



**Planning Commission
Wednesday, December 16, 2020 at 6:00 PM
Palmer Lake Town Hall, 28 Valley Crescent
Palmer Lake, Colorado**

*** MASKS REQUIRED - SOCIAL DISTANCING ENFORCED ***

AGENDA – REVISED 12/15

This agenda is subject to revision 24 hours prior to start time

1. Call to Order
2. Approval of Minutes from October 21, 2020
3. Application for Conditional Use – Furrer/Diacut Inc (773 Hwy 105)
4. Application for Minor Subdivision – Woodward (north portion of 205 S Valley Rd)
5. Update on Master/Comp Plan (Susan Miner)
6. Commission Appointments
7. Next Meeting (January 20) and Future Items
8. Adjourn



Town of Palmer Lake
Minutes of the Planning Commission
October 21, 2020 @ 6:00 PM
28 Valley Crescent, Town Hall, Palmer Lake CO

Planning Commission members present:

Chairman Dave Cooper
Commissioner Bill Fisher
Commissioner Amy Hutson

Commissioner Charles Ihlenfeld
Commissioner Vic Brown

Excused: Commissioner Mark Bruce

Commissioner Samantha Padgett

1. **Call to Order.** Chairman Cooper called the meeting to order at 6:00 PM. New Deputy Town Clerk Julia Stambaugh was introduced to the members.
2. **Approval of Minutes from September 16, 2020.** MOTION (Ihlenfeld, Fisher) to approve the minutes. Motion PASSED.
3. **Application for Vacation and Replat – Hermosa Creek (93 Hermosa Ave).** Mr. Jerry Hannigan was in attendance to represent the property owner (Stern). He provided the background to one parcel being requested to divide into three to build two additional single-family homes on – one with access from Virginia and two with access from Hermosa. He mentioned the easement for water line and other utilities at the end of Hermosa. Cooper stated he liked the plan but believed that the end of Hermosa was originally agreed and planned to be a cul de sac, although former Town staff did not follow through with it getting developed. He stated that he had concern of water tap availability and the access for safety services without a reasonable turnaround at Hermosa. Discussion took place about options for a turn around on Hermosa. Laura McQuire (property owner) stated they have two of the three taps secured for building. Further discussion ensued about Fire Department access for safety purpose. Staff stated a review of access can take place with the Fire Chief in the next week. MOTION (Ihlenfeld, Hutson) to recommend the Board APPROVE the replat with a letter of approval from the Fire Chief addressing needs for Fire apparatus to maneuver on Hermosa Avenue prior to future building on Lot 1 or 2. Motion PASSED.
4. **Update from Master Plan Team – Neighborhood Meetings.** Trustee Susan Miner and Karen Stuth provided an update from the neighborhood meetings with the eastern portion of the Town. Approximately 300 flyers were distributed; however, they encountered a small turnout of less than 15 attendees to the meetings that were offered. Qualitative data was reviewed. The following six core areas were explained – infrastructure, parks and open space, public safety, traffic and roads, economic development and urban planning. The next neighborhood meetings will be for the area referred to as “Old Town” with meeting dates to be announced and posted.



5. Next Meeting (November 18) and Future Items.

6. Adjourn. MOTION (Ihlenfeld, Fisher) to adjourn at 7:48 PM. Motion PASSED.

Chairman – David Cooper

Attest: Town Clerk – Dawn A. Collins

Date:



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

Office Use Only

Case Number: _____

Date: _____

Fees: \$250.00 _____

Check #: _____

Rec'd By: MHC _____

Application Complete: _____

Conditional Use Application Form

Name of Applicant/Property Owner: Bruno Furrer / Diacut, Inc.

Address: 773 S. Highway 105 Phone#: 719-481-4205

Email: bruno@diacut.com / sales@diacut.com

Name of Proposal: _____

Legal Description or Address: 773 S. Highway 105 (Block 10-15)

(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 Conditional Use - A request for a use permitted under various zoning categories subject to review by the Planning Commission. The formal application requires the same material as outlined for a Rezoning Request (17.76 and 17.80).

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

- A. The site for the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping and other features required by this ordinance.
- B. The site for the proposed use relates to streets and highways adequate in width and degree of improvement to handle the quantity and kind of vehicular traffic that would be generated by the proposed use.
- C. Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other ordinance standards, or other reasonable conditions of approval.
- D. If of benefit to the community, any proposed structures will be of a design complimentary to the surrounding area.

