

GMS, INC.
CONSULTING ENGINEERS
611 NORTH WEBER, SUITE 300
COLORADO SPRINGS, COLORADO 80903-1074

TELEPHONE (719) 475-2935
TELEFAX (719) 475-2938

EDWARD D. MEYER, P.E.
ROGER J. SAMS, P.E.
JASON D. MEYER, P.E.
DAVID R. FRISCH, P.L.S.

THOMAS A. McCLERNAN, P.E.
MARK A. MORTON, P.E.
KEN L. WHITE, P.L.S.

MEMORANDUM

TO: Ms. Erica Romero, Town Clerk
Mr. Glen Smith, Interim Town Administrator

DATE: October 3, 2025

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

RE: Petition for Annexation Completeness Review
The Crossing at Monument Creek

This memorandum has been prepared as a review of completeness for the Petition for Annexation submitted for property located at the south corner of the intersection of State Highway 105 and Red Rock Ranch Drive titled The Crossing at Monument Creek. As noted in prior correspondence with the applicant, the applicant is responsible for the review of the Town's municipal code to ensure compliance with all code requirements and applicable Colorado state statutes. The following completeness review has been accomplished against the current municipal code sections indicated.

The Petition for Annexation received indicates a request to annex a portion of two parcels currently in El Paso County. The documents reviewed, as submitted by the applicant, are as follows:

- Petition for Annexation Project Narrative
- Annexation Petition
- Evidence of Ownership
- Pre-petition Annexation Documents Comment Responses
- Groundwater Summary
- Water Rights Decree with Exhibits
- Town Limits Exhibit
- Annexation Plant Drawings
- Legal Description of Annexation Parcel

Annexation requests to the Town of Palmer Lake must comply with Colorado State Statutes and with Section 17.14.040 of the Town's municipal code. The applicant has the burden of demonstrating that his or her property is eligible for annexation, as defined by the applicable Colorado State Statutes. In reviewing the completeness of these submitted documents, the Town's Municipal Code Section 17.14.040 provides the required items that must be submitted as part of the Petition for Annexation. The required items of Section 17.14.040 are described below, followed with a YES or NO status as to its compliance with the requirement:

1. Paragraph (b)(6) requires:
 - a. Each application for annexation shall be accompanied by an application for zoning of the annexed properties – YES, the applicant has submitted a zoning application to zone the proposed annexation parcels as PD. The initial step in the PD zoning process is the submittal of a Sketch Plan which was submitted by the applicant.

2. Paragraph (d) requires:

- a. A written legal description of the boundaries of the area proposed to be annexed – YES, provided in separate legal descriptions and annexation maps
- b. Evidence of fee ownership of each separately owned parcel of land proposed for annexation – YES, provided in the Evidence of Ownership
- c. Legal descriptions of water and ditch rights appurtenant to the properties within the area proposed to be annexed – YES, provided in the groundwater summary and water rights decree

Based on the review of the documents listed above as submitted by the applicant in support of the Petition for Annexation, it appears that the submittal is in conformance with the Town Code requirements and is therefore considered COMPLETE.

ec: Ms. Erica Romero, Town Clerk, Town of Palmer Lake
Mr. Glen Smith, Interim Town Administrator
Mr. Scott Krob, Town Attorney Krob Law
Mr. John Chavez, Town Stormwater Consultant and MS4 Permitting Agent
Ms. Barb Cole, Executive Director, Community Matters Institute