

**MEMORANDUM**

TO: Ms. Erica Romero, Town Clerk  
Mr. Glen Smith, Interim Town Administrator  
**Town of Palmer Lake**

DATE: October 24, 2025  
*Via Email to: erica@palmer-lake.org  
gsmith@palmer-lake.org*

FROM: Mr. Mark A. Morton, P.E.  
**GMS, Inc., Consulting Engineers**

RE: Highbrook Subdivision  
Review Comments on Submittal Documents

GMS, Inc. has reviewed the drawing set submitted by the applicant for the proposed Highbrook Subdivision project. The documents reviewed are as follows.

1. Site Plan Drawing Sheet 1 of 2 – The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of August 13, 2025.
2. Site Plan Drawing Sheet 2 of 2 – The Highbrook Subdivision 2, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of August 13, 2025.
3. Plat Drawing Sheet 1 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.
4. Plat Drawing Sheet 2 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.
5. Plat Drawing Sheet 3 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.
6. Plat Drawing Sheet 4 of 4 of The Overlook at Palmer Lake, prepared by Crossed Paths Surveying Services, Inc., date of latest revision of July 30, 2025.

Based on our review of the documents received, we have the following comments.

**A. General Comments**

1. The Easement Notes on Plat Drawing Sheet 3 of 4 for each proposed easement include a reception number to be completed. Based on this, it appears the intent is to prepare, execute and record all the easements prior to recording the plat documents. We take no exception to that approach. Please note, all Town of Palmer Lake easements are recommended to be prepared, executed and recorded prior to any other easements being recorded, and prior to the replat documents being recorded. Once the Town's easement documents are recorded, the other easements and plat documents can then follow with recording. The subsequent other easements and plat documents shall reference the preceding recorded Town easements. Close coordination with the Town will be required to prepare the Town's easement agreement documents and execute and record them in the proper sequence prior to recording the other easements and approved plat documents.

2. All easements that are granted to other parties but overlap or impact the Town's easements, or the Town's use and access to its easements, must be coordinated with the Town. The Town will review the easement agreement documents for approval prior to their execution and recording to ensure the Town retains priority for use and access of its easements over any other easements.
3. Please review and address all other Town staff, consultant and outside referral agency comments to the commenting agency's satisfaction, and provide written confirmation from the agency that the comments have been satisfactorily addressed. This includes the preparation and submission of all required stormwater and MS4 permitting documents.
4. CORE Electric Cooperative provided comments on this proposed development, many of which pertain to easements for electric utility infrastructure and the restrictions on other items or service lines being located within the utility easements dedicated to electric infrastructure. Multiple CORE comments overlap comments in this memorandum. When multiple agencies provide comments on similar items, the more stringent requirements derived from all comments will apply and the submittal documents must be revised to adhere to the most stringent requirements.
5. When preparing revisions and resubmittal documents, it is preferred that the applicant provide a complete resubmittal package that includes all documents rather than submitting individual documents in various separate submittals. All documents should clearly state the revision date and the particular items that were revised to facilitate an efficient review process. Where coordination is required with Town staff or consultants, initial contact should be with Town staff who may then recommend direct communication with consultants when specifically appropriate.

B. Site Plan Drawing Sheet 1 of 2

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
2. The proposed water and sanitary sewer service lines for Lots 3 and 4 are proposed to cross other lots planned in this development. It is recommended that the service lines which cross a lot other than the lot being served be provided with private utility easements covering the service line to allow for its installation and future maintenance.

C. Site Plan Drawing Sheet 2 of 2

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.

2. When fully developed, each proposed lot must conform to the Slope and Stormwater Control requirements in the Town's current Municipal Code. With the extreme slopes involved, it is recommended that the applicant confirm the average slope of each lot proposed and the feasibility of developing the houses as proposed while meeting the Slope and Stormwater Control requirements for lot area to remain in a natural state.

