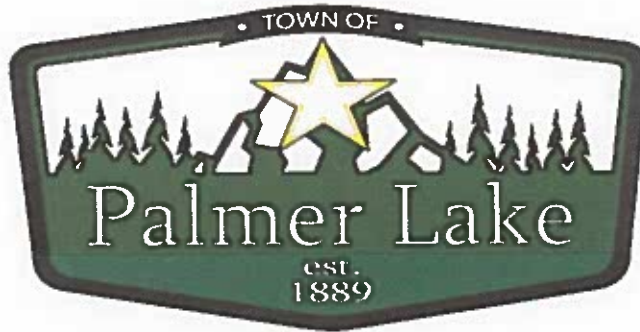




**Town Board of Trustees Regular Meeting
Thursday, April 25, 6:00 PM
Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado**

AGENDA

This agenda is subject to revision

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of the Agenda
5. Approval of minutes from April 11, 2019
6. Board comments, reports, meetings attended

7. *Unscheduled Public Comments-Reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. As a general practice, the Board will not discuss/debate these items, nor will the Board 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*

Special Event Permit

8. Community Garage Sale- Event Date June 15-16,2019 -Palmer Lake Garage Sale -Parks Committee
9. Half Marathon-Event Date September 7,2019-Palmer lake Trail Half Marathon and 10K-Jeff Stoner
10. Fun Run- Event Date July 20,209- Kickers for Kids Fun Run-Darin Lewandowski

Guest Speaker

11. David R. Frisch, P.L.S. GMS Consulting Engineers- Drainage Plan
12. Judy Harrington - CUSP -Forest Restoration- Forest Fuels Reduction HIZ Preparedness
13. Reid Weiks- Playground equipment installation

Ordinances (Public hearing, roll call vote)

14. NO.2 of 2019 An Ordinance Approving a Street Vacation and Replat for parts of Trinity Addition, Palmer Lake, CO. Multiple Applicants

15. NO.3 of 2019 An Ordinance Approving a Minor Subdivision of Less than 5 lots at 136 Star View Circle. Applicant Randy Allgood

16. Unfinished Business

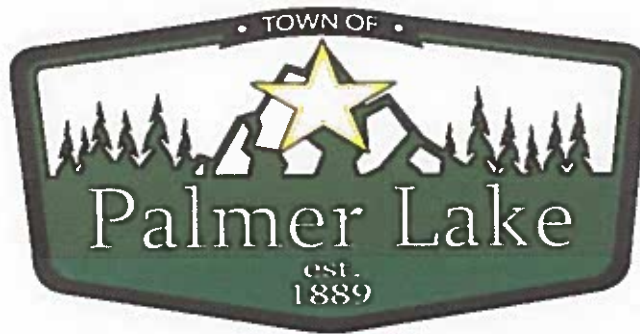
1. Town of Palmer Lake fee schedule update
2. HR Manual
3. Recodification
4. Schedule joint dinner meeting with Planning Commission
5. Fire study, May 23
6. Tap fees, May 9

17. Unscheduled Public Comments-*Reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. As a general practice, the Board will not discuss/debate these items, nor will the Board 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.*

18. Adjourn

Next Palmer Lake Town Board of Trustees Meeting will be held May 9, 2019.

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

Thursday, April 11, 2019

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

Board of Trustees Present

- Mayor John Cressman
- Mayor Pro Tem Mark Schuler
- Trustee Paul Banta
- Trustee Bob Mutu
- Trustee Gary Faust
- Trustee Glant Havenar
- Trustee Mitch Davis -Resigned

Staff Present

- Town Administrator Cathy Green
- Interim Town Administrator/Finance Director Valerie Remington
- Town Attorney Chris Price
- Town Clerk Absent

Palmer Lake Liquor Licensing Authority

1. Call Liquor Licensing Authority to Order

Called to order 5:59 PM

Pledge of allegiance -Maureen Juran gave opening instructions

2. Hearing for Dex's Depot located at 11 Primrose Street Application for Transfer of Hotel and Restaurant Liquor License-Applicant Greg Duncan with Manager Darcy Schoening

Trustee Mutu made a motion to approve Liquor License Application for Transfer of Hotel and Restaurant Liquor License Located at 11 Primrose Dex's Depot -Applicant Greg Duncan with Manager Darcy Schoening

Seconded by Trustee Faust

Roll call vote:

- *Mayor John Cressman-Yes*
- *Mayor Pro Tem Mark Schuler-Yes*
- *Trustee Paul Banta-Yes*
- *Trustee Bob Mutu-Yes*
- *Trustee Gary Faust-Yes*
- *Trustee Glant Havenar-Yes*

6 Affirmative

0 Against

Motion approved.

3. Adjourn to the Regular Meeting

Mayor Cressman Adjourns Palmer Lake Liquor Licensing Authority 6:29 PM

1. Call to order Board of Trustees Regular meeting

Called to order 6:29 PM

2. Roll call

Present

- *Mayor John Cressman*
- *Mayor Pro Tem Mark Schuler*
- *Trustee Paul Banta*
- *Trustee Bob Mutu*
- *Trustee Gary Faust*
- *Trustee Glant Havenar*
- *Trustee Mitch Davis Resigned*

3. Approval of the Agenda

Trustee Faust made a motion to approve Agenda, Seconded by Trustee Mutu, All Aye Motion Approved

4. Approval of Minutes from March 28, 2019

Mayor Pro Tem makes a motion to approve minutes from March 28, 2019 seconded by Trustee Mutu Motion Approved.

5. Board comments, reports, meetings attended

Recognition of Town Administrator Cathy Green's retirement.

Trustee Havenar discusses the meeting she attended in regard to the Palmer Lake Sanitation.

6. Unscheduled Public Comments-*Reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. As a general practice, the Board will not discuss/debate these items, nor will the Board 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*

Resident Reid Weiks- 455 Virginia Ave- Wildfire Awareness Committee discusses slash and chipping day.

Resident Christy Ramshur- Starview Circle- Concerned about Lake

Resident Bonshur-Starview Circle- Concerned about parking on Starview Circle

Guest Speaker

7. Jack Anthony – Palmer Lake Historical Society -Town Hall Historic Designation

Discusses Town Hall Historic designation

Financials

8. Financials for the months of January and February 2019. (Motion to accept as presented)

Mayor Pro Tem Mark Schuler made a motion to accept financial for the months of January and February seconded by Trustee Banta

All Aye Motion Approved.

Resolutions

9. NO.4 of 2019 A Resolution Setting and Increasing the Water Tap Fees, Water Base Rates and Water Usage Rates for the Town.

Trustee Banta makes a motion to approve Resolution NO. 4 of 2019 Setting and Increasing the Water Tap Fees, Water Base Rates and Water Usage Rates for the Town as amended, seconded by Trustee Faust Roll. Call Vote:

- *Mayor John Cressman-Yes*
- *Mayor Pro Tem Mark Schuler-Yes*
- *Trustee Paul Banta-Yes*
- *Trustee Bob Mutu-Yes*
- *Trustee Gary Faust-Yes*
- *Trustee Glant Havenar-Yes*

6 Affirmative

0 Against

Motion Approved.

10. NO.8 of 2019 A Resolution Approving a Conditional Use Permit for Light Manufacturing in a C-2 Zone District at 860 Commercial Lane. Applicant RAD Extractions.

Trustee Faust makes a motion to approve Resolution NO. 8 of 2019 Approving a Conditional Use Permit for Light Manufacturing in a C-2 Zone District at 860 Commercial Lane, as amended, conditions are;

1. *Have the fire Marshall inspect and approve the manufacturing process used.*
2. *Make improvements to the HVAC system using air filtration scrubbers to eliminate outside odors.*
3. *Replace the back fence with a two rail, split rail fence across the full length of the back side of the building, and place on lot, not on right-of-way.*
4. *Place a 6' tall, 10' long privacy fence in the back of the building to screen pallets.*
5. *All conditions must be completed within 60 days of the passage and publication of this Ordinance.*
6. *The owner will be subject to an annual review, one year after this Ordinance is passed and published.*

Seconded by Trustee Havenar- Roll call vote:

- *Mayor John Cressman-Yes*
- *Mayor Pro Tem Mark Schuler-Yes*
- *Trustee Paul Banta-Yes*
- *Trustee Bob Mutu-Yes*
- *Trustee Gary Faust-Yes*
- *Trustee Glant Havenar-Yes*

6 Affirmative

0 Against

Motion Approved.

11. NO.9 of 2019 A Resolution Approving a Conditional Use Permit for a Vehicle Repair and Service in a C-2 Zone District at Illumination Point, 636 Highway 105.

Mayor Pro Tem Schuler makes a motion to approve Resolution NO.9 of 2019 A Resolution Approving a Conditional Use Permit for a Vehicle Repair and Service in a C-2 Zone District at Illumination Point, 636 Highway 105. Trustee Banta Seconds motion- Roll call vote

- *Mayor John Cressman-Yes*
- *Mayor Pro Tem Mark Schuler-Yes*
- *Trustee Paul Banta-Yes*
- *Trustee Bob Mutu-Yes*
- *Trustee Gary Faust-Yes*
- *Trustee Glant Havenar-Yes*

6 Affirmative

0 Against

Motion Approved.

Ordinances (Public hearing, roll call vote)

12. NO.2 of 2019 An Ordinance Approving a Street Vacation and Replat for parts of Trinity Addition, Palmer Lake, CO. Multiple Applicants

Trustee Havenar made a motion to continue Ordinance NO.2 of 2019 until April 25th Trustee Mutu Seconded- All Aye motion to continue until April 25th, 2019 approved.

13. NO.3 of 2019 An Ordinance Approving a Minor Subdivision of Less than 5 lots at 136 Star View Circle. Applicant Randy Allgood.

Trustee Havenar made a motion to continue Ordinance NO.3 of 2019 until April 25th, 2019, Trustee Faust second motion -All Aye Motion to continue until April 25th, 2019 approved.

14. Unfinished Business

Mayor Cressman asks about HR Manual and recodification and how close to completion we are

Town Administrator Valerie Remington discusses the New Water truck been delivered and additionally, the other Roads Truck that has been ordered.

15. *Mayor Cressman makes a motion to adjourn*

Adjourn 10:05 PM

Mayor John Cressman

Town Clerk Verla Bruner



Town of Palmer Lake

Application for Special Events

April 25
May 2, 2017

This application must be submitted to the Town Six Months Prior For Road Closure Events, 90 Days For All Other Events. If the application is incomplete, supplemental documents are missing, or additional information is required, application approval will be delayed.

Contact Information

Name of Applicant:

Parks Committee

If for an Organization – Letter of Authorization for Applicant's & Relation to Organization (President, Coordinator, etc....)

Applicant Address:

42 Valley Crescent

City

Palmer Lake

Zip Code

80133

Applicant Phone Number:

630-796-5885

Applicant Email:

schoeningdarcy@gmail.com

Name of Organization:

Parks Committee

Type of Organization:

Organization Address:

11

City

Zip Code

Individual responsible for the event:

Darcy Schoening

Phone # of individual responsible for the event:

630-796-5885

Email of individual responsible for the event:

11

Event Information: Attach necessary supporting documents – 501(c)(3), Insurance, etc

Name/Type of Event:

Palmer Lake Garage Sale

Purpose of Event

Allow citizens to sell their junk in an organized fashion, raise money for parks

Has this event taken place here before?

No

If Yes, please list prior event year and date

Date(s) of Event:

6/15-6/16

Actual time of Event (Start & End Time)

8am-5pm

Proposed Location of Event:

Village Green

Dates(s) and Time(s) for which permission is requested including setup and cleanup:

6/15-6/16 8am-5pm

(and all front yards)

Estimated number of participants:

20

Estimated number of spectators:

200

Staging Area:

Attach a map depicting activity areas, any proposed routes, parking, restrooms, vendors, etc:

Will there be animals or vehicles in the event?

☒ NO

☐ Yes – Specify type(s) and how many:

Will there be Emergency Medical Services Provided or Required?

☒ NO

☐ Yes – Specify type(s)

Will the event require reserved parking spaces?

☒ NO

☐ Yes – Specify how many spaces and location(s)

Will there be traffic control

☐ NO

☒ Yes – Specify type(s)

parks committee

Will there be use of Town Facilities?

☐ NO

☒ Yes

Choose the Facility

☒ Town Hall

☒ Village Green

☒ Town Hall & Village Green

☒ Centennial Park

☐ Gazebo (West Side of Lake)

☐ Pavilion (East Side of Lake)

☐ Glen Park

☐ Columbine Park



Town of Palmer Lake

Application for Special Events Continued

Will there be portable restrooms? ☐ NO ☒ Yes – Specify how many and location(s) <i>Locations throughout town</i>	
Will medical – first aid coverage be provided? ☐ NO ☒ Yes – Specify who will provide service and location(s)	
Is electricity or water required? ☒ NO ☐ Yes	
Describe the plan for managing Waste/Recycle and controlling trash and litter for this event: <i>Will Dispose at Dex's</i>	
Will anything be sold at the event? ☒ NO ☐ Yes – Vender permit required (\$25 per vendors/per day) Permit must be paid for 10 days before event	
Will there be an admission, entrance, participant or user fee; a cover charge or door charge; ☒ NO ☐ Yes – Specify details:	
Will promotional materials be used? ☒ NO ☐ Yes – Must submit copy of materials	
Will there be alcohol at this event? ☒ NO ☐ Yes – MUST SEE TOWN CLERK-for approval	
What is your Security Plan? <i>n/a</i>	
Will you be having any signage? (give a brief description) Location and Size <i>posters- Dex's fire Dept</i>	
Fees: Town Hall _____ Village Green _____ Town Hall & Village Green _____ Centennial Park _____ Gazebo (West Side of Lake) _____ Pavilion (East Side of Lake) _____ Glen Park _____ Columbine Park _____ TOTAL _____	Approval Conditions: Town Comments

ALL SPECIAL EVENTS ARE SUBMITTED TO THE TOWN COUNCIL FOR REVIEW AND APPROVAL. TOWN DEPARTMENTS WILL DETERMINE SERVICE CONDITIONS AND THEIR RESPECTIVE COSTS, THE TOWN RESERVES THE RIGHT TO ADD ADDITIONAL CHARGES INCURRED DURING THE EVENT.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies and ordinances of the Town of Palmer Lake and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the Town for any costs incurred by the Town in repairing damages to public/private property caused by the sponsors of the special event or the participants in the event, or by action that the sponsors directed, authorized, or ratified, and also agreeing to defend the town against, and indemnify and hold the Town harmless from, any liability to any person or property that arise for or are related to the special event.

