



Planning Commission Meeting

Wednesday, July 15, 2026

Regular Meeting at 5:00 PM

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

Live Stream available on Town website

Agenda

This agenda is subject to revision 24 hours prior to commencement of the meeting.

The Board welcomes public comment on Town-related matters. Speakers must sign in, be recognized by the mayor, and state their name and address for the record. Comments are limited to three (3) minutes per speaker, per topic, and must be directed to the Board as a whole. The Board will listen but will not respond or take action during public comment. Written comments (one page maximum) may be submitted to Info@Palmer-Lake.org at least 24 hours before the meeting. Civility is expected. For disability accommodation, contact the Town at 719-481-2953 at least 48 hours before the meeting.

Call to Order and Roll Call

Pledge of Allegiance

Approval of Minutes

1. Meeting Minutes from June 17, 2026, Regular Meeting

Business Items

2. Discussion and Possible Action Regarding the 707 County Line Road Sign Application
3. Discussion Regarding Scheduling a Planning Commission Workshop for Member Orientation and Review of Goals, Objectives, Roles, and Responsibilities
4. Discussion and Possible Action Regarding Bob's Rules of Order
5. Discussion and Possible Action Regarding Bear-Resistant Trash Container Requirements for Short-Term Rental (STR) Properties
6. Discussion and Possible Action Regarding Public vs. Private Road Identification
7. Discussion and Possible Action Regarding Data Center Regulations
8. Discussion and Review Regarding the Town of Palmer Lake Sign Ordinance

Public Comment for Items Not on the Agenda

Next Meeting and Future Items

Adjourn



PLANNING COMMISSION

Wednesday, June 17, 2026 at 5:00 PM

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

MINUTES

Call to Order/Roll Call

Meeting called to order at 5:00PM

Present: Bill Fisher, Matt Stephen, Kent Hutson, Katherine Pietsch

Absent: Richard Kuehster, Charlie Ihlenfeld

Pledge of Allegiance

Approval of Minutes

1. Minutes from May 20, 2026

Motion to approve the minutes from May 20, 2026. (Hutson, Stephen) "Aye" Vote. Motion passed unanimously.

Business Items

2. Discussion and Possible Recommendation of Planning Commissioner

Susan Miner formally withdrew her application for Planning Commissioner.

Motion to recommend to the Board of Trustees to appoint Katherine Keeley for Planning Commissioner. (Hutson, Fisher) Roll Call Vote

Accept: Fisher, Stephen, Hutson, Pietsch

Deny:

Motion Passed Unanimously.

3. Discussion and Update on Hayco's Conditional Use Permit

The Commission noted that the conditional use permit that expired on June 1st, 2026 is now in violation. With Town Staff taking steps to enforce compliance through the proper channels

Public Comment

Eric Sepp – urged the advisory board to hold the Board of Trustees accountable for a year-long delay on the "Lake View Estates" project, which was halted at the town's request to pursue a

costly conservation easement. He noted that a promised property tax abatement never arrived, forcing him to pay over \$10,000, and stated he is considering legal counsel to recoup his financial losses under their cost reimbursement agreement.

Susan Miner – Advocated for proactive business outreach, recalling her past practice of conducting monthly visits to welcome new businesses and educate them on sign codes and licensing. She expressed hope that the town will establish a dedicated economic development team to restore this educational presence.

Next Meeting and Future Items

Next meeting is on July 15th, 2026 at 5:00PM

Next Workshop is on June 22nd, 2026 at 4:00PM

The Commission discussed a potential agenda item for the next meeting regarding code enforcement for the Town's sign code.

Commissioner Pietsch requested a joint workshop or joint meeting with the Parks Commission to discuss Elephant Rock.

Interim Town Administrator Smith provided an update on the current status of Elephant Rock.

Adjourn

Motion to adjourn. (Hutson, Fisher) "Aye" Vote. Motion passed unanimously.

Meeting adjourned at 6:03PM



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

Sign Application Form

Select Tech Services/Jesse Pears

Business Name/Owner _____

Phone Number 267-254-8332 Email Address JPears.crt@SelectTechServices.com

Mailing Address 707 County Line Rd. Palmer Lake, CO 80133

Physical Address 707 County Line Rd. Palmer Lake, CO 80133

Legal Address: Lots(s) LOT 2 BLK 1 COUNTY LINE RD CHOCOMA MANUFACTURING FACILITY Subdivision _____

Applicant (if other than owner) Designer Signs & Banners

Mailing Address 6527 N Academy Blvd, Colorado Springs, CO 80918

Phone Number 719-260-6712 Email Address wil@designer-signs.com

SIGN INFORMATION

TYPE OF SIGN (check all that apply)

