



THURSDAY MAY 7, 2018

Palmer Lake Town Hall -28 Valley Crescent 7:00PM

This Agenda is Subject to Revision

Town Council Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Minutes (April 12, 2018)
6. *Unscheduled Public Comments-Reserved for members of the public to make a presentation to Council on items or issues that are not scheduled on the agenda. As a general practice, the Council will not discuss/debate these items, nor will Council make any decisions on items presented during this time, rather will refer the items to staff for follow up. Comments are limited to three (3) minutes per speaker. Time will be limited to 30 minutes.*

New Business

Acknowledgements

7. Sarom Tiev-Intern Leaving

Financials

8. Submittal of April Financials -Check Register Summary (questions of staff, no vote required)
9. Approval of entering into contract with Core and Main (6-inch waterline installation contract)

Special Guests

10. Andrew Gunning; Executive Director, Pikes Peak Area Council of Governments (PPACG)

11. Mia Tenace –Volunteering to Plant Flowers

Ordinances (roll call vote, public hearing required)

11.Minor Subdivision; Palmer Lake Technology Center Ordinance No. 10 of 2018

Old Business (items tabled or rescheduled from previous meetings)

12. Ordinance No. 6 of 2018(roll call vote, public hearing required) An Ordinance Approving the Minor Subdivision of All of Block 18, Glen Park, Addressed as 312 Buena Vista Avenue, Palmer Lake

13.Ordinance No. 8 of 2018: (roll call vote, public hearing required) An Ordinance of The Board of Trustees of The Town of Palmer Lake Concerning Fire and Open Burning Restrictions Within the Town

Future Business (items to be considered for upcoming meetings)

14. Town Attorney Report

15. Staff Updates

16. Town Council Comments

17. Adjourn

Please note: If you have a disability and need auxiliary aids or services, please notify the Town of Palmer Lake (719-481-2953) at least 48 hours in advance of when services are needed. The Town of Palmer Lake will make every effort to accommodate the needs of the public.



Record of Minutes

BOT Meeting Thursday April 12th, 2018 7:00 p.m.

Palmer Lake Town Hall- 28 Valley Crescent

Board of Trustees Present

Mayor John Cressman
Mayor Pro-tem Richard Kuehster (Leaving office)
Trustee Robert Mutu
Trustee Paul Banta
Trustee Glant Havenar
Trustee Mark Schuler
Trustee Faust
Trustee Mitch Davis

Staff Present

Town Attorney: Maureen Juran
Town Administrator: Catherine Green
Finance Officer HR Director: Valerie Remington
Town Clerk: Verla Bruner

Palmer Lake Liquor & Marijuana Licensing Authority Meeting

Mayor Cressman called the meeting to order at 7:01

Vote needed for special event liquor license for Awake the Lake at Pinecrest Event Center. Mayor Pro-tem Richard Kuehster made first motion, Trustee Glant Havenar seconded the motion all state Aye- Motion

Approved

Mayor Cressman closed Palmer Lake Liquor & Marijuana Licensing Authority meeting at 7:05

Town Council Meeting

Mayor Cressman called Town council meeting to order 7:05 PM

Roll call -All in attendance

Vote to approve agenda as amended of April 12th, 2018, Trustee Mitch Davis made first motion to approve agenda,

Mayor Pro-tem Kuehster seconded motion, all state Aye-motioned **Approved**

Vote to Appoint Town Attorney to give oaths of office to appointed officials; Trustee Mitch Davis made

First motion, Trustee Mutu seconded motion, all state Aye-motion **Approved**

Town Attorney Maureen Juran, gives oaths of office to appointed officials:

- Town Administrator: Catherine Green
- Finance Officer HR Director: Valerie Remington
- Town Clerk: Verla Bruner

42 Valley Crescent. P. O. Box 208. Palmer Lake, CO 80133

Phone (719) 481-2953

Fax (719) 488-9305

Town Attorney Maureen Juran swears into office Elected officials:

- Mayor John Cressman
- Mitch Davis
- Gary Faust
- Glant Havenar
- Robert Mutu

Announcement is made that the Mayor and Trustees need to nominate a Mayor Pro-tem.

Mayor Cressman nominates Glant Havenar

Trustee Mutu nominates Mr. Schuler

A suggestion is made to do a silent vote on paper, all trustees and Mayor vote; Town Clerk; Verla Bruner count votes and reads final

Mr. Schuler wins the vote

Mayor Cressman Thanks everybody for coming and invites everybody to a 15 to 20-minute reception for the new board members.

Reception 15-20 mins.

Mayor Cressman Reconvened Town Council Meeting at 7:45 pm

Mayor Cressman opened the floor up to **Unscheduled Public Comments**;

Miss Lori Megginson from Living Word Chapel to discuss the upcoming fundraiser. The purpose of this event is to take a step in equipping the Palmer Lake and Monument Police departments with active shooter and crowd control gear police. Miss Megginson invited Trustees, Mayor and audience members to the church dinner for the fundraiser. Fundraiser is Saturday April 28th between 6 and 8 p.m. cost is \$61 per person.

Michelle with the Historical Society and Pat Atkins who is a docent for the Historical Society Museum announces that they will be planning on attending Council meetings more frequently and to announce that there will be a film named "Forging the West" played next Thursday between 7 and 9

Mr. Gary Atkins spoke at podium gives his background information on his time in Palmer Lake he lives on the 40-mile zone in Palmer Lake, complains about odor issues with Marijuana growing and Hemp manufacturing. States he is concerned that Palmer Lake would allow more Marijuana growing or retail space and the odors would be increased. Trustee Mitch Davis states that the town ordinance disallows any new Marijuana businesses.

Financials

Trustee Schular ask about specific items in the financial report

Cathy Green Town Administrator responds with specifics, states the fire department is at 56% of their budget and is concerned about Labor cost for the remainder of the year.

The Parks and Rec Department are discussed ask why there's zero in labor Trustee Schuler ask Mr. Mutu you if they had volunteers to mow and take care of flowers? Mr. Mutu talks about the birth of the parks and rec committee and how it will look.

Finance Report

Finance and HR Director Valerie Remington gives financial report;

- As of March 31st, we are just under 2 Million

- We have a 2009 CWRPDA loan , we owe 1.1 million.
- We have a 2018 CWRPDA loan for 1.1 million in that is for the in-ground water tank, the first disbursement will be signed tonight.
- We have a financial audit coming in May
- We are reviewing all the vendors and contracts to see if we can cut cost

Human Resources

- Staff has been notified that all pay will be direct deposited
- Mrs. Remington mentions she is working on the Personnel Manual, believes the adoption of it will be done in the second quarter of this year
- Additionally, Mrs. Remington states that we will be offering new health insurance benefit and also would like to set up a Safety Committee
- Would like to document board training
- Is writing a business continuity plan.

Special Guests

Mr. Reid from Fire-Wise promoting the education program on May 5th would like to remind everyone to attend.

Miss Jennifer Coopman with the Fireworks Committee for the July 4th celebration states that they have arranged security and insurance, two ambulances, basic life support service and porta potties as well.

Awake the Lakewood representatives respond to concern about construction issues over the summer due to the bridge over the railroad tracks being built.

Ordinances

Ordinance Number 6. of 2018 an ordinance approving the minor subdivision of all a block 18 Glen Park address as 312 Buena Vista Avenue Palmer Lake Colorado owner Miss Stewart and Mr. Hannigan from the surveyor company spoke about issues with the survey.

Due to multiple concerns, ordinance 6 was tabled for further review.

Ordinance Number 7. of 2018 an ordinance adding a new chapter to town code governing backflow prevention and cross-connection control to protect the town's water system.

Ordinance number 7 put to a vote trustee Mitch Davis made first motion trustee Glenn to have an R second in motion all Aye motion -**Approved.**

Ordinance 8. of 2018 and ordinance of the Board of Trustees of the Town of Palmer Lake concerning fire and open burning restrictions within the town.

Town Attorney Maureen Juran expressed concern with some of the wording in the ordinance, multiple discussions ensued vote was tabled until May 10th of 2018.

Trustee Faust unhappy with the progress with the fire restriction ordinance, discussion ensued asking to hold a meeting in 2 weeks to hash out policy changes with the fire restriction which would be Thursday the 25th of April 2018.

Motion

Motion to approve the purchase of a boat dock for Palmer Lake using existing conservation trust funds and directing the Planning Commission to amend the comprehensive plan to include replacement thereof

Trustee Glen Haven are made first motion Trustee Mitch Davis seconded motion all Aye Motion **Approved.**

The number of Trustees ask that old business could be put back on the agenda regularly to help keep a running track of items not completed.

Town Clerk; Verla Bruner states that she will place old business on all agendas from now on.

