

09/28 Report

Our thoughts and prayers go out to the Hoyhtya family – Larry served the Public Works department for five years and passed away far too quickly this past week. He will be greatly missed by fellow town staff.

A last reminder that water billing modifications will be effective with this next billing cycle 9/15—10/15 cycle to mail this month.

Due to lack of time and staff resources, the 2024 Budget will be distributed electronically and a copy provided as requested, not assembled in a binder this year. We are on target for a draft to be distributed with the 10/12 meeting and department workshop on 10/13.

Status of town new hires – interviewing applicants for the PW equipment operator; Firefighters (completion of initial round and in person second round interviews will be determined Fri); Accounting Clerk (completion of initial round and in person second round interviews are scheduled next week); Deputy Town Clerk (initial round scheduled next week)

A public request was made for other meeting minutes or summary to be incorporated and reported to the Board – members have the minutes and following is a general summary –

Board of Adjustments meets as needed for variance requests the 1st Tue of the month – they met in March and denied a request for a variance for the front yard setback on Pineview. The Board met again in August and denied a request for reduced setbacks on all sides of a property on Primrose/Columbine to keep with the integrity of 25 ft on a corner lot. In the same meeting, they approved a variance for a front and rear setback on Buena Vista for a legal non-conforming structure to complete a remodel/ addition to the home. These meetings are live stream and video posted on the town website.

The Parks Commission meets the second Tuesday of the month for a regular meeting and the fourth Tuesday for a planning workshop. The regular meeting is live stream and video posted to the town website. Planning workshops are not required to be recorded. The last meeting included a review of a new Parks member with a recommendation to appoint, an update from Gene Kalesti on the trail and bridge design work and permit requirements, an update on grant activity, and plans for Creek Week/Service Day, as well as updates on the ped bridge landscaping activity and resurfacing the courts in Glen Park. *Note Parks minutes are not final draft yet.

The Planning Commission meets the third Wednesday each month and is available live stream and the video posted to the website. Workshops are not recorded. The last meeting included hearings for a conditional use for a single family dwelling in a C1 zone and a reconsideration of a revised application for the vacation of undeveloped ROW El Moro by three abutting landowners. Both were recommended the Board approve. The members were also informed of a new membership to the American Planning Association (APA) the local Colorado chapter and a few members plan to attend a few days of the conference this week.

**Going forward, how does the Board prefer to present or receive this meeting information? Minutes will be included with this report.*

Mark your calendar for Yule Log dinner on Wed., 12/13 and the Hunt on Sun., 12/17



BOARD OF ADJUSTMENTS

Tuesday, March 07, 2023 at 5:00 PM

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

MINUTES

Call to Order. Chair Ehrhardt called the meeting to order at 5 pm.

Roll Call. Present: Bob Miner, Kevin Dreher, Eddie Kinney, Kurt Ehrhardt, Charlie Ihlenfeld. Introduction of new alternate member Bob Radosevich was made and introduction of new Board of Trustee member Kevin Dreher. Alternate Mike Richards arrived after 5 pm. Staff: Dawn Collins.

Approval of Minutes

1. Minutes from December 6, 2022. MOTION (Kinney, Dreher) to approve the minutes as presented. Motion passed 5-0.

Public Hearing

2. Hearing and Consideration of a Variance Application for a Front Setback (34 Pineview St). Mr. Greg Trowbridge provided background for the requested front yard variance into the setback to allow a deck to accommodate his parents. He explained the prior plans, subdivision, building the home, and original plan of a stoop at grade that was altered due to encountering granite. He explained the encroachment of about 5 ft into the front setback with a constructed deck for a total of a 6 ft front yard variance. Discussion took place about access from the back vs. front and alternate access options. Members inquired why Mr. Trowbridge built the deck without permission/approval for a variance and without a land use application to construct it. Mr. Trowbridge stated he still needs to complete final grading for final occupancy but wanted some manner of access for his parents. Discussion about parking for the occupants took place. Ms. Madeline Stevens stated that she is a neighbor and is concerned about space for parking along the roadway without a driveway. Mr. Bob Radosevich inquired if there was a previous variance and expressed concern about parking. Collins confirmed that the residential code requires two parking spaces. There will not be a garage. Discussion took place about different options for appropriate parking at the rear or side yard and a slab at the front of the property. Board member Miner stated it was presumptuous that the deck was built. MOTION (Miner, Dreher) to deny the request for a front yard variance. Motion passed 5-0.

Other Business

3. Municipal Code Chapter 2.16 Relating to Board of Adjustment. The adopted code was distributed to the members.
4. Memo from Krob Law Relating to BOA Role. A memo was distributed from Attorney Krob about the role of members, managing quasi-judicial matters and identifying a hardship for the record. Collins stated that members are welcome to present questions or request training from Attorney Krob.

