



PLANNING COMMISSION

Wednesday, March 16, 2022 at 5:00 PM

Tri Lakes Chamber House, 300 Hwy 105, Monument

AGENDA

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

Call to Order

Roll Call

Approval of Minutes

- [1.](#) Planning Commission Meeting 01/19/2022

Public Hearing

Business Items

- [2.](#) Application for Sign Permit - Palmer Lake Self Storage (707 Circle Rd)
- [3.](#) Application for Minor Subdivision - Parcel 6-8 Trinity South (Willan)
- [4.](#) Application for Minor Subdivision - Parcel 10 Trinity South (Ball)
- [5.](#) Adjust the Access Location of Pine Crest Youth Ranch Subd (Greeley)
6. Update on Community Master Plan
- [7.](#) Consider Multi-Family and/or Accessory Dwelling Unit as Conditional Use in Residential Zoning

Next Meeting and Future Items

Adjourn

Americans with Disabilities Act

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

Notice

Notice is hereby given that more than two members of the Board of Trustees may be present; however, there will be no action taken by the Board of Trustees at this meeting.



PLANNING COMMISSION

Wednesday, January 19, 2022 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

MINUTES

Call to Order

Chair Cooper called the meeting to order at 5:01 PM.

Roll Call

Present: Dave Cooper, Charlie Ihlendfeld, Mark Bruce, Amy Hutson, Shana Ball. Bill Fisher arrived late.

Approval of Minutes

1. MOTION (Ihlendfeld, Ball) to approve the minutes from the December 15 meeting. Motion PASSED.

Business Items

2. Review of Sign Permit Application - Alpine Essentials (850 Commercial) – Brenda Woodard provided background of the business and reviewed the placement of the two signs requested. She described the location and wording of the sign to be placed over the building entrance and on the business directory sign. The building's landlord gave approval of the placement. MOTION (Ball, Hutson) to approve the sign placement as presented. Motion PASSED (5-0).
3. Master Plan Progress Update – Susan Miner provided an update on Community Matters and the survey progress. The survey was made available via the Town website. Postcards were mailed to local residents and can be obtained at the local Post Office and Town office. The link was provided by town news to subscribers and shared on social media. To date, 43 surveys were completed. The completion deadline is Feb 8, and the Advisory Team will review the data. Community Matters is working on creating town maps. This will help create action goals from where the Town is now to get where it wants to be in vision - implementation.
4. Review Candidates (2-Year Appointment to Planning Commission) & Recommendation for Appointment – Shana Ball will be re-appointed to her seat. The members reviewed and considered four applicants. Jim McSweeney spoke of his availability and desire to serve the community. Susan Miner provided her background and interest to serve. Bob Radosevich withdrew his application. Martha Brodzik was unable to attend the meeting. Susan Miner

spoke on her behalf about her involvement with the development of Red Rock Acres on Hwy 105. The Planning Commission then discussed the candidates. MOTION (Ball, Fisher) to recommend to the Board of Trustees the appointment of Martha Brodzik and Susan Miner to the Planning Commission. Motion PASSED (6-0).

- 5. Nominate New Chairperson – MOTION (Cooper, Bruce) to nominate Charlie Ihlendorf as Chair. Motion PASSED (6-0). MOTION (Ihlendorf, Ball) to nominate Bill Fisher as Vice-Chair. Motion PASSED (6-0).

Next Meeting (Feb-16) and Future Items

Adjourn MOTION (Ball, Bruce) to adjourn at 6:06 PM. Motion PASSED.

Planning Commission Chair

ATTEST: _____
Julia Stambaugh, Deputy Town Clerk



42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133
719-481-2953 - Office

Sign Application Form

Business Name/Owner PALMER LAKE SELF STORAGE
 Phone Number (303) 719-716-8999 Email Address PALMERLAKESELFSTORAGE@GMAIL.COM
 Mailing Address 2910 S. HAVANA ST. AURORA, CO 80014
 Physical Address 707 CIRCLE ROAD PALMER LAKE, CO 80133
 Legal Address: Lots(s) 1 Block 10 TOL Subdivision W/ 20 FT. EASEMENT 10000 FRAGS OF LOT 4/5 BY SA 8767-1790
ELEPHANT ROCK ACRES PALMER LAKE
 Applicant (if other than owner) _____
 Mailing Address _____
 Phone Number _____ Email Address _____