D. Plat Drawing Sheet 1 of 4

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
2. The Easements citation that dedicates typical lot easements for public utilities is dedicating side and rear lot easements, but not front lot easements. Please provide front lot easements for public utilities and drainage purposes.
3. Note #12 indicates that a separate document will be prepared with the terms of the agreement for the Town of Palmer Lake to be responsible for the water outfall and downstream drainage for the referenced easement. That document does not appear to be prepared or submitted, please coordinate closely with the Town and provide that document for the Town's review and approval.
4. Note #13 indicates the intent for the property owner to retain the right to remove or relocate the Town's access easement to the Town water tank site. This is not acceptable, the Town will not relinquish any of its rights granted through the access easement, existing or proposed, to the property owner and the recorded easement cannot be modified or altered in any way without Town consent. The Town will maintain all rights and authority granted through the access easement. If this note refers to the existing access easement not inhibiting the private property development, the note must be revised to ensure that the Town has and will retain full rights to their easement and it cannot be removed or modified in any way without the Town's written consent and approval.

E. Plat Drawing Sheet 2 of 4

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
2. Refer to previous comment A.1 above regarding easement recording and sequencing requirements.

3. Please confirm the intent to have the easement agreement documents for the Town's access to the water tank site include the vacation of the existing access easement and replacing it with the new access easement in that single document.
4. Please confirm the intent to have the easement agreement documents for the Town's existing water line easement include the vacation of the existing platted water line easement and replacing it with the new access easement in that single document.
5. Please confirm the intent as to how the existing platted 20-foot wide waterline easement will be vacated with the proposed public utility easement taking its place to cover the Town's existing water line.
6. The replat appears to propose a decrease in size of the existing electric and utility easement along the south side of Lot 3 and across the existing townhome parcel which is excepted from the replatted Parcel B. Please confirm the intent of providing at least the same existing easement area within the proposed easement, and provide written confirmation from the utility provider that the proposed easement is acceptable to that entity.
7. There appears to be multiple overlapping easements at the southeast corner of proposed Lot 4 and not all are shown on the proposed replat sketch. Please illustrate all proposed easements on the proposed replat sketch, including the front lot easements and the resolution of the existing electrical and utility easement along the south line of proposed Lot 3.

F. Plat Drawing Sheet 3 of 4

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
2. The Easement Notes #1 through #11 appear to provide additional easement information for each proposed easement. We agree with referencing each proposed easement and noting its recording information. However, unless other review comments request it, we recommend no other easement details or specifics be provided as the easement agreement documents will dictate all rights and responsibilities associated with the easements, which cannot be modified on this replat without written consent and approval from the parties of the easement agreements.
3. Please illustrate the front lot easements and the resolution of the existing electrical and utility easement along the south line of proposed Lot 3 on the Lot Easements Detail in response to previous comments.

4. Regarding the Public Variable Width Utility Easement detail proposed for the existing water line and existing electric service line from the Town's water tank site, please address the following comments:
  - a. The proposed easement does not appear to be listed and addressed in the Easement Notes. Please include the proposed easement in the Easement Notes.
  - b. Please illustrate the surveyed location of the existing Town water line and the existing electric service line from the Town's water tank site on the easement detail and dimension the clearances from those utilities to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
  
5. Regarding the Private Variable Width Storm-Water Drainage Easement referenced to Easement Note 1, please address the following comments:
  - a. As the proposed easement is intended to be dedicated to the Town of Palmer Lake, it is recommended that the easement be noted as a Town of Palmer Lake easement, not a private easement as indicated on the drawings. Please revise accordingly.
  - b. Please illustrate the surveyed location of the existing infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
  - c. Rather than carving out a small island in the northeast corner of proposed Lot 4 by this easement, please confirm if the property owner would be open to including that small island area in the proposed easement boundary.
  - d. This easement should be included in the Town easement agreements that are prepared, executed and recorded prior to the recording of other easements and the replat documents described in previous comments.
  
6. Regarding the Private Variable Width Ingress Egress Easement referenced to Easement Note 2, please address the following comments:
  - a. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the Easement Note #2 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.
  - b. Please illustrate the surveyed location of the existing infrastructure that is intended to be encompassed within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
  
7. Regarding the Private Variable Width Ingress Egress Easement referenced to Easement Note 3, please address the following comments:
  - a. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the

Easement Note #3 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.

- b. Please illustrate the surveyed location of the existing infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.