Multiple conversations ensued, questions about the refacing of the Dam,

Unscheduled Public Comments

Discussion about a gate at the reservoir occurred

Outhouse discussion

Town Attorney Report: Nothing stated

Staff update and Reports:

- Roads report was given by Verla Bruner Town Clerk

Meeting adjourned 10:55 PM

Mayor _____ Date _____

Town Clerk _____ Date _____

Check Register Summary

DATE	CHECK #	PAYEE	AMOUNT	ITEMS PURCHASED
4/6/2018	42065	Orcutt, Steven	67.74	Employee Training
4/3/2018	42451	Weston Oesterreich	556.92	Open-Deployments
4/6/2018	42452	WEX BANK	515.53	Fuels / Lubricants
4/6/2018	42453	Palmer Lake Water	408.15	Utilities
4/6/2018	42454	PETTY CASH	44.97	Operating Supplies
4/6/2018	42455	Colorado Brain Injury Tru	135.00	State Police Surcharge
4/6/2018	42456	Intermountain Rural Elect	21.00	Street Lights
4/6/2018	42457	Pioneer Landscaping Mater	574.76	Road / Street Material
4/6/2018	42458	Total Office Solutions, I	54.35	Operating Supplies
4/6/2018	42459	Michael Todd + Co. Inc	1090.61	Operating Supplies
4/6/2018	42460	Rhinehart Oil	1480.44	Fuels / Lubricants
4/6/2018	42461	United Site Services	113.00	Operating Supplies
4/6/2018	42462	Dodge Data + Analytics	508.25	Grants Expense
4/6/2018	42463	Springs Mountain Water	7.00	Operating Supplies
4/6/2018	42464	Quality Stucco + Stone	161.00	Misc. Expenses
4/6/2018	42465	Carroll, William	26.24	Operating Supplies
4/6/2018	42466	Common Knowledge Technolo	996.00	Professional Svcs IT
4/6/2018	42467	Oreilly Automotive, Inc	3.49	Vehicle Repair
4/6/2018	42468	Colorado Quilter	519.00	Employee Clothing
4/6/2018	42469	White Mountain Technology	1849.13	Professional Svcs Acctg
4/6/2018	42470	White Mountain Technology	1500.00	Professional Svcs-Acctg
4/6/2018	42471	Palmer Lake Sanitation Di	600.00	Utilities
4/6/2018	42472	Common Knowledge Technolo	2683.00	Professional Svcs IT
4/20/2018	42473	Verizon Wireless	219.63	Communication
4/19/2018	42474	Tracy Quinn	708.78	Salaries/Wages Temp
4/20/2018	42475	Memorial Health System	130.56	Subject Testing
4/20/2018	42476	Level 3 Communications	385.44	Utilities
4/20/2018	42477	Century Link	66.40	Utilities
4/20/2018	42478	Common Knowledge Technolo	100.00	Professional Svcs IT
4/20/2018	42479	Intermountain Rural Elect	990.00	Street Lights
4/20/2018	42480	CINTAS	92.77	Operating Supplies
4/20/2018	42481	Angry Squirrel Tree Servi	720.00	Contract Services
4/20/2018	42482	Total Office Solutions, I	501.80	Operating Supplies
4/20/2018	42483	Springs Mountain Water	6.95	Operating Supplies
4/20/2018	42484	Pioneer Landscaping Mater	731.77	Road / Street Material
4/20/2018	42485	Pioneer Landscaping Mater	294.11	Operating Supplies
4/20/2018	42486	Lewan Technology	41.53	Contract Services
4/20/2018	42487	MATRIX Design Group	6108.96	Grants Expense-DOUG
4/20/2018	42488	Peak Appliance	191.21	Building Maintenance
4/20/2018	42489	CINTAS	114.77	Operating Supplies
4/20/2018	42490	Stockman Kast Ryan + Co,	850.00	Professional Svcs Acctg
4/20/2018	42491	Rhinehart Oil	3214.11	Fuels / Lubricants
4/20/2018	42492	Pioneer Landscaping Mater	284.60	Road / Street Material
4/20/2018	42493	Common Knowledge Technolo	250.00	Professional Svcs IT
4/20/2018	42494	Common Knowledge Technolo	300.00	Professional Svcs IT
4/20/2018	42495	Widner Juran LLP	1221.00	Professional Svcs Legal

Check Register Summary

DATE	CHECK #	PAYEE	AMOUNT	ITEMS PURCHASED
4/20/2018	42496	CRS of Colorado	1573.04	Election Expense
4/20/2018	42497	AYERS OUTDOOR POWER	606.59	Contract Services
4/20/2018	42498	Oreilly Automotive, Inc	153.09	Operating Supplies
4/20/2018	42499	Colorado Labor Law Poster	89.50	Employee Training
4/20/2018	42500	GAZETTE	280.50	Legal Notices/Recordings
4/20/2018	42501	A CHICK + A WINDSHIELD	90.00	Equipment Maintenance
4/30/2018	42502	Albertsons/Safeway Inc	46.80	Operating Supplies
4/30/2018	42503	Springs Mountain Water	13.90	Contract Services
4/30/2018	42504	Total Office Solutions, I	218.05	Operating Supplies
4/30/2018	42505	Palmer Lake Water	407.76	Utilities
4/30/2018	42506	Intermountain Rural Elect	836.18	Utilities
4/30/2018	42507	Black Hills Energy	469.22	Utilities
4/30/2018	42508	Pinnacol Assurance	2919.58	Workers Compensation
4/30/2018	42509	Tri-Lakes Disposal	429.00	Utilities
4/30/2018	42510	KONICA MINOLTA BUS SOLUTI	3.19	Contract Services
4/30/2018	42511	Emergency Network Securit	58.00	Utilities
4/30/2018	42512	Jan-Pro of Sourhthern Colo	275.00	Building Maintenance
4/30/2018	42513	Five Star Insurance	113.40	Life Insurance Premiums
4/30/2018	42514	Comcast Cable	105.91	Utilities
4/30/2018	42515	MATRIX Design Group	1879.68	Grants Expense-DOUG
4/30/2018	42516	CINTAS	187.54	Building Maintenance
4/30/2018	42517	Goldstar Products Inc.	2967.30	Capital Equipment
4/30/2018	42518	American Medical Response	67.62	Medical Equip/Supplies
4/30/2018	42519	ELLISON TRUCKING	351.00	Contract Services
4/30/2018	42521	Colorado Departme of Reve	500.00	Misc.-deposited DOR check
4/30/2018	42522	Mountain States Recreatio	5000.00	Capital Equipment
4/30/2018	42523	Tri-Lakes Disposal	498.00	Utilities
4/30/2018	42524	In Compliance Products, I	121.17	Operating Supplies
4/26/2018	111111	Paycom Payroll LLC	37762.28	Salaries/Wages Regular
4/6/2018	1042061	Rampart Supply, Inc	26.35	Operating Supplies
4/6/2018	1042062	Cynthia Allen	43.15	Misc Expenses
4/6/2018	1042063	UNCC	47.85	Utilities
4/6/2018	1042064	Palmer Lake Sanitation Di	1165.70	Utilities
4/6/2018	1042066	Palmer Lake Water	299.52	Utilities
4/20/2018	1042067	Level 3 Communications	96.38	Utilities
4/20/2018	1042068	Total Office Solutions, I	125.43	Operating Supplies
4/20/2018	1042069	AIRGAS USA,LLC	72.42	Operating Supplies
4/20/2018	1042070	Widner Juran LLP	989.75	Professional Svcs-Legal
4/23/2018	1042071	Century Link	238.55	Utilities
4/23/2018	1042072	Dana Kepner	2971.52	Water Meters / Parts
4/23/2018	1042073	Tetra Tech, Inc.	6817.45	Capital Equipment-TANK
4/23/2018	1042074	DPC INDUSTRIES INC	70.00	Operating Supplies
4/23/2018	1042075	Tetra Tech, Inc.	194.81	Capital Equipment-TANK
4/23/2018	1042076	Butler Snow	10410.05	Capital Equipment-TANK
4/27/2018	1042077	POSTMASTER	412.16	Postage
4/30/2018	1042078	Palmer Lake Water	299.52	Utilities

Check Register Summary

DATE	CHECK #	PAYEE	AMOUNT	ITEMS PURCHASED
4/30/2018	1042079	Intermountain Rural Elect	3701.10	Utilities
4/30/2018	1042080	Black Hills Energy	213.84	Utilities
4/30/2018	1042081	Dana Kepner	2076.90	Water Meters / Parts
4/30/2018	1042082	Tri Lakes Printing	245.00	Publication/Legal Notices
4/30/2018	1042083	Water Matters	662.50	Capital Equipment-TANK
4/30/2018	1042084	Oreilly Automotive, Inc	49.99	Operating Supplies
4/30/2018	1042085	Pinnacle Assurance	265.42	Workers Compensation
4/30/2018	1042086	White Mountain Technology	4047.12	Payment Processing
4/30/2018	1042087	Five Star Insurance	18.90	Life Insurance Premiums
4/30/2018	1042088	In Compliance Products, I	40.38	Operating Supplies
4/2/2018	999000642	VOID VOID VOID	0.00	VOID CHECK# 999000642
4/2/2018	999000643	VOID VOID VOID	0.00	VOID CHECK# 999000643
4/2/2018	999000649	Fire + Police Pension Ass	1570.67	FPPA
4/12/2018	999000650	Colorado Water Resources	52485.49	Water Loan Principal Repa
4/13/2018	999000651	Paycom Payroll LLC	29723.59	Salaries/Wages Regular
4/13/2018	999000652	Paycom Payroll LLC	10040.55	Salaries/Wages Regular FE
4/16/2018	999000653	Fire + Police Pension Ass	1705.81	FPPA-POLIC

Grand Total:**220591.14**



Formerly HD Supply Waterworks

Bid Proposal for Town of Palmer Lake 6" Water Line

CUSTOMER

TOWN OF PALMER LAKE

42 VALLEY CRESCENT

PALMER LAKE, CO 80133

Attn Steve**Job**

Town of Palmer Lake 6" Water Line

Palmer Lake, CO

Bid Date: 03/27/2018

Bid #: 551533

CONTACT

Sales Representative

Core & Main Colorado Springs

(T) 719-576-8588

(F) 719-576-8732

Darrell.Looper@coreandmain.com

Core & Main

2050 Reliable Circle

Colorado Springs, CO 80906

(T) 719-576-8588

NOTES



Formerly HD Supply Waterworks

Bid Proposal for Town of Palmer Lake 6" Water Line

TOWN OF PALMER LAKE
Job Location: Palmer Lake, CO
Bld Date: 03/27/2018
Core & Main Bid #: 551533