Authorized Applicant Signature: _____

Date: _____



Town of Palmer Lake

Application for Special Events Continued

Use and Fee Guide – Parks and Facilities

Town Hall	\$50.00 per hour/\$25 per hr Non-Profit & Town Sponsored Events	_____ hours = _____
Village Green –Gazebo	\$50.00 per hour	_____ hours = _____
Town Hall & Village Green	\$200.00 for 4 hours	_____ hours = _____
Centennial Park	\$100.00 per day	_____ days = _____
Gazebo (West Side of Lake)	\$100.00 per day	_____ days = _____
Pavilion (East Side of Lake)	\$100.00 per day	_____ days = _____
Glen Park	\$100.00 per day	_____ days = _____
Columbine Park	\$100.00 per day	_____ days = _____
Police Department	\$100.00 per hours' personnel \$100.00 per unit	_____ hours = _____
Fire Department	\$100.00 per hours' personnel \$100.00 per unit	_____ hours = _____
	Total	_____ = _____

Damage & Key Deposit: (Office Use Only – Make sure to initial all transactions)

Date _____ Cash _____ Check _____ Amount: _____

Rental Fee:

Date _____ Cash _____ Check _____ Amount: _____

Deposit Returned:

Date _____ Cash _____ Check _____ Amount: _____



Town of Palmer Lake

Application for Special Events Continued

Town Hours

- The Town Hall is available daily from 6:00 am till 10:00 pm.
 - With the exception of Town sponsored events, the building is available on a first-come first-serve basis.

Town Kitchen

- The kitchen is included in the rental fee.
- The STOVE requires an additional \$45 fee. The stove will need to be turned on 24 hours in advance of event.

Pick of Keys

- The key must be picked up by **noon** the day before the event. If a holiday falls on the day before your event, please make arrangements to pick up key earlier. If a weekend, please pick up key the Friday before. All activities must end at 10:00 pm, with a one hour clean-up time allowed.

Alcohol/Drugs/Smoking

- The use, sale, or possession of any narcotics, drugs and the like shall **not be permitted** on any Town property. **No smoking** is allowed inside the Town Hall. If smoking outside, please do not throw cigarettes on the ground. All alcohol must be consumed inside the building. If any infractions are found, your deposit or a portion of it will be forfeited.

Decorations

- No permanent decorations or signs will be taken down or used as attaching points.
- Do not put any duct tape, thumbtacks or nails on the banister, railings or walls.
- Masking tape and scotch tape are allowed provided it is all removed after the event.
- The applicant agrees to pay for repair or replacement to damage to the facility and/or equipment.

Emergency Cancellations

- The Town reserves the right to enact any emergency cancellations, (i.e. loss of power, heat, flood, fire or tornado.) In the event of a cancellation by the Town, the full amount of the reservation fee, to include the damage deposit will be refunded.
- Cancellations require 5 (five) business days notification. Failure to provide the required number of day's notification will result in forfeiture of the damage deposit.

I have read the policies for the use of the Town Hall/Gazebo and agree to comply with all the provisions set forth. I understand that I am individually liable for any damages that may occur.

Signature

Date

7/12/19



Town of Palmer Lake

Application for Special Events Continued

Special Event Check List

- ☒ Application and Payments submitted (Six months in advance for road closure events, 90 days in advance for all other events)
- ☒ Plans submitted (trash, bathroom, parking, route and media)
- ☒ Security Plan
 - Signed off by Police Department _____
- ☒ Parking and Roads
 - Signed off by Roads Department _____
- ☒ Fire/EMT Plan
 - Signed off by Fire Department _____
- ☒ Water Plan
 - Signed off by Water Department _____
- ☐ Alcohol events must submit paperwork to the town clerk
- ☐ Cost of Event received from departments
- ☐ Council Meeting (if required) Approval
- ☐ Event Impact meeting attended
- ☐ Liability submitted (at least thirty days prior to event)
- ☐ Vendor Permit, Dumpster Permit, Tent Permit submitted
- ☐ Post Event Follow Up
- ☐ Post Event Deposit release after site check



Town of Palmer Lake

Application for Special Events Continued

A "Special Event" is defined as any planned activity that requires use of public property or more than 50 people. Any property that is not within the normal and ordinary use of the property or which, by nature of the activity, may have a greater impact on the Town services or resources, neighborhoods, businesses or the community as a whole would have occurred had the activity not taken place. This included into but not limited to, parades, gatherings, art and crafts show/fairs, festivals and athletic events. The Town will determine whether the activity requires a special event permit.

EVENT GUIDELINES

The Town of Palmer Lake is pleased that you are considering holding your event in our town. The following are some things to keep in mind:

- ✧ Town parks or Town hall cannot be reserved for you until rental deposits are remitted.
- ✧ A **Certificate of Liability** insurance covering the event and naming the Town of Palmer Lake, 42 Valley Crescent, as an "**Additional Insured**" for the event dates must be filed with the Town Clerks office within 10 days of the event. The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & advance injury, with a limit not less than \$5,000 per individual for medical expenses.
- ✧ If you are anticipating a large crowd, a parking plan is required.
- ✧ A trash disposal plan, with an emphasis on recycling, is highly encouraged.
- ✧ Applicants and participants are required to adhere to all applicable rules, regulations, laws and ordinances of the Town of Palmer Lake and other applicable governmental entities.

ENJOY YOUR EVENT

Town of Palmer Lake
42 Valley Crescent – Town Offices
28 Valley Crescent – Town Hall
PO Box 208
Palmer Lake, CO 80133
719-481-2953/office
719-488-9305/fax
townofpalmerlake.com

Town of Palmer Lake

Application for Special Events

This application must be submitted to the Town Six ~~Months Prior For Road Closure Events, 90 Days For All Other Events~~. If the application is incomplete, supplemental documents are missing, or additional information is required, application approval will be delayed.

Contact Information

Name of Applicant: Jeff Stoner	If for an Organization – Letter of Authorization for Applicant's Relation to Organization (President, Coordinator, etc....) Endurance Race Series	
Applicant Address: 3220 Erie Parkway	City Erie	Zip Code 80516
Applicant Phone Number: 7208359141	Applicant Email: jeff@enduranceraceseries.com	
Name of Organization: Endurance Race Series	Type of Organization: For Profit- LLC	
Organization Address: 3220 Erie Parkway	City Erie	Zip Code 80516
Individual responsible for the event: Jeff Stoner		
Phone # of individual responsible for the event: 8587757104	Email of individual responsible for the event: jeff@endurancraceseries.com	

Event Information: Attach necessary supporting documents – 501(c)(3), Insurance, etc.

Name/Type of Event: Palmer Lake Trail Half Marathon and 10K	Purpose of Event	
Has this event taken place here before? YES		
If Yes, please list prior event year and date 2015, 2016, 2017, 2018, 2019		
Date(s) of Event: Sept 7 th , 2019	Actual time of Event (Start & End Time) 7:30am Start, 11am Finish	Proposed Location of Event: Palmer Lake Rec Area- Trail Use only
Dates(s) and Time(s) for which permission is requested including setup and cleanup: Sept 6 th (Setup) 10am-12pm		
Estimated number of participants: 200	Estimated number of spectators: 0	Staging Area: Town of Monument
Attach a map depicting activity areas, any proposed routes, parking, restrooms, vendors, etc.:		
Will there be animals or vehicles in the event? xNO ☐ Yes – Specify type(s) and how many:		Will there be Emergency Medical Services Provided or Required? ☐ NO XYes – Specify type(s) Bike Medic following runners
Will the event require reserved parking spaces? xNO ☐ Yes – Specify how many spaces and location(s)		Will there be traffic control xNO ☐ Yes – Specify type(s)
Will there be use of Town Facilities? xNO ☐ Yes (if yes, an additional Facilities application needs to be completed)	Choose the Facility ☐ Town Hall / Village Green ☐ Pavilion	

Will there be portable restrooms? ☒ NO ☐ Yes – Specify how many and location(s)	
Will medical – first aid coverage be provided? ☐ NO ☒ Yes – Specify who will provide service and location(s) <u>Bike Medic following runners</u>	
Is electricity or water required? ☒ NO ☐ Yes	
Describe the plan for managing Waste/Recycle and controlling trash and litter for this event: <u>Course Sweeper will pick up any trash as runners come through Palmer Lake Area</u>	
Will anything be sold at the event? ☒ NO ☐ Yes	
Will there be an admission, entrance, participant or user fee; a cover charge or door charge: ☐ NO ☒ Yes – Specify details: <u>Registration fees</u>	
Will promotional materials be used? ☒ NO ☐ Yes – Must submit copy of materials	
Will there be alcohol at this event? ☒ NO ☐ Yes – MUST SEE TOWN CLERK-for approval	
What is your Security Plan? <u>Not Applicable</u>	
Will you be having any signage? (give a brief description) Location and Size <u>NO</u>	
Fees: • Special Event Application Fee: \$100.00 • Additional Fee for Police/Fire Department \$35.00 per hour per unit _____ • Facilities Fee _____ TOTAL _____	Approval Conditions: Town Comments 

ALL SPECIAL EVENTS ARE SUBMITTED TO THE TOWN COUNCIL FOR REVIEW AND APPROVAL. TOWN DEPARTMENTS WILL DETERMINE SERVICE CONDITIONS AND THEIR RESPECTIVE COSTS, THE TOWN RESERVES THE RIGHT TO ADD ADDITIONAL CHARGES INCURRED DURING THE EVENT.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies and ordinances of the Town of Summer Lake and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the Town any costs incurred by the Town in repairing damages to public/private property caused by the sponsors of the special event or the participants in the event, or by action that the sponsors directed, authorized, or ratified, and also agreeing to defend the town against, and indemnify and hold the Town harmless from, any liability to any person or property that arise for or are related to the special event.

- Cancellations require 10 (Ten) business days notification. Failure to provide the required number of day's notification will result in forfeiture of payment.

I have read the policies for the use of the Town Hall/Gazebo and agree to comply with all the provisions set forth. I understand that I am individually liable for any damages that may occur,

Authorized Applicant Signature:

Date:

10/31/18

COPY

Town of Palmer Lake

Application for Special Events Continued

A "Special Event" is defined as any planned activity that requires use of public property or more than 50 people. Any property that is not within the normal and ordinary use of the property or which, by nature of the activity, may have a greater impact on the Town services or resources, neighborhoods, businesses or the community as a whole would have occurred had the activity not taken place. This included into but not limited to, parades, gatherings, art and crafts show/fairs, festivals and athletic events. The Town will determine whether the activity requires a special event permit.

EVENT GUIDELINES

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- ↳ Town parks or Town hall cannot be reserved for you until payment are remitted.
- ↳ A **Certificate of Liability** insurance covering the event and naming the Town of Palmer Lake, 42 Valley Crescent, as an "**Additional Insured**" for the event dates must be filed with the Town Clerks office within 10 days of the event. The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & advance injury, with a limit not less than \$5,000 per individual for medical expenses.
- ↳ If you are anticipating a large crowd, a parking plan is required.
- ↳ A trash disposal plan, with an emphasis on recycling, is highly encouraged.
- ↳ Applicants and participants are required to adhere to all applicable rules, regulations, laws and ordinances of the Town of Palmer Lake and other applicable governmental entities.

ENJOY YOUR EVENT

Town of Palmer Lake
42 Valley Crescent – Town Offices
28 Valley Crescent – Town Hall
PO Box 208
Palmer Lake, CO 80133
719-481-2953/office
719-488-9305/fax
townofpalmerlake.com
verla@palmer-lake.org

COPY

Town of Palmer Lake

Application for Special Events Continued

Special Event Check List

- ☐ Application and Payments submitted (Six months in advance for road closure events, 90 days in advance for all other events)
- ☐ Plans submitted (trash, bathroom, parking, route and media)
- ☐ Security Plan
 - Signed off by Police Department _____
- ☐ Parking and Roads
 - Signed off by Roads Department _____
- ☐ Fire/EMT Plan
 - Signed off by Fire Department _____
- ☐ Water Plan
 - Signed off by Water Department _____
- ☐ Alcohol events must submit paperwork to the town clerk
- ☐ Cost of Event received from departments
- ☐ Council Meeting (if required) Approval
- ☐ Event Impact meeting attended
- ☐ Liability submitted (at least thirty days prior to event)
- ☐





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/02/2019

PRODUCER
East Main Street Insurance Services, Inc.
Will Maddux
PO Box 1298
S Valley, CA 95945
Phone: (530) 477-6521 Email: info@theeventhelper.com

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Endurance Race Series, LLC
Jeff Stoner
1455 Alpine Ave
Boulder, CO 92014

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Evanston Insurance Company

35378

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	Y	GENERAL LIABILITY	[REDACTED]	02/10/2019 12:01 AM	12/10/2019 12:01 AM	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000
		☒ COMMERCIAL GENERAL LIABILITY				MED EXP (Any one person) \$ 5,000
		☐ CLAIMS MADE ☒ OCCUR				PERSONAL & ADV INJURY \$ 1,000,000
		☒ Host Liquor Liability				GENERAL AGGREGATE \$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER				PRODUCTS - COMP/OP AGG \$ 1,000,000
		☒ POLICY ☐ PRO-JECT ☐ LOC				DEDUCTIBLE \$ 1,000
		☐ Retail Liquor Liability				\$
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
		☐ ANY AUTO				BODILY INJURY (Per person) \$
		☐ ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
☐ SCHEDULED AUTOS	PROPERTY DAMAGE (Per accident) \$					
☐ HIRED AUTOS						
☐ NON-OWNED AUTOS						
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
		☐ ANY AUTO				OTHER THAN EA ACC \$
						AUTO ONLY AGG \$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
		☐ OCCUR ☐ CLAIMS MADE				AGGREGATE \$
						\$
		☐ DEDUCTIBLE				\$
		☐ RETENTION \$				\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E L EACH ACCIDENT \$
		If yes, describe under SPECIAL PROVISIONS below				E L DISEASE - EA EMPLOYEE \$
		OTHER				E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
Attendance: 5000, Event Type: 10 K Run.



