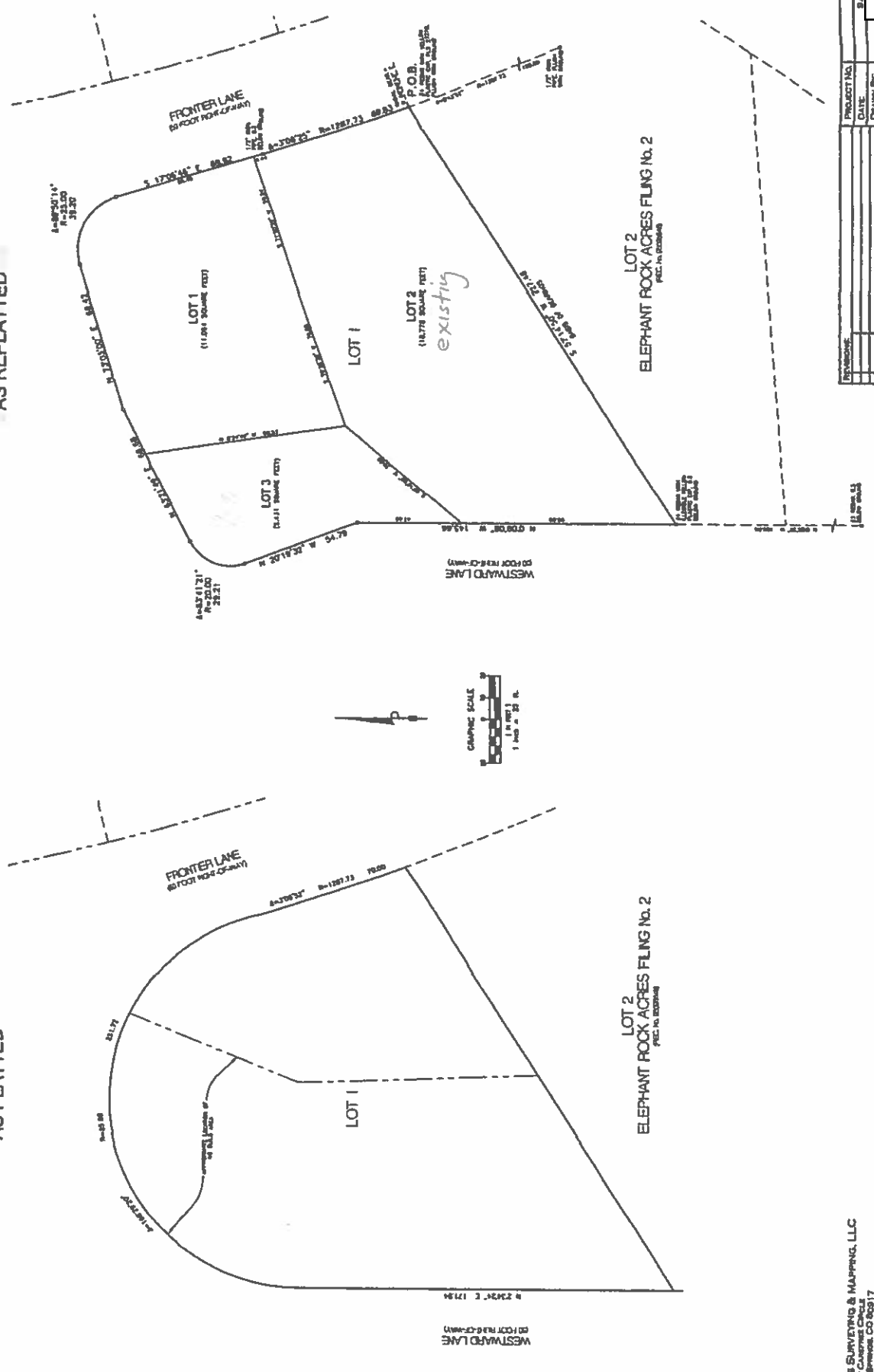
**Publication Procedures:**

- ✓ Complete application form to the town clerk (15 copies)
- ✓ Pay an application fee (\$250 fee + \$10 per acre) to the town clerk
- ✓ One copy needs to be on Mylar for recording
- ✓ Site plans (15 copies)

**EDIE'S VACATION AND REPLAT**  
 A VACATION AND REPLAT OF LOT 1, ELEPHANT ROCK ACRES FILING No. 2,  
 TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO

AS PLATTED

AS REPLATTED



COMPASS SURVEYING & MAPPING, LLC  
 3848 WEST CANTONAS CIRCLE  
 COLORADO SPRINGS, CO 80917  
 719-584-1130  
 WWW.COMPASSLLC.COM

| PROJECT NO. | DATE    | DRAWN BY | CHECKED BY | SHEET |
|-------------|---------|----------|------------|-------|
| 20084       | 9/17/13 |          |            | 1     |

Item 2.







126412

# AFFIDAVIT OF PUBLICATION

STATE OF COLORADO  
COUNTY OF El Paso

**NOTICE OF PUBLIC HEARING  
TOWN OF PALMER LAKE**

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on October 20, 2021, at 5 PM at the Palmer Lake Elementary School Library, Upper Glenway, Palmer Lake, to consider a request to replot tax schedule ID 71100-07-013 located at 717 Westward Ln. A recommendation will be made to the Board of Trustees on the same matter scheduled to hear on October 28, 2020, at 5 PM. A copy of the complete application is on file at the Town Clerk office, at 719-481-2953. /s/ Dawn A. Collins, Town Clerk

Published in the Tri-Lakes Tribune October 6, 2021.

I, Lorre Cosgrove, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, L.L.C., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper 1 time(s) to wit 10/06/2021

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



Lorre Cosgrove  
Sales Center Agent

Subscribed and sworn to me this 10/06/2021, at said City of Colorado Springs, El Paso County, Colorado.  
My commission expires March 30, 2022.



Sandra King  
Notary Public  
The Gazette

**SANDRA KING  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20184014369  
MY COMMISSION EXPIRES MARCH 30, 2022**

Document Authentication Number  
20184014369-417658