Adjourn. MOTION (Ehrhardt, Dreher) to adjourn at 5:49 pm.

Minutes by: Dawn A. Collins, Town Clerk



BOARD OF ADJUSTMENTS

Tuesday, August 01, 2023 at 5:00 PM

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

MINUTES

Call to Order. Vice Chair Miner called the meeting to order at 5:02 PM.

Roll Call. Present: Bob Miner, Charlie Ihlenfeld, Eddie Kinney, Kevin Dreher, Bob Radosevich.

Approval of Minutes

1. Minutes of March 7, 2023 Meeting. MOTION (Charlie, Eddie) to approve the minutes. Motion passed 5-0.

Public Hearing

Vice Chair Miner took item 3 first while waiting for applicants to arrive for item 2.

3. Application for Variance of Lot Size, Setbacks at Corner Lot of Primrose/Columbine (Claar). Mr. Curtis Claar provided a background summary to zoning requirements and property rights for development. He explained the property being a non-conforming lot to the required size, which is a hardship. Mr. Claar continued to review the examples he considered and his final request to modify setbacks on a corner lot for a 700-800 sq ft footprint which will not hinder the immediate neighbor nor cause any health or safety concerns. Board member Radosevich inquired about the number of stories. A discussion of setbacks and allowable access took place. Ms. Kathy Allen supported the applicant and stated it's a good plan for a small lot. Vice Chair Miner closed the hearing.

Board member Ihlenfeld read a letter from Board member Ehrhardt, sharing his concerns of identifying a hardship and multiple stories not complying with the community master plan. Board member Kinney inquired if he knew he would need a variance when considering the property. Vice Chair Miner inquired about where the front is located. Discussion took place about the variance not considering front and being a corner lot, front could be either or both with mixed use. Mr. Claar requested the variances be considered to develop the lot. MOTION (Dreher, Kinney) to deny the request to keep the integrity of 25 ft setbacks. Motion passed 5-0. Ms. Kathy Allen asked members what would be acceptable to develop on the lot.

2. Application for a Variance of Front and Rear Setback, 418 Buena Vista Ave (Rudey). Landowner Mr. Jay Rudey and his architect Mr. Stephen Suranowitz explained the request for a variance to allow a 1000 sq ft addition to an existing non-conforming structure. Mr. Suranowitz explained the dimensions of the lot and the limited buildable space and the current structure approved to build well within the setbacks. He requested the rear setback at 15 ft and front setback at 10 ft although the existing

structure is further encroaching into the setbacks. The proposed addition is planned to be at the same existing roof line. Discussion took place about the existing structure and setbacks.

Ms. Ann Perry Wright resides on the other side of Buena Vista, and she spoke about a shed on the property that blocks their view. She stated that she is opposed to the addition and expressed concern of it becoming a short term rental and being nearly 15 ft to the back door. She reiterated that she is opposed to the structure parking, height, and transients if it is used as a rental. Mr. Rudey stated he did not intend to rent it and his family will enjoy it as a vacation home. Ms. Catherine Solski explained the size of family and intended use. Discussion about the existing height and addition height took place. Ms. Kala Walton, neighbor to the property, clarified that the addition height will be the same as the existing structure and setbacks of 10 and 5 ft, which was confirmed. Mr. Steve Wright stated he was under the impression that the addition was within the same footprint, which it is not. He stated there is a shed on the property that obstructs their view and he is opposed to the request. Discussion about the dimensions on the drawings submitted with the application took place. Board member Dreher inquired about the hardship for the variance. Collins suggested that the fact the existing structure is non-conforming is a hardship. Mr. Suranowitz requested a modification of the front setback to 5 ft for the proposed deck. Mr. Rudey addressed the concerns of the neighbors and explained the improvement he will make. MOTION (Kinney, Radosevich) to approve the setbacks to the existing setbacks of the current structure. Motion passed 3-2 (no – Dreher, Miner). An affirmative vote requires four votes to pass. Discussion took place about an Improvement Location Certificate (ILC) to prove the existing setbacks. Board member Dreher asked the neighbors for their input. Discussion continued about the addition, the requested setbacks, and the existing non-conforming structure. Mr. Rudey addressed his neighbors. Mr. Claar approached the board. MOTION (Kinney, Ihlenfeld) was restated for another vote to approve the variance within the setbacks of the current structure - clarified the front setback of 5 ft and rear setback of 15 ft. Motion passed 4-1 (no – Miner).

Other Business

4. Discuss Non-conforming Structures. Collins reviewed the code relating to non-conforming structures.

Adjourn. MOTION (Dreher, Radosevich) to adjourn at 7:16 pm. Motion passed.