CERTIFICATE HOLDER

Town of Palmer Lake
42 Valley Crescent po box 408
Palmer Lake, CO 80133

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Town of Palmer Lake 42 Valley Crescent po box 408 Palmer Lake, CO 80133
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



DISTANCE
13.1 MI



0.1

Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, Colorado 80133
Phone: (719) 481-2953 Fax: (719) 488-9305

APP. FEE ☒
INSURANCE ☒
MAP/PLAN ☒

**APPLICATION TO CONDUCT A SPECIAL EVENT OR
PUBLIC FUNCTION ON PUBLIC RIGHT-OF-WAY**

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you need additional writing space. PLEASE PRINT, except for signature.

Organization/Applicant Name MrGraph LLC Application Date 07-29-2018
Designated Representative Darin Lewandowski
Mailing Address 19981 Talking Rock Heights, Monument, CO 80132

Phone (work) 719-400-5122 (home) 719-434-8583 e-mail darinlewandowski@comcast.net fax _____
Event Name 2019 Kickers For Kids Fun Run Event Date Saturday July 20, 2019
Event Time(s) (inc. setup/takedown): from 5:00 AM to 11:00 PM Day of
Week Saturday
Event Description *** SEE ATTACHED EVENT DETAILS ***

Estimated Number of Participants 250 Max Runners Estimated Number of Spectators TBD
Proposed Route (please attach map and traffic control plan) Palmer Lake Regional Rec Area / New Santa Fe Regional Trail

Estimated cost of road closure and/or traffic control (payable to Town of Palmer Lake) \$0

If this application is approved, the undersigned hereby agrees to (1) pay the total cost for conducting any road closure or traffic control related to the special event described in the application to Town of Palmer Lake, (2) submit payment of the total estimated cost of the special event to Town of Palmer Lake prior to consideration of the application by the Board of Trustees, and (3) provide a certificate of general liability and auto liability insurance coverage in an amount specified by the Town of Palmer Lake for any claim, including those of participants and spectators, that may arise from the special event; and to name the Town of Palmer Lake, its officials, officers, employees and agents as additional insured's.

The undersigned accepts that any cost in excess of the estimated cost must be paid to the Town of Palmer Lake following the event. If the estimated cost exceeds the actual cost, the balance will be refunded. In the event the Applicant fails to pay any such excess upon demand, and the Town of Palmer Lake files suit to recover said amount, the Town of Palmer Lake shall be awarded the amount owed plus its reasonable attorney's fees and costs.

I, the undersigned, certify that all information in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may justify dismissal of this event if discovered at a later date.

I understand that if this application is approved, it is conditioned upon compliance with the policies and procedures of the Town of Palmer Lake governing special events.

I certify that the statements contained herein or attached hereto are true, accurate and complete to the best of my knowledge and belief.

Name of Organization MrGraph LLC

By [Signature] Title Owner Date 07-29-2018

Douglas County
El Paso County

New Santa Fe Regional Trail

COPYRIGHT 2006 by the Board of County Commissioners,
El Paso County, Colorado. All rights reserved. No part of this
document or data contained hereon may be reproduced,
used to prepare derivative products, or distributed without the
specific written approval of the Board of County Commissioners
El Paso County, Colorado. This document was prepared from
the best data available at the time of plotting and is for internal
use only. El Paso County, Colorado, makes no claim as to
the completeness or accuracy of the data contained hereon.

Palmer Lake
Recreational Area

Hwy 105 Trailhead

3rd St. Trailhead

Baptist Road Trailhead

Northgate Trailhead

PIKE
NATIONAL
FOREST

Air Force Academy

Ice Lake Trailhead

SFRT
Start at City Limits

HODGEN RD

HWY 83

WOODMEN RD

VINDICATOR DR

UNION BLVD

ACADEMY BLVD

EL PASO
COUNTY
PARKS

GIS

EL PASO COUNTY
COLORADO



30TH ST

HWY 25

The 2019 Kickers For Kids Fun Run is a charity event to raise funds that will be donated to the Landsharks Running Club of Colorado Springs. The main goal of my event is to raise funds that will be used to purchase new running shoes, socks, fall/spring membership dues for K-6 Elementary Students that are interested in pursuing the sport of running but who's families are financially challenged. The Fun Run will START at the Palmer Lake Regional Recreation Area in Palmer Lake, Colorado and head South down the New Santa Fe Regional Trail where runners will turn around and head back to the Palmer Lake Regional Recreation Area where they will FINISH the Fun Run event. Fun Run participants will be able to choose from 7 different distance challenges of 0.82 Miles, 5K, 10K, 13.1 Miles, 26.2 Miles, 50K, and 100K.

Event Location:

Palmer Lake Regional Recreation Area

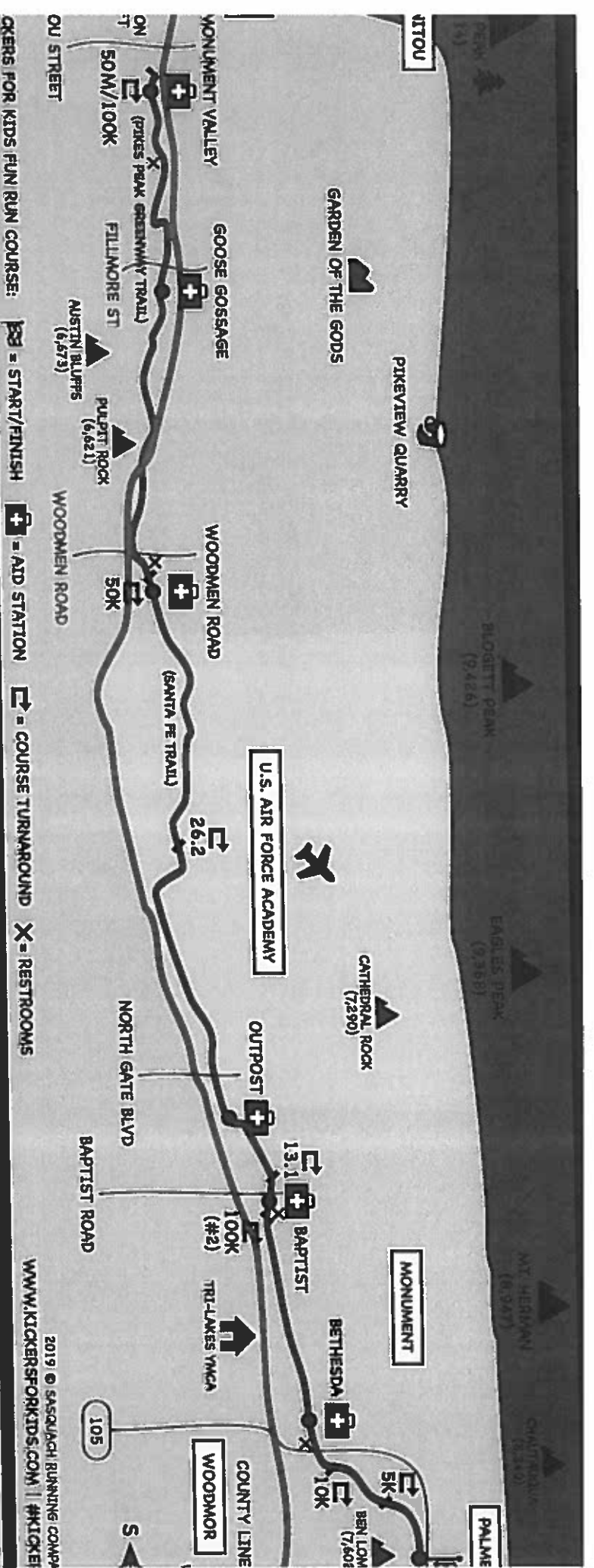
199 County Line Rd, Palmer Lake, Colorado 80133, United States

Saturday, July 20, 2019 @ 5:00 AM - 11:00 PM (Time Includes Setup/Clean Up)

As of July 28, 2018

Event Details Subject To Change





AID STATIONS

ERS FOR KIDS UN RUN COURSE MAP

5K	10K
26.2	
50M	100K

AND SMELL THE PINE TREES"
 AY JULY 20, 2019 (7:30 AM)
 KE REGIONAL RECREATION AREA
 LINE ROAD, PALMER LAKE, CO 80133
 0% CHARITY EVENT

COURSE DISTANCES

0.82 MILE: 1 LAP AROUND THE LAKE
 TOTAL ELEVATION GAIN: 9 FEET

5K: 1.5+ MILE OUT-N-BACK
 TOTAL ELEVATION GAIN: 86 FEET

10K: 3+ MILE OUT-N-BACK
 TOTAL ELEVATION GAIN: 201 FEET

13.1 MILE: 6.5+ MILE OUT-N-BACK
 TOTAL ELEVATION GAIN: 489 FEET

26.2 MILE: 13.1+ MILE OUT-N-BACK
 TOTAL ELEVATION GAIN: 1,167 FEET

50K: 17 MILE OUT-N-BACK
 TOTAL ELEVATION GAIN: 1,590 FEET

50 MILE: 25+ MILE OUT-N-BACK
 TOTAL ELEVATION GAIN: 2,141 FEET

100K: 25+ MILE/6+ MILE OUT-N-BACK
 TOTAL ELEVATION GAIN: 2,630 FEET

LET'S MAKE A DIFFER
 IN THE COMMUNITIES
 WE VISIT, LIVE, AND RI
 THE KICKERS FOR KIDS FU
 BRINGS TOGETHER TRAIL RU
 COMMUNITY, LOCAL BUSINE
 VOLUNTEERS FOR A CHARITY

COMMUNITY	SHOP LOCAL	CH
VOLUNTEERS	FUN RUN	CH
COMMUNITY	SHOP LOCAL	CH

2019 © SASQUACH RUNNING CO.®
 WWW.KICKERSFORKIDS.COM | #KICKER



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/22/2018

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED MrGraph LLC Darin Lewandowski 19981 Talking Rock Heights Monument, CO 80132	<table border="1"><tr><th>INSURERS AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A. Evanston Insurance Company</td><td>35378</td></tr><tr><td>INSURER B</td><td></td></tr><tr><td>INSURER C</td><td></td></tr><tr><td>INSURER D</td><td></td></tr><tr><td>INSURER E</td><td></td></tr></table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A. Evanston Insurance Company	35378	INSURER B		INSURER C		INSURER D		INSURER E	
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A	Y	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PRO-JECT ☐ LOC Retail Liquor Liability		07/21/2018	07/22/2018	<table border="1"><tr><td>EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE</td><td>\$ 2,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 2,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>DEDUCTIBLE</td><td>\$ 1,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE	\$ 2,000,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 2,000,000	GENERAL AGGREGATE	\$ 3,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	DEDUCTIBLE	\$ 1,000		\$
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
Attendance: 250, Event Type: Fun Run

CERTIFICATE HOLDER

Palmer Lake Recreational Area
199 County Line Road
Palmer Lake, CO 80133

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Palmer Lake Recreational Area 199 County Line Road Palmer Lake, CO 80133
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

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DATE (MM/DD/YYYY)
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Attendance: 250, Event Type: Fun Run.

CERTIFICATE HOLDER

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

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- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



Verla Bruner

From: Cathy Green
Sent: Monday, April 01, 2019 1:14 PM
To: Verla Bruner
Subject: FW: 2018 Kickers For Kids Fun Run / Ben Lomand Mountain

From: DarinLewandowski <darinlewandowski@comcast.net>
Sent: Monday, December 11, 2017 8:30 PM
To: Cathy Green <cathy@palmer-lake.org>
Cc: darinlewandowski <darinlewandowski@comcast.net>; KarenLewandowski <karenlewandowski@comcast.net>; mrgraphllc@comcast.net
Subject: 2018 Kickers For Kids Fun Run / Ben Lomand Mountain

Cathy,

Good evening. Question...Is the Trail that goes around the Ben Lomand Mountain a PUBLIC TRAIL or PRIVATE TRAIL. I would love to have the opportunity to have a section of my 50 Miler Fun Run Course go through this area and if it is a private trail I would like to ask the Land Owner Permission to have access to this Trail. Last weekend I went exploring and spoke to a local resident who told me that the dirt road that runs past this mountain is public. He showed me the trailhead and after I started running down the dirt road I started to notice a lot of No Trespassing Signs. At that point in time I decided to turnaround and figured that I better contact you first before going any further down the trail.

