



## **PLANNING COMMISSION**

**Wednesday, August 17, 2022 at 5:00 PM**

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

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### **MINUTES**

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#### **Call to Order**

Chair Ihlendfeld called the meeting to order at 5:02 PM.

#### **Roll Call**

Present: Charlie Ihlendfeld, Mark Bruce, Amy Hutson, Susan Miner, Marty Brodzik. Excused: Bill Fisher. Shana Ball arrived at 5:05 PM.

#### **Approval of Minutes**

1. Planning Commission Minutes 07/15. MOTION (Hutson, Brodzik) to approve the minutes from the July 20 meeting. Motion PASSED (5-0).

#### **Public Hearing**

2. Application for Vacation and Replat - 727 Meadow Lane – Property owner, James Wilkinson, 727 Meadow Ln, explained the vacation request due to the adjoining property being inches away from an existing building, built in the 1880s. There is some overhang onto the other property. The building is strongly constructed and would be difficult to remove. The adjacent property owner agreed to transfer 8 feet into his property to allow for this historic building to be compliant for the side setback on the Wilkinson's property. Staff stated there are no issues with this request. Commissioner Miner commented on the historic significance of the building. She asked Mr. Wilkinson to reach out to the Historical Society to capture and preserve its history. MOTION (Hutson, Miner) to recommend the Board of Trustees approve the application as presented. Motion PASSED (6-0).

#### **Business Items**

3. Review of Site Plan - Tanglewood Trailers (Conditional Use) – Mark Thompson presented a rendering of the landscape plan required by his conditional use for Tanglewood Trailers at Illumination Point. The past amendment of the conditional use was reviewed - property owner to bring a site plan before the Planning Commission to review. Mr. Thompson informed the Commission of his plan for the improvement to the drainage and parking at the property. The screening of the property facing Highway 105 was discussed. The documentation provided was not considered sufficient for display of the placement or the density of the landscaping. Mr. Thompson stated he was told to present an artist rendering of how the

property would look with new landscaping. Dawn Collins informed the Commission that a site plan had been requested, and there seemed to be some confusion on what needed to be reviewed. The Commissioners expressed the need for a site plan in order to make a decision and create a proper record. Discussion ensued about the type of landscaping materials to be used to which Mr. Thompson stated the existing trees would be relocated and the area seeded with local vegetation. Commissioner Miner proposed that the drainage work on the property continue but the site plan for the landscape screening would need to be brought back before the Commission. Dawn Collins referred back to the original action of the conditional use from the July 21, 2022, minutes. Mr. Thompson was invited to come back with a proper site plan to get approval for the landscape screening. He invited the Commission members to come by and look at what is being done on the property.

4. Turn Over Draft of Master Plan - Advisory Team to Planning Commission – Kent Hutson, on behalf of the Advisory Team, explained turning over the draft of the Master Plan to the Planning Commission. He explained the activity of the Plan, and the efforts that went into the creation of the chapters. He provided an update on outstanding items and offered to facilitate finishing it. He suggested that the Planning Commission review it and offer comments on the entire document. He explained next steps as review of the drafted Master Plan, present to the Board of Trustees for their review and schedule open house for the public to review the final draft and provide input to the Master Plan.

Confirm Public Meetings for Input to Draft Master Plan - September 21 and 24 – There was discussion surrounding the various dates for the next steps provided. The following dates were chosen.

- Thu., 8/25 at 5p at Chamber House on Hwy 105 – PC workshop, complete review of unresolved comments – facilitated by Kent
- Tue., 8/30 at 5p at Town Hall - tentative PC workshop - facilitated by Kent
- Wed., 9/21 at 4-7p at Town Hall - joint BOT-PC workshop to be confirmed with regular Planning Commission meeting at 7p
- Sat., 9/24 at 10a at Town Hall – PC workshop to resolve Board member comments
- Thu., 10/6 at 4-7 at Town Hall - Public Input Forum to Draft Master Plan – assisted by CMI (confirmed)
- Sat., 10/8 at 10a-2p at Town Hall - Public Input Forum to Draft Master Plan
- Tue., 10/11 at 5p at Town Hall – PC workshop to resolve public comments
- Wed., 10/19 at 5p at Town Hall – regular PC meeting to consider adoption of Master Plan

**Next Meeting (additional workshops discussed and regular meeting on September 21) and Future Items**

**Adjourn** MOTION (Ball, Hutson) to adjourn at 7:09 PM. Motion PASSED.

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Charlie Ihlendfeld, Chair

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ATTEST: Julia Stambaugh, Deputy Town Clerk