Core & Main
 2050 Reliable Circle
 Colorado Springs, CO 80906
 Phone: 719-576-8588
 Fax: 719-576-8732

Seq#	Qty	Description	Units	Price	Ext Price
20		PLEASE NOTE THAT WE DO NOT GUARANTEE OUR QUOTE FOR ACCUAR CY. PLEASE CHECK THE PLANS AND SPECIFICATIONS. ANY QUESTI ONS PLEASE CALL 1-719-576-8588 THANKS.			
30					
40					
50					
60					
70					
90		CUSTOMER LIST PROVIDED			
110		1680' 6" DR14			
120	1680	6 C900 DR14 PVC PIPE (G) MARKINGS PC305	FT	5.52	9,273.60
130	7	LUBE 1 QT F/WATER/SWR PIPE	EA	N/C	N/C
140	1	GASKET LUBE SWAB	EA	3.58	3.58
				C900 6" 1680'	9,277.18
		Average price per		FT	5.52
160		FIRE HYDRANTS			
170	4	5-1/4 AVK HYD 6'6"B 6MJ NST OL YELLOW	EA	2,420.94	9,683.76
180	4	17 LB ANODE BAG CSU W/50' LEAD	EA	80.00	320.00
190	4	CAB133H COPPER SLEEVE	EA	0.45	1.80
				FIRE HYDRANT 4 EACH	10,005.56
		Average price per		EA	2,501.39
210		GATE VALVES 9 EACH			
220	9	6 AVK #65 MJ GV O/L W/LUG 65-150-0709634P34	EA	555.26	4,997.34
230	9	664-A LF VALVE BOX KIT W/LID CONSISTING OF COMPONENTS	EA	80.00	720.00
270	9	24 #60-A VALVE BOX EXT	EA	34.84	313.56
280	9	9 LB ANODE BAG W/25' LEAD	EA	47.60	428.40
290	9	CAB133H COPPER SLEEVE	EA	0.45	4.05
310		MJ PLUG			
320	1	6 MJ PLUG EPOXY (I) CP DI C153	EA	51.16	51.16
				GATE VALVE 9 EACH	6,514.51
		Average price per		EA	723.83
340		6" MJ CROSSES			
350	2	6X6 MJ CROSS EPOXY CP DI C153	EA	175.00	350.00
360	2	9 LB ANODE BAG CSU W/50' LEAD	EA	47.60	95.20
370	2	CAB133H COPPER SLEEVE	EA	0.45	0.90
390		ANCHOR COUPLING IF NEEDED			
400	6	6X13 MJ ANCH CPLG (I) DI C153 EPOXY	EA	145.00	870.00
				MJ CROSS	1,316.10
420		6X6 SS TAP SLEEVE			



Formerly HD Supply Waterworks

Bid Proposal for Town of Palmer Lake 6" Water Line

Bid #: 551533

Seq#	Qty	Description	Units	Price	Ext Price
430	1	452-0690-6 6X6 SS TAP SLV JCM 6.83-7.16 OD	EA	872.86	872.86
		TAP SLEEVE			872.86
450		HYDRANT BLOCKS			
460	8	CONCRETE PAD 18IN X 18IN X 4IN HYDRANT PAD	EA	14.40	115.20
		HYDRANT BLOCKS			115.20
480		6" TAP VALVE			
490	1	6 AVK #45 MJ RW TAP VLV L/ACC OL 45-150-6708631029	EA	786.50	786.50
500	1	664-A LF VALVE BOX KIT W/LID CONSISTING OF COMPONENTS	EA	80.00	80.00
540	1	24 #60-A VALVE BOX EXT	EA	34.84	34.84
550	1	6X1/8 FLG ACC RR FF	EA	9.74	9.74
560	1	9 LB ANODE BAG CSU W/50' LEAD	EA	47.60	47.60
570	1	CAB133H COPPER SLEEVE	EA	0.45	0.45
		TAP VALVE 6"			959.13
590		MEGA LUGS AND CORE BLUE BOLTS			
600	24	6 EBAA MEGALUG C900&IPS 2006PV RED	EA	30.41	729.84
610	24	6" COR-BLUE MEGALUG ACC KIT L/GLAND-W/3/4"X4" B&N	EA	15.38	369.12
		MEGA LUG W/ACC			1,098.96
		Average price per	EA		45.79
630		COPPER TRACER WIRE 3 ROLLS			
640	1500	12GA X 500 BLUE SOLID WIRE 45 MIL PE JACKET 600V DIRECT BURY	FT	0.19	285.00
650	6	SPLIT BOLT KIT KS90	EA	3.31	19.86
660	8	2 X 60 YD DUCT TAPE	EA	4.93	39.44
		TRACER WIRE 3 ROLLS			344.30
		Average price per	FT		0.23
680		ROMAC SADDLE TAPS 29 EACH			
690	29	202NS-0750 RM 6X3/4CC NYL SAD 6.63-7.50 OD NYLON DBL SS STRAP 7.50X3/4CC	EA	100.96	2,927.84
700	29	76100 3/4 BALL CURB FLRXFL NO LEAD	EA	69.76	2,023.04
710	29	74701B 3/4 BALL CORP STOP NL CCXFLR NO LEAD	EA	48.78	1,414.62
720	900	3/4X100'(K) SOFT COPPER TUBING	FT	3.62	3,258.00
730	29	95-E ADJ CI SERVICE BOX COMP IMPORT	EA	42.50	1,232.50
740	29	2"X4"X8' #2 SPF LUMBER	EA	3.53	102.37
		WATER SERVICES 29 EACH			10,958.37
		Average price per	EA		377.87
760		METER PIT AND DOME			
770	29	DFW-2448B 24"DIA X 48"DEEP BLK PIT TAXI MODEL LIGHT WALL	EA	184.38	5,347.02
780	29	24" M70-AL DOME/CI LID/AL-IL	EA	105.63	3,063.27
790	29	AYM 737-2-WDC33 VERT SETTER	EA	174.78	5,068.62
		METER PIT AND DOME 29 EACH			13,478.91
		Average price per	EA		464.79
				Sub Total	54,941.08
				Tax	0.00
				Total	54,941.08

1680' C900 DR14

4 ea 6 1/2' Bury FH

9 ea 6" GV

2 ea 6" MJ Crosses USA

1 ea 6" x 6" SS Tap Saddle

8 ea Hydrant Blocks

1 ea 6" Tap Valve w Acc Kit

24 ea Acc Kits Blue with PVC Mega Lugs

3 Rolls Copper Tracer

6" Romac Saddle

3/4" Flare McDonald CS

CS Box

Meter Pit & Dome

Meter Setter McDonald

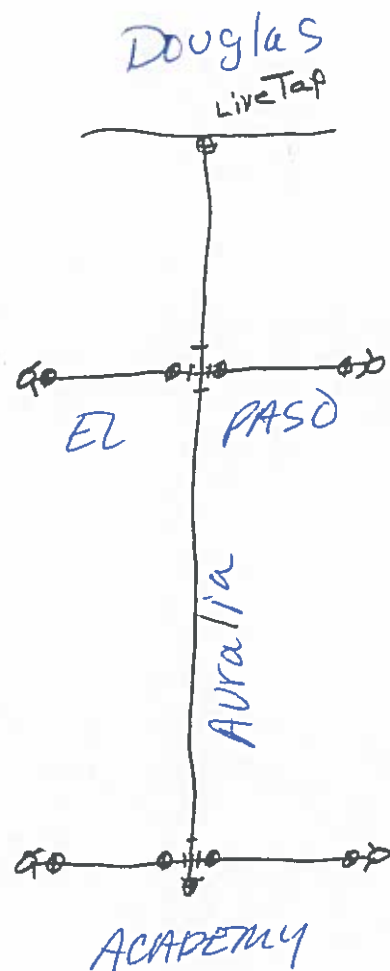
3/4 CC Corp McDonald

100' Roll 3/4 K Copper

29 Taps 1000 $\frac{ea}{ea}$ = \$29,000

Exc

\$62,160



PALMER LAKE, COLORADO

ORDINANCE NO. 10 OF 2018

AN ORDINANCE APPROVING THE MINOR SUBDIVISION OF ALL OF BLOCK 6, ELEPHANT ROC ACRES AND THE VACATED PORTION OF FRONTIER LANE, PALMER LAKE, COLORADO

WHEREAS, GREG AND SANDY EASTON ("OWNERS"), ARE THE OWNERS OF PROPERTY DESCRIBED AS ALL OF BLOCK 6, ELEPHANT ROC ACRES AND THE VACATED PORTION OF FRONTIER LANE, PALMER LAKE, COLORADO ("PROPERTY"); AND

WHEREAS THE OWNER HAS APPLIED FOR APPROVAL OF A MINOR SUBDIVISION OF THE PROPERTY INTO 3 CONFORMING LOTS AS DEPICTED IN THE REPLAT MAP ATTACHED HERETO AS EXHIBIT A ("APPLICATION"); AND

WHEREAS, THE APPLICATION MEETS THE CRITERIA FOR MINOR SUBDIVISION APPROVAL UNDER CHAPTER 16.36 OF THE TOWN OF PALMER LAKE MUNICIPAL CODE; AND

THE TOWN OF PALMER LAKE PLANNING COMMISSION CONDUCTED A PUBLIC HEARING ON APRIL 18, ON THIS APPLICATION AND MADE A RECOMMENDATION FOR APPROVAL

WHEREAS, THE BOARD OF TRUSTEES HEREBY DETERMINEŚ THAT THE APPLICATION COMPLIES WITH ALL APPLICABLE TOWN REGULATIONS; AND

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO, AS FOLLOWS:

Section 1. The Town of Palmer Lake Board of Trustees approves the above identified Application.