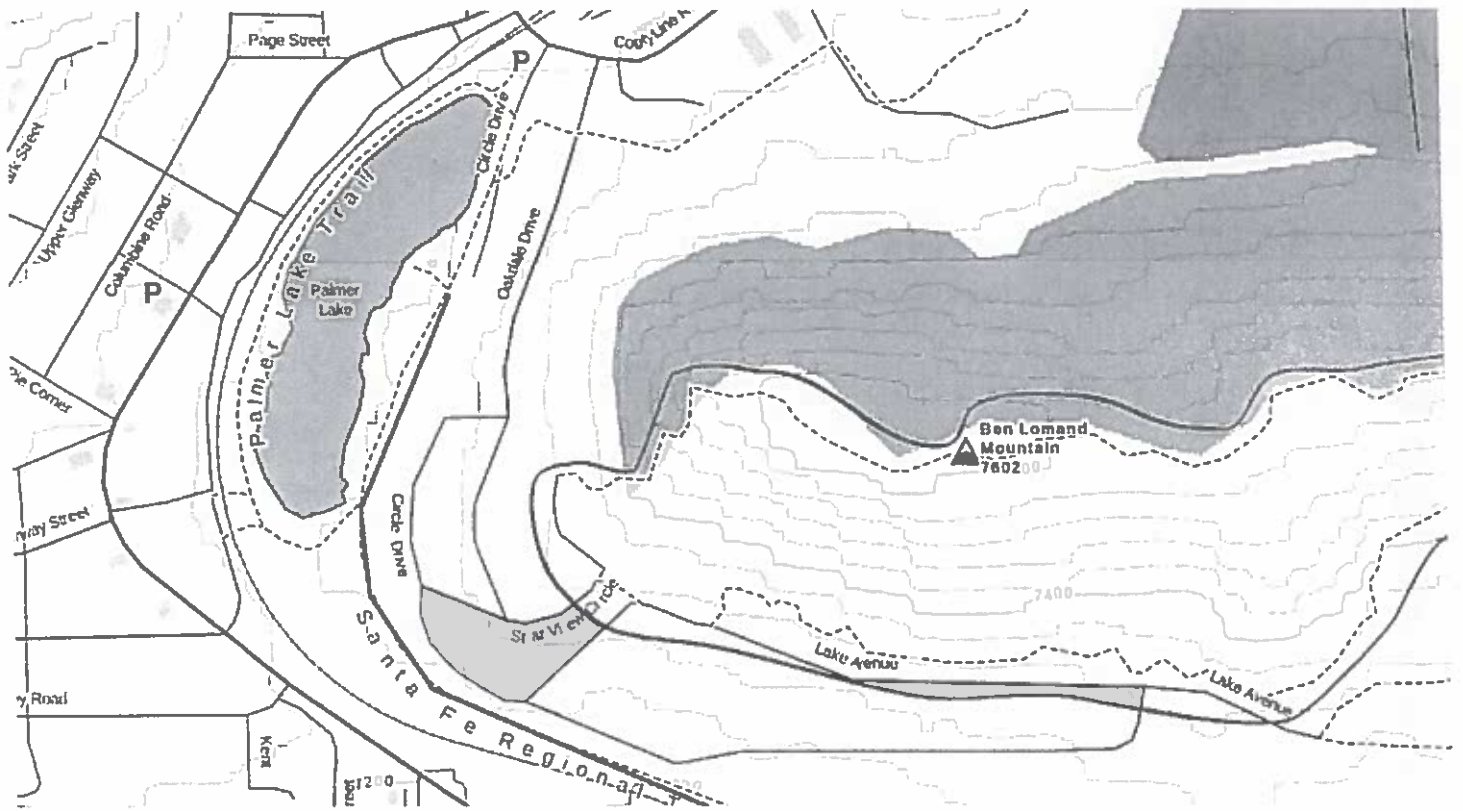
So my questions are:

- [1] Is the Ben Lomand Mountain Trail Public or Private?
- [2] If Private do you know who the Land Owner is and their Contact Information?
- [3] Would the Town Of Palmer Lake allow part of my 2018 Kickers For Kids Fun Run Course to be ran through this area?

Thank you and I will try giving you a call tomorrow.

Darin Lewandowski
Kickers For Kids Fun Run
719-400-5122 (Cell)

COPY



COPY



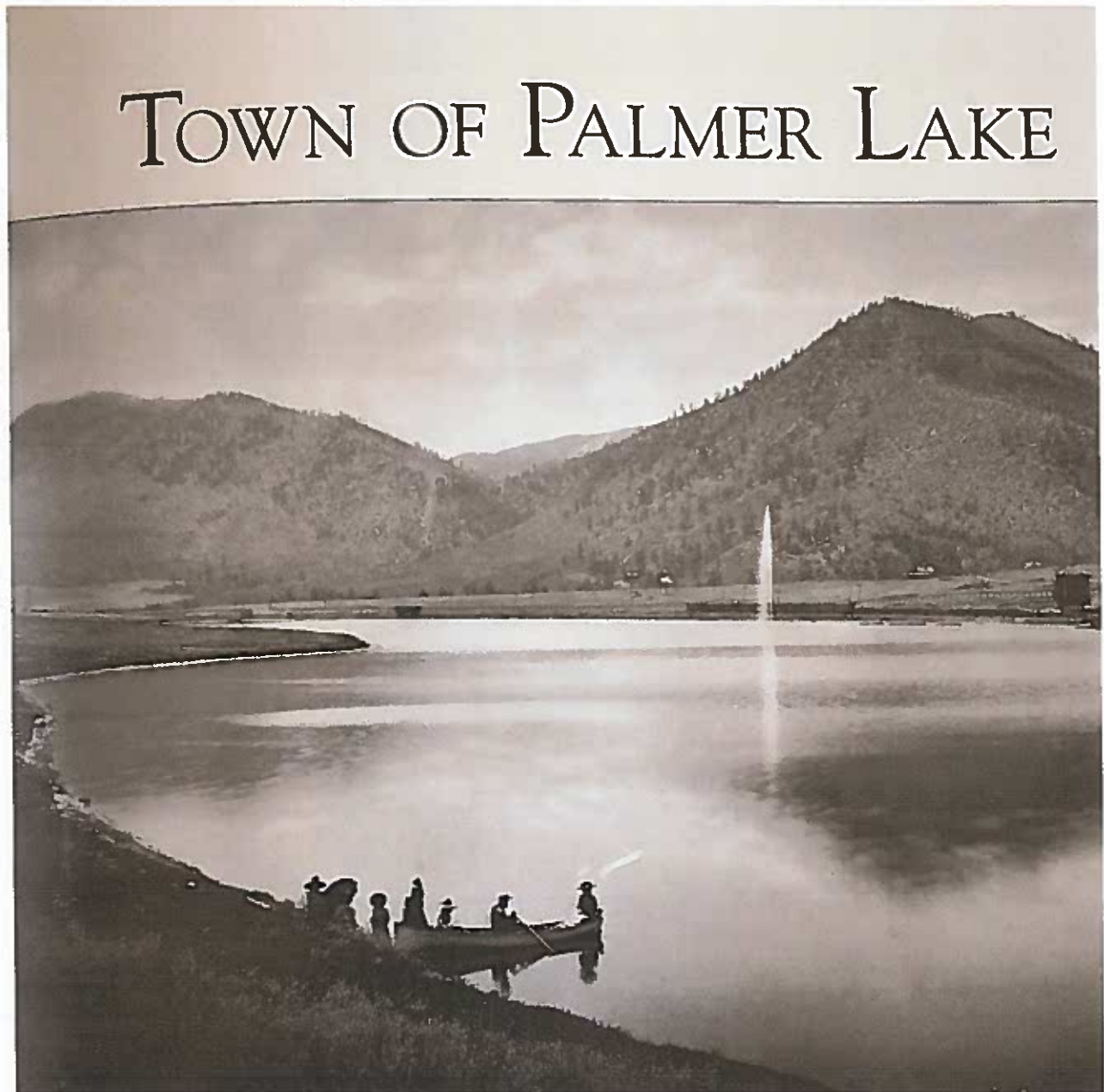
Town of Palmer Lake

Forest Restoration, Forest Fuels Reduction, HIZ Preparedness

This report reflects CUSP's efforts with respect to Forest Restoration at **Palmer Lake Reservoir** and Home Ignition Zone Preparedness and Forest Fuels Reduction in **The Town of Palmer Lake**

Period: June 2014 to February 2019

The Town of Palmer Lake, located at the base of the Colorado Front Range foothills, is a classic wildland urban interface community with high density residential communities surrounded by large lot holdings. Two hundred years ago in this area historic timber and grassland gave rise to ranching and logging. Nearly 150 years ago this was a summer refuge for the residents of Denver, 60 miles to its northeast. Palmer Lake has grown steadily over the years with significant in-fill growth in the last 20 years. Today this Statutory Municipality, including Manager, Mayor, and Council of Trustees, is home to approximately 2600 residents living in retrofitted summer cabins and historic homes interspersed with older and new construction. The town is bisected by Colorado State Highway 105 and some of the neighborhoods contain narrow, winding roads originally made for wagons. The Pike National Forest forms the western boundary of Palmer Lake providing quick, easy access to Rocky Mountain recreation, a primary reason many of the residents live in Palmer Lake.



Palmer Lake. Photograph. Palmer Lake Historical Society and the Lucretia Vaile Museum, Palmer Lake. Images of America: Communities of the Palmer Divide. Charleston: Arcadia Publishing, 2011. Page 43. Print

The historic fire regime for the area resulted in a diverse mosaic of plant communities that may have burned in a ten to fifty year cycle, but over the past 100 years wildfires have been suppressed in the western United States. Now, the great majority of the roads and homes in Palmer Lake are nestled into the surrounding dense stands of Gambel oak, mountain mahogany, ponderosa pine, Douglas-fir, three-leaf sumac, common juniper, and prairie grasses. It is worth noting that three of the most notable fires in Colorado history have threatened the Town of Palmer Lake: Hayman to the west in 2002, Waldo Canyon to the south in 2012, and Black Forest to the east in 2013. This area is very prone to lightening caused fires including at least two in the summer of 2018 in the foothills above the Town.



Glen Park Scene. Photograph. Palmer Lake Historical Society and the Lucretia Vaile Museum, Palmer Lake. Images of America: Communities of the Palmer Divide. Charleston: Arcadia Publishing, 2011. Page 96. Print

The preceding photos demonstrate the much sparser vegetation of yesteryear as compared to present vegetation conditions.

The Coalition for the Upper South Platte (CUSP) has been working since 2014 to ease the large wildfire threat in this charming, storybook community using the following **GRANTS** which funded Forest Fuels Reduction and Home Ignition Zone work in the Town of Palmer Lake and at Palmer Lake Reservoir:

2014 Colorado Department of Natural Resources (DNR) Wildfire Risk Reduction Grant (WRRG)
2015 Colorado State Forest Service-Woodland Park funding
2015 State Forestry Assistance (SFA) Grant
2015 Colorado Forest Restoration Grant
2016 DNR WRRG---Palmer Lake Watershed Protection Project (\$50,000 grant that Cathy Green, Palmer Lake Town Administrator, applied for and was awarded to protect the larger of two reservoirs which supply a major portion of Palmer Lake's drinking water.)
2016 The Nature Conservancy Tri-Lakes Cohesive Strategy Project

OUTCOMES of the activities funded by these grant dollars combined with private and town funding:

Private Properties:

Properties treated for forest fuels reduction with grant funded cost share agreements: **61 properties**

Grant funding used for property treatments: **\$84,639**

Property owner funding: **\$68,420**

Acres treated: **81 acres**

Properties observed to be treated without grant funding: **55+ properties**

US Air Force Academy Cadet assisted chipping days: **2 days**

Community Chipping Days: **3 days**

Home Ignition Zone Assessments completed: **579 assessments**

Reflective Address Signs installed: **42 signs**

Educational Presentations at Town Council Meetings: **5 presentations**

Interactive Educational Activity presented to students at Palmer Lake Elementary School: 1 presentation

Palmer Lake Reservoir:

Town of Palmer Lake property treated for forest restoration in three phases: **53.54 acres**

Pike National Forest-Pike District acres treated for forest fuel reduction: **7.01 acres**

Town of Palmer Lake funding: **\$100,000**

Buck and Rail Fencing installed to protect reservoir from vehicle encroachment: **22 sections**

Firewood provided to residents from tree cutting at the reservoir: **30+ cords**

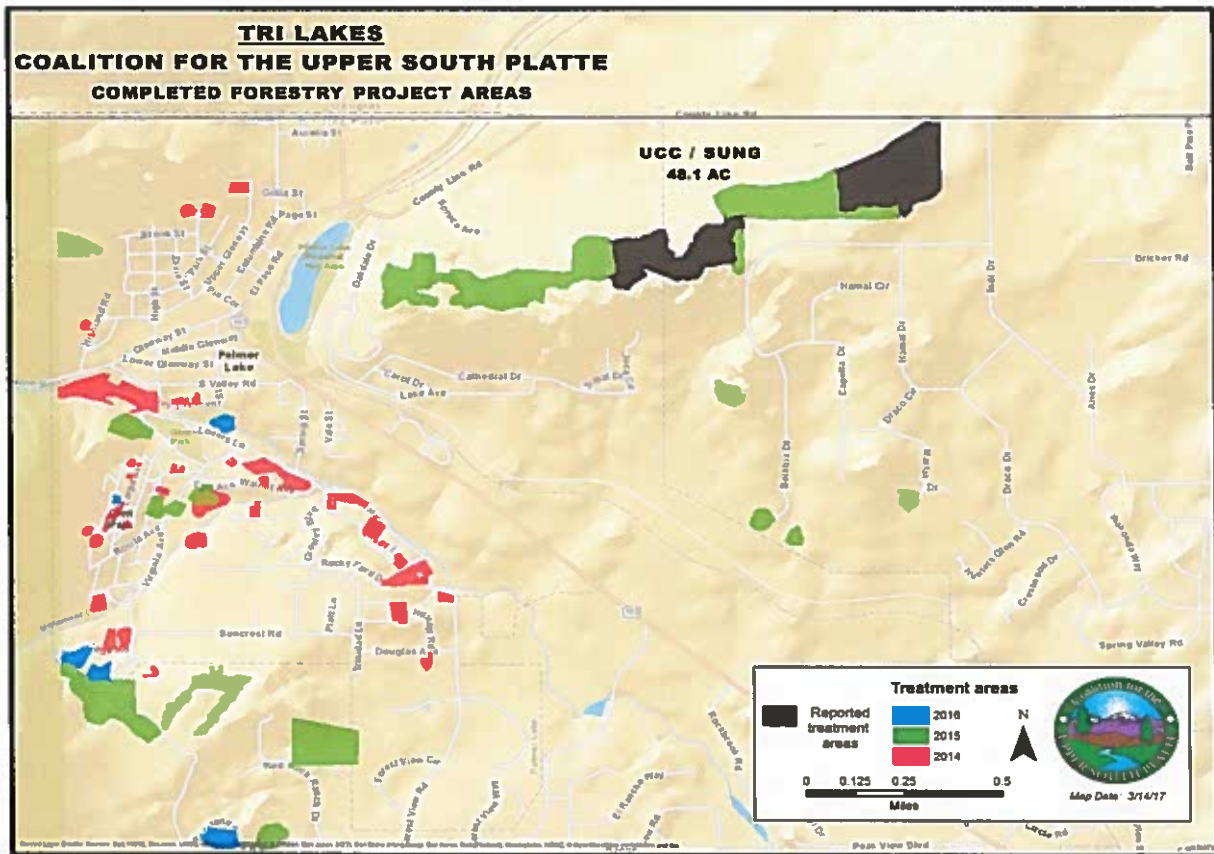
United Congregational Church Property on Ben Lomand Mountain:

Acres treated for forest restoration: **105 acres**

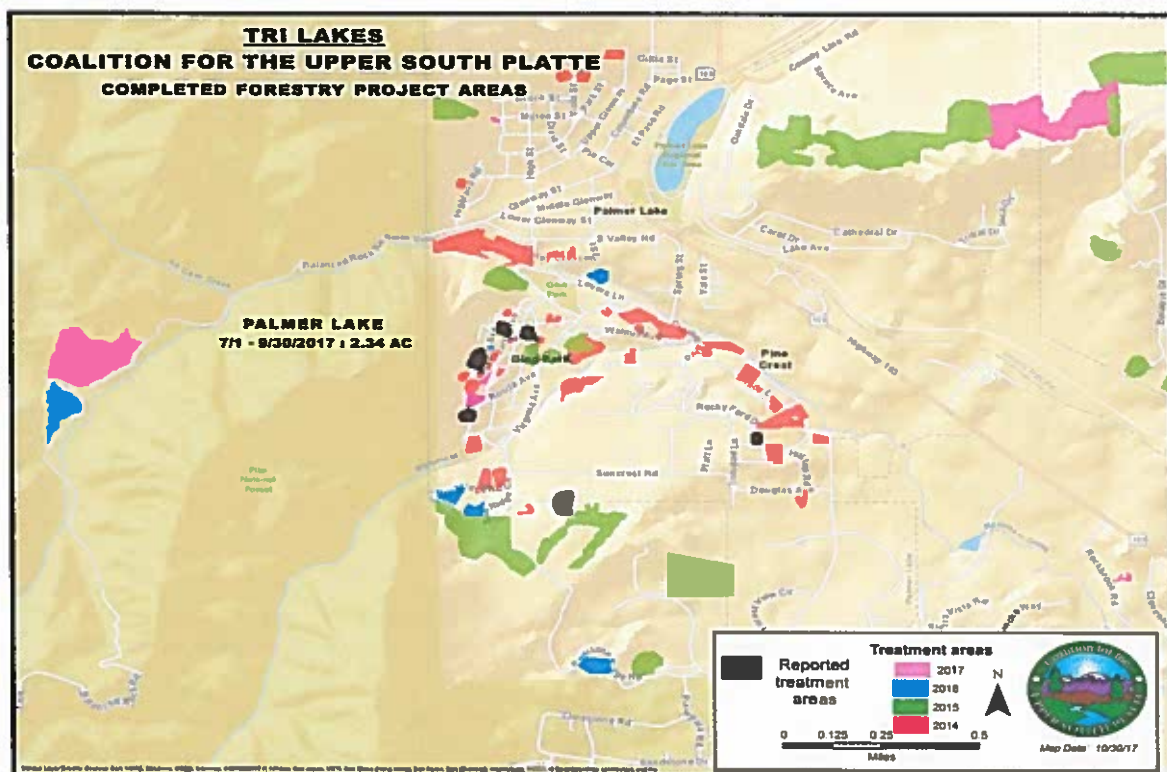
Before and after examples of vegetation removal:



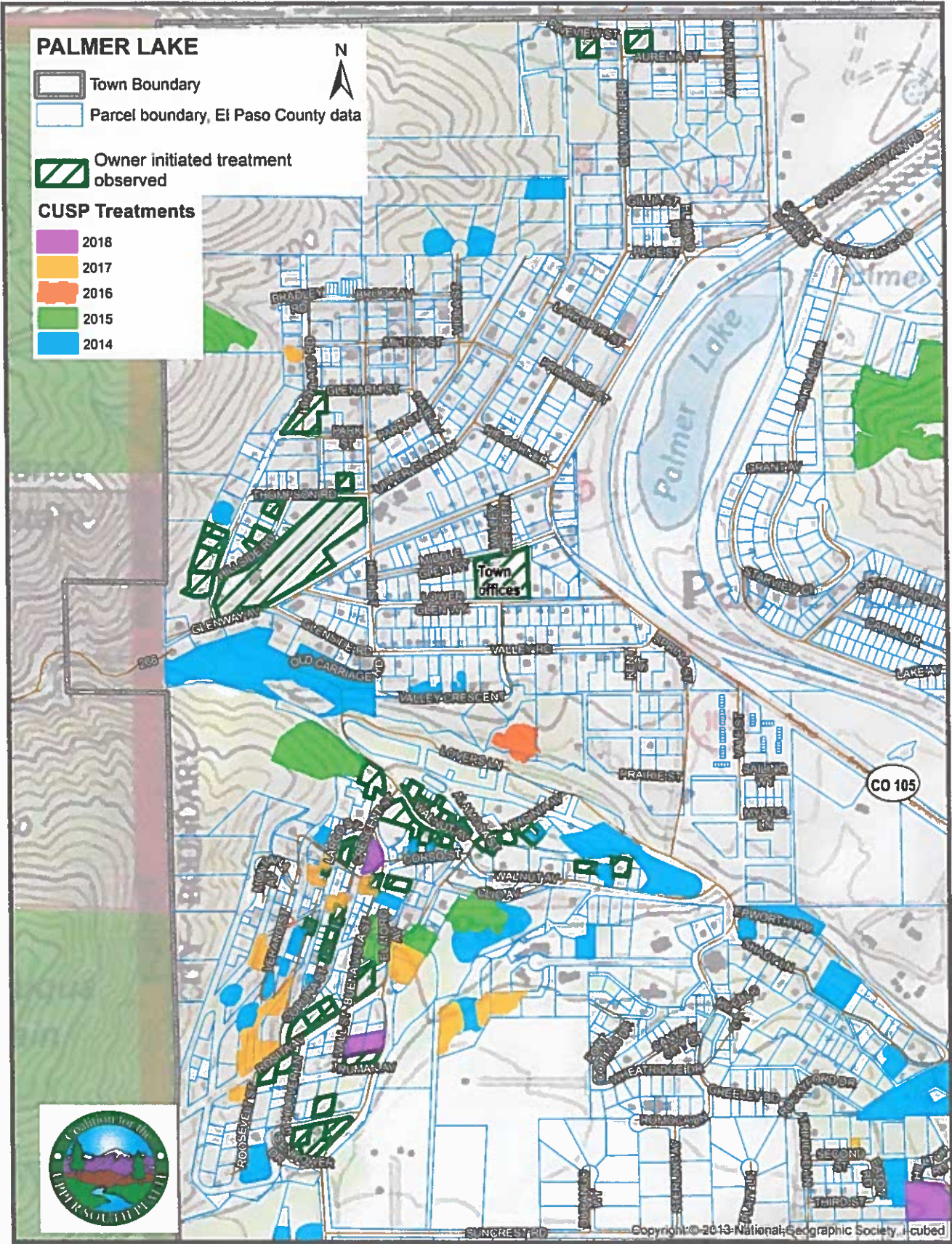




These maps show Grant Funded / Cost Share Fuels Reduction private property treatments:



Owner Initiated Treatment Observations: (these are properties observed to be treated for fuels reduction without grant funding assistance)



Home Ignition Zone Assessments are shown on the following map and explained below:

Palmer Lake (H)ome (I)gnition (Z)one Mapping Risk

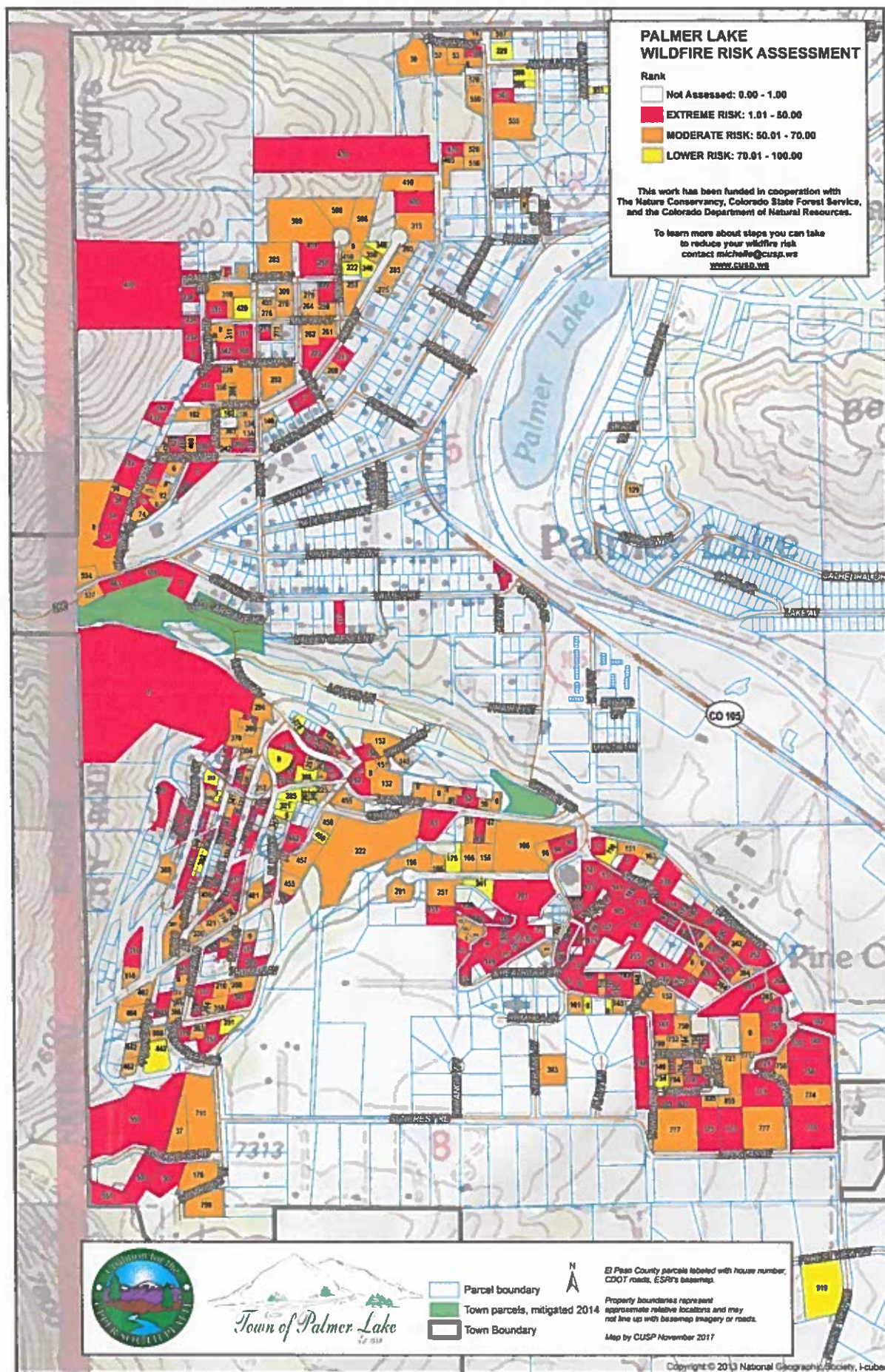
Ranking: 1.01 - 50.00 = Extreme Risk
50.01 - 70.00 = Moderate Risk
70.01 - 100.00 = Lower Risk

PALMER LAKE WILDFIRE RISK ASSESSMENT	
Rank	
0.00 - 1.00 Not Assessed	
1.01 - 50.00 EXTREME RISK	
50.01 - 70.00 MODERATE RISK	
70.01 - 100.00 LOWER RISK	

Extreme Risk – In the current condition, this property is considered to be at extreme risk to wildfire.
Firefighters will not be able to defend this property safely.

Moderate Risk – In the current condition, this property is considered to be at risk to wildfire.
Firefighters may not be able to defend this property safely.

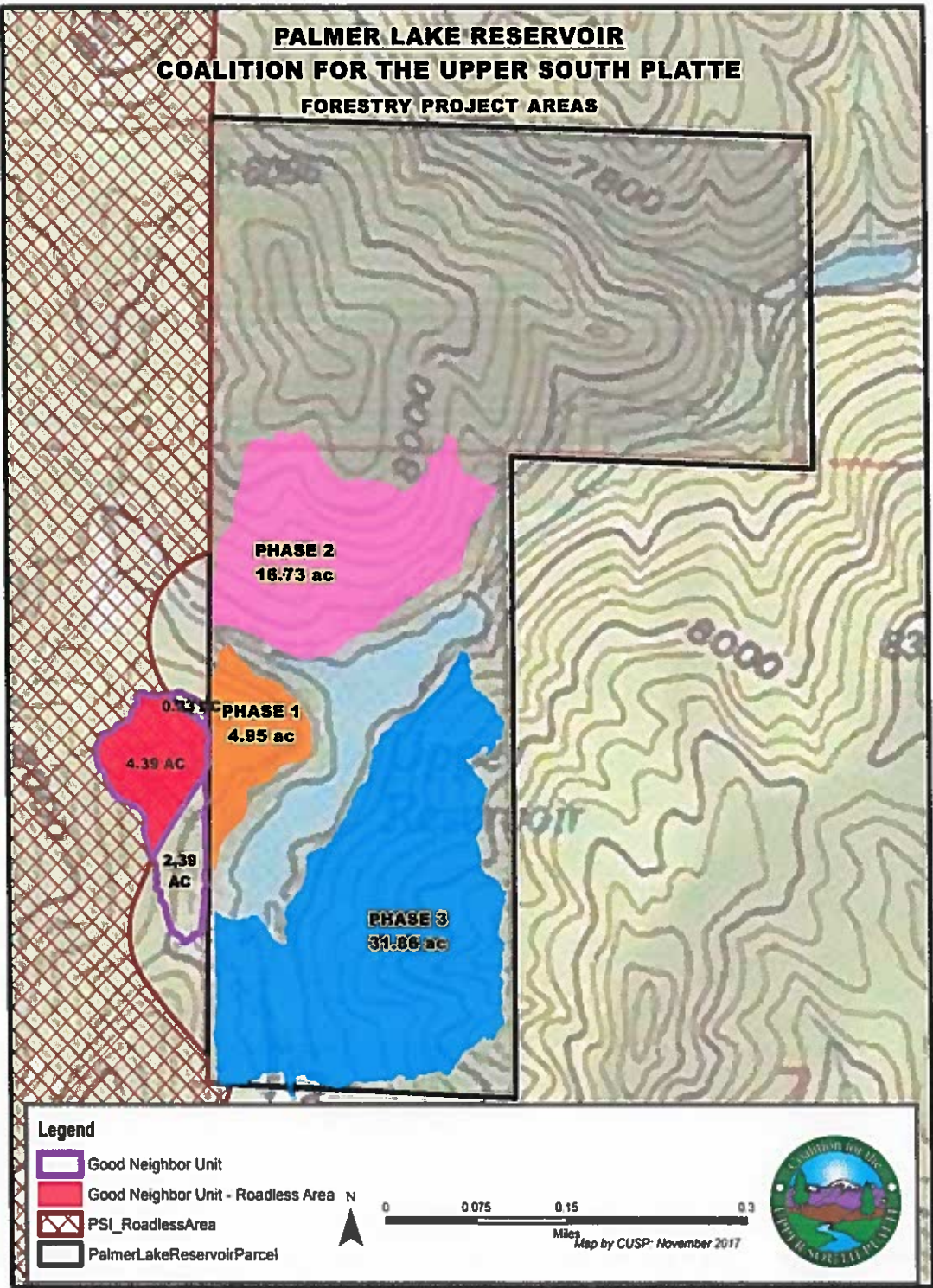
Lower Risk – The property owner has been diligent in creating structure and vegetation conditions that have been shown to most effectively reduce wildfire risk. **Conditions are favorable for firefighters to safely defend this property.**



