



## **PLANNING COMMISSION**

**Wednesday, August 17, 2022 at 5:00 PM**

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

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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. Planning Commission Minutes 07/15

#### **Public Hearing**

2. Application for Vacation and Replat - 727 Meadow Lane

#### **Business Items**

3. Review of Site Plan - Tanglewood Trailers (Conditional Use)
4. Turn Over Draft of Master Plan - Advisory Team to Planning Commission  
Confirm Public Meetings for Input to Draft Master Plan - September 21 and 24

#### **Next Meeting 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, July 20, 2022 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

Chair Ihlendfeld called the meeting to order at 5:02 PM.

#### Roll Call

Present: Charlie Ihlendfeld, Bill Fisher, Mark Bruce, Amy Hutson, Shana Ball, Marty Brodzik. Absent: Susan Miner.

#### Approval of Minutes

1. MOTION ( Bruce, Hutson) to approve the minutes from the June 15 meeting. Motion PASSED.

#### Business Items

2. Update on Master Plan Advisory Team Activity (Ch.4 revision, 3-ml plan, future land use) – Mr. Kent Hutson gave an update on the current revisions to the Master Plan - Chapter 4. The team modified the wording to clarify portions of the goals and objectives. He requested another workshop to finalize Chapter 4, before being presented to the public He informed the commission that funds are beginning to dwindle, and they need to be strategic in the use of their time and remaining funds. There was discussion surrounding the Main Street plan, along with a Town parking plan, the history and where plans are currently. Mr. Hutson suggested a possibility of having a parking study done for the downtown corridor using remaining contingency funds. He asked the commissioners to review the vision statement written by the Advisory Team and to submit any changes to him or Barbara at CMI directly.

#### Next Meeting (Aug 17) and Future Items

The next workshop will be held virtually, with the date tentatively set for August 8 at 2 PM. A poll will be sent for dates.

**Adjourn** MOTION (Ball, Hutson) to adjourn at 5:29 PM. Motion PASSED.

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Charlie Ihlendfeld, Chair

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ATTEST: Julia Stambaugh, Deputy Town Clerk



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

Office Use Only

Case Number: \_\_\_\_\_  
 Date: 7/26/2022  
 Fees \$250 + \$10 per acre  
 Check #: online ✓  
 Rec'd By: VMC  
 Application Complete: 7/27

Item 2.

### Vacation & Replat Application Form

Name of Applicant/Property Owner: JAMES and KAREN WILKINSON (owner)

Address: 105 BRISTOL ST CASTLE ROCK CO, 80104 Phone#: 1 (720) 590-1437

Email: jim@splashkitchenandbaths.com

Name of Proposal: Elephant Rock Acres Filing no.5

Tax Schedule #: 7110006147 & 7110006146

*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 alternation 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.

727 MEADOW LN PALMER LAKE CO, 80133,

Location of Property: vacated Meadow Lane, and parcel to southeast

Nearest Street Intersection: Meadow Lane/HWY 105 Existing Subdivision: Elephant Rock Acres

Current Zoning and Uses of Surrounding Property: N: Alley/RR ROW

E: R-3 single family Residential

S: R-3 single family Residential

W: R-3 single family Residential

Signature of Owner: [Signature] Date: 7/26/22

Applicants Name: [Signature] Address/Location: 0 Meadow Lane

**Dawn Collins**

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**From:** James Wilkinson <jim@splashkitchenandbaths.com>  
**Sent:** Wednesday, July 27, 2022 7:33 AM  
**To:** Dawn Collins  
**Subject:** RE: Vacation and Replat

-----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.-----

Good Morning Dawn  
Below is my intent for this Replat  
Thank you for your help!

**Re: Intent for the Replat**

My existing lot which I had purchased from Clark Coons included a pole building which he had indicated was there at least 40 years.  
It is a very strong structure having been constructed from parts of an old train depot I understand.

Having spoken to the building department after purchasing my property I was told that as long as I don't modify the building it does not need to be removed.  
So I have invested time and money in siding the front of this building.

Clark Coons is now selling his property and the current property pin in that back corner of my property is in about an inch or two inside my pole building.