SIGN INFORMATION

TYPE OF SIGN (check all that apply)

Double Faced _____ Multi-faced _____ Single-faced X
 Free-standing _____ Wall-mounted X Projecting _____

SIGN CATEGORY (check all that apply)

Residential _____ Business X Comprehensive Sign Plan _____
 PUD sign _____ Directory sign _____ Master Plan Sign _____
 Marquee _____ Temporary Sign _____ Other _____

Sign Wording 719-716-8999 - Palmer lake self Storage - local since 1986 - PalmerLakeSelfStorage.com

Specific Location of Sign West Side of Building

Size of Sign 5 x 10 Area of Sign 50 sqft

Height of Sign Approx 8ft - midpoint Materials of Sign 3mm Aluminum

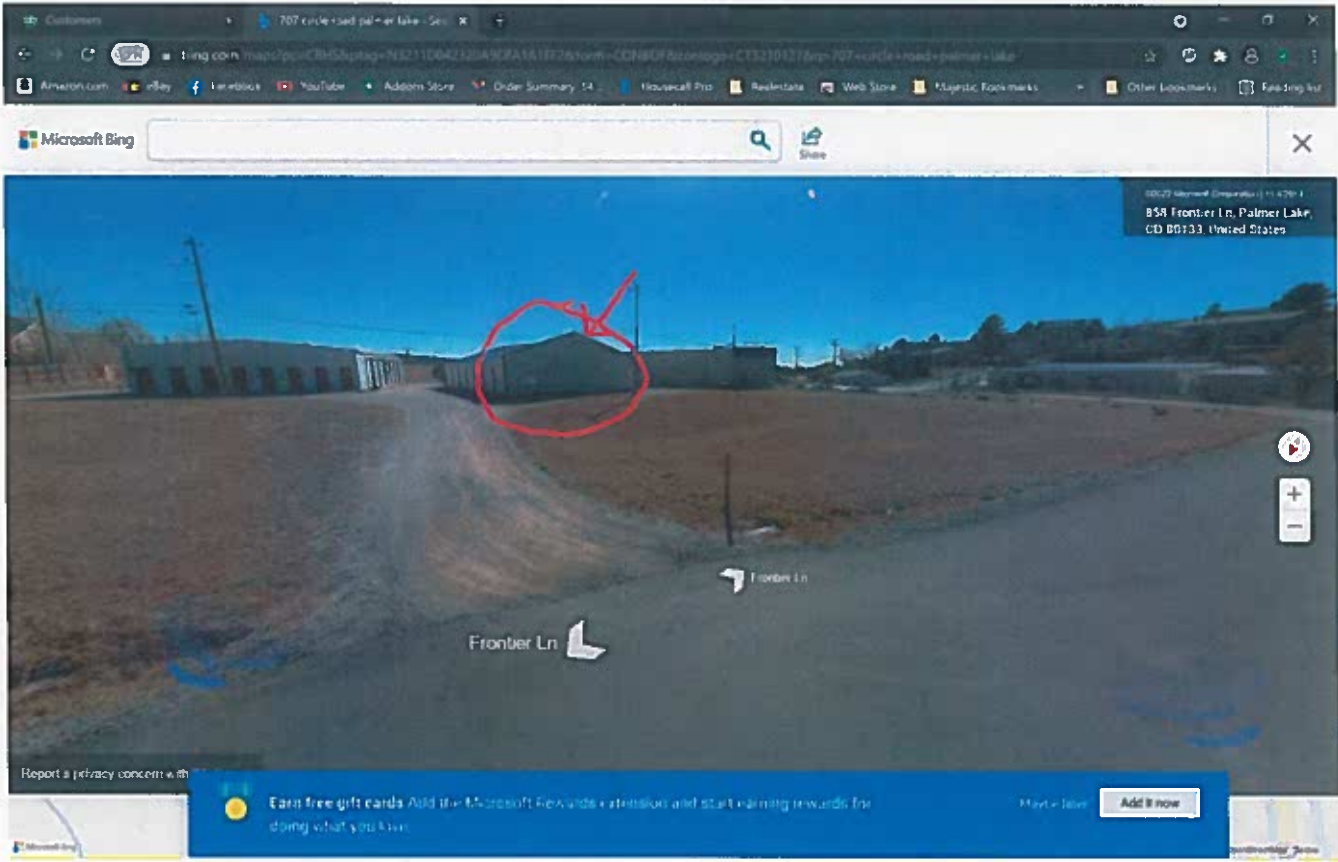
Color(s) of Sign White, Black, Red Lighting N/A