Minutes by: Dawn A. Collins, Town Clerk



PLANNING COMMISSION

Wednesday, August 16, 2023 at 5:00 PM

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

MINUTES

Call to Order. Chair Ihlenfeld called the meeting to order at 5:02 pm.

Roll Call. Members present: Lindsey Zapalac, Susan Miller, Tim Caves, Mark Bruce, Amy Hutson, Bill Fisher, Charlie Ihlenfeld.

Approval of Minutes

1. Minutes from July 19, 2023 Meeting. MOTION (Hutson, Bruce) to approve the minutes. Motion passed 7-0.

Public Hearing

2. Application to Annex and Rezone Parcel 7109013007 (J.Parco). Chair Ihlenfeld invited the applicant to address the Commission. Mr. Jim Parco, property owner and resident, explained the swap of property with his abutting neighbor, Mr. Jim Fitzgerald (County resident) in 2013. They are seeking to clean up the fact that each have an approximate 7000 sq ft portion of property in a different taxing jurisdiction. Mr. Parco provided the sequence of events and requested that the County portion be annexed and rezoned to his current town property, R1. No questions came from the Board. Chair Ihlenfeld opened the floor to the public. Mr. Dave Miller explained his background, formerly owning a large area of the property in the Town and El Paso County. He expressed concern about various equipment on the property and not wanting to see storage on the property. He stated the following concerns – access easement locked to his five-acre parcel and inadequate slope to the Fitzgerald property; drainage easement should differ to his property (EPC jurisdiction). Discussion took place about the location of a motor home. Mr. Miller reviewed the history of the property. Collins stated that staff met on the property and reviewed the issues presented by Mr. Miller and confirmed there is no issue with the access, the drainage, nor the storage of a trailer. Mr. Jim Parco stated that there is a gate to the access easement and the code was provided to the Millers multiple times. Mr. Parco stated there is no other activity on the property but temporarily storing an airstream on his property, which does not impact the access easement. Mr. Miller stated that the access is his and the lock is inconvenient. Discussion took place about the access easement on Mr. Parco's property and keeping unwanted activity off the property. Chair Ihlenfeld thanked Mr. Miller for his comments and closed the hearing.

Business Items

3. Consider Request to Annex and Rezone Property. MOTION (Bruce, Miller) to recommend approval of the annexation request and rezone the parcel to R1. Motion passed 7-0.

4. Consider Adopting Parks Commission Master Plans to Community Master Plan. Collins mentioned the two plans, Glen Park Master Plan approved in 2020 and Centennial Park Master Plan approved in 2023. It was suggested to incorporate the Parks Master Plans to the Community Master Plan. Commissioner Fisher noted the resolutions referenced a site plan, although there was not a site plan in either Master Plan. He suggested taking each plan separately. Discussion took place about Glen Park existing and the Master Plan being more of a maintenance plan. MOTION (Fisher, Hutson) to adopt the Glen Park Master Plan to the Community Master Plan with the addition of a site plan. Motion passed 7-0.

Discussion ensued about the lack of layout or diagram of what is planned where for the Centennial Park Master Plan. Commissioner Fisher offered the background of his involvement in numerous master planning sessions for Centennial. Discussion continued about the location of pickleball courts, parking design, and other conceptual ideas of recreation around the lake. Questions rose about how pickleball courts were approved. Commissioner Caves explained, as a representative of Awake Palmer Lake, that the grant opportunity for \$250,000 came about quickly with the idea for courts and sought permission from the Board. MOTION (Hutson, Miner) to adopt the Centennial Park Master Plan to the Community Master Plan with the addition of a site plan. Motion passed 7-0.

5. Consider Recommendation to Create Sign Code. Discussion took place about the draft code and required legal review prior to presenting it to the Board. Ms. Brenda Quinones, HR consultant for Alpine Essentials, referred to the requests of Ms. Brenda Woodward, specifically allowing wave banners. It was suggested that this request was a good example of the exception process in the sign code. Ms. Quinones also asked for clarification of the marijuana code for signs vs. regular sign code and Collins responded that because there is specific code for marijuana establishment, it will be included all in the marijuana code and referenced in the sign code. Ms. Quinones suggested identifying the downtown district separately to differentiate signs for the area. Commissioner Fisher pointed out his concerns about the draft version of the code – free standing vs. pole vs. monument sign definitions, illustration of 3D signs, allocation of signs, and a discussion of height of signs. Discussion ensued about amortizing for non-conforming signs for the new sign code. Collins suggested that the Commission schedule a workshop to clarify the questions raised. It was agreed that the members would work it out with a workshop and subsequent special meeting to take action on a final draft before the next meeting. Collins will check on the following week 8/23 availability of town hall and confirm with members.