Section 2. This ordinance will be effective and recorded as described in Exhibit A, which is attached hereto and incorporated herein by this reference.

Section 4. Severability. It is hereby declared to be the intention of the Board of Trustees of the Town of Palmer Lake, Colorado that the sentences, clauses and phrases of this ordinance are severable, and if any sentence, clause or phrase of this ordinance be declared unconstitutional or invalid by the valid judgment or decree of Court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining sentences, clauses or phrases of this ordinance since the same would have been enacted by the Board of Trustees without the incorporation of any unconstitutional or invalid sentence, clause or phrase.

Section 5. Publication and Effective Date. The Town Clerk shall certify to the passage of this ordinance and cause notice of its contents and passage to be published by title only. This Ordinance shall become effective thirty (30) days after the date of publication.

THIS ORDINANCE WAS INTRODUCED, PASSED, APPROVED AND ADOPTED ON THIS 10TH DAY OF MAY, 2018 BY A VOTE OF FOR AND AGAINST.



JOHN CRESSMAN, MAYOR

ATTEST:

VERLA BRUNER, TOWN CLERK

I hereby certify that the above Ordinance was adopted by the Board of Trustees of the Town of Palmer Lake at its meeting of May 10, 2018, and ordered published by title only by _____ newspaper on _____, 2018.

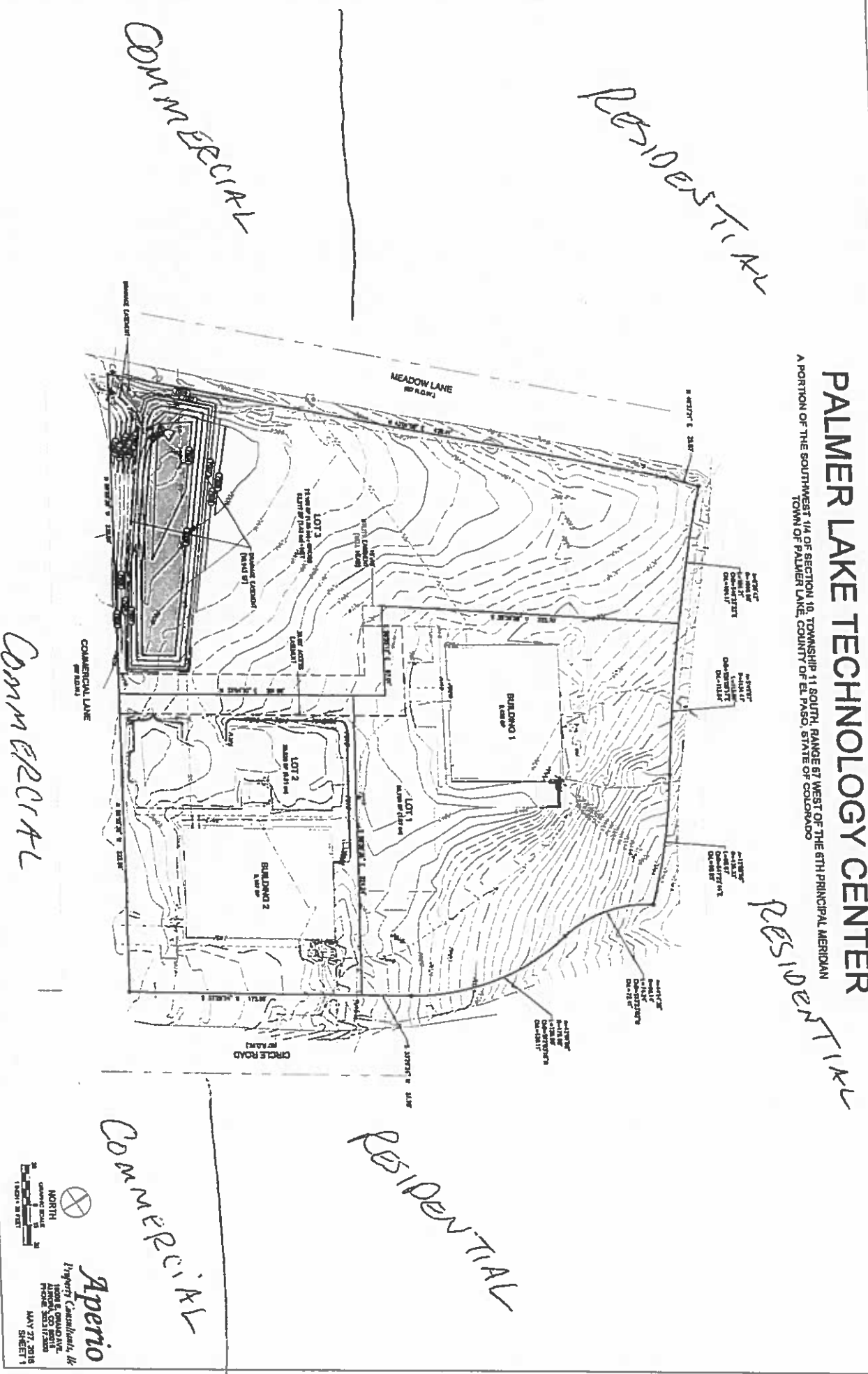
Verla Bruner, Town Clerk

EXHIBIT A FOLLOWS

Attachment A

PALMER LAKE TECHNOLOGY CENTER

A PORTION OF THE SOUTHWEST 1/4 OF SECTION 10, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN
TOWN OF PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO





Town of Palmer Lake
Minutes from Planning Commission Meeting
April 18, 2018 @ 6:00 PM
28 Valley Crescent/ Town Office
This agenda is subject to revision

Item # 1 – Call to Order

Meeting called to order by Chairman Cooper at 7:01pm. Six Commissioners were present; Commissioner Fisher was absent.

Item# 2 – Approval of minutes

Minutes will be presented at the May meeting

Item #3 – S-2-2018, Minor Subdivision, Palmer Lake Technology Center, Circle Road and Commercial Lane

Mr. Tom Dermody was present to represent the landowners, Greg and Sandy Easton. The owners were requesting a minor subdivision of one lot into three conforming lots. The address is 850 Commercial Lane. The owners are not interested in selling off parcels at this time but would like to have separate lots available for bank collateral in case they decide to develop the third lot that would be created. The first two lots have been developed. A property association will be established for the three lots. All three lots will be using the existing well for water and all three lots will use the same detention pond created in lot 3.

Commissioner Bruce made the motion to recommend approval of case S-2-2018, seconded by Commissioner Dickinson. The motion passed 6-0.

Item #4 - Discussion items

a. Minor Subdivision issues

Staff member Cathy Green explained what had taken place at Council meetings regarding the tabling of several land use cases. The last Minor Subdivision (Dona Stuart's land) was tabled until the May meeting. The Town Attorney wanted to better understand how the land was surveyed. She will be meeting with Jerry Hannigan (surveyor) before the next meeting. All agreed that the proper procedure to follow when Council chooses not to approve a land use case, is to send the case back to the Planning Commission with specific questions/concerns.

b. Recodification Subdivision and Zoning Chapters

Staff Cathy Green asked if any of the Commissioners would like to be involved in reviewing Chapters 16 (subdivision) and 17 (zoning) for recodification. Some of the Commissioners were interested. Green said that she would email them when these reviews took place.

c. Comprehensive Plan amendment. Adding boat dock and water activities to Parks Plan.



Town of Palmer Lake
Planning Commission Meeting
April 18, 2018 @ 6:00 PM
28 Valley Crescent/ Town Office
This agenda is subject to revision

Item # 1 – Call to Order

Item# 2 – Approval of minutes

Item #3 – S- 2-2018, Minor Subdivision, Palmer Lake Technology Center, Circle Road and Commercial Lane

Item #4 - Discussion items

- a. Minor Subdivision issues
- b. Recodification Subdivision and Zoning Chapters
- c. Comprehensive Plan amendment. Adding boat dock and water activities to Parks Plan.

Item #5 – Adjourn

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: _____

Fees: _____

Check #: _____

Rec'd By: _____

Case # 5-2-18

Minor Subdivision Application Form

Name of Applicant: PALMER LAKE TECHNOLOGY CENTER, LLC
Address: P.O. Box 1406 MONUMENT 80132 Phone#: 719.264.1725

Name of Proposal: PALMER LAKE TECHNOLOGY CENTER

Tax Schedule #: 7315301002 + 1100000760 \$50

Legal Description: ALL BLK 6 ELEPHANT ROCK ACRES, PALMER LAKE
TOW WITH VAC PORTION OF FRONTIER LANE

Commercial here

This is a Minor Subdivision - A request for a subdivision with less than 5 lots. This request must be accompanied by those items outlined in the Palmer Lake Zoning Regulations.