****ATTACH A SKETCH OF THE SIGN WITH DIMENSIONS AND COLORS. SHOW THE LOCATION OF SIGN ON THE SITE OR THE BUILDING.**

Applicant's Name (print) Peter Vander Ploeg Signature [Signature]

Meeting Times - MUST BE PRESENT AT ALL MEETINGS UNLESS OTHERWISE ADVISED
 Planning Commission Meeting (3rd Wednesday - Unless otherwise notified)

For Office Use Only
 Approved _____ Disapproved _____ Date _____ Staff _____ Permit Fees 100.00



Value Crescent?



42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133
719-481-2953 - Office

Office Use Only	Item 3.
Date: <u>8/24/2021</u>	
Fee: \$ <u>750.00</u>	
Check #: <u>1889</u>	
Rec'd By: <u>JS/DC</u>	
<i>Note: A minimum of 10 days are required to process this application.</i>	

Minor Subdivision/Replat Application Form

Name of Applicant/Property Owner: LINDSAY WILLAN

Address: 711 SUN RIDGE CIRCLE Phone#: 719 481 8205

Email: DIGBYCROFTS@GMAIL.COM

Name of Proposal: FRENCH'S HILL SUB DIV.

Legal Description or Address: PARCEL 6 & 8 TRINITY SOUTH SUB DIV

Minor Subdivision – A Minor Subdivision is a subdivision, in which all the following occurs:

- A. The proposed plat or subdivision contains less than five lots. (8)
- B. All lots within the proposed plat abut a dedicated and accepted town thoroughfare or street.
- C. The proposed plat meets all the minimum requirements of Chapter 16.36.010, the zoning ordinance, and other applicable Town ordinances and resolutions.
- D. There are no requests for waivers of any of the requirements of the various Town Regulations and resolutions.

Criteria for approval of a Minor Subdivision - For approval of a Minor Subdivision, the Planning Commission must find, based upon evidence provided by the application, both factual and supportive, that:

- A. The proposed lots are not part of any other subdivision approved within one year;
- B. The proposed division would not constitute a subdivision of a large tract or parcel of land into five or more building sites, tracts, or lots within five years;
- C. The lots from the proposed subdivision will each be accessible from an existing public road.

Current Zoning and Uses of Surrounding Property: N: C1

E: C1

S: O1 & RUD

W: O1


By signing this application, all parties agree to the following:

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

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

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

Applicant – Print: LINDSAY WILLIAMS

Applicant Signature:  **Date:** 5-20-21

If the applicant is not the owner:
As owner of the above property, I agree to the application.

Owner – Print: _____

Owner – Signature: _____ **Date:** _____

French's Hill Subdivision

Letter of intent

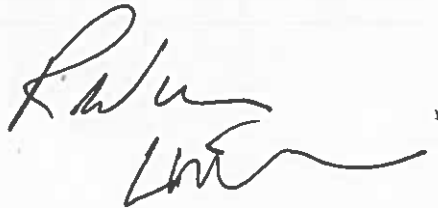
2/14/2022

Whilst maintaining the C1 zoning of the said parcels we would like to reconfigure them from 3 lots into 5 lots .

Lots D, E & H will be single family homes .

Lots F & H would be in keeping with existing zoning Regulations, consisting of low profile two story buildings for a health and nature retreat with seasonal out buildings .

Richard & Lindsay Willan .

Handwritten signatures of Richard and Lindsay Willan. The signature for Richard is on top and Lindsay is below it.

136711

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 March 16, 2022, at 5 PM at the Tri Lakes Chamber House, 300 Hwy 105 in Monument, to consider an application for a minor subdivision for French's Hill Subdivision - Parcel 6 - 8 Trinity South - located between Spring Street and Vale Street, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled for March 24, 2022, 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 March 7, 2022

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 03/02/2022

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 03/02/2022, 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
20184014369-393575



42 Valley Crescent
 PO Box 208
 Palmer Lake, CO 80133
 719-481-2953 - Office

Office Use Only	Item 4.
Date: <u>2/22/22</u>	
Fee: \$ <u>750.00</u>	
Check #: <u>1958</u>	
Rec'd By: <u>Tami</u>	
<i>Note: A minimum of 10 days are required to process this application.</i>	

Minor Subdivision/Replat Application Form

Name of Applicant/Property Owner: Shana Ball

Address: 204 Vale St. Phone#: 719-310-8836

Email: shana@shanasplaceal.co

Name of Proposal: FRENCH'S HILL SUB DIV.