In speaking with the building department I was told to be compliant on that side for a setback we would need 7'.

Since the pole building does have some overhang Clark Coons agreed to transfer 8' into his property at that back pin with the line connecting at the front original pin thus adding a triangular shaped section of property to my lot.

This will allow the building to be compliant for side setback to the new owner of his property but will also allow me to continue to make repairs on the building and add new siding etc....

Thank You!  
Jim Wilkinson  
720-590-1437

 **Splash Kitchen and Baths**  
You deserve to Splash  
[www.splashkitchenandbaths.com](http://www.splashkitchenandbaths.com)

**Dawn Collins**

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**From:** James Wilkinson <jim@splashkitchenandbaths.com>  
**Sent:** Wednesday, July 27, 2022 7:41 AM  
**To:** Dawn Collins  
**Subject:** Re: Vacation and Replat

-----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.-----

One other item on Replat

Although we noted an easement with a legal document when we closed on our property the easement would not have been altered on the plat  
This Replat notes this easement to my property

Thank You  
Jim Wilkinson  
720-590-1437  
www.splashkitchenandbaths.com

On Jul 27, 2022, at 7:11 AM, Dawn Collins <dawn@palmer-lake.org> wrote:

An item required for the completed application is a letter of intent - what is your plan or purpose for the replat?  
An email will be sufficient, thank you.

Dawn Collins  
Town of Palmer Lake

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

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**From:** James Wilkinson <jim@splashkitchenandbaths.com>  
**Sent:** Tuesday, July 26, 2022 7:17:52 PM  
**To:** Dawn Collins <dawn@palmer-lake.org>  
**Subject:** Re: Vacation and Replat

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Hi Dawn  
I made a payment online this morning

**PROCEDURAL CHECKLIST  
FOR  
Vacation & Replat**

Planning Commission meetings are held the 3<sup>rd</sup> Wednesday of each month  
Board of Trustees meetings are held the 2<sup>nd</sup> & 4<sup>th</sup> Thursday of each month

Please allow up to 10 business days for review and a minimum of 15 days for required publication.

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

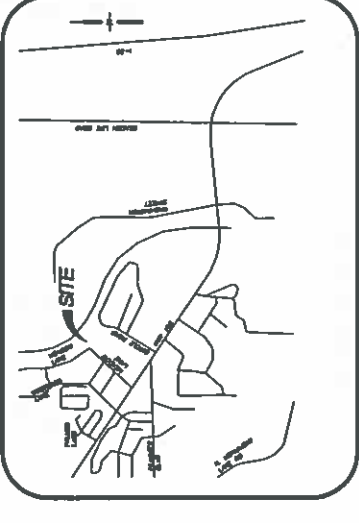
**United Notification Call Center (UNCC) be Contacted Prior to Submittal – 811**

<p><b><u>Requirements of a Vacation/Replat:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of the proposed Plan</li> <li><input type="checkbox"/> A specific legal description</li> <li><input type="checkbox"/> Name and address of owner or agent and of person preparing the plan</li> <li><input type="checkbox"/> Date of preparation, scale, and Northpoint</li> <li><input type="checkbox"/> A vicinity location map</li> <li><input type="checkbox"/> Topography with a contour interval of no more than 20 feet from the appropriate USGS quadrangle</li> <li><input type="checkbox"/> Proposed sewage treatment systems</li> <li><input type="checkbox"/> Proposed water supply system with adequate evidence that sufficient water exists to supply the proposed development.</li> <li><input type="checkbox"/> Proposed drainage compliance (pre &amp; post development)</li> <li><input type="checkbox"/> Summary statement of the characteristics of the proposed area</li> <li><input type="checkbox"/> Any potential hazards (radiation, flood, other environmental issues.)</li> </ul>	<p><b><u>Publication Procedures:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Plans (3 full size, 1 electronic)</li> <li><input type="checkbox"/> Letter of Intent</li> <li><input type="checkbox"/> Complete application form and plans to the Town Clerk</li> <li><input type="checkbox"/> Pay an application fee (\$250 fee + <del>\$10 per</del> acre) to the Town Clerk</li> <li><input type="checkbox"/> Posting/publication of Public Hearing 15 days before the Planning Commission</li> <li><input type="checkbox"/> Posting/publication of Public Hearing 15 days before the Board of Trustees</li> <li><input type="checkbox"/> Public notice for each set of hearings (newspaper and signage)</li> </ul>
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# ELEPHANT ROCK ACRES FILING NO.5