G. Plat Drawing Sheet 4 of 4

1. Please revise the drawing titles and all references to the project name to state the correct name of Highbrook Subdivision. In accordance with Town Code requirements, resubdivisions shall continue with the previous subdivision name rather than changing the name as presented on the submittal drawings.
2. Regarding the Private Permanent Use Easement referenced to Easement Note 5, please illustrate the surveyed location of the existing infrastructure and surface improvements that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
3. Regarding the Private Permanent Use Easement referenced to Easement Note 6, please illustrate the surveyed location of the existing infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
4. Regarding the Private Gas Line Easement referenced to Easement Note 7, please address the following comments:
  - a. Confirm the intent of the easement is to cover service lines to customers and not to cover public gas main lines. If the easement is to cover gas main lines, it may need to be a public easement and consultation with the utility provider will be required.
  - b. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the Easement Note #7 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.
  - c. Please illustrate the surveyed location of the existing gas lines and infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.

5. Regarding the Private Gas Line Easement referenced to Easement Note 8, please address the following comments:
  - a. Confirm the intent of the easement is to cover service lines to customers and not to cover public gas main lines. If the easement is to cover gas main lines, it may need to be a public easement and consultation with the utility provider will be required.
  - b. Please illustrate the surveyed location of the existing gas lines and infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
  
6. Regarding the Town of Palmer Lake Variable Width Ingress Egress Easement referenced to Easement Note 9, please address the following comments:
  - a. Please illustrate the surveyed location of the existing infrastructure and road that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
  - b. The lower radii of the proposed easement boundary appear to pinch the available drive width and area and may need to be expanded to accommodate the anticipated vehicular traffic to the water tank site. Coordination with the Town will be required on this item once the surveyed extents of the existing road are illustrated on the easement boundary with dimensions from the edge of road to the easement boundary.
  - c. The maintenance responsibilities listed in Easement Note #9 must be removed as that information will be specifically defined in the easement agreement documents along with the access priority being with the Town to access the water tank site. Please revise accordingly.
  - d. This easement should be included in the Town easement agreements that are prepared, executed and recorded prior to the recording of other easements and the replat documents described in previous comments.
  - e. Refer to subsequent Town of Palmer Lake comments for additional information.
  
7. Regarding the Private Ingress Egress & Parking Easement referenced to Easement Note 10, please address the following comments:
  - a. This easement appears to overlap the proposed Town of Palmer Lake Ingress Egress Easement (tank site access easement) which will be recorded prior to the recording of other easements and the replat documents. Please indicate in the Easement Note #10 for this easement the Town of Palmer Lake Ingress Egress Easement recordation information and note that the Town's easement has priority over all other easements for Town access to the tank site.
  - b. Please note that the conditions associated with the proposed Town of Palmer Lake Ingress Egress Easement include the prohibition of parking within the easement so as to not inhibit the Town's access to the water tank site. Revisions must be made to the private easement to exclude parking and avoid conflicts with the Town of Palmer Lake Ingress Egress Easement requirements. Refer to subsequent Town of Palmer Lake comments for additional information.

8. Regarding the Private Variable Width Water Drainage Easement referenced to Easement Note 11, please address the following comments:
  - a. It is recommended that the easement be referenced as a Water Drain Pipe easement rather than a Water Drainage easement to avoid confusion in its purpose. Please revise accordingly
  - b. As the proposed easement is intended to be dedicated to the Town of Palmer Lake, it is recommended that the easement be noted as a Town of Palmer Lake easement, not a private easement as indicated on the drawings. Please revise accordingly.
  - c. Please illustrate the surveyed location of the existing drain pipe and infrastructure that is within the proposed easement and dimension the clearances from those items to the edge of easement at critical and minimum locations for confirmation of adequate space being provided in the proposed easement boundary.
  - d. Rather than carving out a small island along the north boundary of this easement, please confirm if the property owner would be open to including that small island area in the proposed easement boundary.
  - e. This easement should be included in the Town easement agreements that are prepared, executed and recorded prior to the recording of other easements and the replat documents described in previous comments.

#### H. Town of Palmer Lake Comments

In reviewing the submitted documents with Town staff, consultants and Town Water Department staff, the following comments are provided regarding the proposed development.