**EASY REMEDIES
FOR STRUCTURE AND VEGETATION SITUATIONS
THAT CREATE THE GREATEST RISK IN A WILDFIRE SITUATION**

1. Keep corners and the deck-wall junction free of dried vegetative debris, such as leaves and needles.
2. Remove leaves and needles from roofs, gutters, and crevices on a regular basis.
3. Do not place bark mulch or other combustible mulch within 5 feet of the home and other structures.
4. Trim and maintain grasses and weeds to less than 6 inches in height.
5. Locate wood piles greater than 30 feet from the home and other structures.
6. Remove any flammable material stored on or under the deck, including vegetation.
7. Replace dryer vents that are plastic, lack louvers, or function poorly. Embers will enter the home through this route as the structure "breathes in" due to the pressure differential in a wildfire event.
8. Place 1/8-inch or smaller metal mesh screen behind wall or gable vents to reduce the probability of embers entering the structure during the blizzard of embers in a wildfire event.
9. Place 1/8-inch or smaller metal mesh screen behind vents and openings on eaves and soffits to reduce the probability of embers entering the structure during the blizzard of embers in a wildfire event.
10. Trim and remove brush or vegetation that could act as a "ladder" and allow fire to climb into larger trees or the structure itself.
11. Trim back vegetation, shrubs, and tree branches that come closer than 5 feet to the structure.
12. Cut back trees and branches that touch or overhang the home or structures to at least 10 feet from the top or edge of the structure.
13. Remove landscape timbers, debris, or other combustible material present within 5 feet of the structure.
14. Replace combustible fencing attached to the structure with a 5-foot section of metal fence or a metal gate. Combustible fencing can act as a wick bringing fire into direct contact with the structure.
15. Maintain a smooth, clean, well-treated deck surface, including wood-plastic composite decks like Trex.

Palmer Lake Reservoir Forest Restoration Treatments:



Next Step Ministry volunteers built buck and rail fence at Palmer Lake Reservoir...



...and collected and transported firewood from the Reservoir's forest restoration projects to Glen Park for use by residents



The Palmer Lake **Wildfire Aware Committee (WAC)** convened in November 2017 when CUSP personnel identified several residents who had done extensive Home Hardening or Forest Fuel Reduction. Home hardening means taking actions to help a structure resist ember ignition in a wildfire event. Initially this committee of interested residents and members of the Palmer Lake Volunteer Fire Department (PLVFD) met monthly with CUSP personnel helping them organize and implement ideas tailored for Palmer Lake by residents of the community. The WAC continues to meet on a regular basis to discuss, plan, and implement proactive fire mitigation actions for the Town. These photos show the **Reflective Address Signs** the WAC researched and ordered, then installed by PLVFD which clearly identify properties and assist first responders in emergency situations.





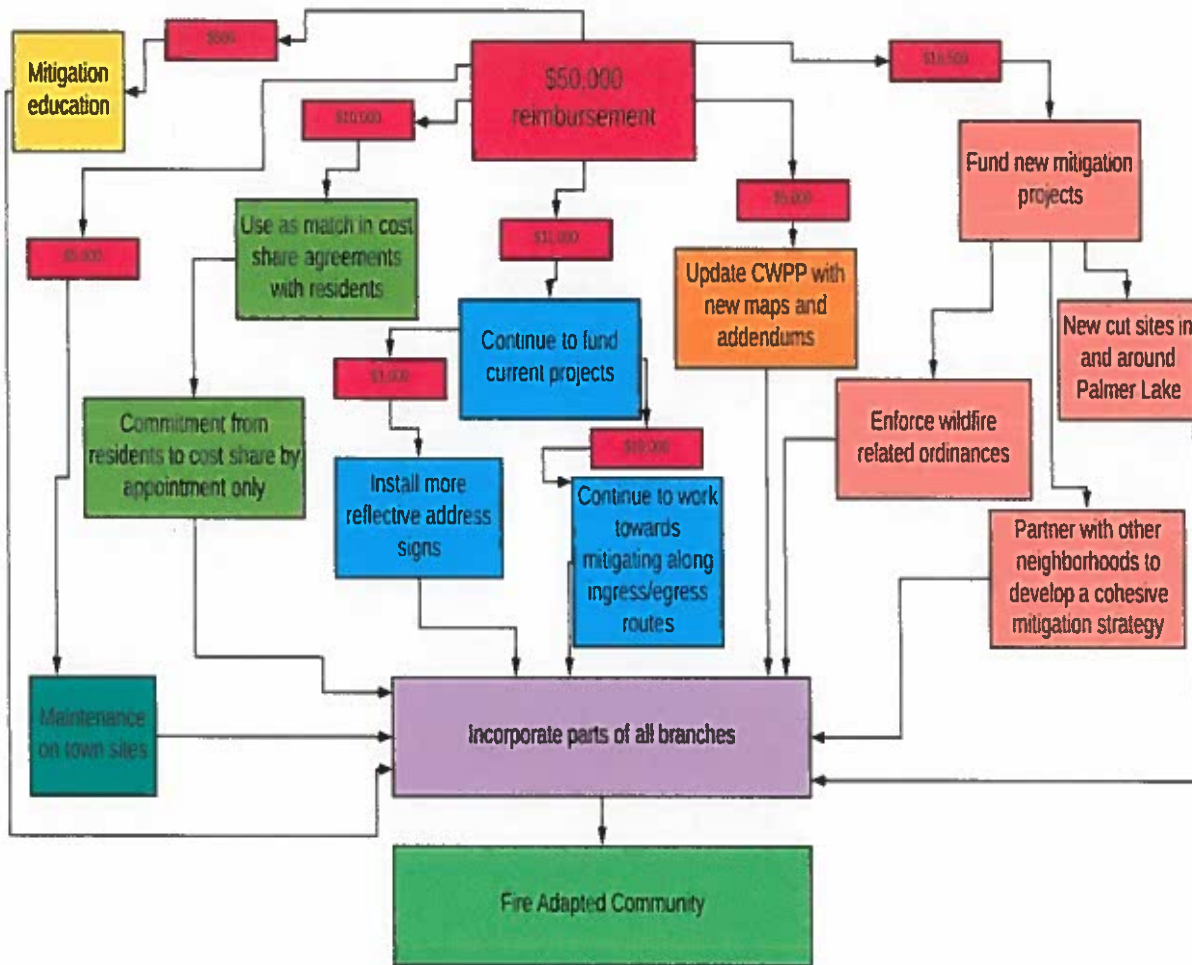
The **Community Wildfire Protection Plan (CWPP)** for the **Town of Palmer Lake** was completed in 2008 and may be found at https://static.colostate.edu/client-files/csfs/documents/PalmerLakeCWPP_000.pdf. This document states, “The Palmer Lake Community Wildfire Protection Plan is a broad plan focused on the protection of residents, structures, and scenic environment of neighborhoods from catastrophic wildfires.” CUSP recommends this document be updated to reflect the wildfire mitigation and associated activities that have been undertaken in the community since 2014. Additionally CUSP and associated agencies recommend that all CWPPs contain information and planning related to post fire flooding, community evacuation during a flood event, and post flood mitigation.

Next Steps:

The Town of Palmer Lake is encouraged to apply for grants to continue “hardening” their community. Many residents have taken steps to become more “fire adapted”. It is important for Palmer Lake town administration and residents to continue to plan and implement proactive measures to make sure their town is ready when a wildfire event threatens. CUSP recommends Palmer Lake work toward these steps:

- Continue to install reflective address signs.
- Enforce brush ordinance in order to encourage absentee owners to mitigate their properties.
- Repair the road to the reservoirs so trucks can easily transport crews and tools.
- Continue to mitigate around the Palmer Lake Reservoir.
- Encourage and fund mitigation along town right of ways to make ingress/egress routes safer.
- Maintain grasses along roads and in parks to 5 inches or less in height.
- Encourage residents to continue mitigation of private property throughout town.
- Provide education to residents that are interested in mitigation and home hardening but are unsure where to start.
- Work with the fire department to develop evacuation routes.
- Mitigate and maintain the vegetation on all town-owned parks and properties. This will provide incentive and examples of proactive vegetation management.
- Collaborate with adjoining communities along the Pikes National Forest interface to leverage more funding for a landscape-scale mitigation effort.
- Progress as a fire-adapted community-a human community consisting of informed and prepared citizens collaboratively planning and taking action to safely coexist with wildland fire.

The following flow chart is a prioritized representation of the recommended actions the Town of Palmer Lake should perform to continue becoming a fire adapted community.



For more information—
 Michelle Connelly
 Coalition for the Upper South Platte
 719-649-2402

R57TRANS
XTRS0001

Treasurer's Report of Activity for the Month Ending March 31, 2019

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Fund	800425 TOWN OF PALMER LAKE					Balance	Estimate/Remaining
310100	CURRENT YEAR TAX						
Reference	Date	Description				292,498.51	740,184.21
2018	3/31/2019	MAR. TAXES DISTRIBUTED 111	279.09				
2018	3/31/2019	MAR. TAXES DISTRIBUTED 111	27,224.34				
		Total	27,503.43	0.00		320,001.94	420,182.27
311000	PRIOR YEAR TAX						
Reference	Date	Description				11.62	
		Total	0.00	0.00		11.62	
312000	OMITTED PROPERTY TAX REV						
		Total	0.00	0.00		0.00	
312500	DELINQUENT INTEREST-PROPERTY T						
Reference	Date	Description				0.81	
2018	3/31/2019	MAR. TAXES DISTRIBUTED 111	4.91				
		Total	4.91	0.00		6.72	
313055	CLASS B-C-D SPEC OWN TAX						
Reference	Date	Description				14,021.21	
2018	3/10/2019	MAR. CLERK'S COLLECTIONS 111	2,520.17				
2018	3/17/2019	MAR. CLERK'S COLLECTIONS 111	1,441.97				
2018	3/24/2019	MAR. CLERK'S COLLECTIONS 111	1,496.64				
2018	3/31/2019	MAR. CLERK'S COLLECTIONS 111	1,563.11				
		Total	7,021.89	0.00		21,043.10	
322210	MOTOR VEH REGISTRATION LICENSE						
Reference	Date	Description				2,049.89	
669	3/18/2019	CORR-12/18 ROAD & BRIDGE	1,841.00				
	3/29/2019	280 @ 1.50	414.88				
	3/29/2019	251 @ 2.50	619.63				
		Total	2,875.51	0.00		4,926.40	
363520	UTILITY ASSESSMENTS						
		Total	0.00	0.00		0.00	
363540	UTILITY ASMNT-LATE PENALTY						
		Total	0.00	0.00		0.00	
403125	ELECTRONIC TRANS IN LIEU OF CH						
Reference	Date	Description				-35,053.64	
	3/8/2019	2/1-2/28 COLLECTIONS		-277,318.19			
		Total	0.00	-277,318.19		-312,371.83	
403530	CURRENT YEAR TAX ABATEMENT REF						
		Total	0.00	0.00		0.00	
403540	PRIOR YEAR TAX ABATEMENT REFUN						
		Total	0.00	0.00		0.00	

R57TRANS
XTRS0001

Treasurer's Report of Activity for the Month Ending March 31, 2019

04/10/2019 7:29:28
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403550	DELINQUENT INTEREST ABATEMENT			
	Total	0.00	0.00	0.00
403550	STATUTORY INTEREST ABATEMENT R			
	Total	0.00	0.00	0.00
406000	TREASURER'S COLLECTION FEE			
Reference	Date	Description		-2,925.11
	3/31/2019	TREASURER'S COLLECTION FEE		
	Total	0.00	-275.08	-3,200.19
			-275.08	

R57TRANS
XTRS0001

Treasurer's Report of Activity for the Month Ending March 31, 2019

04/10/2019 7:29:28
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Summary for Fund	Current Month Activity	Year-to-Date Activity
Beginning Balance Forward	277,318.19	6,714.90
Revenues	37,405.74	345,987.78
Transfers In	0.00	0.00
Disbursements	-277,593.27	-315,572.02
Transfers Out	0.00	0.00
Ending Balance	37,130.66	37,130.66

Certified by Mark Lowderman, El Paso County Treasurer Date: 3/31/2019

[REDACTED]

A resolution of the Board of Trustees of the Town of Palmer Lake, Colorado, reallocating budget line items to the Parks Department line item for professional installation of Burke playground equipment purchased in late 2018.

Date April 11, 2019

Summary

Issues

In reviewing the installation instructions and in discussions regarding insurance and warranties with Town Manager, Cathy Green, it became clear that the all-volunteer Parks Commission members who planned on doing the installation would most likely invalidate the structure's warranty. Additionally they would have difficulty with the actual installation and stabilization due to the size and weight of key structural parts while the cement in which they are placed dries. We had originally asked the installation company to do a partial installation of the 6 major posts mentioned above but that wasn't possible.

Reallocated funds from the following budget line items (suggested by Ms. Green) into the Parks Department line item noted above.

