

# Application form



**NON-MOTORIZED TRAILS GRANT APPLICATION - CONSTRUCTION**

## PROJECT BASICS

Title

Type  Construction  Planning  
 Maintenance  Support

Phased project  Yes  No If yes, Phase # \_\_\_\_\_ of \_\_\_\_\_

Brief summary

Grant request	\$	Grant ratio <sup>1</sup>	%
Match	\$	Match ratio	%
Total	\$	Total	100 %

## APPLICANT

Type  Local  County  Federal  Tribal  
 Recreation and Metro Districts  Non-Profit

Organization

Postal address

City State CO ZIP Code

General email UEI #

Lead contact Title

Telephone Email

Project manager Title

Telephone Email

## PARTNER OR CO-SPONSOR

Organization  N/A

Postal address

City State CO ZIP Code

Contact name Title

Telephone Email

<sup>1</sup> Grant ratio = grant request / total. Match ratio = match / total.



**TOWN OF PALMER LAKE  
EL PASO COUNTY  
STATE OF COLORADO**

**RESOLUTION NO. 28-2023**

**A RESOLUTION TO AUTHORIZE PARKS COMMISSION TO CREATE A TRAIL WITHIN THE  
BOUNDARIES OF THE TOWN OF PALMER LAKE, COLORADO**

**WHEREAS**, Palmer Lake is a statutory Town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

**WHEREAS**, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado;

**WHEREAS**, the Board holds authority over town public property; and

**WHEREAS**, the Board has authorized the Parks Commission to create a new trail to help connect existing trails within the town boundaries.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF  
PALMER LAKE OF EL PASO COUNTY, COLORADO, AS FOLLOWS:**

**Section 1.** The Board authorizes the Parks Commission to do the following on behalf of the Board of Trustees:

- a. Stake and/or flag a proposed trail beginning at the Kent Street platted right of way, to cross the creek, connect to the Creekside trail and follow southeast to the Elephant Rock town property to the open pavilion;
- b. Provide written notice to all abutting property owners of the proposed trail;
- c. Hear any concerns about the proposed trail and report such concerns to the Board of Trustees;
- d. Review the trail design with Fire Department for proper mitigation;
- e. Build and install one walking bridge to cross the creek to connect to Creekside trail;
- f. Stake/flag a potential future parking area for review; and,
- g. Build the proposed trail, so long as the trail has been staked/flagged for not less than 30 days and the Board of Trustees has not directed otherwise.

**Section 2. Severability.** If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

**Section 3. Repeal.** Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 13th DAY OF APRIL 2023.**

TOWN OF PALMER LAKE, COLORADO

  
\_\_\_\_\_  
Grant Havenar, Mayor

ATTEST:

By:   
\_\_\_\_\_  
Dawn A. Collins, Town Administrator/Clerk



# Criteria Questions



NON-MOTORIZED TRAILS GRANT APPLICATION - CONSTRUCTION

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Organization

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Project title

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## 1. PROJECT NEED

15 points

- A. Give a detailed description of the project, including information such as miles of new or resurfaced trails, any other trail components/structures, and the restoration/decommission of old reroutes.

- B. Describe the project's urgency and why it is being pursued at this time.

- C. Describe all existing trails/trail systems in the area and the need for additional trail reroutes to be constructed.
-



### 3. PROJECT MANAGEMENT

10 points

- A. Give a detailed description of who will oversee the design process and trail construction. Include who will build the trail (staff, volunteers, conservation corps, contractors, etc.)
- B. Outline any CPW State Trails funding received in the last five years and if the project(s) were completed on time, on budget and within scope. For applicants without prior State Trails funding, provide examples of similar grant funded projects. Include project title, year of award, grant amount, and grantor for each.
-











## 8. BUDGET AND FUNDING

10 points

- A. Describe the source of match for the project and when it will be secured. Include in-kind donations and partner contributions.

- B. Describe any consequences if this funding application is unsuccessful (loss of partner funds, staff capacity, expiration of surveys, etc.).
-

Non-Federal Environmental Form

**ENVIRONMENTAL CHECK LIST (for projects outside of NEPA requirements)**  
**(Construction and Maintenance Grants Only)**

Applicants are responsible to complete this form with county/local government staff or an environmental consultant to address the following environmental impacts associated with the project, including: securing all necessary permits, licenses, clearances, and environmental analysis documentation necessary to comply with local, state, or federal law. Please fill out the table below and associated narratives. If an environmental review has already been conducted on your proposal and is still viable, include the citation including any planned mitigation for each applicable resource, and choose an impact level as mitigated. If the resource does not apply to your proposal, mark NA in the first column.

