

This is what the existing code states re: Community Master Plan

Current reference to the Comprehensive Plan in the adopted Town Code are as follows:

- Zoning Intent: It is further intended that this title will help to implement the community's comprehensive plan or its component parts and the title shall be administered and enforced with this intent in mind.
- PUD: To encourage a unified approach to planning, design, and development of land that is consistent with the goals and objectives and comprehensive plan of the town....The density established on the approved comprehensive plan shall be considered the maximum
- Credits for dedicated open space in Subdivision: That the facilities proposed conform to and or complement the town comprehensive plan.
- Variance: The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
- Subdivision Purpose: streets will be laid out in relation to existing streets or according to the comprehensive plan of the town, and that said streets will be built to adequate construction;
- Subdivision Master Plan – Note Any unusual or important manmade or natural features as identified in the town comprehensive plan;



**Barbara A. Cole, Executive Director, and Founder**  
Community Matters Institute



**KROB LAW OFFICE, LLC**  
Attorneys at Law

**MEMORANDUM**

**To:** Town of Palmer Lake  
**From:** Matthew Z. Krob, Town Attorney  
**Date:** October 12, 2023  
**Re:** **ANNEXATION TIMELINE**

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Below is the general Timeline for Annexations for Colorado Towns.

1. Petition for Annexation signed and submitted,
  - a. Referred to Board by Town Clerk
  - b. Town Clerk sends notice by regular mail to landowners abutting the annexed property, advising them of their rights to petition for annexation on “the same or similar terms and conditions”
    - i. CRS § 31-12-105(1)(e.3)
2. Town Board adopts Notice of Public Hearing and Resolution of Intent to Annex, Finding substantial compliance, and setting annexation hearing
  - a. DAY 1
3. Published notice and resolution of intent in newspaper of general circulation in the area proposed to be annexed
  - a. DAY 3
    - i. CRS § 31-12-108(2)
4. Send a copy of the Notice, Resolution of Intent and Petition to the Board of County Commissioners, County Attorney, and any special districts and school districts serving the area proposed to be annexed
  - a. DAY 10
    - i. CRS § 31-12-108(2)
5. Publish Notice and Resolution of intent in newspaper of general circulation in the area proposed to be annexed
  - a. DAY 10
    - i. CRS § 31-12-108(2)

6. Town begins preparation of Annexation Impact Report (“AIR”) for filing with the board of County Commissioners, pursuant to CRS § 31-12-108.5, unless the Board of County Commissioners waives the requirement, or the property to be annexed is ten acres or less. The impact report must include the following:
  - a. DAY 10
    - i. A map or maps of the Town and adjacent territory, showing
      1. Present and proposed boundaries of the Town in the vicinity of the annexation;
      2. The present streets, major trunk water mains, sewer interceptors and outfalls, other utility lines and ditches, and the proposed extensions of streets and utility lines in the vicinity of the proposed annexation;
      3. The existing and proposed land used pattern in the areas to be annexed
    - ii. A copy of any draft or final annexation agreement.
    - iii. A statement setting forth the plans of the Town for extending to or otherwise providing for, within the area to be annexed, municipal services performed by or on behalf of the municipality at the time of annexation.
    - iv. A statement setting forth the method under which the Town plans to finance the extension of the municipal services into the area to be annexed
    - v. A statement identifying existing districts within the area to be annexed
    - vi. A statement on the effect of annexation upon local-public school district systems, including the estimated number of students generated and the capital construction required to educate such students.
7. File AIR, if required, with the Board of County Commissioners
  - a. DAY 15
8. Publish Notice and Resolution of Intent in newspaper of general circulation in the area proposed to be annexed
  - a. DAY 17
    - i. CRS § 31-12-108(2)
9. Publish Notice and Resolution of Intent in newspaper of general circulation in the area proposed to be annexed
  - a. DAY 24
    - i. CRS § 31-12-108(2)
10. Request certificate of publication from owner, manager or editor of newspaper. Add certificate to the record at annexation hearing
  - a. DAY 30
    - i. CRS § 31-12-108(2)
11. Town Council conducts public hearing on annexation petition
  - a. DAY 35
    - i. CRS § 31-12-109
12. After hearing, Town Board adopts a resolution identifying findings of fact pursuant to CRS § 31-12-110
  - a. DAY 35
13. After hearing Town Board adopts Ordinance Approving Annexation
  - a. DAY 35
    - i. CRS § 31-12-113

14. After hearing Town Clerk signs Certificate of Annexed Plat
  - a. DAY 35
15. Original Annexation Ordinance and one copy of the annexation map filed in the office of the Town by Clerk
  - a. DAY 36
    - i. CRS § 31-12-113(2)(a)(I)
16. Three certified copies of the annexation ordinance and map, containing a legal description, filed for recording with the County Clerk and Recorder
  - a. DAY 36
    - i. CRS § 31-12-113(2)(a)(II)(A)
17. Effective Date of Annexation
  - a. DAY 36
    - i. CRS § 31-12-113(2)(b)
18. County Clerk and Recorder files on certified copy of the annexation ordinance and map with the Division of Local Government of the Colorado Department of Local Affairs
  - a. DAY 40
    - i. CRS § 31-12-113(2)(a)
19. County Clerk and Recorder files one certified copy of the annexation ordinance and map with the Department of Revenue
  - a. DAY 40
    - i. CRS § 31-12-113(2)(a)(II)(B)