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

Location of Property: Section: SW 1/4 SECTION 10
Range: 67 WEST

Township: 11 SOUTH

Quarter section: SW 1/4

Nearest Street Intersection: CIRCLE RD + COMMERCIAL LN

Existing Subdivision: RED ROCK ACRES

Current Zoning and Uses of Surrounding Property: N/E RESIDENTIAL
E: RESIDENTIAL
S: COMMERCIAL
W: COMMERCIAL +

Tom Dermody



Signature of Owner

MARCH 9, 2018

Date

Agent for PALMER LAKE TECHNOLOGY CENTER, LLC

March 8, 2018

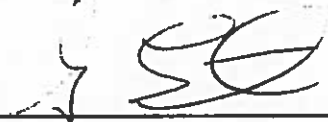
Town of Palmer Lake
42 Valley Crescent
Palmer Lake, CO 80133

To Whom It May Concern:

With this letter we hereby authorize Tom Dermody to act on behalf of Palmer Lake Technology Center, LLC for the purpose of submitting a request for and pursuing a Minor Subdivision as per that application dated March 9th, 2018.

Sincerely,

Palmer Lake Technology Center, LLC

By:  Title: Owner

Greg Easton

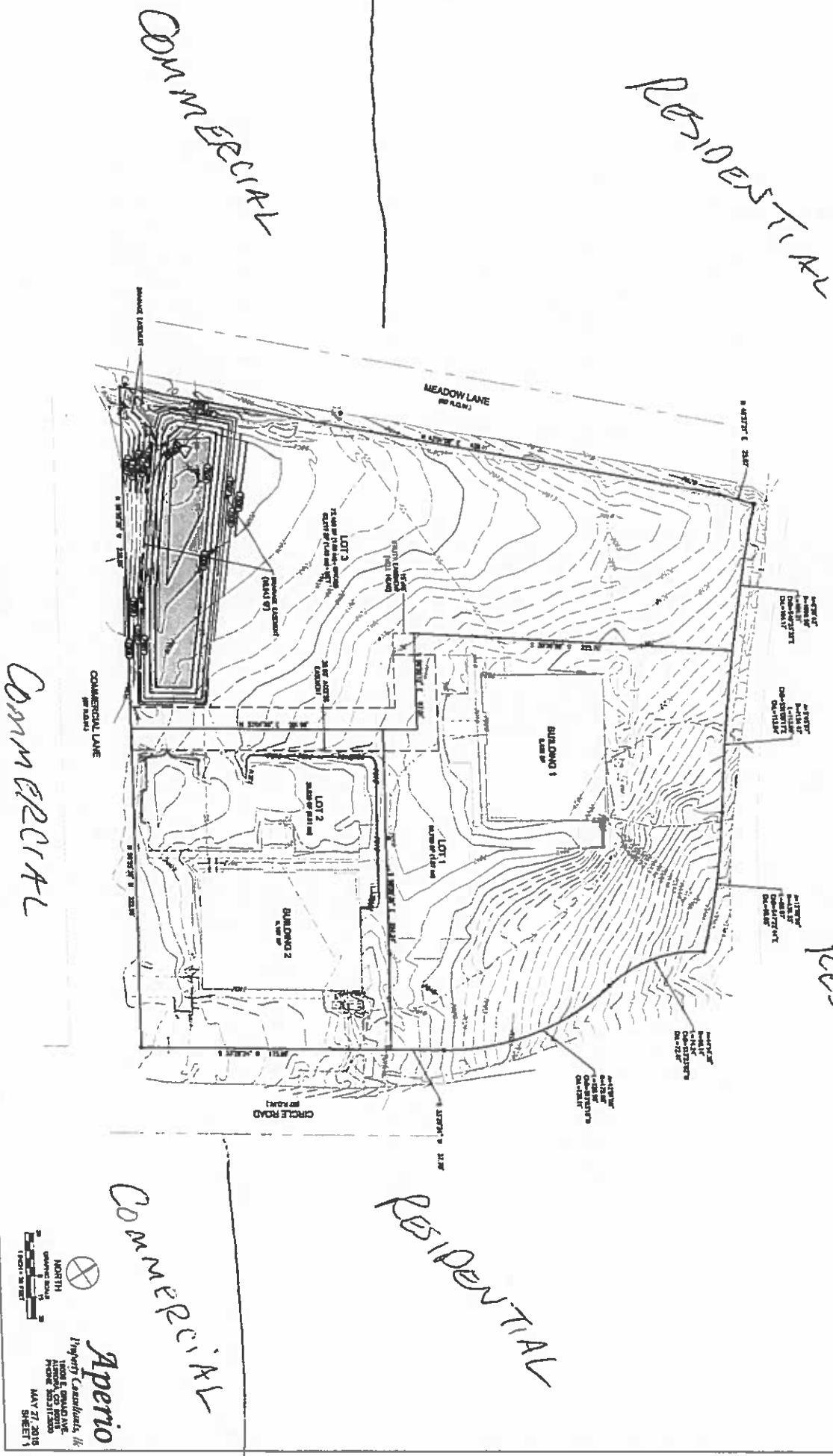
Letter of Intent

The applicant seeks to subdivide (Minor Subdivision) the existing property which currently consists of a single lot containing four (4) acres (174,248 square feet) into three (3) lots of various sizes.

Attachment A

PALMER LAKE TECHNOLOGY CENTER

A PORTION OF THE SOUTHWEST 1/4 OF SECTION 10, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN
TOWN OF PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO



PALMER LAKE, COLORADO

ORDINANCE NO. 6 OF 2018

**AN ORDINANCE APPROVING THE MINOR SUBDIVISION OF ALL OF BLOCK 18, GLEN PARK,
ADDRESSED AS 312 BUENA VISTA AVENUE, PALMER LAKE, COLORADO**

WHEREAS, DONA MULFORD STUART ("OWNER"), IS THE OWNER OF PROPERTY DESCRIBED AS ALL OF BLOCK 18, GLEN PARK, PALMER LAKE, COLORADO ("PROPERTY"); AND

WHEREAS THE OWNER HAS APPLIED FOR APPROVAL OF A MINOR SUBDIVISION OF THE PROPERTY TO REDUCE THE NUMBER OF LOTS FROM FIVE NON-CONFORMING LOTS INTO THREE CONFORMING LOTS AS DEPICTED IN THE REPLAT MAP ATTACHED HERETO AS EXHIBIT A ("APPLICATION"); AND

WHEREAS, THE APPLICATION MEETS THE CRITERIA FOR MINOR SUBDIVISION APPROVAL UNDER CHAPTER 16.36 OF THE TOWN OF PALMER LAKE MUNICIPAL CODE; AND

THE TOWN OF PALMER LAKE PLANNING COMMISSION CONDUCTED A PUBLIC HEARING ON MARCH 14, ON THIS APPLICATION AND MADE A RECOMMENDATION FOR APPROVAL; AND

WHEREAS, THE BOARD OF TRUSTEES HEREBY DETERMINES THAT THE APPLICATION COMPLIES WITH ALL APPLICABLE TOWN REGULATIONS; AND

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO, AS FOLLOWS:

Section 1. The Town of Palmer Lake Board of Trustees approves the above identified Application.

Section 2. This ordinance will be effective and recorded as described in Exhibit A, which is attached hereto and incorporated herein by this reference.

Section 4. Severability. It is hereby declared to be the intention of the Board of Trustees of the Town of Palmer Lake, Colorado that the sentences, clauses and phrases of this ordinance are severable, and if any sentence, clause or phrase of this ordinance be declared unconstitutional or invalid by the valid judgment or decree of Court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining sentences, clauses or phrases of this ordinance since the same would have been enacted by the Board of Trustees without the incorporation of any unconstitutional or invalid sentence, clause or phrase.

Section 5. Publication and Effective Date. This Ordinance shall become effective thirty (30) days after the date of its publication by title only in a newspaper of general circulation within the Town and its posting in full on Town web site.

ORDINANCE PASSED, APPROVED AND ADOPTED ON THIS 12th DAY OF APRIL 2018 BY A VOTE OF __ FOR AND __ AGAINST.

JOHN CRESSMAN, MAYOR	Approved as to Form:
ATTEST:	
VERLA BRUNER, TOWN CLERK	MAUREEN JURAN, TOWN ATTORNEY

EXHIBIT A FOLLOWS

PLATTING THREE LOTS LOCATED IN SECTION 5, T11S, R67W,
OF THE 6th P.M., PALMER LAKE, EL PASO COUNTY, COLORADO.



NOTES:

NOTICE: According to Colorado law you must reexamine your legal system before any changes in this survey within three years after we first discuss with clients. In an event they say action based upon my advice in this survey is considered more than three years old.

NOTES: (continued)

1.) The existing house is located on Lot 2. It does not meet the front setback requirement and will continue to be permitted in it's current non-conforming location.

2.) No amendment is created along part of the front line of Lot 2 to avoid encroaching into the house.

3.) The existing accessory structure on Lot 3 does not meet the current setback requirements and encroaches the utility easement and will continue to be permitted.

The aforementioned property owner has executed these presents on

SURVEYOR'S CERTIFICATE:

I, Jerome W. Hunsicker, a Professional Land Surveyor licensed in the State of Colorado, do hereby certify that the property described hereon by name and bounded as shown was surveyed by me and that said plot was drawn under my supervision and accurately shows the described parcel of land and the subdivisions thereof and that the requirements of Title 38, Colorado Revised Statutes are complied with.