## A REPLAT OF LOT 65, BLOCK 1 AND LOT 1 BLOCK 7 OF ELEPHANT ROCK ACRES A SUBDIVISION IN PALMER LAKE, COLORADO

SHEET 1 OF 1



VICINITY MAP

**BE IT KNOWN BY THESE PRESENTS:** THAT JAMES AND KAREN WILKINSON AND CLARKE P. COONS, BEING THE OWNERS OF THE FOLLOWING DESCRIBED TRACTS OF LAND TO WIT:

**LEGAL DESCRIPTION:**

PARCEL A:  
LOT 65, BLOCK 1 ELEPHANT ROCK ACRES, RECORDED IN PLAT BOOK W, PAGE 48, TOGETHER WITH VACATED MEADOW LANE AS VACATED BY ORDINANCE 200107419 BOTH OF THE RECORDS OF EL PASO COUNTY COLORADO.

PARCEL B:  
LOT 1, BLOCK 7 ELEPHANT ROCK ACRES, RECORDED IN PLAT BOOK W, PAGE 48 OF THE RECORDS OF EL PASO COUNTY COLORADO.

**DEDICATION:**  
THE ABOVE OWNERS HAS CAUSED SAID TRACTS OF LAND TO BE SURVEYED AND REPLATED INTO LOTS AND EASEMENTS AS SHOWN ON THE ACCOMPANYING PLAT. SAID PLAT IS DRAWN TO A FIXED SCALE AS INDICATED THEREON AND ACCURATELY SETS FORTH THE BOUNDARIES AND DIMENSIONS OF SAID TRACTS AND THE LOCATION OF SAID EASEMENTS THESE TRACTS OF LAND AS HEREIN REPLATED SHALL BE KNOWN AS "ELEPHANT ROCK SUBDIVISION FILING NO. 5", IN THE CITY OF PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO.

**IN WITNESS WHEREOF:**

THE AFOREMENTIONED, JAMES AND KAREN WILKINSON HAVE EXECUTED THIS INSTRUMENT

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

JAMES WILKINSON  
KAREN WILKINSON

**NOTARY:**

STATE OF COLORADO )  
COUNTY OF EL PASO ) SS

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

BY: JAMES WILKINSON AND KAREN WILKINSON

WITNESS MY HAND AND OFFICIAL SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF COLORADO

**IN WITNESS WHEREOF:**

THE AFOREMENTIONED, CLARKE P. COONS HAVE EXECUTED THIS INSTRUMENT

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

CLARKE P. COONS

**NOTARY:**

STATE OF COLORADO )  
COUNTY OF EL PASO ) SS

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

BY: CLARKE P. COONS

WITNESS MY HAND AND OFFICIAL SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF COLORADO

**NOTES:**  
1. BEARS IF BEARINGS ARE RELATIVE TO THE EASTERLY LINE OF SAID LOT 1, BLOCK 7 ELEPHANT ROCK ACRES, RECORDED IN PLAT BOOK W, PAGE 48 OF THE RECORDS OF EL PASO COUNTY COLORADO, SAID LINE ASSUMED TO BEAR N44°35'20"E FROM MONUMENTS SHOWN.

2. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY RIDGELINE SURVEYING LLC., TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD.