Legal Description or Address: PARCE 10 TRINITY SOUTH SUB DIV

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Current Zoning and Uses of Surrounding Property: N: CC

E: CI

S: CI

W: CI

By signing this application, all parties agree to the following:

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

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

Applicant – Print: Shana Ball

Applicant Signature: Shana Ball **Date:** 8-22-21

If the applicant is not the owner:
As owner of the above property, I agree to the application.

Owner – Print: _____

Owner – Signature: _____ **Date:** _____

136728

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

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/s/ Dawn A. Collins, Town Clerk
Published in the Tri-Lakes Tribune March 2, 2022

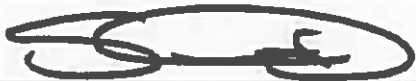
I, Lorre Cosgrove, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, LLC, a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper 1 time(s) to wit 03/02/2022

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

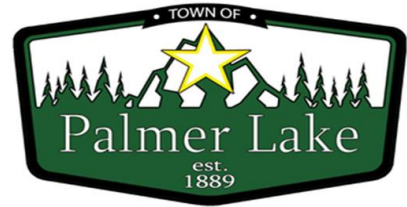
Subscribed and sworn to me this 03/02/2022, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires March 30, 2022.



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
20184014369-393137



Item 5.

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

DATE: March 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Amended Access Pine Crest Youth Ranch Subdivision (Cressman)

Background

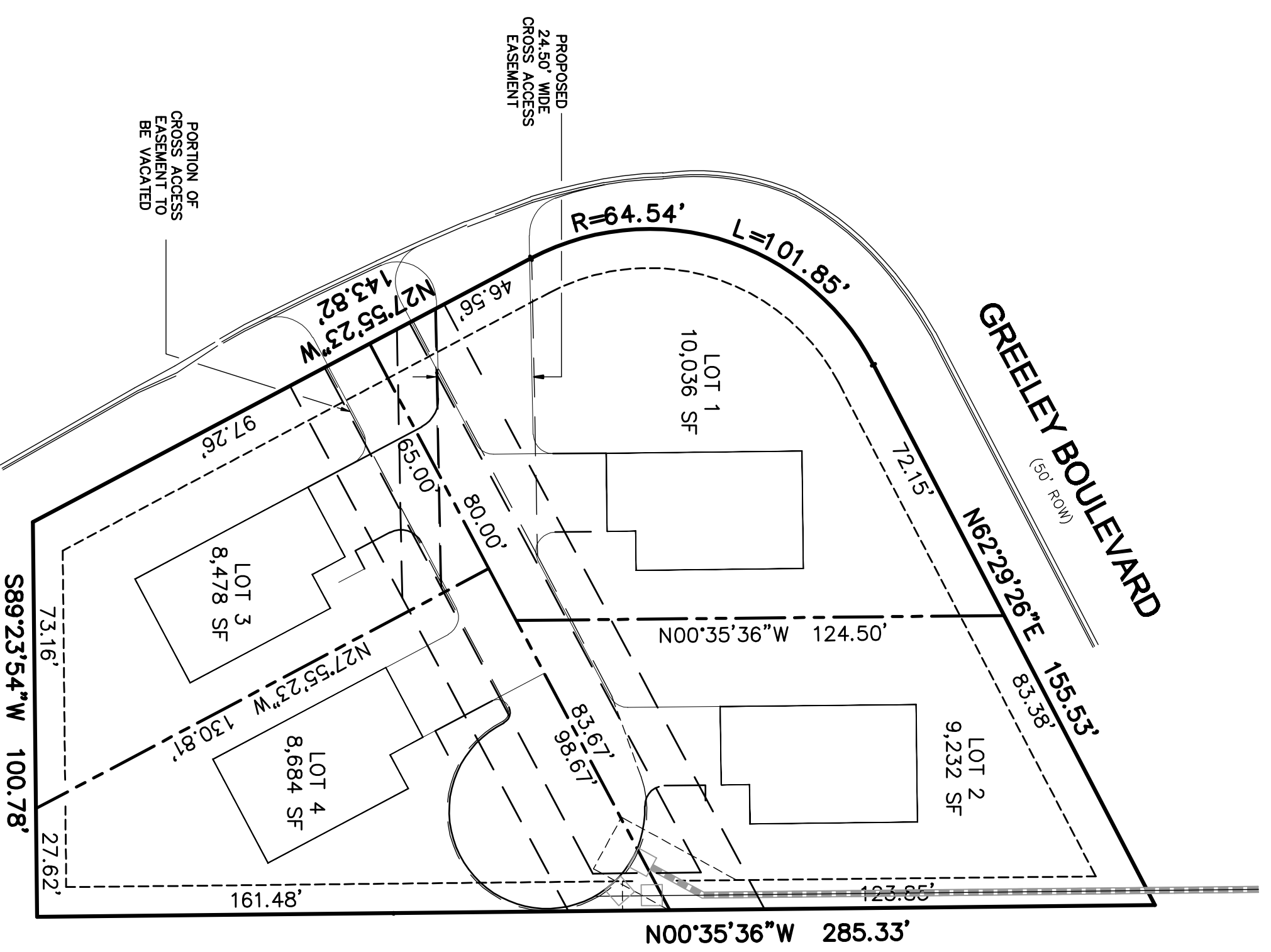
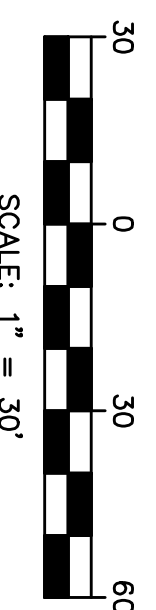
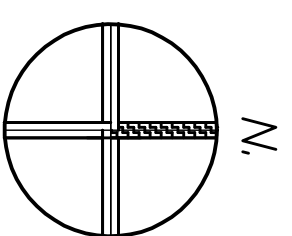
John Cressman, Central Colorado Builders, has a 2018 approved subdivision to build 4 units off Greeley. Upon the start-up of the construction, it was found that safe access from Greeley should be slightly modified due to the slope and curve of the roadway.