All applicants will be evaluated for wildlife and aquatic impacts in a separate evaluation process by CPW wildlife staff.

**Project Name:** Creekside Trail Expansion

**Project Sponsor:** Palmer Lake Parks & Trails Commission

<b>ENVIRONMENTAL CONSIDERATIONS</b> Indicate potential for adverse impacts	<b>NOT APPLICABLE</b> Resource does not exist	<b>NEGLIGIBLE IMPACTS</b> Exists but no or negligible impacts	<b>MINOR IMPACTS</b>	<b>IMPACTS EXCEED MINOR</b>	<b>MORE DATA NEEDED TO DETERMINE DEGREE OF IMPACT</b>
1. Plants species of special concern and habitat; state/federal listed or proposed for listing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Water quality/quantity – surface and ground water considerations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Wetlands/floodplains	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Storm water runoff and/or Sedimentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Disturbances to neighboring properties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Introduction or promotion of non-native species	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Environmental disturbances during construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Air Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Land/structures with history of contamination/hazardous materials even if remediated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Other important environmental resources to address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use a separate sheet if necessary for the following questions.

Please briefly clarify how each resource could be adversely impacted; any direct, indirect, and cumulative impacts that may occur; and any additional data that still needs to be determined. Also explain any planned mitigation already addressed in previous environmental reviews.

**MITIGATION:** Please describe how impacts exceeding negligible will be mitigated; some considerations below:

- Alternative design or trail route system
- Protection of critical habitat, channeling use through less sensitive habitat areas
- Re-vegetation of disturbed areas and control of invasive species
- Management of users and related activities with signs, fencing, and education programs
- Consideration of runoff when selecting project materials, such as uncured concrete to encourage seepage
- Comprehensive storm water runoff plan

There may be some disturbance to the streambed and bank during construction, but most construction will be done by hand to minimize damage from equipment. Any vegetation disturbed will be replaced by native species and the Parks Commission will remove any invasive species found during construction.

**BENEFIT:** Please describe any positive impacts of the project on sensitive species; some considerations below:

- Habitat improvement such as restoration of native habitat, wetlands restoration, erosion reduction, sediment reduction, river corridor clean-up, or plantings with a diversity of species and plant types for habitat restoration, and the reduction or elimination of non-native plant species
- Education of users through environmental education programs

The Parks Commission will remove any invasive species growing along the new trail and around the bridges, as we do with all our trails.

**ENVIRONMENTAL COMPLIANCE:** The applicant is responsible for adhering to all applicable environmental compliance regulations including: Migratory Bird Treaty Act; concurrence with US Fish and Wildlife Service if any federally listed species of concern exist in project area; Clean Water Act section 404; US Army Corps of Engineers 404 permits; raptor buffer guidelines and incorporation of CPW recommended wildlife best management practices; CO Senate Bill 40 (33-5-101-107, CRS 1973 as amended); Colorado Historical, Prehistoric and Archeological Resources Act. ***All required permits must be acquired prior to submitting a non-motorized trails grant application.***

Jennifer K Nilson

Printed name of applicant



Signature of applicant

10/2/2023

Date

Kathleen Lunz, Fish & Wildlife Biologist, USFWS

**Printed name, title of authority:**

County/local government natural resource specialist or hired consultant that completed this checklist must sign here. The applicant and title of authority must be different.