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.

As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.

Applicant Signature: [Signature] Date: 11.18.20

If the applicant is not the owner:

As owner of the above property, I agree to the application.

Owner - Print: BRUNO FURER

Owner - Signature: _____ Date: _____

• TRADES MAN SHOP/WAREHOUSE

- LOT SIZE: 150' WIDE, 200 FEET DEEP
- STRUCTURE HEIGHT: 14' SIDE WALLS, APPROX 18' center
- USE: HAY, STRAW, SHAVINGS STORAGE
WITH SOME PICKUP BY CUSTOMERS, OTHERWISE
DELIVERIES.
- WOULD ALSO WANT TO UTILIZE CITY OWNED
LOT IN FRONT OF SUBJECT PROPERTY.

Dawn Collins

Subject: FW: Option #1 & #2 Diacut Land
Attachments: scan.pdf

To All,

Per our meeting discussion prior to Thanksgiving please see attached.

****Option #1** would work best logistically for proper utilization of square footage within each warehouse building for our various product types. Also this would allow for better maneuverability on the lot.

****Option #2** is workable but a larger amount of unusable square footage in the single warehouse building. Maneuverability into this warehouse option less favorable.

Should anyone have questions before the Planning Meeting on 12/16/2020 please don't hesitate to be in touch.

Sincerely
Loren

Loren H. Burlage
General Manager
HayCo, L.L.C.
P.O. Box #34
Monument, CO 80132
719-339-3525
Website: hayco.us

OPTION #1.



OPTION # 2 .



**NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE**

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on December 16, 2020, at 6 PM at the Town Hall, 28 Valley Crescent, Palmer Lake, to consider a Conditional Use application for an additional building on the property, located at 773 S Hwy 105. A recommendation will be made to the Board of Trustees on the same matter scheduled for January 14, 2020, at 6 PM. A copy of the complete application is on file at the Town Clerk office at 719-481-2953.

/s/ Dawn A. Collins, Town Clerk

Published in the Tri-Lakes Tribune December 16, 2020.

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: _____

Fees: _____

Check #: _____

Rec'd By: BR

Application Complete: _____

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

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

Name of Applicant: Tyler Woodward

Applicant's Address: mailing: PO Box 1562 Phone#: (406) 600-2149 (Sarah)
(719) 330-6230 (Tyler)

Applicant's Email Address: Woodwardtyler@rocketmail.com

Name of Proposal: Woodward Residence

Tax Schedule #: 7105316025

Nearest Street Intersection: Old carriage Rd + S Valley Rd Existing Subdivision: N/A

Current Zoning and Uses of Surrounding Property:

N:	<u>R3</u>	<u>Medium Density Residential</u>
E:	<u>R3</u>	<u>Medium Density Residential</u>
S:	<u>R3</u>	<u>Medium Density Residential</u>
W:	<u>R3</u>	<u>Medium Density Residential</u>

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 Trustee meeting.

On the third Wednesday of the month The Planning Commission will meet and make its recommendations to the Board of Trustees. **APPLICANT MUST BE PRESENT**

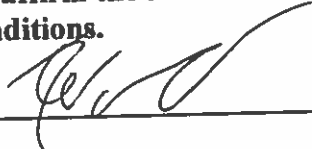
On the second Thursday of the following month the Board of Trustees will hear comments from the applicant and public and make a decision to **APPROVE OR DENY. APPLICANT MUST BE PRESENT**

All submittals will need to be in compliance with the corresponding Palmer Lake Municipal Code.

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.

As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.

Applicant Signature:  **Date:** 11/16/20

If the applicant is not the owner:

As owner of the above property, I agree to the application.

Owner – Print : _____

Owner – Signature: _____ **Date:** _____

NOTES:

November 16, 2020

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

Re: Letter of Intent, El Paso Country Schedule #7105316025 (9,653 SF)

To: Planning Commission,

Attached please find our Minor Subdivision Application Form. In approximately August of 2019 my wife and I wanted to sell part of our land. At that time I applied to the El Paso County Assessor for a "Splitting of Property" whereby I had three of our contiguous lots (Lot # 12, 13 & 14) broken out into a separate Real Estate Tax Schedule #7105316025 which is a total of 9,653 SF. This parcel is in compliance with the TOPL R3 zoning for a Medium Density Residential Zone which needs to be a minimum of 5,000 SF.