Double Faced ☒ Multi-faced _____ Single-faced ☒
Free-standing _____ Wall-mounted ☒ Projecting _____

SIGN CATEGORY (check all that apply)

Residential _____ Business ☒ Comprehensive Sign Plan _____
PUD sign _____ Directory sign ☒ Master Plan Sign _____
Marquee _____ Temporary Sign _____ Other _____

Sign Wording Select Tech Services OFFICE <-----

Specific Location of Sign Business ID signs on North & West wall, Office directional sign on west wall, Face change on existing street sign

Size of Sign See attached PDF's Area of Sign 68.33sqft-West, 12sqft-West, 30.27sqft-North, 30sqft existing street sign

Height of Sign See attached PDF's Materials of Sign Aluminum composite Material, Lexan

Color(s) of Sign black, green Lighting No new lighting proposed

****ATTACH A SKETCH OF THE SIGN WITH DIMENSIONS AND COLORS. SHOW THE LOCATION OF SIGN ON THE SITE OR THE BUILDING.**

Applicant's Name (print) William Wilkes Designer Signs & Banners Signature William Wilkes

Meeting Times - **MUST BE PRESENT AT ALL MEETINGS UNLESS OTHERWISE ADVISED**

Planning Commission Meeting (3rd Wednesday - Unless otherwise notified)

For Office Use Only

Approved _____ Disapproved _____ Date _____ Staff _____ Permit Fee\$ 100.00

Pink shows clear space will not be on final product

Aluminum Composite material with premium black & premium Apple green vinyl

60"x164"

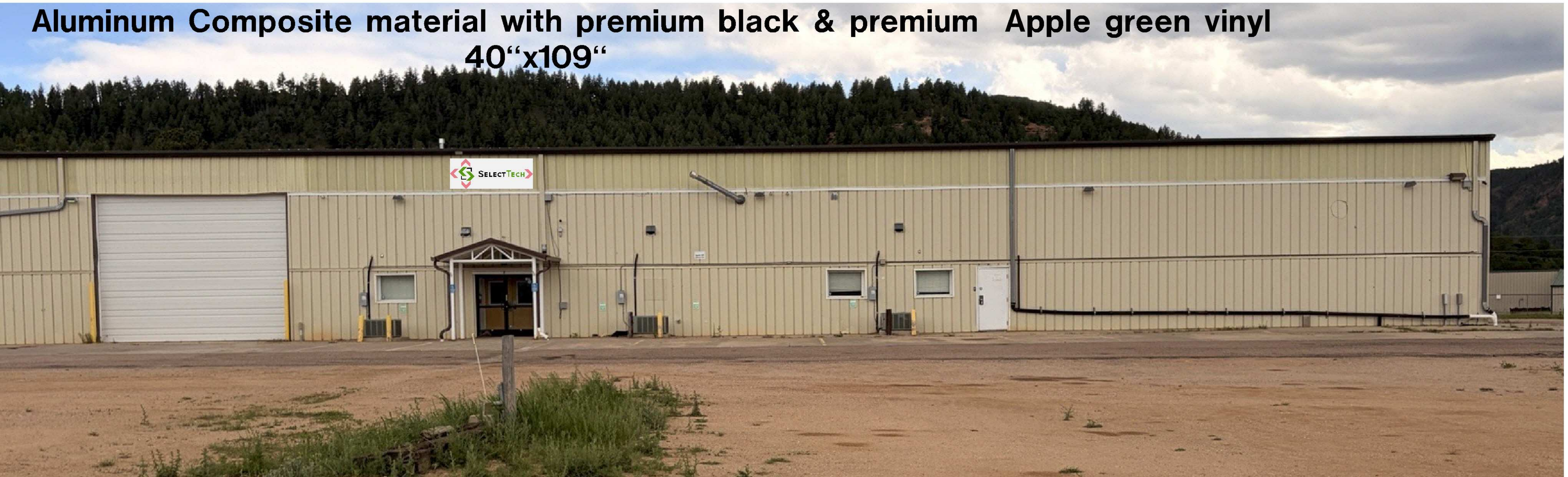


Not centered due to drain
Pink shows clear space will not be on final product



Aluminum Composite material with premium black & premium Apple green vinyl

40"x109"



Pink shows clear space will not be on final product

Aluminum Composite material with premium black & premium Apple green vinyl

60"x164"



2@ new lexan with premium
220 black & translucent 230 Apple green vinyl

JUNK Old faces



white will be lexan color

Aluminum Composite material with
premium black 24"x72"

←OFFICE

Aluminum Composite material with
premium black & premium Apple green vinyl

40"x109"