3. ALL DIMENSION SHOWN HEREON ARE EXPRESSED IN TERMS OF U.S. SURVEY FOOT.

4. APPROVAL OF THIS PLAT VACATES ALL PRIOR PLATS FOR THE AREA DESCRIBED BY THIS REPLAT.

5. THE ACCESS EASEMENT SHOWN WILL BE MAINTAINED BY THE OWNER OR ASSIGNS OF LOT 1A.

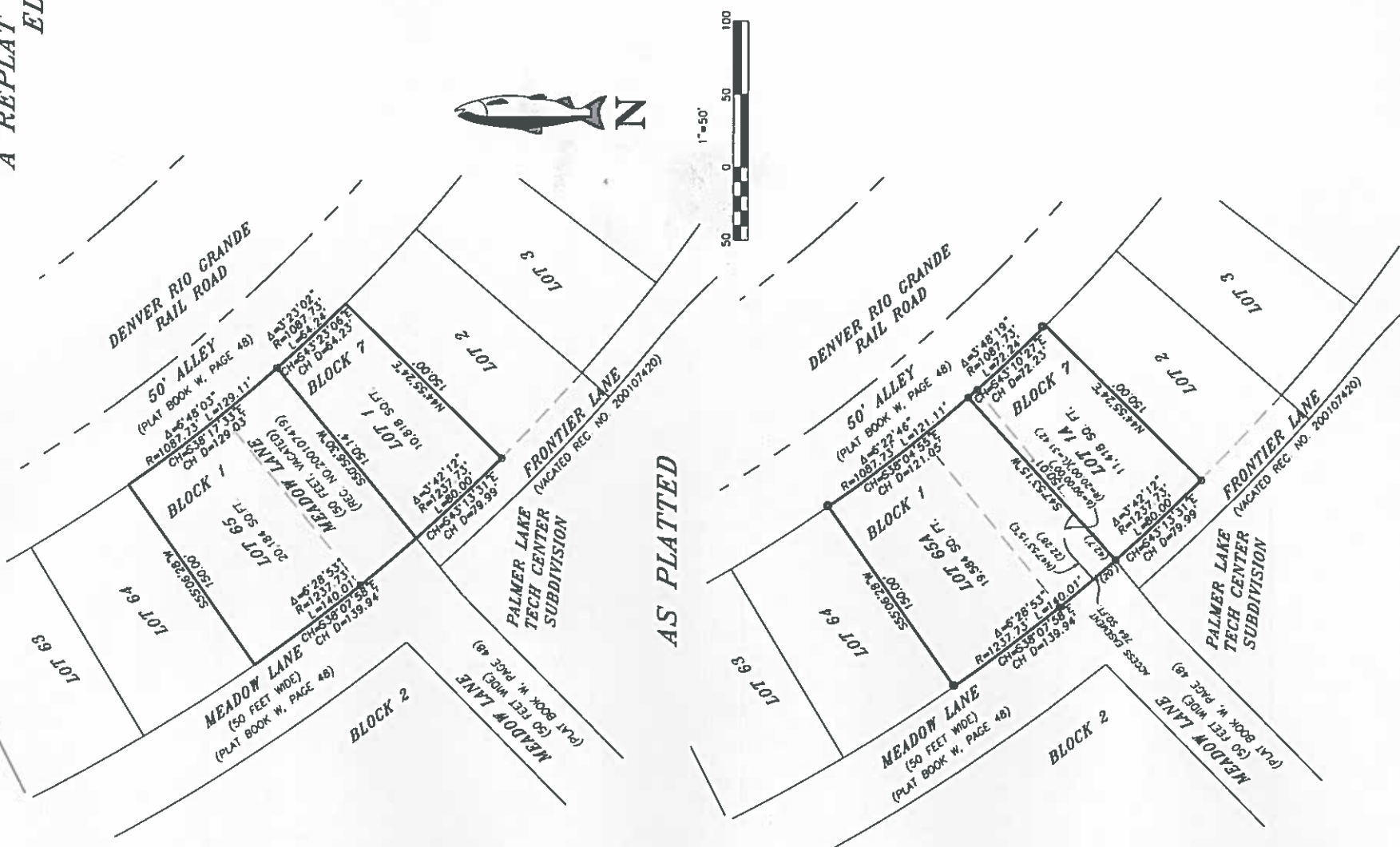
**FLOOD PLAIN LOCATION:**

THE TRACT DESCRIBED HEREIN IS IN ZONE X AND DOES NOT FALL WITHIN THE 100 YEAR FLOOD HAZARD AREA AS SHOWN ON FEMA MAP 0804100257G, DATED DECEMBER 7, 2018.