At that time we thought this was all that needed to be done and we listed the vacant lot for sale with Trish Flake. We soon decided we would like to stay in Palmer Lake and build a larger home on our vacant lot where we can raise our newborn baby here in Palmer Lake. At that time we took our lot off the market and have been working with a builder, draftsman and with the sanitation department for the past seven months.

We just turned in our plot map plans to the TOPL for a building permit and we were told we need to have this approved with the Planning Commission.

When I purchased my home with the extra vacant lots it was always my understanding I would be able to build another home on the vacant attached lots to the north of my home since my neighbors to the east and west all have homes in the front and in the rear of the land. Since I am now married and we just had our first baby on May 1st (during Covid) we need a larger home for our family to continue to grow.

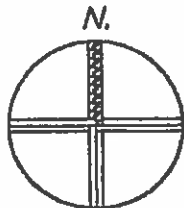
Thanking you in advance for your assistance with this process.



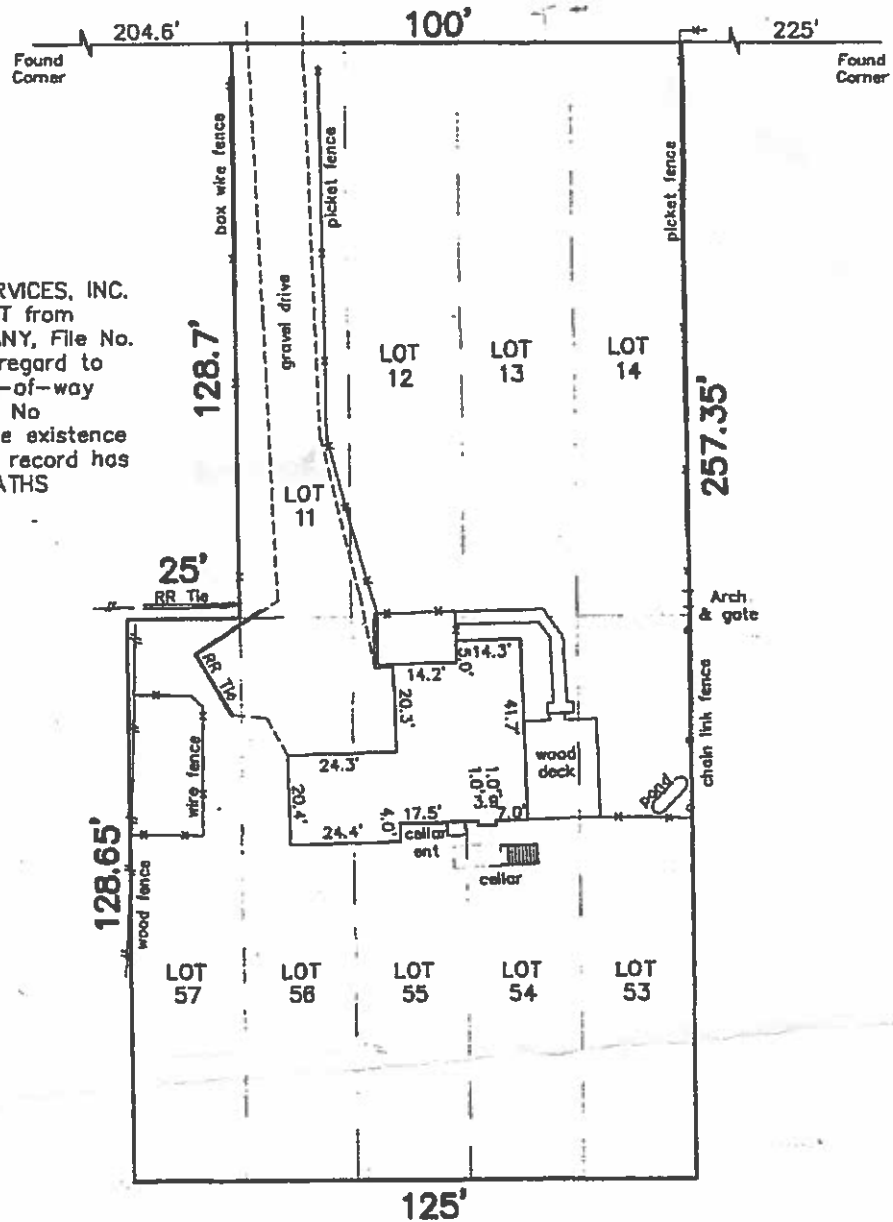
Tyler Woodward, property owner
Mailing address: PO Box 1562, Palmer Lake, CO 80133
(719) 330-6230

BOUNDARY SURVEY the Board of Licensure repealed 6.6.2 (c). Major improvement locations shall be shown with dimensions to the nearest property lines, with a minimum of two dimensions shown, and shall be sufficient to locate structures.