The survey exhibit displays the original platted, an overlay of the change and the revision platted. A large-scale exhibit will be present for your review or feel free to stop in the office.

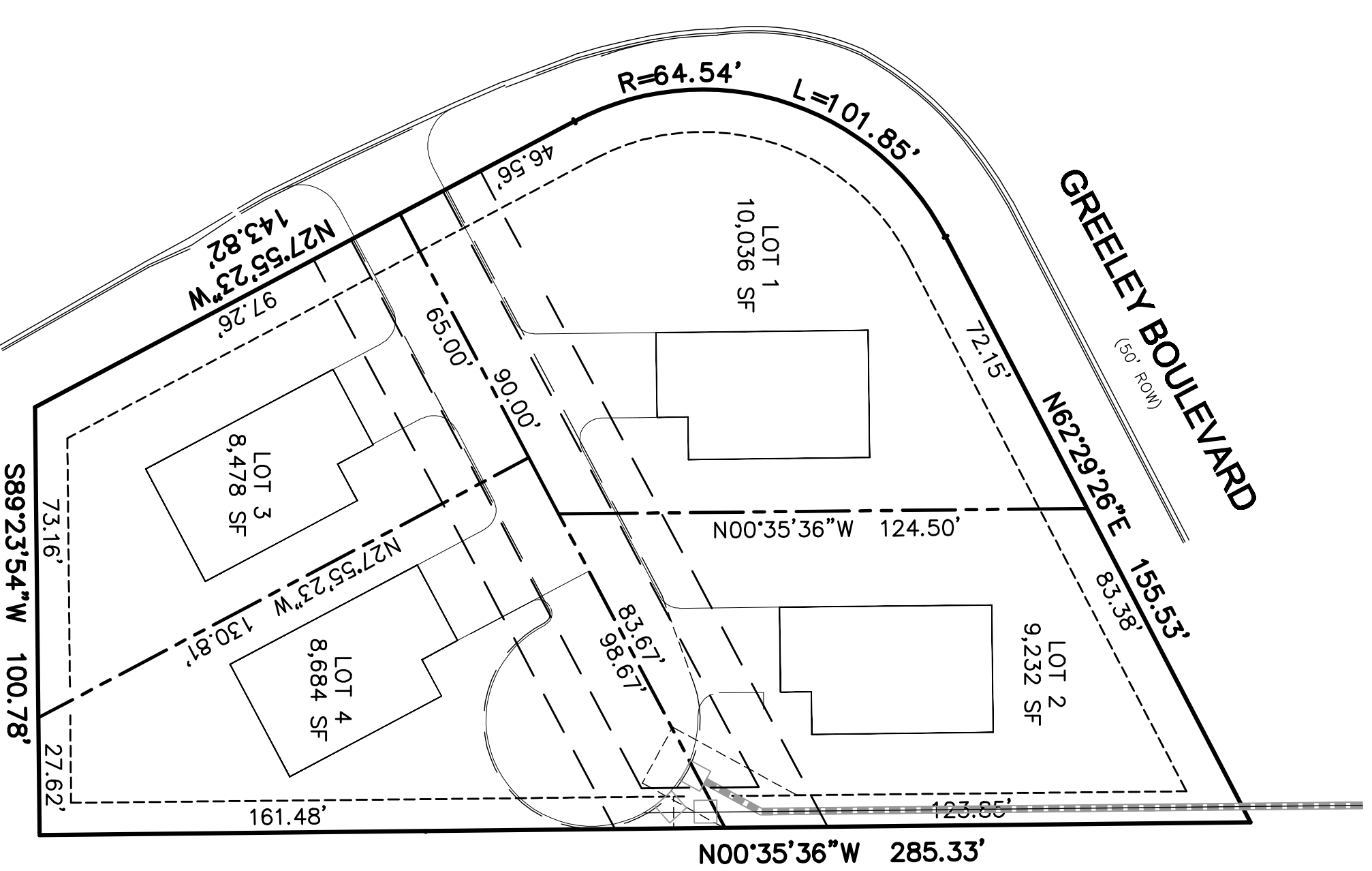
Action

This item is an adjustment to the original approved plan. Staff supports this slight modification for the