**KATHLEEN LUNZ** Digitally signed by KATHLEEN LUNZ  
Date: 2023.10.20 07:29:05 -06'00'

Signature of authority

Date



# Project Budget

**NON-MOTORIZED TRAILS GRANT**

Project details				Match details			
CPW Grant #	Organization			Source of match	Type	Date available	Amount
	Palmer Lake Parks & Trails Commission			Parks Commission Funds	Cash	now	\$ 25,100.00
Project title	Creekside Trail Expansion						
Grant Request (auto populates)	\$ 31,450.00						
Local match	\$ 25,100.00	Min. Match	\$ 7,862.50				
Project Total	\$ 56,550.00					Match Total	\$ 25,100.00

Chicken coop bridge costs based on Air Force Academy engineer estimates, others are derived from that based on bridge length

Description	Qty	Unit type	Cost per unit	Total	Type	CPW Grant	Local match	Balance
<b>Materials/Supplies</b>								
Chicken Coop Bridge Wood approx cost	1	EA	\$ 16,000.00	\$ 16,000.00	Cash		\$ 16,000.00	\$ -
Chicken Coop Bridge Foundation approx cost	1	EA	\$ 5,000.00	\$ 5,000.00	Cash		\$ 5,000.00	\$ -
Chicken Coop Bridge Hardware approx cost	1	EA	\$ 4,000.00	\$ 4,000.00	Cash		\$ 4,000.00	\$ -
Chicken Coop Bridge Signage approx cost	1	EA	\$ 100.00	\$ 100.00	Cash		\$ 100.00	\$ -
Kent Street Bridge Wood approx cost	1	EA	\$ 12,000.00	\$ 12,000.00	Cash	\$ 12,000.00		\$ -
Kent Street Bridge Foundation approx cost	1	EA	\$ 3,750.00	\$ 3,750.00	Cash	\$ 3,750.00		\$ -
Kent Street Bridge Hardware approx cost	1	EA	\$ 3,000.00	\$ 3,000.00	Cash	\$ 3,000.00		\$ -
Kent Street Bridge Signage approx cost	1	EA	\$ 100.00	\$ 100.00	Cash	\$ 100.00		\$ -
Epworth Bridge Wood approx cost	1	EA	\$ 8,000.00	\$ 8,000.00	Cash	\$ 8,000.00		\$ -
Epworth Bridge Foundation approx cost	1	EA	\$ 2,500.00	\$ 2,500.00	Cash	\$ 2,500.00		\$ -
Epworth Bridge Hardware approx cost	1	EA	\$ 2,000.00	\$ 2,000.00	Cash	\$ 2,000.00		\$ -
Epworth Bridge Signage approx cost	1	EA	\$ 100.00	\$ 100.00	Cash	\$ 100.00		\$ -
<b>TOTAL</b>				\$ 56,550.00		\$ 31,450.00	\$ 25,100.00	