CROSSED PATHS SURVEYING SERVICES, INC. has relied upon the COMMITMENT from FIDELITY NATIONAL TITLE COMPANY, File No. 570-F0550645-370-TEF, with regard to any recorded easements, rights-of-way affecting the subject property. No additional research regarding the existence of easements or restrictions of record has been performed by CROSSED PATHS SURVEYING SERVICES, INC.



SCALE: 1" = 40'



RECORD TITLE DESCRIPTION:

Lots 11, 12, 13, 14, 53, 54, 55, 56 and 57, Block 38, PALMER LAKE AMENDED FILING, County of El Paso, State of Colorado

I HEREBY CERTIFY THAT THIS IMPROVEMENT LOCATION CERTIFICATE WAS PREPARED FOR FIDELITY NATIONAL TITLE INSURANCE COMPANY and FIDELITY NATIONAL TITLE COMPANY THAT IT IS NOT A LAND SURVEY PLAT OR IMPROVEMENT SURVEY PLAT, AND THAT IT IS NOT TO BE RELIED UPON FOR THE ESTABLISHMENT OF FENCE, BUILDING, OR OTHER FUTURE IMPROVEMENT LINES.

I FURTHER CERTIFY THAT THE IMPROVEMENTS ON THE ABOVE DESCRIBED PARCEL ON THIS DATE,

June 11, 2016

EXCEPT UTILITY CONNECTIONS, ARE ENTIRELY WITHIN THE BOUNDARIES OF THE PARCEL, EXCEPT AS SHOWN, THAT THERE ARE NO ENCROACHMENTS UPON THE DESCRIBED PREMISES BY IMPROVEMENTS ON ANY ADJOINING PREMISES, EXCEPT AS INDICATED, AND THAT THERE IS NO APPARENT EVIDENCE OR SIGN OF ANY EASEMENT CROSSING OR BURDENING ANY PART OF SAID PARCEL, EXCEPT AS NOTED.