1. Proposed Lots 3 and 4 will likely need booster pump equipment with the appropriate RPZ backflow prevention installed to achieve adequate pressures delivered to the houses. This is due to their close vertical proximity to the water storage tanks which provide the distribution system pressures. This requirement may also apply to proposed Lots 1 and 2 depending on the distribution system pressures that can be obtained at the actual house locations.
2. Proper control and handling of drainage for all proposed lots, particularly Lots 3 and 4, will be required by the property owners to ensure no adverse effects will be seen on adjacent properties or downstream properties. The Town will have no responsibilities associated with drainage from the proposed lots.
3. The close proximity of the proposed Lot 4 house to the existing water transmission line and existing electrical service line to the tank site is concerning. Coordination will be required with the water department to ensure adequate separation of any structure from the existing water transmission line and existing electric service line to the tank site. The proposed house locations and their dimensioned clearance to the existing lines must be reviewed and approved by the Town.

4. The water and sanitary sewer service lines proposed for the houses are preferred to be located as far away from the existing water transmission line and existing electric service to the tank site as possible. Crossings of the existing lines by the proposed service lines is strongly discouraged whenever possible. Close coordination with the Town Water Department will be required for the final service line locations to minimize the potential for breaks or damage to the existing lines.
5. The water system equipment at the water tank site includes instrumentation, controls and communication equipment critical to the operation of the Town's water system. The communication antenna is located along the southern portion of the tank site. The Water Department staff has coordinated with their systems integrator with regards to the communication and control systems. Should the houses on proposed Lots 4 and 3 pose a risk in disrupting water system communications, the house locations may need to be adjusted or the communication system equipment may need to be relocated to the satisfaction of the Town at the sole responsibility and expense of the applicant. Continued coordination on this issue will be required.
6. The Town's existing water tank drain pipe cannot be disturbed and the same close proximity issue for the house on proposed Lot 4 to the existing water transmission line and existing electric service to the tank site applies to the tank drain pipe.
7. Utility Locates performed for the existing water transmission line, existing electric service to the tank site and existing tank drain pipe were all completed by Water Department staff by direct locating methods, the field locate markings were not estimated. The applicant shall confirm that his surveyor obtained the survey shots in the field on the utility locate markings by the Water Department staff, and those field shots have been used for the basis of establishing the route and boundaries of the proposed easements. This applies to previous comments requesting the illustration of existing items within easement boundaries to ensure the proposed easements will cover the existing items intended.
8. The water service lines for the houses on proposed Lots 3 and 4 appear to be routed between the existing townhome structures. However, that may be difficult construction because in that area along the north side of Brook Street there are multiple electric meters and an electric transformer for services to customers, particularly the Town's water tank site. Alternative locations for the service lines may need to be considered for constructability purposes and to prevent extended power outages to customers, including the Town's water tank site.

9. The proposed development is being processed as a Minor Subdivision in accordance with previous communications with Town staff and consultants, Town Code requirements and the need to preserve the proper rights and integrity of the Town's access easement to the water tank site. Several conditions must be coordinated with the Town regarding access, use and responsibilities associated with the access easements and tank site access road which are overlapping for the Town and private property owners. The following items will require review and approval of verbiage included in easement agreement documents.
  - a. The maintenance responsibilities must be coordinated for the overlapping portions of the Town's access easement to the water tank site and all other overlapping easements, particularly for proposed Lots 3 and 4. In general, the Town will maintain the road leading to the water tank site only when they need to access the site, the Town will not maintain the entire road on a continuous basis. During times when the Town does not need to utilize the access road, the private property owners will maintain the road and access for their needs during those times. For example, if the Town does not need to access the tank site after heavy rains may have disturbed the road, but private property owners need to access homes, then the private property owners are responsible for the road maintenance and their access to their properties. Similarly for heavy snow occurrences, if the Town does not need to utilize the road to access the tank site, then the private property owners are responsible for the snow removal.
  - b. The Town will have top priority and full access control to its full benefit during water emergencies, and all other parties and their rights must be subservient to the Town in such water emergencies.
  - c. Other easement beneficiaries are prohibited from controlling access to or across the Town's easement and access road; meaning no gates, locks, access controls or blockages are allowed in the Town's easement or access road at any time. The Town must have open access across its easement and access road at all times.
  - d. All parking in and along the Town's easement and access road are strictly prohibited at all times. It is recommended that NO PARKING signs be installed along the access road to maintain open access across the Town's easement and access road at all times.

These are the majority of our comments at this time on the documents received as itemized above for the Highbrook Subdivision project. Should additional information of clarification be required, please feel free to contact our office.