subdivision. This item requires your recommendation to amend the access location for the plat of Lot 1, Block 2. The Commission recommendation will go before the Board of Trustees for final approval.

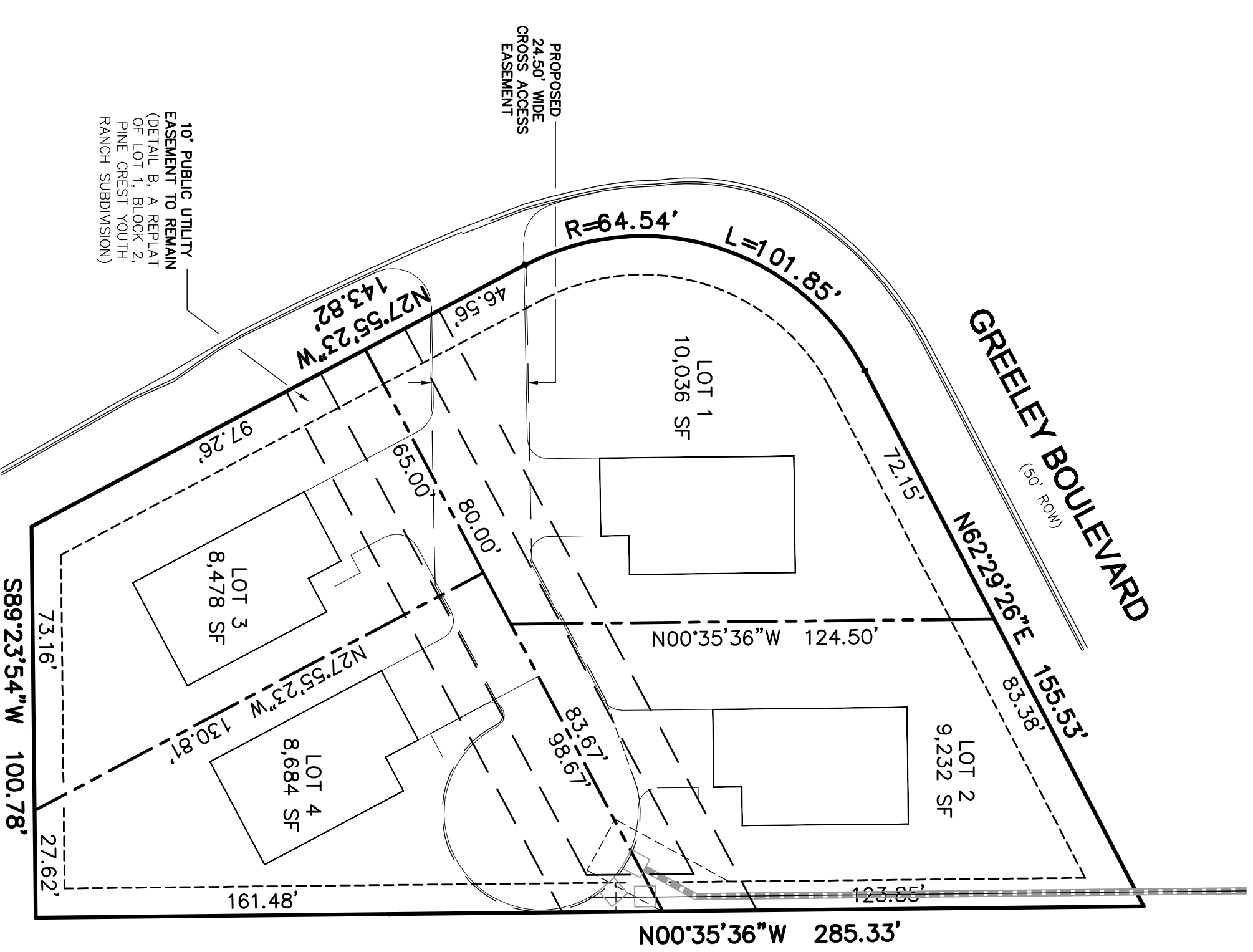
SURVEY EXHIBIT
ADJUSTMENT TO ACCESS LOCATION
A REPLAT OF LOT 1, BLOCK 2,
PINE CREST YOUTH RANCH SUBDIVISION