Search Google Maps



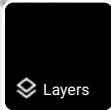
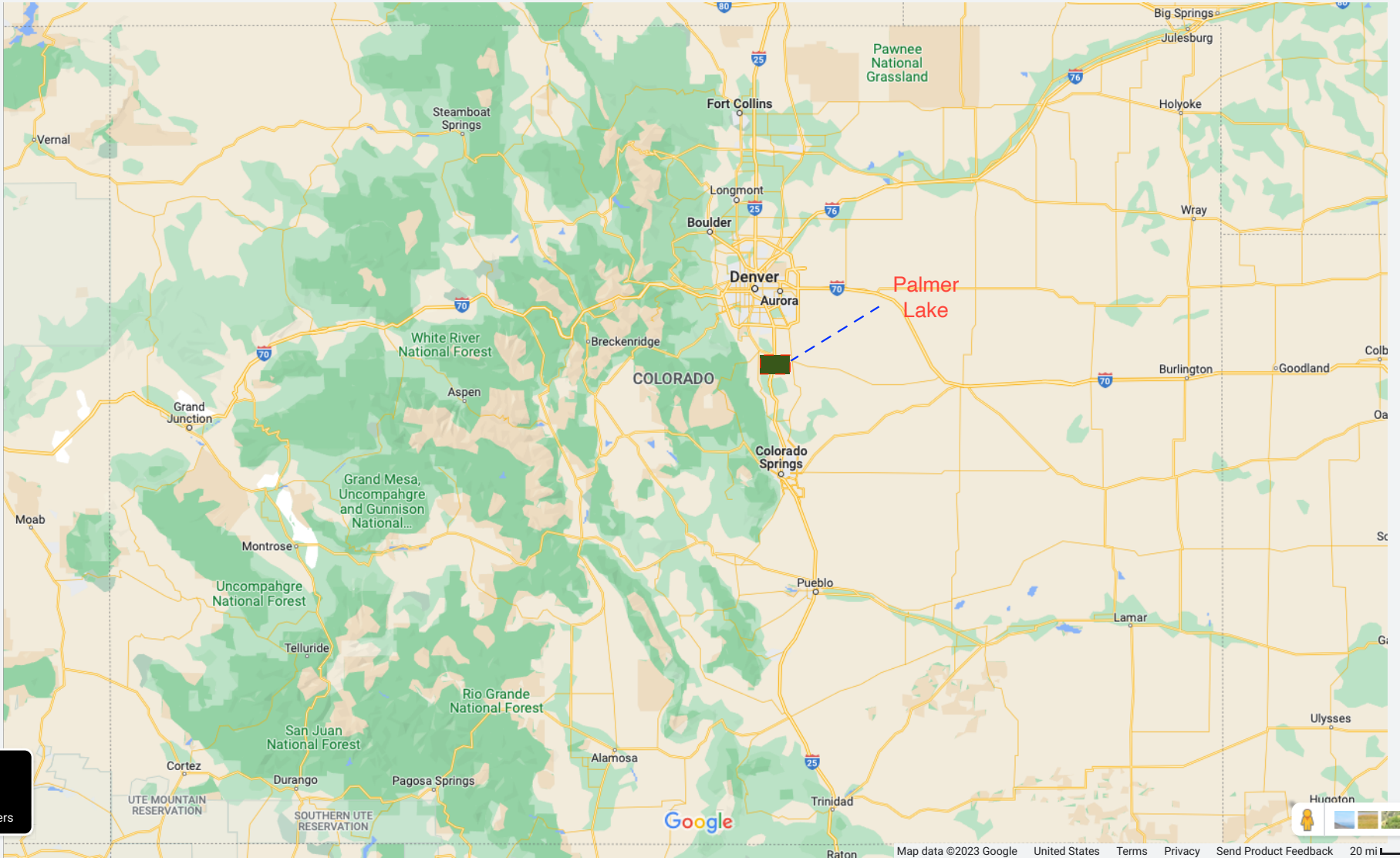
Sign in