Dated _____ at _____

Professional Land Surveyor

State of Colorado
County of _____ SS: _____
I hereby certify that this instrument was filed for record in my office
at _____ o'clock _____ M. on the _____ day of _____

100

719-481-2752 • FAX 719-481-4071
 1001 E. 15th Ave. Suite 100
 Colorado Springs, CO 80904
 1001 E. 15th Ave. Suite 100
 Colorado Springs, CO 80904

FLANNICAN - ASSOCIATES, INC.
LAND SURVEYING • LAND PLANNING
LAND DEVELOPMENT CENTERS (TNC)

PO BOX VALLEY ROAD
GREENSBORO, NC 27409-6843

(919) 681-6292 • FAX: (919) 681-0871

OFFICE	1313 E
FAX	1313 F
TELEPHONE	1313 G

069820-1



Robert C. Fink
CLERK AND RECORDER
Charles Anderson
DEPUTY

THURSTY WATERS, P.C.
COLORADO REGISTRATION NO. 14163



**LAND SURVEY PLAT
PROPERTY LINE AGREEMENT**
LOTS 4 AND 5, BLOCK 25, GLEN PARK
TOWN OF PALMER LAKE,
COUNTY OF EL PASO, STATE OF COLORADO
S1/4 SEC 5 & NW 1/4 SEC 6, T11S, R67W

MAJOR LAND SURVEYING, INC.
P.O. Box 429
Palmer, LAH. 02450 603-3
(774) 446-8700

PROJECT NO.	03-01-003
DRAWN	BY/DATE
REVISION 1A	03/03
REVISION DATE	
SHEET 1 OF 1	

8754-009

May 7, 2018

Board of Trustees
Palmer Lake Town Council
42 Valley Crescent Street
Palmer Lake, CO 80133

RE: Dona Stuart subdivision of the Mulford Property

Dear Sirs,

Mr. Hannigan's survey submitted for the division of the Mulford property states that Corona Avenue, Bonita Avenue, and Chautauqua Avenue are all three presumed to only be a 40 foot right of way.

We would like to submit documentation showing that the right of way for Corona Avenue is actually 50 feet. The attached survey was scanned and emailed to us by Cathy Green. Under "Corona Avenue" on the left side of the document, it states in parentheses "50' R.O.W." This survey was filed and recorded with the county in April, 2010.

Based on this information, we believe that it is unlikely that both Bonita Avenue and Chautauqua Avenue also only have a 40 foot right of way, and instead probably match Corona Avenue with a 50 foot right of way.

As we said in our first letter, we feel this information is important since the size of the right of ways will significantly affect the size and building options on the submitted plat, possibly causing lot #1 to fall below the 5000 square foot minimum size required.

Thank you again for your time and consideration.

Sincerely,

Ann Carroll
425 Clubview Drive
Woodstock, GA 30189

Karen Thompson
11366 Chimney Rock Trail
Frisco, TX 75033



PLANNING COMMISSION STAFF REPORT

S.1.18

Minor Subdivision 312 Buena Vista

LOCATION OF PROPERTY: 312 Buena Vista

ZONING: R3 - Medium Density Residential

APPLICANT: Dona Mulford Stuart
P.O. Box 11733
Aspen, CO 81612
dona@10thmountain.com

NOTICING:

Property posted: February 12, 2018
Contact: Catherine Green
cathy@palmer-lake.org

PROJECT DESCRIPTION:

This is a request to subdivide a parcel of land owned by Dona Mulford Stuart into three lots. The applicant owns a home on one of the lots, the other two would be available for development of residents.

BACKGROUND:

The applicants wish to subdivide their property into 3 lots. Lot 1 is 5995 SF, Lot 2 is 7042 SF, Lot 3 is 10,236 SF.

ZONING CRITERIA

The R3 zone district requires a minimum of 5000SF.

ANALYSIS – CHAPTER 16.36 Minor Subdivisions The Planning Commission shall make a recommendation to the Board of Trustees, who shall approve the designation of the proposed division as a minor subdivision if it finds the following:

- A. That the proposed lots are not part of any other subdivision approved within one year. *The proposed lots have not been part of any subdivision in the past year.*
- B. That 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. *The proposed division will not contain five or more building lots.*

Town of Palmer Lake

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

Office Use Only

Date: 2-9-18

Fees: 413.36

Check #: 1064

Rec'd By: ST

Application Complete: CS

Case # S-1-2018 Minor Sub

Minor Subdivision Application Form

When a Minor Subdivision is Required:

- The proposed subdivision contains less than five lots
- The all lots in proposed subdivision abut a town thoroughfare or street
- The proposed subdivision meets all other Town ordinances
- There are no requests for waiver of any of the Town regulations

Fees: Minor Subdivision fee is \$400 + \$25 per acre \$413.36

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

Name of Applicant: DONA STUART (AKA DONA MULFORD STUART)
P.O. Box 11733

Applicant's Address: ASPEN, CO 81612 Phone#: 970-309-0069

Applicant's Email Address: dona@10thsmountain.com

Name of Proposal: MULFORD CIRCLE (CURRENTLY 312 BUENA VISTA
PALMER LAKE, CO 80133)

Tax Schedule #: 7105327001
CRESCENT, CORONA, CHAUTAUQUA

Nearest Street Intersection: BONITA, CORSO Existing Subdivision: N/A

Current Zoning and Uses of Surrounding Property: N: _____ CHAUTAUQUA AVE.
R-3 E: _____ BUENA VISTA AVE.
S: _____ BONITA AVE
W: _____ CRESCENT + CORONA AVE

~~SEE EXHIBIT A - LIST PROPERTY OWNERS~~

Each submittal will be presented to the Planning Commission for a recommendation and then followed by a public hearing and APPROVAL/DISAPPROVAL vote at the Board of Trustees meeting.


1/13/18

LETTER OF INTENT

**MULFORD CIRCLE
MINOR SUBDIVISION APPLICATION**

**Dona Stuart, Owner/Applicant for 312 Buena Vista, Palmer Lake, CO
Lots 1-5 of BLOCK 18. GLEN PARK**

INTENT

The applicant desires to reconfigure the existing 5 lots into 3 usable lots as shown on the accompanying plat submitted by Jerome Hannigan, Licensed Surveyor.

This is being done for estate purposes. The new plat will create conforming buildable lots and provide a new property description by which to reference them.

CURRENT STATUS AND CONDITIONS OF PROPERTY

The property is surrounded by public roads all maintained by the Town of Palmer Lake. One single family home, constructed in 1895 is still on the property along with a barn.

All surrounding properties are in residential use and have homes on them.

The Mulford family first acquired the property in Glen Park described as Lots 1-5 of Block 18 in August, 1943 when it was purchased by Dean Zook, husband of Mabel Mulford Zook, paternal grandmother of Dona Stuart. Property was subsequently passed to Warren and Lois Mulford, parents of Dona Stuart. The applicant then inherited the property.

PROPOSED CONDITIONS

The 5 lots will become 3, all of which comply with the area requirements of the existing zoning. The immediate effect is that nothing will change.

Because the existing house and barn were built before the Town had zoning requirements, they do not meet the required front set-backs; they do, however, meet all other requirements.

If and when a home is constructed on either vacant lot, they will be able to meet all zoning requirements.

Signed: _____



Dona Stuart aka. Dona Mulford Stuart

Date: _____

2/7/18

▲ NOTICE ▲
PUBLIC HEARING
WILL BE HELD ON

PLANNING COMMISSION MTG MARCH 14, @ 6PM
TOWN COUNCIL MEETING APRIL 12 @ 7:00PM

**PALMER LAKE TOWN HALL –
28 VALLEY CRESCENT
TO CONSIDER A REQUEST BY:**

DONA MULFORD STUART

**For: A request for a Minor Subdivision in a
Residential Zone District - at 312 Buena
Vista - Lots 1-5, Block 18 of Glen Park**

**A copy of the application is on file at the Town Clerk's Office.
For additional information call the Town Office at 719-481-
2953.**

Posted by: JD Date: 2/12/2018

**This notice must be posted in a conspicuous place by the Town at least 30 days
prior to the voting meeting date and must remain until the last hearing date.
Applicant is responsible for making sure that the posting is visible during the
entire process.**

PALMER LAKE, COLORADO
ORDINANCE NO. 8 OF 2018

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE CONCERNING FIRE AND BURNING RESTRICTIONS WITHIN THE TOWN, SETTING AND IMPOSING THE PENALTY FOR VIOLATIONS THEREOF, AND DECLARING AN EMERGENCY

WHEREAS, THE TOWN OF PALMER LAKE IS A COLORADO MUNICIPAL CORPORATION AUTHORIZED BY STATE LAW, INCLUDING, BUT NOT LIMITED TO, SECTIONS 31-15-401 AND 31-23-301 OF THE COLORADO REVISED STATUTES, TO EXERCISE ITS POLICE POWERS TO PROMOTE AND PROTECT THE HEALTH, SAFETY, AND WELFARE OF THE COMMUNITY AND ITS CITIZENS; AND

WHEREAS, CHAPTER 8.10 OF THE TOWN OF PALMER LAKE MUNICIPAL CODE SETS FORTH REQUIREMENTS FOR FIRE RESTRICTIONS AND BURN PERMITS FOR FIRES WITHIN THE TOWN; AND

WHEREAS, DUE TO ITS URBAN WILDLAND INTERFACE, PROXIMITY TO NATIONAL FOREST AREA USED FOR HIKING, CAMPING AND OTHER ACTIVITIES WHICH ARE OFTEN ACCOMPANIED BY CAMP AND OTHER FIRES AND OTHER CONCERNS MAKING THE TOWN VULNERABLE TO WILDFIRES AND OTHER DANGERS FROM UNATTENDED OR CARELESS BURNING, THE TOWN DESIRES TO AMEND CHAPTER 8.10, TO INCLUDE SETTING FORTH MINIMUM PENALTIES FOR VIOLATIONS OF THE CHAPTER; AND

WHEREAS, THE TOWN BOARD FINDS THAT AN EMERGENCY EXISTS AND THE IMMEDIATE EFFECTIVENESS OF THIS ORDINANCE IS NECESSARY TO PRESERVE THE PUBLIC HEALTH, SAFETY AND WELFARE.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO:

Section 1. Chapter 8.10 entitled "Fire Restrictions and Burn Permits" is repealed and readopted with a new title to read as follows in its entirety:

CHAPTER 8.10
FIRE RESTRICTIONS AND BURN PERMITS

Sections:

8.10.010	Definitions
8.10.020	Unlawful Acts
8.10.030	Implementation of Fire Restrictions and Notice
8.10.040	Outdoor Grilling and Recreational Fires
8.10.050	Penalty for Violations

8.10.010. Definitions.

“El Paso County Fire Restrictions” means either El Paso County Stage 1 Restrictions or El Paso County Stage 2 Restrictions as imposed within the unincorporated areas of El Paso County, Colorado, in accordance with El Paso County Ordinance 15-001, as may be amended from time to time.

