



PLANNING COMMISSION

Wednesday, October 19, 2022 at 5:00 PM

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

MINUTES

Call to Order. Chair Ihlenfeld called the meeting to order at 5:04 pm.

Roll Call. Present: Commissioners Shana Ball, Amy Hutson, Susan Miller, Charlie Ihlenfeld, Mark Bruce, Bill Fisher and Marty Brodzik.

Chair Ihlenfeld stated that item 3 relating to the PUD application was withdrawn at this time.

Approval of Minutes.

1. Planning Commission Meeting Minutes of 9/21/2022. Commissioner Fisher pointed out an incorrect spelling of his name in the minutes. MOTION (Hutson, Ball) to approve the minutes with the correction noted. Motion passed 7-0.

Public Hearing

2. Public Hearing & Recommendation on Conditional Use Application for Residential Use in CC Zone - Lot C French's Knoll, Vale St (ID 7105408065). Applicant Ms. Melinda Hughes addressed the Commission requesting a conditional use for single family residential dwelling in a convenience commercial (CC) zone on Vale St. She described the tiny house she intends to locate on the lot. Commissioner Ball noted that Ms. Hughes is under contract to purchase the lot from her. The house is a 10x38 manufactured tiny house. Discussion took place about the building and how the house will be set. Commissioner Brodzik inquired if Ms. Hughes inquired with neighbors. Collins noted that no comments were received by staff. Chair Ihlenfeld asked if any public members wanted to comment. Glant Havenar inquired about foundation and other requirements. Staff noted that any requirements for new construction would be addressed in the land use application process. Commissioner Brodzik stated concern of what neighbors think for consistency in the neighborhood. It was noted the lot is approximately .25 acre. Members noted that though the area is zoned CC, it is a mix of mostly residential. MOTION (Miner, Hutson) to recommend approval of the conditional use for single family residence in a CC zone. Motion passed 6-0 (1 abstain – Ball).

Business Items

3. Request to Amend PUD - Preliminary Review of Elephant Rock Villas (Hwy 105). Withdrawn.

4. Resolution to Adopt the Community Master Plan. Collins reviewed the supplemental pages on the tabletop for members, including copies of draft language to replace the expenses/revenue language in the draft plan, copies of public comments inadvertently left out of the prior workshop, table describing difference of land use vs. zoning and a copy of the Resolution PC-01-2022 if members choose to adopt the

plan. Extensive discussion took place about what was or what was not revised from prior workshops. Members agreed to the revised language to replace the expenses/revenue language and agreed to put the reference to the prior "commissioner structure" that was removed back in the plan. Discussion ensued about review of the additional public comments missed by hard copy and general consensus was they were insignificant to the context of the plan. Chair Ihlenfeld opened the floor for public comments. Ms. Glant Havenar requested the "commissioner" language be included in the plan as it is the essence of the community and residents want it in place. Ms. Karen Stuth requested the "commissioner" language be in the plan stating all the neighborhood meetings request this structure. Suggestion was made by Havenar and Stuth to determine the structure to include. Commissioner Miner restated that the Master Plan document is conceptual and anything specific should be directed by the Board of Trustees in the town code. She also stated that the Commission already agreed to re-insert the language. Discussion took place about some comments being too granular for the Master Plan. Commissioner Brodzik mentioned roadways and parking as examples and requested that members review these. Mr. Curt Reese inquired if his 30-acre property on Hwy 105 could be included in the land use identified for more flexibility. He spoke about possible future developments. Commissioner Hutson noted that zoning is different than land use. Commissioner Brodzik explained the final documents she would like to see prior to adoption. It was reviewed that the commissioner language should be reinserted, the drafted expense/revenue language replaced appropriately, and she suggested one additional workshop to review her list of 20+ comments that do not have an explanation why they are not included. Members inquired about the list. Commissioners agreed that another workshop was not necessary but suggested that Marty provide the list to check with CMI and Collins would copy members to review. Collins noted that CMI funds to finalize the plan are depleted. She would check with the consultant about a review, the turnaround of a final document including the changes agreed to, and any further completed document to provide. Commissioner Brodzik stated if she does not review a completed final document prior to adoption, she does not want her name on the plan. Discussion ensued about another special meeting to consider adoption. Members noted limited availability. Collins inquired whether members were comfortable with a zoom meeting if needed depending on availability and turnaround of the final plan. MOTION (Ball, Bruce) to continue the hearing for adoption on a date to be determined by staff based on discussion of the turnaround of the final plan. Motion passed 7-0.

5. Recommendation on Town 3-mile/ Annexation Plan. This item will be held for the special meeting.
6. Implementation Steps for Community Master Plan. Collins referenced the revised staff memo explaining next steps of a code diagnosis waiting on the adoption of the recodified town code by the Board of Trustees so that CMI can review it and provide recommendation as a basis to apply for a DOLA grant to address land use codes.

Next Meeting (Nov 16) and Future Items. Chair Ihlenfeld noted that he is not available the month of November.

Adjourn. MOTION (Ball, Miner) to adjourn at 6:37 pm. Motion passed.

Minutes by: Dawn A. Collins, Town Administrator/Clerk

Charlie Ihlenfeld, Chair

ATTEST: Julia Stambaugh, Deputy Town Clerk