



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: July 13, 2023	ITEM NO.	SUBJECT: Consider Recommendation for Elephant Rock Master Plan
Presented by: Town Administrator /Clerk		

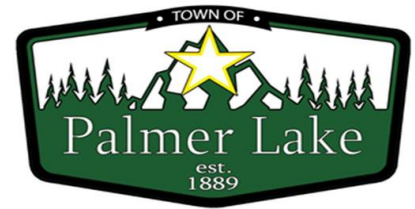
Background

At the Planning Commission meeting, members discussed and moved the following for Board consideration:

6. Update on Elephant Rock Property Master Plan Activity (Trustee Jessica Farr) – Trustee Farr was not in attendance. She told the staff that she had nothing substantial to report. Commissioner Fischer stated that the Parks Commission is continuing to work on the Elephant Rock Master Plan. He also stated that the Planning Commission is very interested in that plan. Ms. Powell, as a member of the Parks Commission, offered to give an update. She explained that volunteers did work on the trail at Epworth Hwy with more work to be done at Kent St and Prairie St. She discussed a proposal that will be going before the Board of Trustees for an “Adopt a Cabin” program to restore the cabins rather than tearing them down. There was also discussion on funding resources to preserve the cabins. The Commissioners agreed with the value of her proposal. Commissioner Fischer inquired about the road millings placed on the roadway from the entrance of Elephant Rock property down to the buildings, and wanted to know if any parking and roadways were going to be developed. He stated that the Elephant Rock Master Plan should be completed before any work starts in the area. Ms. Powell did not have any knowledge of the ER Master Plan. She is only involved with phase 1 of the trail development. Commissioner Fischer expressed concern about covering the Town’s parks with asphalt millings. He made a motion to recommend to the Board of Trustees that before any additional parking or roadways be placed at the Elephant Rock property that the Master Plan be finalized. Commissioner Hutson asked if they could help to develop the Elephant Rock Master Plan. Ms. Powell reported on the Centennial Park Master Plan being finalized and the grants she is pursuing. Discussion about the Pickleball courts and possible relocation of the waterline under the proposed site took place. Deputy Clerk Stambaugh stated the waterline had been placed on the Board’s agenda for the next evening. Commissioner Zapalac followed up on Commissioner Fischer’s motion and wanted to know a timeline for the Elephant Rock Master Plan completion and the concern of tenants putting in roads. Deputy Clerk Stambaugh stated the workgroup held their first meeting the week before for the master plan and that there are no roads being developed at this time. The millings were offered to the town and placed to improve the drive for access to the property. Chairman Ihlenfeld explained that Public Works received the millings at no cost, and it fit to improve the dirt drive. **MOTION (Fischer, Zapalac) to recommend to the Board of Trustees that before any significant work begin, excluding trails, a Master Plan be completed. Motion PASSED (6-0).** Discussion returned to saving the cabins. Mr. Mosely recalled that when the tearing down of the cabins was discussed at a previous Board meeting there were insurance concerns.

Recommended Action

Perhaps determine the process relating to the ER activity, ideas for the master plan, along with the enclosed required process by town code.



Being that this property is zoned Planned Unit Development (PUD), it will follow the town code requirements for the PUD permitted use: Nonresidential uses of a cultural, recreational, religious, nonprofit or commercial character.

- **Plans** for amendment to the PUD (Living Word Church) will be submitted and reviewed by staff
- **Review of Plans** will be scheduled with a hearing before the Planning Commission and subsequently the Board of Trustees
- **Recommendation from Planning Commission** will be made to the Board of Trustees
- **Agreements** for development/redevelopment will be drafted and approved by the Board of Trustees

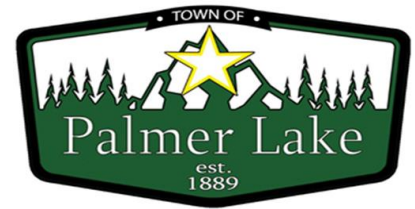
Only after approval of the PUD amended plan may land use applications be submitted to the town (PPRBD) for construction.

Note enclosed code:

Section 17.72.100 PUD Plan.

3) Amendments to the approved PUD plan. Minor changes in siting of buildings, interior access, or arrangement of parking or open space may be approved by the planning commission. Determination of whether an amendment to the approved PUD plan is necessary shall be made by the planning commission. Major changes as described below require an amendment to the PUD plan to be resubmitted, reviewed by the planning commission and approved by the board of trustees. If changes are slightly in excess of the criteria below but would result in minimal impact on the development and its surroundings, the **requirement for an amendment may be waived by the planning commission**.