**LEGEND**

- FOUND 103 PM AND DIMENSION OF PLS 1118
- FOUND 1" O.D. PVC
- SET 104 PM AND YELLOW PLASTIC CAP PLS 3463

NOTICE: ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREON.



AS PLATTED

AS REPLATED

**SURVEYOR'S CERTIFICATION:**

I, JAMES F. LENZ, A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF COLORADO, HEREBY STATE AND DECLARES THAT THE ACCOMPANYING PLAT WAS SURVEYED AND DRAWN UNDER MY RESPONSIBLE CHARGE AND ACCURATELY SHOWS THE DESCRIBED TRACT OF LAND AND SUBDIVISION THEREOF, AND THAT THE REQUIREMENTS OF TITLE 38 OF THE COLORADO REVISED STATUTES, 1973 AS AMENDED HAVE BEEN MET TO THE BEST OF MY KNOWLEDGE AND BELIEF.

JAMES F. LENZ  
PROFESSIONAL LAND SURVEYOR IN THE  
STATE OF COLORADO, NO. 34583  
FOR AND ON BEHALF OF  
RIDGELINE LAND SURVEYING LLC.

**PLANNING COMMISSION APPROVAL:**

I HEREBY CERTIFY THAT THIS REPLAT NAMED "ELEPHANT ROCK ACRES FILING NO. 5" WAS APPROVED BY THE CITY OF PALMER LAKE PLANNING COMMISSION AT ITS REGULAR MEETING ON \_\_\_\_\_

BY: \_\_\_\_\_ PLANNING COMMISSION CHAIRPERSON DATE \_\_\_\_\_

**BOARD OF TRUSTEES APPROVAL:**

I HEREBY CERTIFY THAT THIS REPLAT NAMED "ELEPHANT ROCK ACRES FILING NO. 5" WAS APPROVED BY THE CITY OF PALMER LAKE BOARD OF TRUSTEES AT ITS REGULAR MEETING ON \_\_\_\_\_

BY: \_\_\_\_\_ CITY MAYOR DATE \_\_\_\_\_

**RECORDING:**

STATE OF COLORADO )  
COUNTY OF EL PASO ) SS

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M. THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D. AND IS DULY RECORDED UNDER RECEPTION NO. \_\_\_\_\_

OF THE RECORDS OF EL PASO COUNTY, COLORADO.

EL PASO COUNTY CLERK AND RECORDER CHUCK BROERMAN

BY: \_\_\_\_\_ DEPUTY

FEE: \_\_\_\_\_

SURCHARGE: \_\_\_\_\_

**FEES:**  
DRAINAGE FEES: \_\_\_\_\_  
BRIDGE FEES: \_\_\_\_\_  
SCHOOL FEES: \_\_\_\_\_  
PARK FEES: \_\_\_\_\_



4345 BEVERLY STREET, SUITE C  
COLORADO SPRINGS, CO 80918  
TEL: 719.238.2917

# AFFIDAVIT OF PUBLICATION

STATE OF COLORADO  
COUNTY OF El Paso

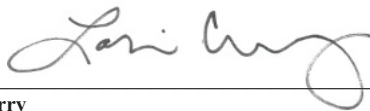
I, Lorre Cosgrove, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, 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 08/03/2022

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.

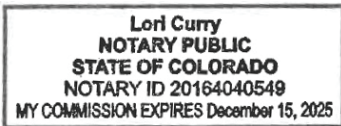


Lorre Cosgrove  
Sales Center Agent

Subscribed and sworn to me this 08/03/2022, at said City of Colorado Springs, El Paso County, Colorado.  
My commission expires December 15, 2025.



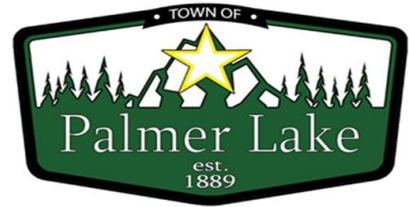
Lori Curry  
Notary Public  
The Gazette



Document Authentication Number  
20164040549-335883

**NOTICE OF PUBLIC HEARING  
TOWN OF PALMER LAKE**  
Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on August 17, 2022, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider a request to replat tax schedule ID 7110006147 and 7110006146 located at 727 Meadow Lane. A recommendation will be made to the Board of Trustees on the same matter scheduled to hear on August 25, 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 August 3, 2022.