OVERLAY CHANGES
WITH AS PLATTED



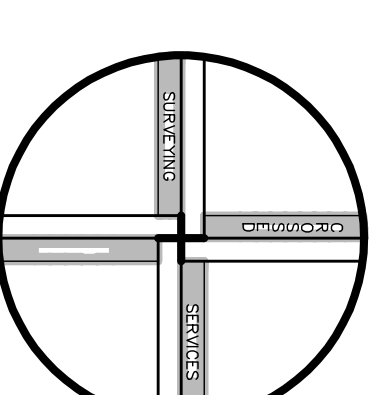
AS
PLATTED



AS
REVISED

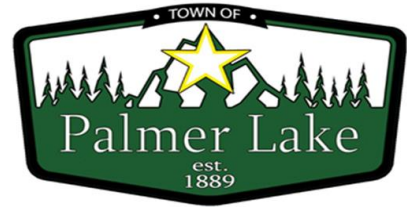
NOTE:
This EXHIBIT does not represent a monumented Land Survey, and is only intended to depict the attached Legal Description.

no.	02/23/22	adjust road ent. location	JPB
date		revisions	BY
drawing date	August 15, 2018	scale	1" = 30'
dwg. file	140324007P1EXM RECORD.dwg	drawn by	JPB
project no.	14032400.07	sheet	2 of 2



SURVEY EXHIBIT

CROSSED PATHS SURVEYING SERVICES, INC.
 500 N. BROADWAY, SUITE 200
 COLORADO SPRINGS, CO 80904-9742
 PHONE: 719-661-2349
 EMAIL: jpb@spathsinc.com



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

DATE: March 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Discussion / Consideration of Adding Multi-Family and/or Accessory Dwelling Unit to Residential Zoning as a Conditional Use

Background

Staff has encountered multiple situations – especially coming to light with the addition of Short Term Rental code criteria – where property owners have more than one dwelling unit in single family residential zoning. In some cases, the structures are duplex or multi-family dwelling. In other cases, the property has a smaller accessory dwelling – living space above garage, suite on property, etc.

This use is non-compliant to current residential zoning code. The zoning code that does permit use for multi or accessory dwelling is CC, C1, C2 and RA.

This item is intended for discussion and possible consideration to incorporate multi and/or accessory dwelling units to residential zoning as a conditional use.

You can find current zoning codes including permitted and conditional use here - <https://www.townofpalmerlake.com/administration/page/town-palmer-lake-interactive-zoning-map>