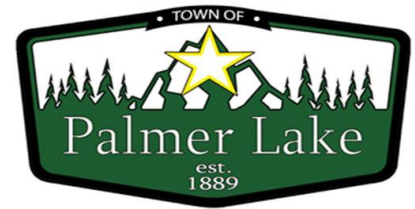
- a. Increased density.
- b. Relocation of points of access.
- c. Decreased perimeter setbacks.
- d. Major changes in building location, arrangement of parking, or open space.
- e. Change in unit type (townhouse to apartments, etc.).
- f. In projects over 20 acres:
 1. Over ten percent reduction in area of open space.
 2. Over ten percent increase in building lot coverage.
- g. In projects under 20 acres:
 1. Over five percent reduction in area of open space.
 2. Over five percent increase in building lot coverage.



17.72.110. - Final PUD development plan.

The final PUD development plan must substantially conform to the approved PUD plan. A final PUD development plan which is in substantial conformance with the approved PUD plan and which conforms to criteria contained in this section shall be reviewed by the planning commission. The final PUD development plan as reviewed by the planning commission, and their recommendations shall be referred to the town board for their consideration.

- (1) Plan relationship to subdivision. No subdivision in a PUD zone district shall be approved nor any building permits issued until a final PUD development plan is approved for an entire district, except for approved phased projects. Platting of separate phases may be approved if there is an approved master plan over the entire district and an approved final PUD development plan on the phase to be platted.
- (2) Control of common amenities in phased projects. If a phased project contemplates a disproportionate share of the open space, recreational facilities or other common amenities or facilities to be provided in later phases, some form of assurance, approved by the board of trustees, is required so that if the later phases are not developed, sufficient common facilities will be provided for the phases actually developed. Suitable assurances may be in the form of a letter of credit, escrow, recorded agreements by the mortgage holder or owner guaranteeing the development of the open space, recreational facilities or other common amenities.
- (3) Final PUD development plan submittal requirements.
 - a. Boundaries and size of parcels, legal description.
 - b. Vicinity map, north arrow and appropriate scale.
 - c. Name, address and consent of existing owner and name, address and telephone number of person or firm responsible for preparing the plan.
 - d. Date of plan preparation.
 - e. Proposed ownership configuration.
 - f. All major improvements of surrounding properties within 100 feet of the proposed PUD.
 - g. If this is a phased final development plan, show how this phase fits within the overall, approved PUD Plan and any previously approved final PUD development plan phases.
 - h. Gross and net density, number of units, range of size of units, and maximum height of buildings, unless, after review by the planning commission, the town board has determined that the same may be waived or modified.
 - i. Area to be conveyed, dedicated or reserved for public parks, trails, schools and other public purpose sites.
 - j. Area to be used as common, usable open space and recreational facilities.
 - k. Lighting standards, location, typical detail and height.
 - l. Location and width of right-of-way or access easement and driving surface of proposed streets, public and private.
 - m. Public facilities plan including placement and size of all public facilities including streets, utility lines and storm drainage facilities and easements.
 - n. For attached residential and nonresidential projects, show the location, required number, number provided and detail plans of proposed off-street parking and loading facilities, including any common trash enclosures. Indicate the percent of total area



- covered by parking surface and drives.
- o. Landscaping plan.
 - p. Building size, location and use (if other than residential), including details of private outdoor space. Percent of coverage of lot by building.
 - q. Pedestrian facilities including types of surfacing.
 - r. Location, height, material and detail of fencing or walls and signs or advertising devices. Signs and advertising devices shall comply with chapter 17.56 unless, after review by the planning commission, the town board determines that the same may be waived or modified.
 - s. Existing and proposed contours and method of erosion control and reclamation when applicable. The 100-year (standard project) floodplain, if applicable, shall be delineated on the plan.
 - t. Details and location of significant natural features such as mature trees, streams, rock outcroppings, etc., and the means of incorporation into the design of the project.
 - u. Single-family detached developments. Setbacks and building location may be established by showing the building envelope on the lots. The landscaping plan may be general in nature and may be shown by typicals rather than the entire site.
- (4) Criteria for review of final development plan. (See section 17.72.100(2) for review criteria.)
- (5) Amendments to the approved final PUD development plan. Minor changes in siting of buildings, interior access or arrangement of parking or open space may be approved by the planning commission. Determination of whether an amendment to the approved final PUD development plan is necessary shall be made by the planning commission. Major changes as described below require an amendment to the final PUD development plan be resubmitted, reviewed by the planning commission and approved by the board of trustees.
- a. Increased density.
 - b. Relocation of points of access.
 - c. Decreased perimeter setbacks.
 - d. Major changes in building location, arrangement of parking or open space.
 - e. Change in unit type (townhouse to apartment type, etc.).
 - f. Substantial changes in the landscape plan.
 - g. Projects over 20 acres:
 - 1. Over ten percent reduction in area of open space.
 - 2. Over ten percent increase in lot coverage.
 - h. Projects under 20 acres:
 - 1. Over five percent reduction in area of open space.
 - 2. Over five percent increase in lot coverage.

17.72.120. - Building permits.

No building permits shall be applied for or granted on any portion of property which is currently zoned PUD district until and unless the property is platted in accordance with the town subdivision ordinance as amended or until and unless a final PUD development plan in conformance with this chapter is reviewed by the planning commission and approved by the town board.