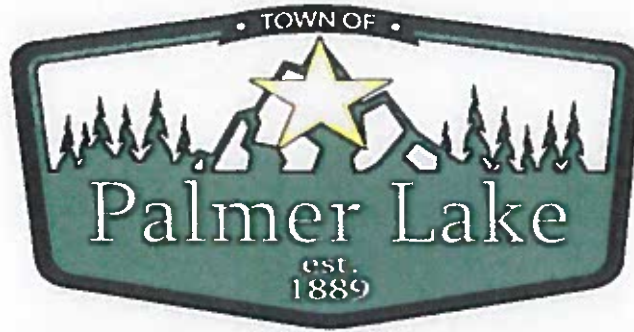
10-21-3293	Capital Equipment	\$1000.00
10-21-3391	Misc. Expenses	500.00

10-80-3211	Contract Services	1000.00
10-80-3391	Misc. Expenses	500.00

50-30-3211	Contract Services	1500.00
50-30-3223	Operating Supplies/Mat.	500.00

[REDACTED]

[REDACTED]



Board of Trustees Summary Sheet

	Ordinance 2 of 2019
Title	AN ORDINANCE VACATING AND REPLATING PARTS OF TRINITY ADDITION, PALMER LAKE, COLORADO
Action	Board Roll Call Vote with Public Hearing
Date	4.15.19
Contact	Catherine Green
Summary	Staff presentation. This is a vacation of several portions of right-of-ways that are not needed for town roads
Budget Implications	None
Other Actions	The Planning Commission voted unanimously to recommend approval of this vacation and replat:
Motion #1	I move to approve AN ORDINANCE VACATING AND REPLATING PARTS OF TRINITY ADDITION, PALMER LAKE, COLORADO

PALMER LAKE, COLORADO

ORDINANCE NO. 2 OF 2019

AN ORDINANCE VACATING AND REPLATING PARTS OF TRINITY ADDITION, PALMER LAKE, COLORADO

WHEREAS, PURSUANT TO SECTION 43-2-303, C.R.S., THE TOWN HAS THE AUTHORITY TO VACATE ANY ROADWAY WITHIN ITS JURISDICTION BY ORDINANCE; AND

THE TOWN OF PALMER LAKE HAS RECEIVED A REQUEST FROM ADJACENT OWNERS OF PROPERTY ON BOTH SIDES OF PORTIONS OF RIGHT OF WAYS IN THE TRINITY ADDITION IN PALMER LAKE, COLORADO; AND

THE TOWN HAS DETERMINED THAT THE RIGHT OF WAY SOUGHT TO BE VACATED HAS NEVER BEEN USED AS PUBLIC RIGHT OF WAY AND IS NOT NEEDED OR DESIRED FOR PUBLIC RIGHT OF WAY PURPOSES ; AND

WHEREAS, THE VACATION EFFECTED HEREBY WILL NOT RESULT IN LEAVING ANY LAND ADJOINING SAID ROADWAYS WITHOUT AN ESTABLISHED PUBLIC ROAD OR PRIVATE ACCESS EASEMENT CONNECTING SAID LAND WITH ANOTHER ESTABLISHED PUBLIC ROAD; AND

WHEREAS THE TOWN OF PALMER LAKE HAD DETERMINED THAT NO SIGNIFICANT PUBLIC IMPROVEMENTS LIE WITHIN THE PROPOSED VACATED RIGHT OF WAY.

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

Section 1. Pursuant to applicable state statute as shown on Attachment A, the Town of Palmer Lake hereby vacates:

- a. Portions of Trinity Addition to the Town of Palmer Lake; lying in the SE1/4 of Section 5, Township 11 S., Range 67 W. of the 5th Principal Meridian, Town of Palmer Lake; County of El Paso State of Colorado.

Section 2. Pursuant to state statute, upon the effective date of this Ordinance, the title to the properties vacated hereby shall be vested to the property owners depicted in Attachment A.

Section 4. Severability. It is hereby declared to be the intention of the Board of Trustees of the Town of Palmer Lake 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. 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. PASSED AND ADOPTED THIS 11th DAY OF April, 2018 by a vote of ___ for and ___ against.

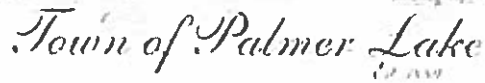
JOHN CRESSMAN, MAYOR

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 April ~~25~~, 201~~8~~, and ordered published by title only by _____ newspaper on _____, 2019.

Verla Bruner, Town Clerk



PLANNING COMMISSION STAFF REPORT

V.1.19

A PARTIAL VACATION AND REPLAT FOR PORTIONS OF TRINITY ADDITION, BLOCKS 9, 10, 12, AND 13 IN THE TOWN OF PALMER LAKE; LYING IN THE SE ¼ OF SECTION 5, T. 11 S., R. 67 W. OF THE 6TH PRINCIPAL MERIDIAN, TOWN OF PALMER LAKE; COUNTY OF EL PASO, STATE OF COLORADO

LOCATION OF PROPERTY: This application includes the vacation of undeveloped right-of-ways in the Trinity Addition on the following right-of-ways:

1. Vale Street: from Fair Street to Brook Street.
2. Fair Street from Vale Street to Spring Street
3. Spring Street: right-of-way lying in Block 12, that is not included in used road.
4. All 50' right-of-ways abutting Trinidad Addition, Block 9 described as Brook Street

ZONING: C1 General Business and Commercial Zone District, developed as residential.

APPLICANTS:

Richard Willian
670 Eisenhower
Palmer Lake, CO 80133

Dean Couture
3365 Needles Drive
Colorado Springs, CO 80908-1391

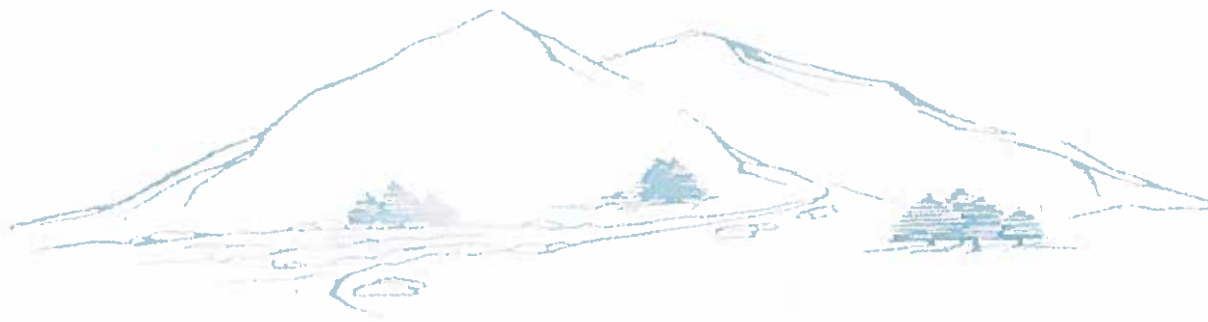
Wilma French C/O Shana Ball
204 Vale Street
Palmer Lake, CO 80133

Robert and Nancy Owen
17 Prairie Street
Palmer Lake, CO 80133

PROPERTY OWNER: Same as applicants.

NOTICING:

Property posted: January 26, 2018
Published in Colorado Springs Gazette: January 30, 2019



Town of Palmer Lake
Minutes of the Planning Commission

March 20, 2019 @ 6:00 PM

28 Valley Crescent/ Town Office

Planning Commissioners Present:

Chairman Dave Cooper

Commissioner Mark Bruce

Commissioner Samantha Padgett

Commissioner Charles Ihlenfeld

Commissioner Patricia Mettler

Commissioner Vic Brown

Commissioner Bill Fisher

Agenda:

1. Call to Order

Chairman Cooper called the meeting to order at 6:00pm.

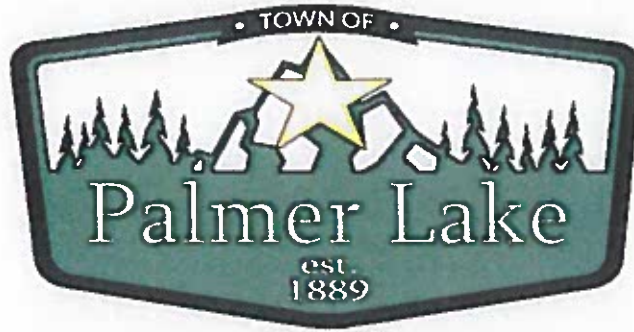
2. Approval of Minutes (February 20, 2019)

Commissioner Bruce made a motion to accept the minutes, seconded by Commissioner Ihlenfeld. Motion passed 7-0

3. V-1-19. An Application for a Street Vacation and Replat for parts of Trinity Addition, Palmer Lake, CO.

Staff Cathy Green explained the various street vacation locations and showed a map identifying where they were. The surveyor for the applicant, Garry Rohleder gave further explanation of how the roads would work and how no lots would be denied access to a public road. Commissioner Bruce discussed concerns over the street grade on Vale Street and said that this has been a problem for the PL Sanitation District which has warned the property owner who graded the road that there is too much fill over the manhole.

A motion was made by Commissioner Bruce to recommend approval of V-1-19, an application for a street vacation and replat for parts of Trinity Addition with a condition that the Palmer Lake Sanitation District approve the engineered street drawings for Vale Street. Motion was seconded by Commissioner Fisher. Motion passed 7-0.



Board of Trustees Summary Sheet

	Ordinance 3 of 2019
Title	AN ORDINANCE APPROVING THE MINOR SUBDIVISION OF 136 STARVIEW CIRCLE, PALMER LAKE, COLORADO
Action	Board Roll Call Vote with Public Hearing
Date	4.25.19
Contact	Catherine Green
Summary	This request is replat two lots in the R-10,000 zone district (minimum 10,000 square feet) into three conforming lots.
Budget Implications	None
Other Actions	The Planning Commission voted unanimously to recommend approval of this minor subdivision
Motion #1	I move to approve AN ORDINANCE APPROVING THE MINOR SUBDIVISION OF 136 STARVIEW CIRCLE, PALMER LAKE, COLORADO

PALMER LAKE, COLORADO

ORDINANCE NO. 3 OF 2019

**AN ORDINANCE APPROVING THE MINOR SUBDIVISION OF 136 STARVIEW CIRCLE,
PALMER LAKE, COLORADO**

WHEREAS, RANDY ALLGOOD ("OWNER"), IS THE OWNER OF PROPERTY DESCRIBED AS 136 STARVIEW CIRCLE, PALMER LAKE, COLORADO ("PROPERTY"); AND

WHEREAS THE OWNER HAS APPLIED FOR APPROVAL OF A MINOR SUBDIVISION OF THE PROPERTY TO CHANGE THE NUMBER OF LOTS FROM TWO 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 20, 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. 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 11TH DAY OF APRIL, 2019 BY A VOTE OF FOR AND AGAINST.

JOHN CRESSMAN, MAYOR

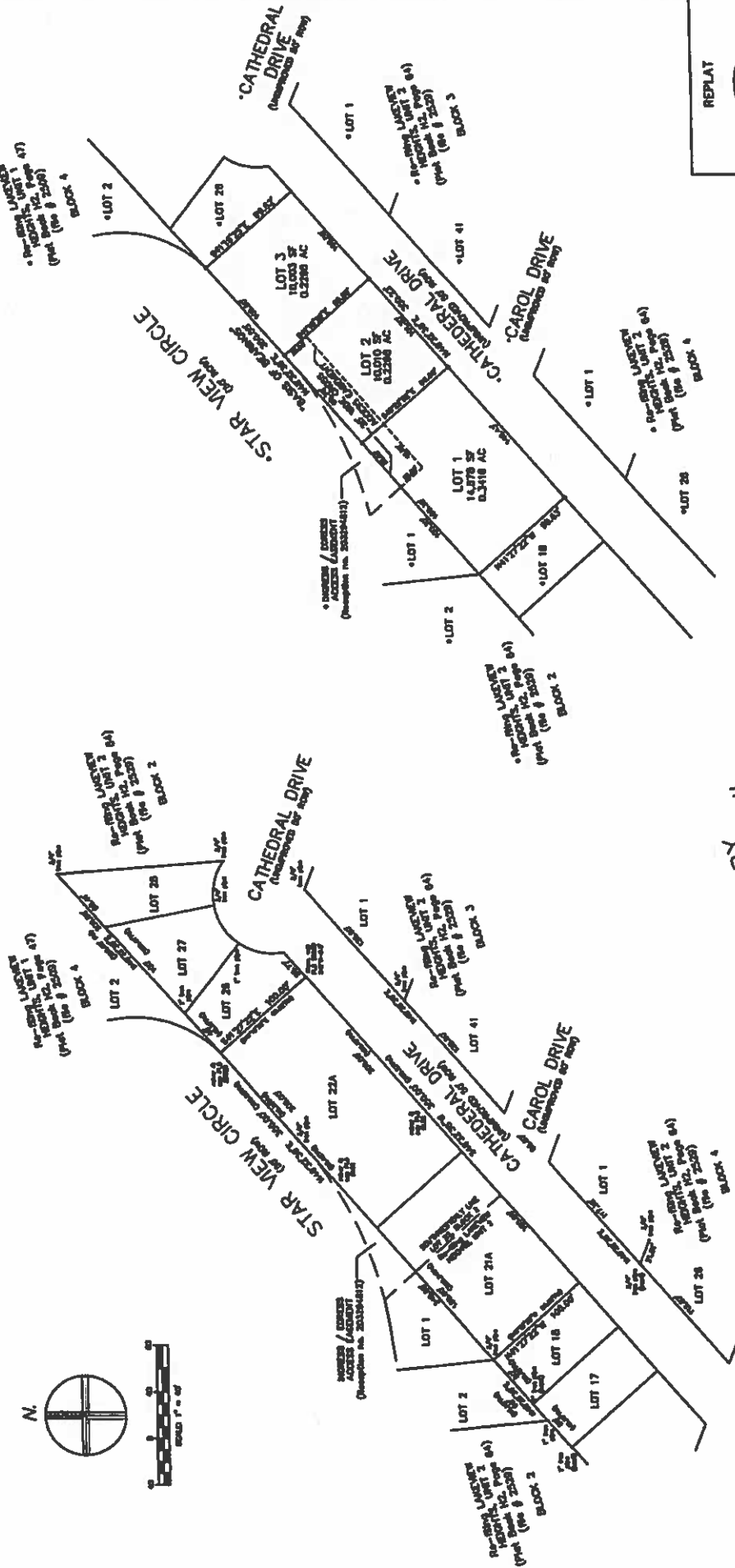
ATTEST:

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 April ~~25~~, 2019, and ordered published by title only by _____ newspaper on _____, 2019.

