



Community Matters Institute

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M E M O

To: Palmer Lake Planning Commissioners
Thru: Dawn Collins, Town Administrator/Clerk for the Town of Palmer Lake
From: Barb Cole, Executive Director, Community Matters Institute (CMI)
CC: Mike Davenport, CMI; Mark Morton, GMS; Scott Krob, Krob Law
Date: March 15, 2024
RE: New Subdivision Ordinance and Checklists

Item #1: Critical Code Updates adopted by the Board of Trustees

As you are aware, several code amendments were made that did not get vetted by the Planning Commission. These were needed upon consultation with the Town Attorney in light of probable development submittals. These included the following amendments:

Section 17.12.050 – Application Submittal and Completeness Review - *minor edits*.

Section 17.12.055 – Application fees, costs reimbursement agreement - *allows Application forms to serve as required items for submittal*.

Section 17.12.060 – Required Referrals - *this was in the current Title 16 Subdivision but was not complete*.

Section 17.12.065 – Certificate of zoning compliance - *minor edits*.

Section 17.12.070 – Plot Plan Required - *missing but required by Building Code - this makes submittal simpler for SF applications including additions*.

Section 17.12.075 – Site Development Plan - *further explanation of what is required*.

Section 17.14.10 – Rezoning - *missing and critical*.

Section 17.14.20 – Text Amendments to the Land Use Code - *this was also missing and is a type of rezoning but only involves text amendments*.

Section 17.14.30 – Change of Use - *this was missing and of concern to PPRBD and the Fire Department*.

Item #2: Fee Schedule.

Fee schedules are updated on an annual basis by Colorado municipalities. The Palmer Lake Fee schedule was missing numerous parts/steps in code and the land use fees were substantially lower than those charged by like/nearby municipalities. CMI undertook a 'rationale nexus' comparison of six land use fee schedules and then suggested fees for the Board to consider. After a few work sessions, the fee schedule was adopted by the Board of Trustees. The adopted fee schedule is found here -

<https://www.townofpalmerlake.com/administration/page/town-fee-schedule>

Item # 3: Land Use Application Checklists

CMI is preparing land use application checklists that contain all required submittal items for both Title 16- Subdivision and Title 17- Zoning. CMI has attached the analysis that Mike Davenport

conducted noting missing sections in the current code and what will be added to the checklists. CMI will complete the checklists and Dawn will provide a few examples at the meeting.

Item #4: New Subdivision Ordinance

Our scope of services for Critical Code Updates did not include rewriting the Subdivision Ordinance. We had originally agreed that Title 16 would be merged with Title 17 to create one Title called Land Use Regulations. The subdivision regulations were very dated with many types of subdivision missing including resubdivision, plat amendment, and plat correction. As noted in our February memo to the Planning Commission, the subdivision ordinance had ancient engineering standards and few clear procedures.

While we have referenced the adopted El Paso County Engineering Criteria Manual, where applicable, GMS is still reviewing the subdivision engineering requirements.

We are in the process of adding the missing sections noted in the checklists, creating new definitions for the new Title 16, re-checking the review process times and several cross-references to Title 17, and adding any sections or correcting any engineering design standards as noted by GMS. We are planning to get to the Planning Commission the revised Title 16 one week prior to the April Planning Commission meeting for your review and comment.

Item #5: Land Use Code Administration and Procedures

CMI will start drafting Article 6 per the accepted Table of Contents including the following items once the Subdivision ordinance is on its way to the Board of Trustees. Since Subdivision is no longer in Article 5, article numbering may change.

Article 6: TYPES OF APPROVAL REQUIRED – SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

- A. Administration and Boards (need references to Board of Adjustment and Planning Commission found in Chapter 2)
- B. Public Hearings
- C. Notice of Public Hearing
- D. Administrative Approvals
- E. Site Plan Requirements
- F. Conditional Review Uses
- ~~G. Subdivision Requirements (new)~~
- H. Planned United Development Procedures
- I. Rezoning and Amendments
- J. Appeals
- K. Variances
- L. Administrative Exceptions

:bc/dc