



**Planning Commission
Wednesday, July 21, 2021
Town Hall, 28 Valley Crescent
Palmer Lake, Colorado**

WORKSHOP AT 5:00 PM

Review of Short-Term Rental Samples/Criteria

REGULAR MEETING AT 6:00 PM

AGENDA

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

1. Call to Order
2. Roll Call
3. Approval of Minutes from June 16, 2021
4. Application to *Amend* Conditional Use – Tanglewood Trailers (Illumination Point)
5. Update on Town Sign Completion
6. Recommendation on Short Term Rentals in Residential Zoning
7. Next Meeting (August 18) and Future Items
8. Adjourn

***NOTICE is hereby given that more than two members of the Board of Trustees may be present;
however, there will be no action taken by the Board of Trustees at this meeting.***



Town of Palmer Lake
Minutes of the Planning Commission
June 16 at 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 Shana Ball (excused)

Commissioner Charles Ihlenfeld

Commissioner Vic Brown

Commissioner Mark Bruce

1. **Call to Order.** Chairman Cooper called the meeting to order at 6:00 PM.
2. **Roll Call.** All members, but Shana Ball, were present.
3. **Approval of Minutes from May 19, 2021.** MOTION (Bruce, Ihlenfeld) to approve the minutes. Motion PASSED.
4. **Direction on RFP for Master/Comp Plan Consultant.** Board Trustee Karen Stuth provided an update, in place of Susan Miner, on the final Glen neighborhood meeting, noting 12 residents participated. She also provided an overview of next steps, beginning with the draft of a community-wide survey. She stated that an excess of 380 responses will be needed for a qualified survey. The team is seeking ways to gather the survey data. Discussion took place about promoting residents to subscribe to the Town website news in order to access the survey electronically via email. A draft of an RFP to hire a consultant is being worked on and, along with review of staff, will be distributed and reviewed with the Commission members prior to posting. Discussion took place about gathering town demographics, drafting the survey and the structure of an advisory committee.
5. **Direction on Advisory Committee.** No action taken on this item, reviewed in item 4.
6. **Review/Recommendation on Short Term Rental in Residential Zoning.** Collins explained the information distributed to the members including definitions and other community regulations. Discussion took place about the criteria and regulation of short term rental, being as simple or as complex as the members recommend. Nicole Currier offered example of another municipality limiting places by the value of structure/property. Direction was provided to gather additional sampling of other municipal regulation or criteria relating to parking, licensing, other FAQs and to schedule a workshop prior to/before the next meeting.
7. **Next Meeting (July 21).** *Workshop will be prior to meeting.*
8. **Adjourn.** MOTION (Fischer, Hutson) to adjourn at 7:16 PM. Motion PASSED.

David Cooper, Chair

ATTEST: Dawn A. Collins, Town Clerk



**TOWN OF PALMER LAKE
PLANNING COMMISSION - AGENDA MEMO**

DATE: July 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Hearing and Recommendation to Amend the Conditional Use at Illumination Point, Tanglewood Trailers

Background

As included with the agenda packet, the original action on the conditional use for Tanglewood Trailers limited the allowed number of trailers to 4 outside the back and 2 outside the front.

In subsequent years, it is found that administrative staff provided a letter to remove limits of the number of trailers for the applicant. The number of trailers has increased substantially. **Note:** Administration does not have authority over the approval/action of a governing body.

Since this issue was identified, the business license for Tanglewood Trailers has been held in order to address the condition of the use. The proper procedure would be to **amend** the conditional use, if so desired. Mr. Thompson is anticipated to be present to speak to his request to amend the conditional use to not limit the number of trailers.

Consideration

Staff recommends review of the use, overall area and number of the trailers, and respectfully determine a recommendation to the Board to amend the original conditional use or to adhere to the limit originally approved.

With this final determination, staff will then complete the review/approval of the business license.



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: BAC

Application Complete: 6.11.2021

PC
7/5-6
BOT 8/12

Conditional Use Application Form

Name of Applicant/Property Owner: MARK THOMPSON

Address: 626 Hwy 105 Phone#: 719 960 0600

Email: fanglewoodtrailers@gmail.com

Name of Proposal: Resubmission to correct former Palmer Lake Staff Errors

Legal Description or Address: 630 Incumination Point

Note: 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 not permitted under certain zoning categories subject to review by the Planning Commission and consideration by the Board of Trustees.