Item 2.



Item 3.

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

<b>DATE:</b> August 2022	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Review of Site Plan per the Conditional Use at Illumination Point, Tanglewood Trailers

**Background**

In July 2021, the Planning Commission amended the conditional use for Tanglewood Trailers at Illumination Point. As part of the recommendation and Board approval of the conditional use permit, the property owner was to bring the site plan development to the Planning Commission for review.

Enclosed is a copy of the Resolution approving the conditional use and the site plan rendering provided by Tanglewood Trailers.

Staff, including Town engineering and stormwater consultant, has reviewed the details of the drainage plan for multiple lots at Illumination Point.

**Action**

Consider whether the site plan meets the conditions set forth for the approved use and provide feedback to the property owner.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 37-2021**

**A RESOLUTION AMENDING A CONDITIONAL USE PERMIT TO ALLOW  
REPAIR, RENTAL AND SALES OF VEHICLES ON A PROPERTY  
CURRENTLY ZONED C-2 GENERAL BUSINESS AND COMMERCIAL ZONE  
DISTRICT AND LOCATED AT 626 HIGHWAY 105 ("PROPERTY")**

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

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

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

**WHEREAS**, published and posted notice of the public hearings before the Planning Commission and Board of Trustees as required by Section 17.76.010 was duly and timely accomplished; and

**WHEREAS**, on July 21, 2021, the Palmer Lake Planning Commission recommended approval of amending the conditional use to allow appropriate number of trailers, in an orderly manner on the property. and include landscaping (outdoor screening) meeting code section 17.37.080, with a fifty percent emphasis on landscaping (vs. fencing), reference Master Plan guidelines within two years and, if/when a site plan is developed, it is to be reviewed by the Planning Commission.

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

1. The application for a conditional use permit to allow an appropriate number of trailers, in an orderly manner on the property and include the following condition:

Include landscaping (outdoor screening) meeting code section 17.37.080, with a fifty percent emphasis on landscaping (vs. fencing), referencing Master Plan guidelines and when a site plan is developed, it is to be reviewed by the Planning Commission, within two years.

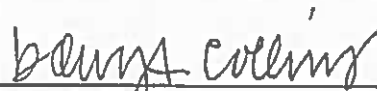
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares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

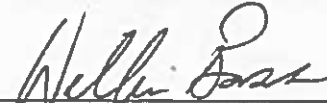
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12TH DAY OF AUGUST 2021.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

  
\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY:   
\_\_\_\_\_  
William Bass  
Mayor

**Dawn Collins**

---

**From:** Mark Thompson <tanglewoodtrailers@gmail.com>  
**Sent:** Thursday, August 11, 2022 10:07 AM  
**To:** Dawn Collins  
**Subject:** Re: Scan of Artistic Rendering

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

The plan calls for:

- leveling of the lot using materials(dirt) already on site
- relocation of trees already on site
- a 36" buried storm drain
- rip rap at the inlet of the storm drain
- boulders sourced locally
- some additional gravel for the drive lanes adjacent to the road

On Thu, Aug 11, 2022 at 9:27 AM Dawn Collins <[dawn@palmer-lake.org](mailto:dawn@palmer-lake.org)> wrote:

Thank you. Can you also provide an explanation – narrative – of the material you intend to use and area of the lot?

If this is completed this week, we can schedule it back before the Planning Commission.