Saved

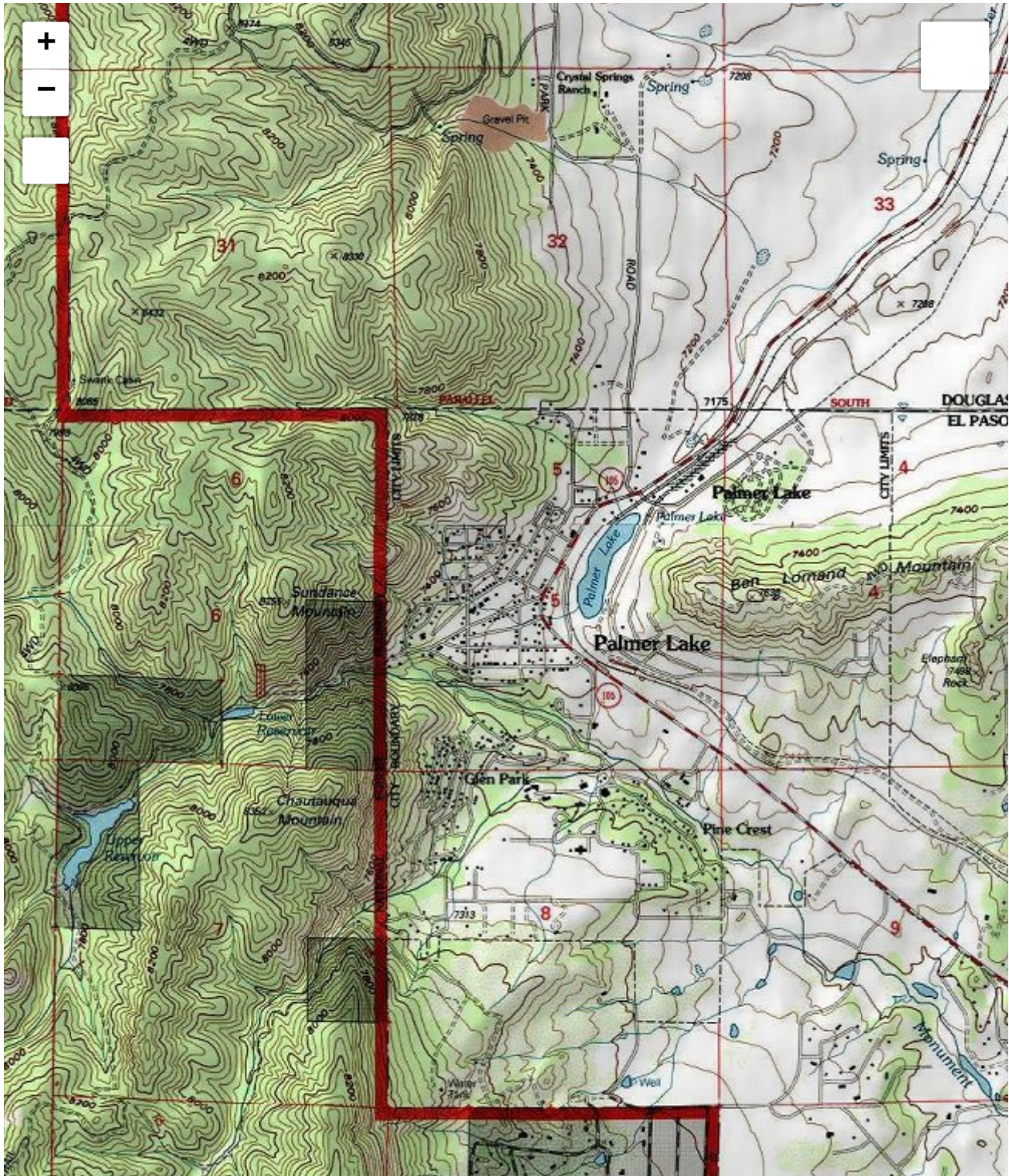


Recents



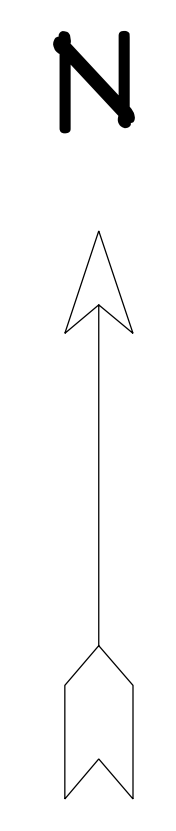
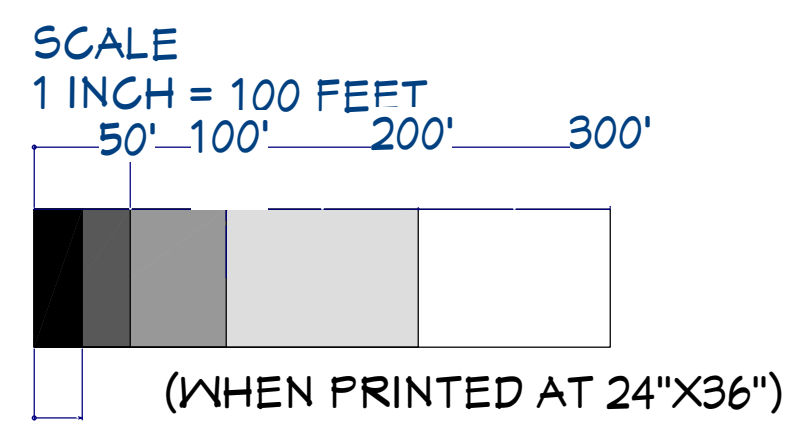
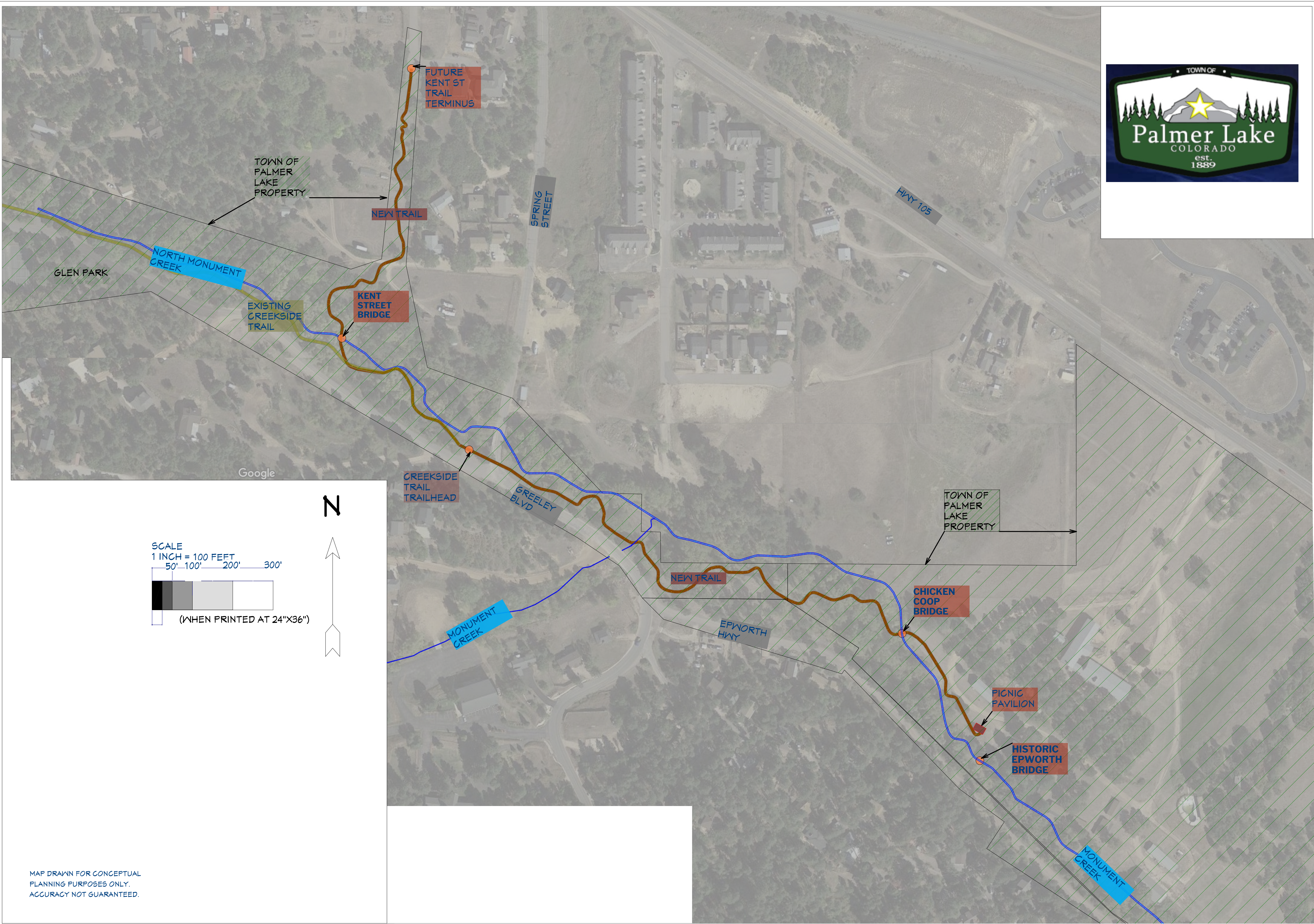
Google

# Palmer Lake Topo Map in El Paso County Colorado



[Print this map](#)

Map provided by TopoZone.com



MAP DRAWN FOR CONCEPTUAL  
PLANNING PURPOSES ONLY.  
ACCURACY NOT GUARANTEED.

PROJECT SITE  
MAP

DRAWINGS PROVIDED BY:  
TOWN OF PALMER LAKE  
PARKS AND TRAILS  
COMMISSION

DATE:

8/31/2023

SCALE:

1"=100'

SHEET:

P-1



Site of First Bridge - Chicken Coop Bridge



Site of Second Bridge - Kent Street Bridge



Site of Third Bridge - Historic Epworth Bridge

August 31, 2023

Dear Non-Motorized Grant Program Awards Committee

As a 37 year, age 76, resident of Glen Park, the lower area of Palmer Lake, and a runner, hiker, and mountain biker, I whole-heartedly and enthusiastically support the creation of safe bridges and trails that connect our part of Palmer Lake with the upper part of Town. They are long overdue.

I walked / ran the newly flagged and partially roughed out portion of the trail last week and it was not only a beautiful trail through the forest along North Monument Creek and across the Creek where one of the bridges is to be built, but a safe connection to the Palmer Lake Recreation Area/Centennial Park but then on to the Sante Fe Regional Trail and New Open Space. Not having to worry about cars on the only other routes out of the "Glen" enhanced my experience immeasurably.