Criteria for approval of a conditional use – Include a “site plan” or building design where a structure is involved to address the following criteria in which the Planning Commission and the Board of Trustees must find evidence, both factual and supportive, provided by the applicant.

- 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.
- 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.
- 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.
- If of benefit to the community, any proposed structures will be of a design complimentary to the surrounding area.



By signing this application, 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 non-refundable fees and costs associated with the Town's review of this application. Fees may include, but are not limited, to engineering and consultant fees, public notice costs, publication/recording fees, and any other fees paid by the Town in connection with, or related to, review of this application.
- Payment of fees as described is due within 10 days of the date of filing 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: 3 Jun 2021

If the applicant is not the owner:

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

Owner – Print: _____

Owner – Signature: _____ Date: _____



12 June 2021

Town of Palmer Lake, Planning Committee

Re: Conditional Use Application – Resubmission to correct former Palmer Lake Staff Errors

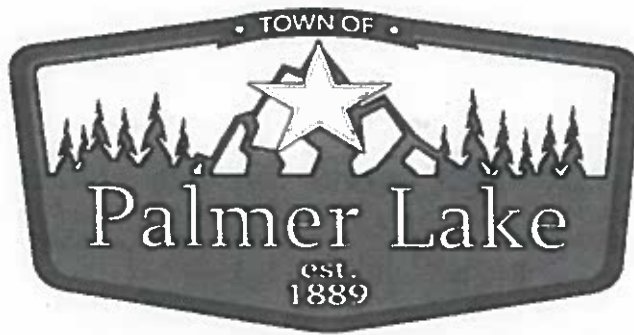
I intend to continue operations as approved on 11 June 2019, specifically:

- Vehicle Sales
- Vehicle Rental (U-Haul)
- Temporary parking for service vehicles

Sincerely,

Mark Thompson
Owner

626 Highway 105
Palmer Lake, Colorado 80133
719-960-0600
tanglewoodtrailers@gmail.com
www.tanglewoodtrailers.com



Board of Trustees Summary Sheet

	Resolution 9 of 2019
Title	A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ESTABLISH A VEHICLE REPAIR AND SERVICE ON A PROPERTY CURRENTLY ZONED C-2 GENERAL BUSINESS AND COMMERCIAL ZONE DISTRICT AND LOCATED AT 636 HIGHWAY 105
Action	Board Vote
Date	April 11, 2019
Contact	Catherine Green
Summary	This is a request for a conditional use to operate a vehicle repair and service business in a C-2 General Business and Commercial zone district. The applicant plans to keep an office in the front of Illumination Center and use the garage in the back to service trailers.
Issues	Outdoor storage of trailers being serviced was an issue. The Planning Commission place a condition on the approval to limit the number of trailers placed outside to four in the back and two in the front.
Budget Implications	None
Other Actions	The Planning Commission approved the conditional use by a vote of 7-0.
Motion #1	I move to approve A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ESTABLISH A VEHICLE REPAIR AND SERVICE ON A PROPERTY CURRENTLY ZONED C-2 GENERAL BUSINESS AND COMMERCIAL ZONE DISTRICT AND LOCATED AT 636 HIGHWAY 105 with the following conditions:

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.*



**TOWN OF PALMER LAKE
PLANNING COMMISSION - AGENDA MEMO**

DATE: July 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Town Sign Completion