Verla Bruner, Town Clerk

MORNING GLORY,
A REPLAT OF LAKEVIEW HEIGHTS UNIT 2 - 4TH AMENDMENT
BEING A PORTION OF THE NORTH ONE-HALF OF THE
SOUTHEAST ONE-QUARTER OF SECTION 5,
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M.



Block	Lot	Area (Ac.)	Remarks
Block 1	Lot 1	0.3416	See page 2505
	Lot 2	0.3416	See page 2505
Block 2	Lot 1	0.3416	See page 2505
	Lot 2	0.3416	See page 2505
Block 3	Lot 1	0.3416	See page 2505
	Lot 2	0.3416	See page 2505
Block 4	Lot 1	0.3416	See page 2505
	Lot 2	0.3416	See page 2505

PRELIMINARY
SUBJECT TO REVIEW

AS REPLATTED

AS PLATTED



PLANNING COMMISSION STAFF REPORT

S.1.19

Minor Subdivision of 136 Star View Circle

LOCATION OF PROPERTY: 136 Star View Circle: A replat of Lakeview Heights Unit 2 – 4th Amendment.

ZONING: R-10,000, Single Family Residential Uses with a minimum lot size of 10,000 square feet

APPLICANT: Randy Allgood
PO Box 1655 Palmer Lake, CO 80133

PROPERTY OWNER: Same as applicant

NOTICING:
Property Posting: March 8 2019
Colorado Springs Gazette: March 8 2019
Contact: Catherine Green, cathy@palmer-lake.org

PROJECT DESCRIPTION:
The developer purchased two lots; 21A and 22A that total 35,000 square feet. He is proposing a minor subdivision of three lots that would contain 14,878SF (lot 1), 10,010 (lot 2), and 10,003 (lot 3).

Although the applicant does not have to approve buildability in compliance with the hillside ordinance during a Minor Subdivision, he has calculated the slopes and believes the residential construction would be possible. Approval of this minor subdivision would NOT grant approvals for land use (building) permits or for compliance with the hillside ordinance.

UTILITIES AND DRAINAGE:
A drainage plan depicting how developer will prevent non-historic flows from draining to adjacent lots or roads must be submitted before the Minor Subdivision is recorded. Will serve letter must be provided by the water department and the Palmer Lake Sanitation District before a land use permit is processed.

Town of Palmer Lake

42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719-481-2953 – office

Office Use Only

Case Number: _____

Date: _____

Fees \$400 + \$25 per acre: _____

Check #: _____

Rec'd By: _____

Application Complete: _____

Minor Subdivision Application Form

Name of Applicant/Property Owner: Randy Allgood

Address: PO Box 1655 Palmer Lake, CO 80133 Phone#: 719-433-3649

Email: alwaysallgood@gmail.com

Name of Proposal: Morning Glory

Legal Description or Address: 136 STAR VIEW CIRCLE

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

This is a Minor Subdivision – A Minor Subdivision is a subdivision in which the following occur:

- A. The proposed plat or subdivision contains less than five lots; and
- B. All lots within the proposed plat abut a dedicated and accepted town thoroughfare or street; and
- C. The proposed plat meets all the minimum requirements of Chapter 16.36s, the zoning ordinance, and other applicable Town ordinances and resolutions; and
- D. There are no requests for waivers of any of the requirements of the various Town Regulations and resolutions.

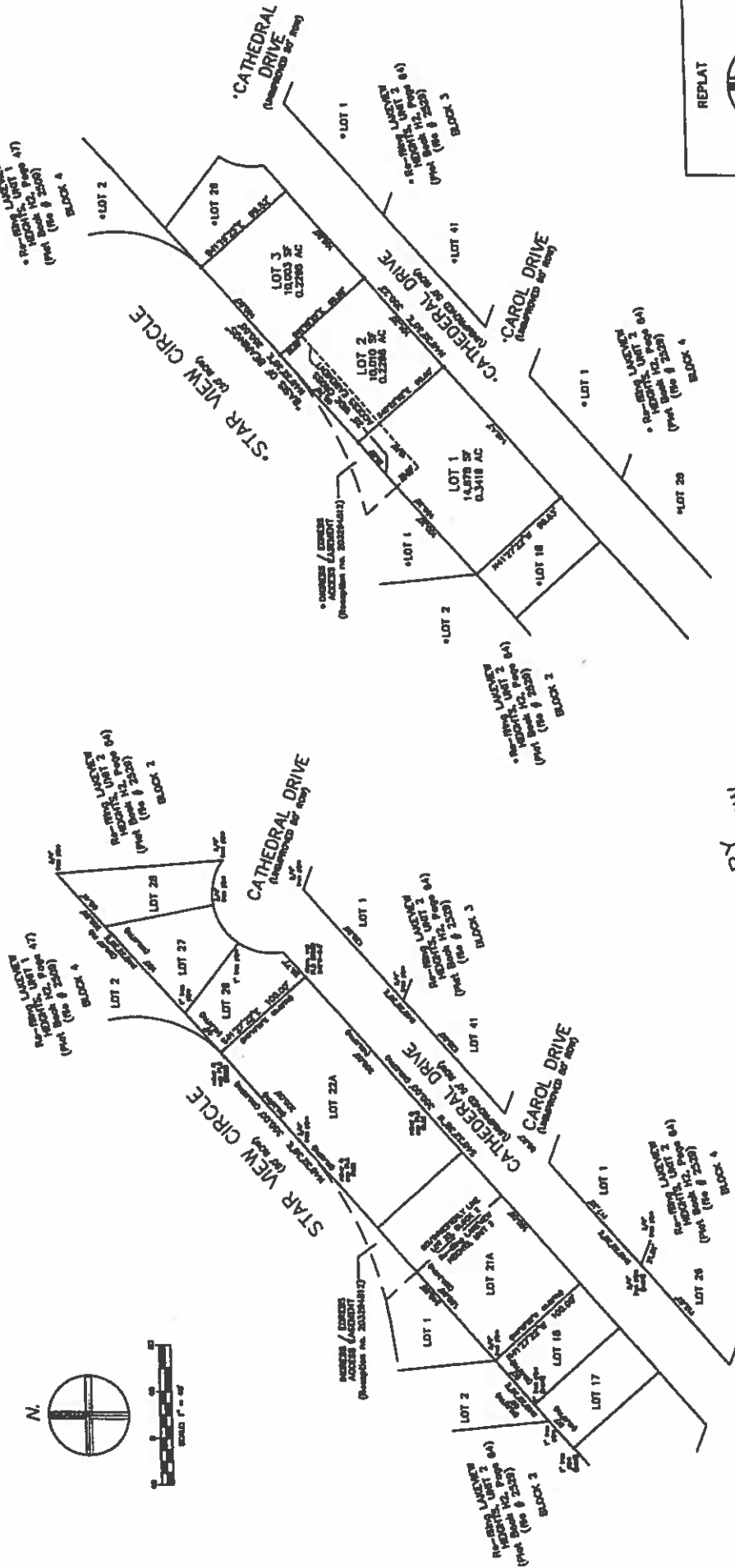
Criteria for approval of a Minor Subdivision - In order to approve any Minor Subdivision, the Planning Commission must find, based upon evidence, both factual and supportive, provided by the applicant, that:

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

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

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

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AS PLATTED

AS REPLATTED

SUBJECT TO REVIEW

REPLAT



A-4

DATE	10/15/2020
BY	Robert J. Manner
CHECKED	Robert J. Manner
PROJECT	Spec 1 W/O Rancher
LOCATION	8900 1st Ave, Suite 100, Boulder, CO 80501

OWNER	Spec 1 W/O Rancher
DESIGNER	Robert J. Manner
DATE	10/15/2020
BY	Robert J. Manner
CHECKED	Robert J. Manner

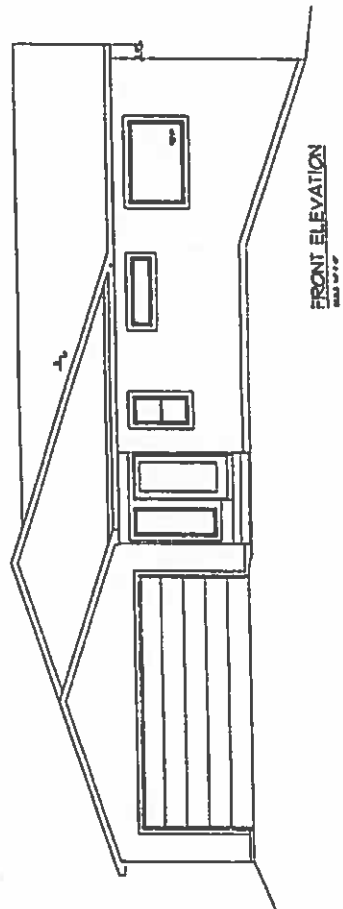
PROJECT	Spec 1 W/O Rancher
LOCATION	8900 1st Ave, Suite 100, Boulder, CO 80501
DATE	10/15/2020
BY	Robert J. Manner
CHECKED	Robert J. Manner

PROJECT	Spec 1 W/O Rancher
LOCATION	8900 1st Ave, Suite 100, Boulder, CO 80501
DATE	10/15/2020
BY	Robert J. Manner
CHECKED	Robert J. Manner

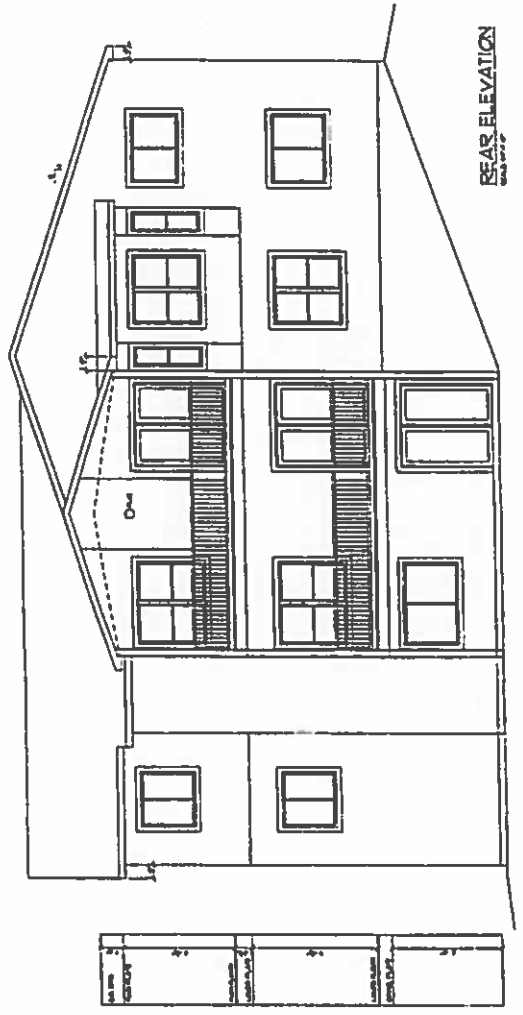
PROJECT	Spec 1 W/O Rancher
LOCATION	8900 1st Ave, Suite 100, Boulder, CO 80501
DATE	10/15/2020
BY	Robert J. Manner
CHECKED	Robert J. Manner

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FRONT ELEVATION
Scale 1/8" = 1'-0"



REAR ELEVATION
Scale 1/8" = 1'-0"

PROJECT	Spec 1 W/O Rancher
LOCATION	8900 1st Ave, Suite 100, Boulder, CO 80501
DATE	10/15/2020
BY	Robert J. Manner
CHECKED	Robert J. Manner

are coming from since there are other grow facilities nearby. Everyone agreed that all of the businesses point towards the other businesses. The business owner said that the vents in the photographs are to vent out the hot air in the building.

Commissioner Fisher made a motion to recommend approval of Z-4-19. An Application for a Conditional Use Permit for Light Manufacturing in a C2 Zone District at 860 Commercial Lane with the following conditions:

- 1. Applicant should present and implement a plan for controlling odor.*
- 2. Applicant should present and implement a plan for screening the back (east side) of the building.*
- 3. The Applicant is subject to an annual review of this conditional use if two or more formal and valid complaints from Palmer Lake residents are submitted to the Town of Palmer Lake.*

Motion was seconded by Commissioner Padgett. Motion passed 5-2 with Commissioners Brown and Mettler dissenting.

5. Z-5-19. An Application for a Conditional Use Permit for Vehicle Repair and Service in a C-2 Zone District at Illumination Pointe, 636 Highway 105. Applicant Mark Thompson.

Mr. Mark Thompson, applicant, introduced the application. He would like to rent the service garage behind Illumination Pointe to repair non-motorized trailers. He discussed his background and said that he had been doing this for many years. He asked that the recommended staff condition be amended to allow 4 trailers in back and two in front. Mr. Tucker introduced himself as the owner of Illumination Pointe and talked about the site layout.

Commissioner Ihlenfeld made a motion to recommend approval of Z-5-19. An Application for a Conditional Use Permit for Vehicle Repair and Service in a C-2 Zone District at Illumination Pointe, 636 Highway 105, with the condition that no more than 4 trailers outside in the back and 2 trailers stored outside in the front would be allowed. The motion was seconded by Commissioner Padgett. Motion passed 7-0.

6. S-1-19. An Application for a Minor Subdivision of less than 5 lots at 136 Star View Circle. Applicant Randy Allgood.

Mr. Allgood showed plat maps of the proposed minor subdivision. Questions were asked regarding slope, driveways, and easements. Chairman Cooper reminded the Commission that they were voting on the subdivision of land and that the development issues would be handled later at the land use permitting stage.

Commissioner Mettler made a motion to recommend approval of S-1-19. An Application for a Minor Subdivision of less than 5 lots at 136 Star View Circle, seconded by Commissioner Fisher. Motion passed 7-0.

7. Meeting was adjourned at 8:50PM.