“Extinguished” means no excessive heat or visible flames, smoke, or emissions exist or hot embers are present.

“Fire pit” means an approved container for the purpose of containing flammable materials, embers, flame and sparks of an outdoor fire (recreational fire) to keep the fire from spreading beyond the container, and which must at all times meet the requirements set forth in Section 8.10.040.

“Fireworks” means a pyrotechnic device consisting of combustibles designed to burn or explode for the purpose of generating a loud noise, light, sparks, smoke or projectile propulsion for entertainment or display.

“Open burning” means vegetation management that involves the combustion of one or more piles of clean, dry natural vegetative material on an open premises, or on any public street, alley or other land adjacent to such premises the prescribed burning of fence lines or rows, fields, farmlands, rangelands, wild lands, trash and debris on any public street, alley or other land adjacent to such premises.

“Open fire” means an outdoor fire, including but not limited to Vegetation Management Burning, recreational fires, the use of explosives, outdoor welding or operating an acetylene or other torch with open flame other than in an area cleared of all flammable materials, fireworks of all kinds or brands, and the prescribed burning of fence lines.

“Outdoor commercial gas-fueled fire pit” means a commercially manufactured and sold ornamental structure of not more than three feet in diameter, the flame of which is fueled by natural gas or propane for outdoor fires, the medium of which is decorative, such as ceramic logs, fire glass, or lava rock, and that does not produce embers or sparks.

“Recreational Fire” means an outdoor fire used for pleasure, religious, ceremonial, warmth or similar purposes, including, but not limited to, campfires, fire pits, warming fires, charcoal grill fires, fires in wood-burning stoves involving the burning of charcoal or clean firewood, as well as outdoor commercial gas-fueled fire pit fires.

“Red Flag Warning” means a forecast warning issued by the National Weather Service to inform area firefighting, land use management agencies, municipalities and the public that conditions are ideal for wildland fire ignition and propagation either currently or within 24 hours.

“Town Imposed Fire Restrictions” shall mean any restrictions imposed in accordance with Section 8.10.030(B) of this Chapter, which may be in addition to or in lieu of any Town Stage I Restrictions or Town Stage II Restrictions.

“Town Stage I Restrictions” as in effect in Palmer Lake means that the following outdoor activities are prohibited:

1. Open Fire and Open Burning except that the following shall be allowed: (a) outdoor grilling that complies with the requirements of 8.10.040(A); (b) fires contained within liquid-fueled or gas-fueled stoves; (c) fires within outdoor commercial gas-fueled fire pits that meet the requirements of 8.10.040(B); (d), recreational fires that meet the requirements of Section 8.10.040(C); and (e) outdoor welding or operating an acetylene or other torch with open flame if in an area cleared of all flammable materials.
2. The sale or use of Fireworks except commercial or community fireworks displays properly permitted.
3. Outdoor (which does not include within an enclosed vehicle or building) smoking except (a) at private residences in an area cleared of all flammable materials including dry vegetation and not on a deck made of combustible materials or under the eaves of a structure of combustible vegetation and so long as the smoked product is fully extinguished, or (b) at commercial or retail establishments in a designated area cleared of all flammable materials including dry vegetation and not on a deck made of combustible materials or under the eaves of a structure of combustible vegetation and so long as the smoked product is fully extinguished and a non-combustible receptacle for disposing of such extinguished product is provided such as sand-filled ashtray).;

“Town Stage II Restrictions” as in effect in Palmer Lake means that the following outdoor activities are prohibited in addition to those prohibited under Town Stage I Restrictions:

1. All recreational fires and charcoal grill fires.
2. Fires contained within liquid-fueled or gas-fueled stoves.
3. All outdoor welding or operating an acetylene or other torch with open flame.
3. The sale or use of all Fireworks.

“Water System” shall have the same meaning as the term “water system” as defined in Section 13.08.04 of this Code and include any hiking trail or road thereto.

Section 8.10.020. Unlawful Acts.

- A. The restrictions and prohibitions in this Chapter shall not apply to any federal, state, or local officer or member of an organized rescue or firefighting force, in the performance of an official duty.

- B. It shall be unlawful to engage in any activity prohibited by Stage I or Stage II Fire Restrictions as set forth in Section 8.10.010 and 8.10.030(A) when any such restrictions are in effect within the Town, including public, private, state and applicable federal lands, inclusive of the Water System.
- C. It shall be unlawful to engage in any activity prohibited by Town Imposed Fire Restrictions as set forth in Sections 8.10.010 and 8.10.030(B) when any such restrictions are in effect within the Town, including public, private, state and applicable federal lands, inclusive of the Water System.
- D. It shall be unlawful for any person to engage in any Open Burning within the Town at any time, inclusive of the Water System, regardless of whether any Stage I or Stage II Fire Restrictions or Town Imposed Fire Restrictions are in effect.

Section 8.10.030. Implementation of Fire Restrictions and Notice.

- A. The Town shall at all times be under Town Stage I Fire Restrictions on all public and private property and on Town owned property to include the Water System.
- B. Whenever El Paso County, Colorado, imposes and advertises El Paso County Stage II Fire Restrictions within the unincorporated areas of El Paso County in accordance with El Paso County Ordinance 15-001, as may be amended, such action shall also mean that Town Stage II Restrictions, shall be automatically imposed within the boundaries of the Town of Palmer Lake on all public and private property and on Town owned property to include the Water System. The Town shall post notice of such fire restrictions on the Town web site, at Town Hall, at the Palmer Lake Post Office, and at the major trailheads to the Water System. Upon a cessation of El Paso County Stage II Fire Restrictions within the unincorporated areas of El Paso County, such Town Stage II Restrictions shall also automatically cease to be applicable within the Town, as the case may be, without limiting the ability of the Town to impose additional or different Town Imposed Fire Restrictions in accordance with Subsection (C). Upon a cessation of El Paso County Stage II Fire Restrictions, and resulting cessation of Town Stage II Restrictions, the Town shall alter or remove the provided notices, as relevant.
- C. Whenever a Red Flag Warning is issued which includes the Town of Palmer Lake, such action shall also mean that Town Stage II Restrictions as defined herein shall also be automatically imposed within the boundaries of the Town of Palmer Lake on all public and private property and on Town owned property to include the Water System. The Town shall post notice of such fire restrictions on the Town web site, at Town Hall, at the Palmer Lake Post Office, and at the major trailheads to the Water System. Upon a change in or cessation of the Red Flag Warning applicable to the Town, such Town Stage II Restrictions shall also cease to be applicable within the Town, without limiting the ability of the Town to impose additional or different Town Imposed Fire Restrictions in accordance with Subsection (C). Upon a resulting cessation of Town Stage II Restrictions, the Town shall alter or remove the provided notices, as relevant.

- D. In addition to the Stage II Restrictions automatically imposed as set forth in Subsection (A), in the event that the Mayor or the Town Board of the Town of Palmer Lake determines, in consultation with the Fire Department, that an emergency exists and the fire danger in the Town or on Town owned property, to include the Water System, is above normal, then the Mayor or his designee or the Town Board, in consultation with the Fire Department, may declare that a fire danger exists and impose appropriate fire restrictions by written declaration. Such Town Imposed Fire Restrictions may be in addition to or in lieu of, and may or may not be the same as either Town Stage I or Stage II Fire Restrictions. Upon issuance of such emergency declaration and imposition of Town Imposed Fire Restrictions, the Town shall post notice of such Town Imposed Fire Restrictions on the Town web site, at Town Hall, at the Palmer Lake Post Office and at the major trailheads to the Water System. Town Imposed Fire Restrictions imposed hereunder shall remain in effect for the entirety of the time that such restrictions are posted in accordance with this Section. Upon a change in or the cessation of Town Imposed Fire Restrictions, the Town shall alter or remove the provided notices, as relevant.
- E. In addition to the legally required notice as set forth in subsections A, B and C of this Section, the Town may pursue, as a courtesy only, additional notice of the applicable fire restrictions to the public through a general press release to newspapers, radio and television channels operating or distributed within the Town. In addition, the Town may pursue, as a courtesy only, a posting of notice of any Town Stage I, Town Stage II or Town Imposed Fire Restrictions at designated signs.

Section 8.10.040. Outdoor Grilling and Recreational Fires.

A. Outdoor grilling.

1. Charcoal grill fires including within commercially manufactured grills designed for the purpose of cooking of food outdoors are prohibited during Town Stage II Fire Restrictions and both outdoor charcoal and outdoor gas or propane fueled grill type fires may be prohibited if the Town imposes Town Imposed Fire Restrictions that address and effect the same.
2. Outdoor grilling in other than a commercially manufactured grill designed for the purpose of cooking of food outdoors shall be treated the same as a recreational fire and the pit used for such grilling is subject to the requirements of subsection C of this Section.
3. Outdoor charcoal or gas or propane-fueled grill type fires in commercially manufactured grills intended for such purpose, when otherwise permitted, are allowed at private residences only (no public lands) in an area cleared of all flammable materials including dry vegetation and if not located on a deck made of combustible materials or under the eaves of a structure of

combustible vegetation.