Let me know, thanks,

Dawn Collins

Town of Palmer Lake

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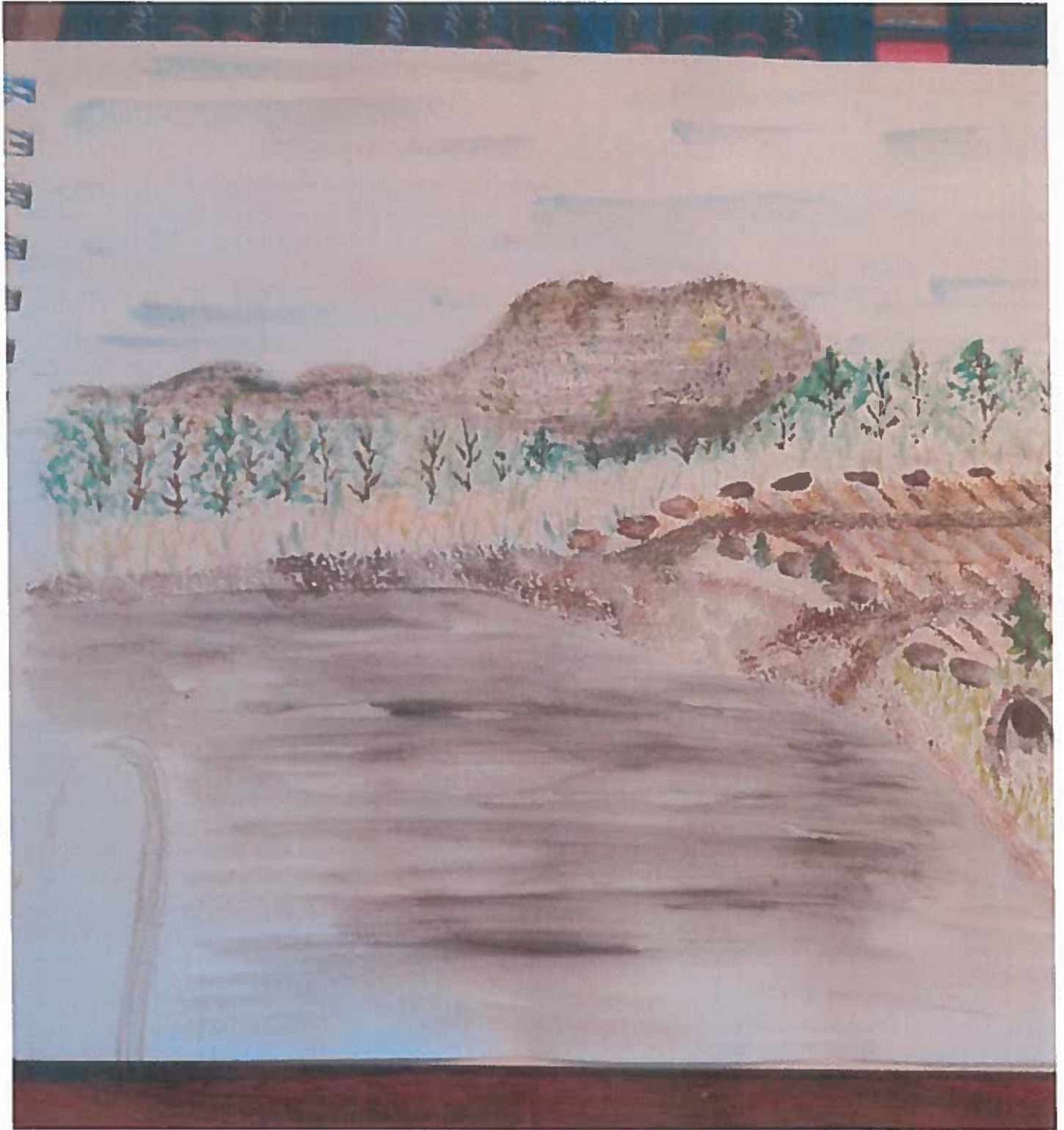
**From:** Mark Thompson <[tanglewoodtrailers@gmail.com](mailto:tanglewoodtrailers@gmail.com)>  
**Sent:** Thursday, August 11, 2022 8:10 AM  
**To:** Dawn Collins <[dawn@palmer-lake.org](mailto:dawn@palmer-lake.org)>  
**Cc:** Bruce Thompson <[bruce\\_29005@msn.com](mailto:bruce_29005@msn.com)>  
**Subject:** Scan of Artistic Rendering

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

Ms Collins,  
Please find the attached.

Best regards  
Mark

Item 3.



Sent from my iPhone