The only other routes out of the Glen to the upper part of Town are in two cases one way and narrow, Old Carriage Rd and South Valley Crescent, and the third, Spring Street, is a paved two way road that is heavily used, paved, with no usable shoulder, bike lane or sidewalk. Cars and trucks do not respect the speed limits on this street thus making it dangerous to bike or run on.

The number of young families that have moved into the Glen, as it is the most affordable section of Palmer Lake, who have young children, can look forward to having a safe walking route to Palmer Lake Elementary School in the upper part of Town with the completion of the bridges and trails.

I fully support the efforts of the all volunteer Palmer Lake Parks and Trails Commission and their efforts to provide these safe passages connecting the Glen to the upper part of Town. This is a project that benefits both the old and young, and the families who live here.

I hope that you will see the important value of this project and award them the funds to build the bridges in a timely fashion.

Sincerely yours

Stephanie L. Wiecks  
P.O. Box 267  
Palmer Lake, CO 80133

# Letter of Support

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JESSICA AND NICK EHRHARDT  
130 SHADY LANE  
PALMER LAKE, CO 80133  
(719) 494-7844  
JESS.EHRHARDT@GMAIL.COM  
AUGUST 31, 2023

TO WHOM IT MAY CONCERN,

The Town of Palmer Lake Parks and Trails Commission asked us to write a letter in support of the Commission's project to construct a new trail system along Monument Creek.

The best part about living in Palmer Lake is both our charming small town, as well as the abundant local access to nature. Though we live just outside of the primary center of town, we, as well as our many neighbors in "The Glen" neighborhood and many other neighborhoods on this side of town, are still within easy pedestrian/bicycle access to these important amenities. However, in order to access the primary center of Palmer Lake, and many of the town's recreational opportunities, there is currently no safe or well-established route. As long term residents, we are used to frequently making this trip along one of two current routes, both of which are along busy, steep, narrow, and windy roads, with neither shoulder nor safe pedestrian paths. Vehicle traffic has risen significantly in recent years, making the trip into town increasingly dangerous. Along with making several other beneficial impacts, the Parks and Trails Commission's new project will make our non-motorized travel into town significantly safer.

The local Elementary School is located in the primary center of town. As parents of two elementary-aged children, with whom we frequently walk or ride our bikes to classes and extracurricular activities, this aspect of the new project is of primary importance for us. Especially as our kids become old enough to commute to school independently, we would be very happy to have this pedestrian/bicycle route to school completed!

In addition to improving safe pedestrian travel opportunities, the new project will also be a tremendous improvement to the town's current recreational

opportunities. The existing Creekside Trail is a family favorite for our daily walks. The new proposed bridges and trail, through a relatively short trail addition in itself, will successfully link a handful of disconnected systems into one large system. Whether going to the local playgrounds, the National Forest access trailheads, or to Palmer Lake itself, this new trail system will allow all of our neighbors to access the majority of Palmer Lake's amenities by staying off of the roads and by traveling along scenic natural trails.

It is for exactly these sorts of reasons that we love raising our family in Palmer Lake. Through daily exploration of our local natural habitats, our children have learned so much this summer about our abundant and diverse flora and fauna. With the completion of the Parks and Trails Commission's new project, such nature based education can become an even easier, and safer, aspect of everyday life, during a bike ride to school or a walk to the ice cream shop.

Sincerely,

Jessica and Nick Ehrhardt

## **Letter of Support**

Julie Woodward  
163 Epworth Hwy  
Palmer Lake, CO 80133  
303 921-1460  
[jwambercat15@gmail.com](mailto:jwambercat15@gmail.com)

September 1, 2023

To Whom It May Concern,

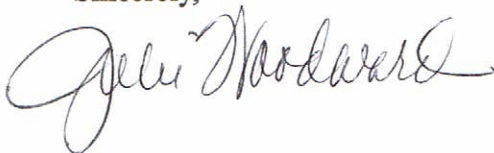
This letter is in support of the Town of Palmer Lake Parks and Trails Commission. The Commission's plan to construct a new trail system and bridges will significantly improve access to our town center for myself and all of my neighbors.