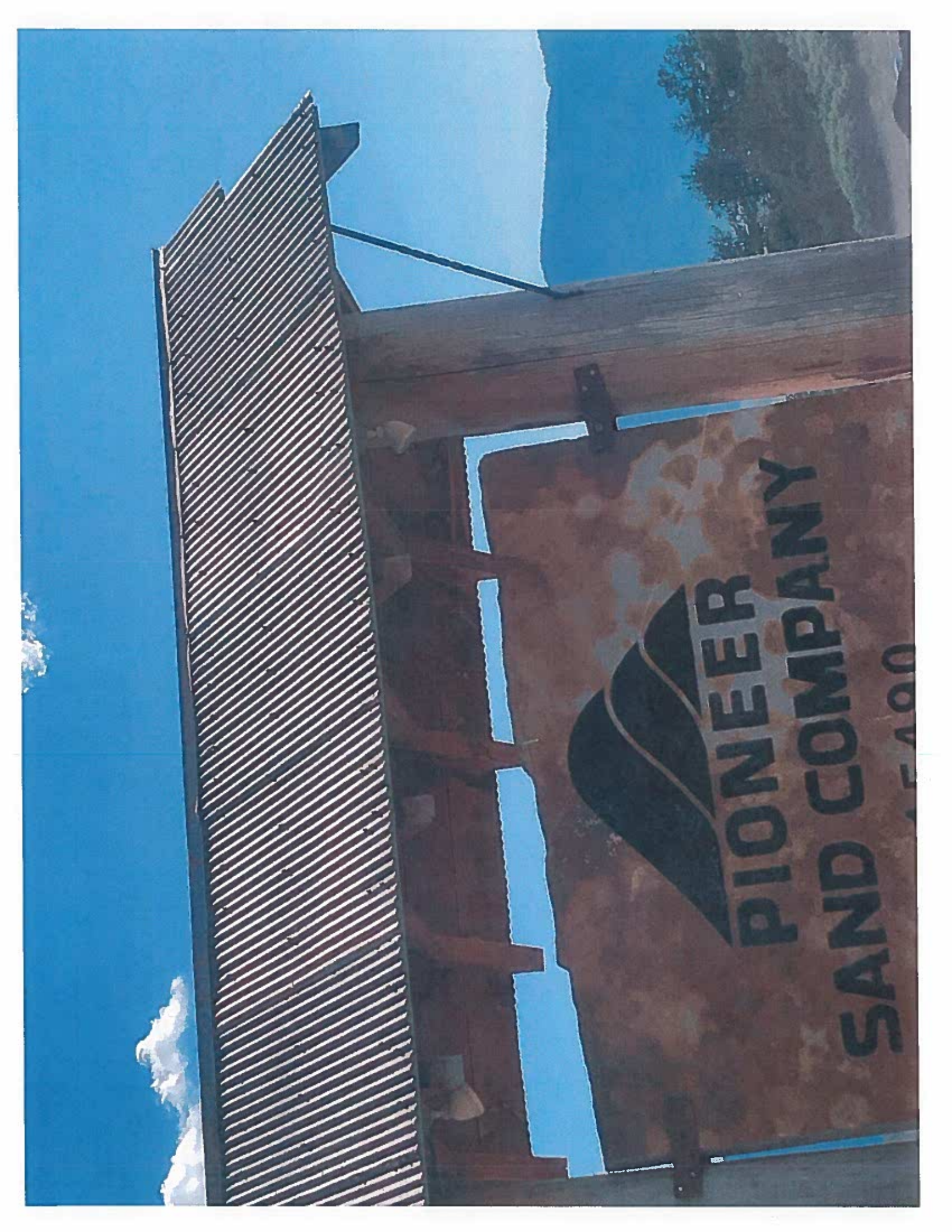
Background

The Board of Trustees requested that the electronic sign not become an 'eyesore' and, therefore, the final two parts of the overall project are planning to come to fruition by 9/30/2021.

1 ~ Planting of shrubs and possibly a shade tree or two around the sign, not to impede the visual of messages. A possible bench placed under the tree at some point, not to be near the road. 811 will mark a 20' radius around the sign by Tuesday, 6/22/2021. Planting will begin on Sunday, 6/27/2021. Planting will be at no charge to the Town.

2 ~ A contractor, Stephen Melton, will build a rustic metal awning to hang over the sign. The sign will serve three purposes - 1) It will protect the sign itself from excess sun and weather damage; 2) It will assist drivers to see the message of the sign. Currently, the sun deters much of the sign's message due to a direct hit of sunlight; and 3) It will act as the 'cherry on top' and complete the sign as a centerpiece. The awning construction and installation will be at no charge to the Town.

NOTE: Neither the awning nor the plantings will affect the warranty.
Enclosed are sample photos of a similar metal awning.

A photograph of a large industrial building with a corrugated metal roof and a rusted metal wall. The wall features a large logo and text. The logo is a stylized black and white wave or leaf shape. To the right of the logo, the words "PIONEER" and "SAND COMPANY" are written in large, bold, black capital letters. Below "SAND COMPANY", the number "15400" is partially visible. The building is set against a clear blue sky with a few white clouds. A small, dark, rectangular object is visible on the roofline.

PIONEER
SAND COMPANY
15400