6. Update on Elephant Rock Property. Because the Board of Trustees had a special meeting, Collins reported the direction from the Board at the July 27th meeting affirming decisions for the elephant rock property – two tenants, possible parkland and public safety facility, and removal of cabins, referring to the minutes from the July 27 Board discussion. Commissioner Fisher questioned the Board's decisions about removing cabins without a master plan and without considering public input. He stated the Board is making a mistake and would like to know the real reasons for removing structures. He requested that his remarks be on record. Collins stated she would not debate the direction provided by the Board and comments should be directed to Board members directly. Commissioner Miner inquired about a possible community center that the public wanted when the master plan was explored, and it was mentioned that the Board is not listening to what public members want.

Public Comment

None.

Next Meeting (9/20) and Future Items

Collins reported that two Requests were issued – one for proposals for the land use code revision of critical issues and one for the engineering design of sidewalks for the downtown corridor.

Commissioner Miner stated that Bill Fisher has designs to consider. Collins stated that both of these projects will involve the Planning Commission. Members Lindsey, Mark and Amy were identified to assist with review of the submittals following the deadlines in September.

Adjourn. MOTION (Miner, Hutson) to adjourn at 7:29 PM. Motion passed.

Minutes by: Dawn A. Collins, Town Clerk



PLANNING COMMISSION - WORKSHOP AND SPECIAL MEETING

Wednesday, August 23, 2023 at 5:00 PM

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

MINUTES

Call to Order Special Meeting following the Workshop. Chair Ihlenfeld called the special meeting to order at 6:45 pm.

Roll Call. Commissioners present: Lindsey Zapalac, Amy Hutson, Mark Bruce, Bill Fisher, Tim Caves, Charlie Ihlenfeld. Excused: Susan Miner.

Business Items

1. Recommendation on Sign Code. Review and discussion ensued in the workshop. MOTION (Hutson, Bruce) to recommend approval of the sign code with the amendments and a legal review before presented to the Board of Trustees. Motion approved 6-0.

Adjourn. MOTION (Hutson, Zapalac) to adjourn at 6:50 pm. Motion passed.

Minutes by: Dawn Collins, Town Clerk



PLANNING COMMISSION

Wednesday, September 20, 2023 at 5:00 PM

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

MINUTES

Call to Order. Chair Ihlenfeld called the meeting to order at 5:02 pm.

Roll Call. Present: Susan Miner, Mark Bruce, Tim Caves, Amy Hutson, Bill Fisher, Charlie Ihlenfeld.

Excused: Lindsey Zapalac.

Approval of Minutes.

1. Minutes from August 16, 2023 Meeting. MOTION (Bruce, Hutson) to approve the minutes from 8/16 as presented. Motion passed 6-0.
2. Minutes from August 23, 2023 Special Meeting. MOTION (Hutson, Fisher) to approve the minutes from special meeting on 8/23. Motion passed 6-0.

Public Hearing & Business Items

3. Application for Conditional Use for Single Family Residential Dwelling. Chair Ihlenfeld introduced the hearing and Ms. Galaviz reviewed the request for a conditional use to build a single-family dwelling in a C1 zone. A neighbor Brittany Claypool stated that with clarification, she is supportive of a home in the commercial zone. Chair Ihlenfeld closed the hearing and took business item 5 next.
5. Consideration of Conditional Use for Single Family Residential in C1 Zone. Discussion took place about the area being primarily residential. MOTION (Hutson, Bruce) to recommend approval of conditional use for a residential dwelling. Motion passed 6-0.
4. Reconsider Vacation of Undeveloped El Moro Right of Way. Ms. Maria Duran provided the change to the revised application for the vacation of right of way El Moro. One of the three landowners abutting the right of way sold the residential property and the new owner was interested in participating in the vacation. Collins noted this is the traditional way that right of way vacation is conducted with abutting property owners getting a portion of the right of way. No person spoke for or against the vacation request. Chair Ihlenfeld closed the hearing.
6. Reconsider the Vacation of Undeveloped El Moro Right of Way. MOTION (Miner, Caves) recommended approval of the revised request to vacate El Moro right of way. Motion passed 6-0.

7. American Planning Association (APA) Colorado Chapter, Public Official Membership. Collins explained the new membership to the local APA chapter. Discussion took place about the various classes provided at the conference.

Public Comment. None.

Collins provided an update that the sign code will be reviewed at a Board workshop on 10/4. Discussion ensued between Commission members about Board members seeming not to respect the master plan for the downtown area and further discussion ensued about the time that Commission members put into the draft sign code.

Next Meeting (10/18) and Future Items. Questions were raised about the Illumination Point property.

** Conditional Use at 84 Hwy 105, Unit 5*

** Replat at 84 Hwy 105*

Adjourn. MOTION (Hutson, Bruce) to adjourn at 5:55 pm. Motion passed.