



Community Matters Institute

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M E M O

To: Palmer Lake Board of Trustees
Thru: Dawn Collins, CMC, Town Administrator/Clerk
From: Barb Cole, Executive Director, CMI
CC: Mike Davenport, CMI, Mark Morton, GMS, and Scott Krob, Town Attorney
Date: July 22, 2024
RE: Title 16- Subdivision

Everybody's heard of the zoning code. Sooner or later, a developer will submit an application to rezone land near your home or business, and everyone snaps to attention. However zoning changes typically only involve a few parcels of land at a time. The Subdivision Ordinance specifies the requirements for dividing and consolidating property. Subdivision regulations often operate in almost complete obscurity and involve larger acreages. A subdivision ordinance includes many engineering design standards technical requirements for submitting a plat as well as statutory requirements. The review is driven by engineering requirements.

Palmer Lake's current subdivision ordinance is over 50 years old and there have been few amendments. The most notable amendment was in 2020 with the addition of the stormwater quality requirements (MS4). The redlined copy included in your packets shows in yellow highlight the only sections of the current code that were incorporated in the new ordinance. This is a new subdivision ordinance with only a few remnants of the old code carried forward.

This ordinance is the result of multiple reviews and suggestions from the Planning Commission members and technical additions from Mark Morton, Town Engineer. We believe that this ordinance fills in many technical gaps and ensures that the Subdivider's commitments are properly documented and recorded.

Notable items include:

- Chapter 2- Types of Subdivisions. New administratively simple plat applications have been added- Plat Amendment and Plat Correction. The technical submittal requirements for all types of subdivision applications have been expanded and submittal requirements and procedural steps outlined.
- 16.40.040. Access requirements have been added with engineering criteria from GMS.



- 16.50.020. Open Space dedication requirements remain the same. What constitutes open space has been further defined and school land dedication has been clarified- this requirement notes that this is the business of the school district not the Town.
- Chapter 3 Public Improvements. This chapter outlines the public improvement requirements and dedications and the steps that must be followed for a Subdivision Improvements Agreement.