B. Recreational fires in outdoor commercial gas-fueled fire pits.

1. Recreational fires in outdoor commercial gas-fueled fire pits are prohibited during Town Stage II Fire Restrictions and may be prohibited if the Town imposes Town Imposed Fire Restrictions that address and effect the same.
2. Recreational fires in outdoor commercial gas-fueled fire pits are allowed in the Town, or on Town owned property, in approved commercial gas-fueled fire-pits only if the fuel being burned is that for which the commercial gas-fueled fire pit is designed, there are no additional combustible materials added to the fire, and the use thereof otherwise complies with the requirements of subsection (C)(11), (12) and (13). Open fire in outdoor commercial gas-fueled fire pits may be prohibited if the Town imposes Town Imposed Fire Restrictions that address and effect the same.

C. Recreational fires in fire pits other than outdoor commercial gas-fueled fire pits.

1. Recreational fires in fire pits including outdoor commercial gas-fueled fire pits are prohibited during Town Stage II Fire Restrictions and may be prohibited if the Town imposes Town Imposed Fire Restrictions that address and effect the same.
2. No recreational fire shall be burned within the Town at any time (regardless of whether any Town Stage I, Town Stage II or Town Additional Fire Restrictions are in effect), other than in an outdoor commercial gas-fueled fire pit in compliance with subsection B of this section or in a permanent fire pit for which the owner or occupant of the property on which such fire pit is located has been issued a current and valid permit for such fire pit from the Town Fire Department following inspection for compliance with this chapter.
3. Fire pit permits issued by the Town Fire Department are valid for one year from the date of issuance and all permitted fire pits may be used only if in the same state as the fire pit was in on the date it was inspected and the permit was issued. Only one permit may be issued per lot.
4. The Town may charge a fee for an annual fire permit in an amount if and as set by the Board of Trustees by resolution.
5. The Palmer Lake Fire Department will maintain a database of issued fire pit permits to include the issuance and expiration dates of same and information on the dimensions of each permitted fire pit, its location on the property and the dimensions of the required pad on which it sits.
6. The Palmer Lake Fire Department may rescind a permit if the permitted fire-

pit is used other than in compliance with this Section, if the fire pit falls into disrepair, or if the pad on which the fire pit sits becomes vegetated or other combustible materials are found to be present within the required radius of the non-combustible pad.

7. Recreational fire pits other than outdoor commercial gas-fueled fire pits must have a base no larger than 36 inches in diameter and side walls no taller than 24 inches with no holes that could allow sparks to escape.
8. All recreational fire pits other than outdoor commercial gas-fueled fire pits must have a covering spark arrester screen with holes no larger than ½ inch, which arrester must be in place at all times that the fire pit is being used.
9. All recreational fire pits other than outdoor commercial gas-fueled fire pits must be located in a permanent spot on a non-combustible pad that extends 15 feet from the center of the fire pit in all directions, and shall not be moved from such location without applying for a new permit.
10. All recreational fires must burn only wood or charcoal and any wood burned must be free of any contaminants including insecticides, fungicides, paint, varnish, resin or glue or any other adulterants (with the short term exception of a commercial fire starter).
11. When a fire pit is in use, to include any outdoor commercial gas-fueled fire pit, flames shall not to exceed 2 feet in height.
12. When a fire pit is in use, to include any outdoor commercial gas-fueled fire pit, water, a charged hose or a fire extinguisher must be within reach of the required attendant at all times.
13. When a fire pit is in use, to include any outdoor commercial gas-fueled fire pit, it must be attended at all times by a responsible adult over the age of 18 as long as there are flames, sparks or glowing embers or coals present.

8.10.050 Penalty for Violations.

Any person found guilty of violating any provision of this Chapter shall be punished as follows:

1. For any violation involving fireworks, open burning or an open fire, to include without limitation prohibited recreational fires, a minimum fine amount of \$1000 and up to a maximum of one (1) year in jail.
2. For any violation involving prohibited smoking, a minimum fine amount of \$500 and up to a maximum of one (1) year in jail.

3. For any violation other than a violation set forth in subsection 1 or 2 above, a penalty in the discretion of the court

Section 2. Severability. It is hereby declared to be the intention of the Board of Trustees of the Town of Palmer Lake, Colorado that the sentences, clauses and phrases of this ordinance are severable, and if any sentence, clause or phrase of this ordinance be declared unconstitutional or invalid by the valid judgment or decree of Court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining sentences, clauses or phrases of this ordinance since the same would have been enacted by the Board of Trustees without the incorporation of any unconstitutional or invalid sentence, clause or phrase.

Section 3. Effective Date and Publication. This ordinance shall become effective thirty days after its publication and the Town Clerk shall certify to the passage of this ordinance and cause notice of its contents and passage to be published or posted by title only.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2018 BY A VOTE OF __ FOR AND __ AGAINST.

JOHN CRESSMAN, MAYOR

ATTEST:

VERLA BRUNER, TOWN CLERK

I hereby certify that the above Ordinance was adopted by the Board of Trustees of the Town of Palmer Lake at its meeting of _____, 2018, and ordered published by title only by _____ newspaper on _____, 2018.

Verla Bruner, Town Clerk

Palmer Lake Fire Restrictions

This is a summary of the Palmer Lake fire restrictions as adopted by Ordinance No. ____ of 2018. The Town of Palmer Lake will at all times be under Town Stage I Fire Restrictions unless it is automatically raised to Stage II by El Paso County imposing El Paso County Stage II Fire restrictions for unincorporated areas of the county, or if there is a Red Flag Warning issued that encompasses the Town.

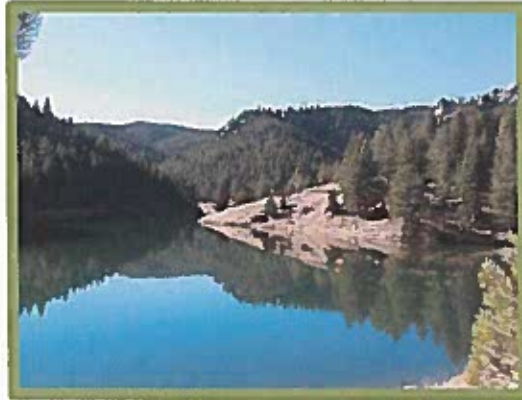
Activity	Permanent Town Stage I Fire Restrictions	Town Stage II Fire Restrictions
Open burning of any type	Not allowed	Not allowed
Recreational Fires	Allowed only as: 1. A firewood fire in a permanently constructed fire-pit and pad annually permitted by the PLFD with flame restrictions and screening. 2. A gas-fueled fire in an outdoor commercial gas fueled patio fire-pit.	Not allowed Not allowed
Outdoor cooking	Allowed only in areas cleared of all combustibles in: 1. A gas fueled grill 2. A charcoal grill 3. Gas or liquid fueled cook stove (Coleman type camp stove)	Allowed Not allowed Not allowed
Outdoor smoking	Allowed only at: 1. Private residences in area cleared of all combustibles as long as fully extinguished 2. Commercial or retail establishment in a designated area for that purpose cleared of all combustibles and with a receptacle for disposal	No outside smoking allowed
Sale or use of fireworks.	Not allowed	Not allowed
Commercial or Community Fireworks display	Allowed if properly permitted by the PLFD	Allowed if properly permitted by the PLFD
Outdoor use of explosives, welding or torches for construction or repair.	Allowed in areas cleared of combustibles.	Not allowed

Other Details, Prohibitions or Exemptions to the Palmer Lake Fire Restrictions

1. If the fire danger is determined to be above normal, the Mayor or Town Board may impose fire restrictions that may be in addition to, in lieu of, and/or different from Town Stage I or II Restrictions.
2. Palmer Lake will post the existing Fire Restrictions at the Town web site, Town Hall and the Town Post Office. Additionally, the Town may also post on designated signs in Town and on local social media, newspapers, radio and television.
3. Fires are allowed as required by any federal, state or local officer or member of an organized rescue or firefighting force, in the performance of an official duty, including fires arranged for, set and controlled by the Palmer Lake Fire Department for training purposes.

Town Administrator and Staff Reports –

May 10



Updates and Announcements:

- GOCO grant/Pedestrian Bridge: The dirt is being moved and compacted for the bridge. Meanwhile, RFP's are coming in for the final project completion.
- Alicia Gatti from The Depot" has been raising funds to replace the pump for the fountain in Palmer Lake. She has ordered the new pump and arranged for its safe installation. Alicia has worked hard to organize and raise the funds to keep Palmer Lake's fountain.
- The annual Fishing Derby will be held on June 2 followed by "Hooked on Palmer Lake".
- The next Awake the Lake meeting will be held on May 9th in the basement of the library.
- The 2017 financial audit begins this week.
- Orientation and overview of Palmer Lake local government can take place on Ma 17th or May 31. Please let me know if you are interested. We will follow orientation with a tour of the Town Departments.

Town of Palmer Lake Monthly Water Usage**Month
Year April
2018**

	Gallons	Acre Ft
Surface Water	3,646,000	11.27
Well A2	0	0
Well D2	0	0
Total	3,646,000	11.27
Avg. Gal/Day	122,000	0.37
Single Day High	136,000	0.42