CROSSED PATHS SURVEYING SERVICES, INC.
P.O. BOX 49742
COLORADO SPRINGS, COLORADO 80949
(719) 599-4515

El Paso County - Community: Property Search

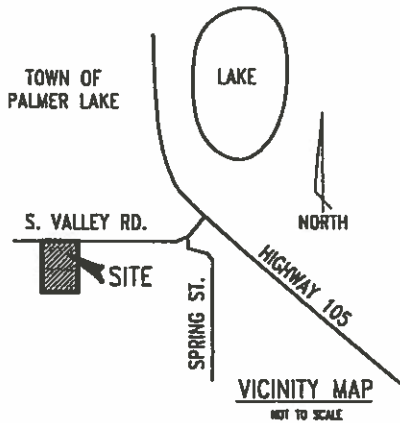
Schedule Number: 7105316025



tax sched#
7105316025
(3 vacant lots)
9,653 SF

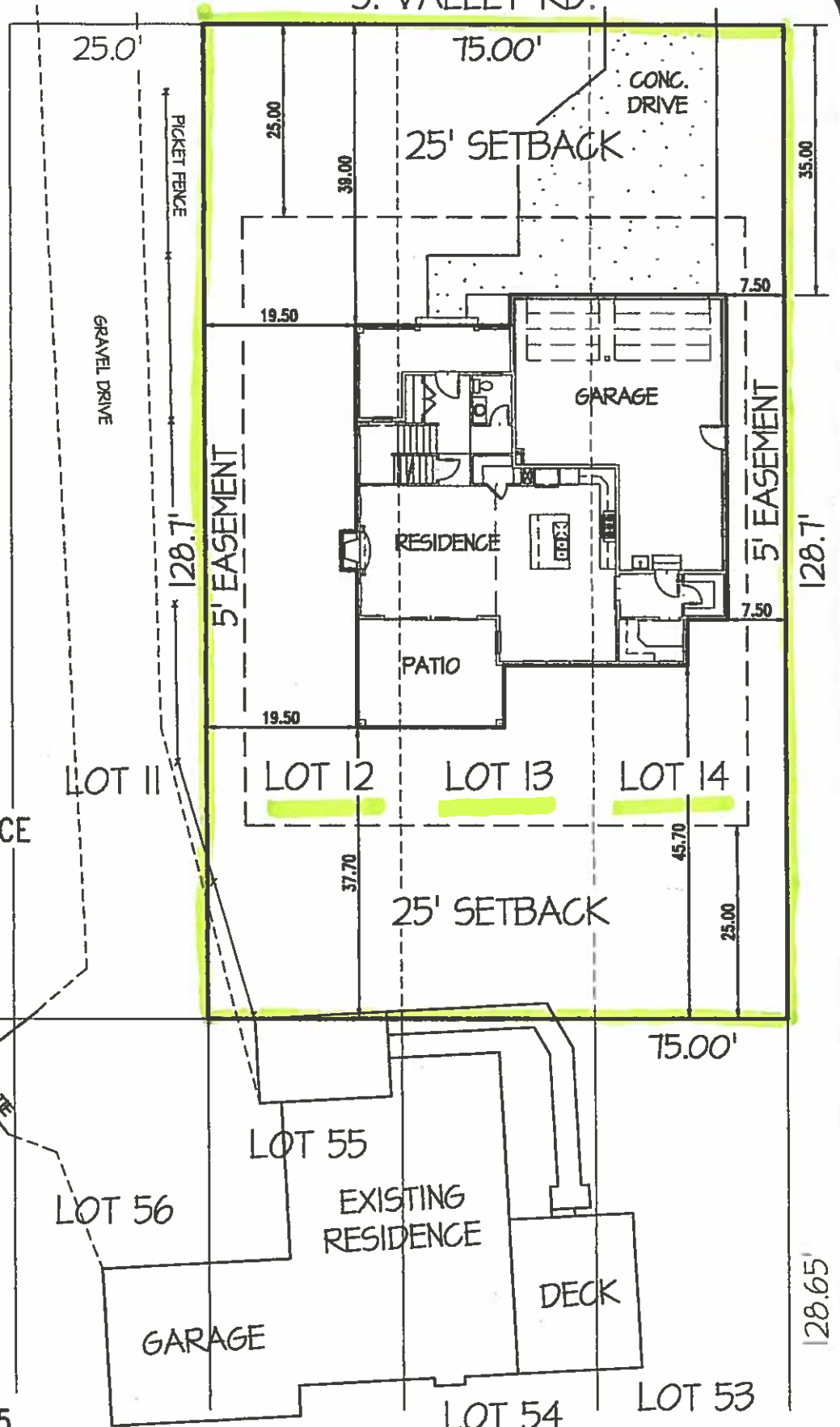


S. VALLEY RD.



SINGLE FAMILY RESIDENCE

LOT SIZE: 9,653 Sq.Ft.
 BLDG. SIZE: 2,354 Sq.Ft.
 LOT COVERAGE: 24.4%
 BLDG. MAX. HEIGHT: 28.9 Ft.
 BLDG. AVG. HEIGHT: 28.9 Ft.



Tax Sched. 7105316025

PLOT PLAN INFORMATION

Drawn for: Tyler and Sarah Woodward

Nov. 4, 2020

Zone: R3

Cuvala Construction, Inc.
 P.O. Box 1342 Monument, CO 80132
 (714) 488-2426

LEGAL DESCRIPTION

ADDRESS: 205 S. Valley Rd.
 DESCRIPTION: Lot 12, 13, 14 - Blk. 38
 Palmer Lake Amended Filing
 Palmer Lake, CO
 EL PASO COUNTY

**NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE**

Notice is hereby given that the Town of Palmer Lake Planning Commission shall hold a public hearing on December 16, 2020, at 6 PM at the Town Hall, 28 Valley Crescent, Palmer Lake, Colorado, to consider a request for a Minor Subdivision of property, located at 205 South Valley Road, tax schedule no. 71053-16-025. The Planning Commission shall provide a recommendation to the Board of Trustees on the same matter scheduled for January 14, 2020, at 6 PM, in order to make a final determination. A copy of the completed application is on file at the Town Clerk office. For additional information, please call the Town office at 719-481-2953.

/s/Dawn A. Collins, Town Clerk

Published in the Tri-Lakes Tribune December 2, 2020