



Community Matters Institute

Tel: ++303 730 0396

barbcole@communitymattersinstitute.org

M E M O

To: The Board of Trustees, Planning Commissioners, and Scott Krob, Krob Law
Through: Erica Romero, Town Clerk
From: Barb Cole, Executive Director, CMI
CC: Chief Glen Smith, Interim Town Administrator Mike Davenport, CMI, and Mark Morton, GMS
Date: July 21st, 2025
RE: July 23rd Joint Work Session on the Final Edits to Articles 1-6 per Planning Commission

Attached please find Articles 1-6 of the significantly revised Title 17-Zoning. In addition, please reference the file called "Summary of PC edits." This document final direction from the Planning Commission.

CMI has hopefully addressed all comments from the last Planning Commission meeting on July 16th. In addition, the Zoning Ordinance was reviewed, and minor clarifying edits were made by the Town Engineer, Mark Morton, GMS, and the Town Attorney, Scott Krob. The current code Section 17.68 Hillside Overlay District, now called Slope and Stormwater Control, will be updated to reflect changes in the law since 2020 by the Town's Stormwater consultant, John Chavez.

This effort was started in the Fall of 2023. The land use regulations in Palmer Lake are over 50 years old, with few amendments made. Originally, the Planning Commission had wanted a unified development code- Subdivision and Zoning in one Title. However, due to pending development, the Planning Commission and the Development Review team (town administrator and contract staff, including the town planner, town engineer, town attorney, and town stormwater consultant) determined that the Title 16- Subdivision should be updated as soon as feasible.

The new subdivision ordinance was adopted on July 25, 2024. Soon after, CMI was directed to work with the Planning Commission to update the Zoning Ordinance. Over the last year, CMI has drafted the Zoning Ordinance with an almost monthly review of each article by the Planning Commission.

The Planning Commission's direction to CMI in November of 2023 was as follows. These responses are from a worksheet filled out by Planning Commissioners.

- *"Zone Districts should be updated to reflect the land use categories found in the adopted Community Master Plan."*
- *"Update the list of uses for all zone districts"*
- *"For each zone district, at a minimum, list the principal uses by right, including accessory uses, conditional uses, dimensional requirements, and any development standards."*
- *"Redundant zoning/Remove pyramid zoning!/I agree with the removal of pyramid zoning."*
- *"Each zone should clearly stand on its own."*
- *"Add an area specifically for multi-use."*
- *"Delete R-4 no one wants per the Master Plan."*
- *"Combine some of the residential districts."*
- *"Add to zone district- the more clear details given, the better we serve the Town and the requestor."*

- *"I agree with the recommendation to replace the specific lists of permitted uses and provide a general use description instead."*
- *"Density ranges should align with the Community Master Plan".*
- *"All items related to zoning and zone districts will be addressed in one section, including standards that apply to specific districts. As recommended by CMI, standards that apply to all uses will be contained within Article 3."*

Once the Zoning Ordinance is adopted, it will be sent to MuniCode for final formatting and publishing. The Town will also need to update the Official Zoning Map. The tentative schedule is as follows.

- **JULY 21ST:** CMI to provide final draft of all 6 articles (note: annexation will remain in Article 5 and does not need a separate article since it relies on State Statute.
- **JULY 23RD** FINAL PC workshop with the BOT on the Zoning Code
- **JULY 30TH** Planning Commission Public Hearing to recommend approval to the BOT
- **AUGUST 14TH:** BOT Hearing to adopt Zoning Ordinance (the public hearing was scheduled for August 28th, but this is the date for the Buc-ees annexation and zoning hearing-- if this changes, the Zoning could be heard on August 28th.)

It is CMI's understanding that Amy Hutson, Trustee, and Matt Stephen, Commissioner, will be facilitating the work session. Requested changes and edits to the Code are needed by the end of the week in preparation for the Planning Commission Public Hearing on July 30th.