I regularly walk to town to pick up mail (residents must pick up our mail at our PO box, no home delivery), attend town meetings and events, and frequent our local restaurants. The new trail system will add a much safer alternative to the busy, steep and twisty roads I currently use to walk to town. In addition, it adds a great natural experience walking along Monument Creek. These new trails will make walks far more pleasant than walking on busy streets.

Additionally, the new trail system is a great alternative to connect our neighborhood to the existing recreational opportunities in the area. Specifically, Palmer Lake, the Santa Fe Trail, the Greenland Open Space, and our Reservoir Trailhead. All of these recreation amenities are great for hiking and biking. The new trail system fits perfectly into and helps to complete the existing trail system

The new trail system is fairly short. But it is a critical piece of the puzzle that connects our recreational and town amenities together.

Sincerely,

A handwritten signature in cursive script that reads "Julie Woodward". The signature is written in dark ink and is positioned below the typed name "Julie Woodward".



To the CPW Grant Review Committee:

The proposed bridge and trail connecting Creekside Trail to Kent Street in Palmer Lake is critical for pedestrian safety and will greatly improve the walkability and access within town. Currently, a steep creek embankment that rises nearly 150 feet over the course of about a quarter mile separates the glen neighborhood from the main section of town. For over a hundred years, only two one-way lanes and a steep two-lane road have provided access to the two neighborhoods. None of these streets have sidewalks or even a shoulder.

I feel concerned for people's safety every time I see people riding bikes or walking along these streets. I live along the steeper two-lane street, and due to the grade, even though the speed limit is 25 MPH many careless drivers reach speeds of 35-40 MPH. The proposed new bridge and trail will provide a safe and convenient option for residents and visitors to safely access these two neighborhoods.

Beyond providing a safe alternative to walking steep streets with no shoulders, this new trail access will soon connect the main neighborhood with trails in the glen and in the near future, this trail will provide access to a new open space that the town is currently master planning.

Palmer Lake has incredible access to regional and county trails and open space on the east side of town, but the Glen neighborhood currently lacks safe pedestrian access to the elementary school, the main businesses, as well as all of the park and trail amenities on the east side of town.

As a trail and walkability advocate, I greatly support the Parks Commission's plan to build this new connector trail. Please rate this project as worthy of funding. My family and I would greatly appreciate this proposed trail, and I know our neighbors and us will use the new trail multiple times a week.

Thank you,

Wesley Trimble  
Palmer Lake Resident  
298 Spring Street, Palmer Lake, CO

# Document checklist



**NON-MOTORIZED TRAILS GRANT APPLICATION – CONSTRUCTION OR MAINTENANCE**

## PROJECT DETAILS

Organization

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Project title

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## DOCUMENTS

### PRE-APPLICATION - SEPTEMBER

Document	Source	Submission format
<input type="checkbox"/> 1. Project scope	Applicant's own	PDF
<input type="checkbox"/> 2. Project map	Applicant's own	PDF

### FULL APPLICATION - OCTOBER

Document	Source	Submission format
<input type="checkbox"/> 3. Project information	CPW template	PDF
<input type="checkbox"/> 4. Application questions	CPW template	PDF
<input type="checkbox"/> 5. Timeline	CPW template	PDF
<input type="checkbox"/> 6. Budget	CPW template	Unprotected Excel file
<input type="checkbox"/> 7. Photographs & maps	Applicant's own	Merged PDF (5 pages max)
<input type="checkbox"/> 8. Letters of support	Various	Merged PDF (5 letters max)
<input type="checkbox"/> 9. Resolution	Applicant's own	Signed PDF
<input type="checkbox"/> 10. Environmental forms	CPW Template	Signed PDF
<input type="checkbox"/> 11. Formal EA or NEPA*	Federal Template	Web link or PDF

## ADDITIONAL PROJECT INFORMATION

- 12. Required match funding secured (including cash match funds)
- 13. Construction projects have been evaluated for permits and, if required, permits obtained.
- 14. Project area is owned by a public land agency or has an easement that designates the area be open to the public for at least 25 years.
- 15. Conservation/Youth Corps or other organization will be used on the project.  
Name of organization:
- 16. Volunteers will be utilized on the project  
Name of organization:

\*Must be completed prior to application presentations in January.