City of Woodland Park
City Council

September 4, 2025 at 6:30 PM

AGENDA

5:00 PM - City Council Worksession - Ethics and Liability Training - Sam Light, Legal Council CIRSA

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **CEREMONIES, PRESENTATIONS AND APPOINTMENTS**
   - **A.** Presentation on the Community Garden and upcoming Open House, "*In Full Bloom"*. (A)
     (Presenter Cory Gorton, Vice President of Programs, Community Partnership)
4. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
5. **CONSENT CALENDAR**
   - **A.** Approval of the August 21, 2025 regularly scheduled City Council Meeting Minutes. (A)
     (Presener Deputy City Manager/City Clerk Leclercq)
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (1)**
7. **UNFINISHED BUSINESS**
   (Public Comment may be heard)
8. **ORDINANCES ON INITIAL POSTING**
   (Public comment may be heard)
9. **PUBLIC HEARINGS**
   (Public comment may be heard)
   - **A.** Approval of a 5-year Extension of the Top of Paradise Amended Master Plan (QJ)
     (Presenter Senior Planner Gates)
   - **B.** Approval of Ordinance No. 1500, Series 2025, an Ordinance of the City Council of the City of Woodland Park, Colorado, submitting a Ballot Question to the Electors of the City to Amend the City Charter Concerning Recall to provide thirty days for the Clerk's review of Signatures. (L)
     (Presenter Chair of the Charter Review Committee/Mayor Pro-tem Nakai)
   - **C.** Approval of Ordinance No. 1501, Series 2025, an Ordinance of the City Council of the City of Woodland Park, Colorado, submitting a Ballot Question to the Electors of the City to Amend the City Charter to Change the Residency Requirement for Appointment or Election to the Office of Mayor or

Councilmember from one year to two years. (L)
(Presenter Chair of the Charter Review Committee/Mayor Pro-tem Nakai)

D. Approval of Ordinance No. 1502, Series 2025, an Ordinance of the City Council of the City of Woodland Park, Colorado, Submitting a Ballot Question to the electors of the City to Amend the City Charter to Provide that Term Limits of Boards and Commissions will be as provided in Such Body's By-Laws, as approved by the City Council. (L)
(Presenter Chair of the Charter Review Committee/Mayor Pro-tem Nakai)

10. NEW BUSINESS

(Public comment may be heard)

A. Approval of Resolution #934, Series 2025, announcing a coordinated election with Teller County for the November 4, 2025, General Election. (A)
(Presenter Deputy City Manager/City Clerk Leclercq)

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

B. Council Reports

C. City Attorney's Report

D. City Manager's Report

12. ADJOURNMENT

Key to agenda abbreviations:

(**A) Administrative-** matters involving day-to-day decisions such as approving contracts, hiring staff and the procurement of goods and services. Administrative actions generally do not require formal actions by the elected body.

(L)Legislative- typically in the policy arena; legislative matters affect large areas and large groups of people, such as enacting dog regulations or amending the City code. Legislative action generally involves motions, resolutions and ordinances.

(QJ)Quasi-Judicial- apply general rules to a specific interest, such as zoning change affecting a single piece of property, or a special use permit. Quasi-Judicial actions generally involve adjudication, sometimes in writing, but not a resolution or ordinance. Decision for Quasi-Judicial proceedings are made exclusively based upon the testimony presented on the record. Ex-parte communication (communication outside the official hearing) between elected officials and citizens is not permitted on Quasi-Judicial

MINUTES

1. CALL TO ORDER AND ROLL CALL

Mayor Case called the regularly scheduled City Council Meeting to order with the following members of Council present: Mayor Case, Mayor Pro-tem Nakai, Councilmember Bryant, Councilmember Geer, Councilmember Jones and Councilmember Smith.

The following staff members were in attendance: City Manager Vassalotti, Deputy City Manager/City Clerk Leclercq, Assistant City Manager Felts, Utilities Director Wiley, Communications Manager Higginbotham, Budget Director Burleson and Main Street Coordinator Riggle.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

A. Update and brief regarding a violation identified during a Sanitary Survey inspection. (A)
(Presenter Utilities Director Wiley)

Utilities Director Wiley shared information on a Tier 2 and Tier 3 violation the City of Woodland Park received during a recent Sanitary Survey inspection. Wiley also shared that, as part of the violations, a public notice was being sent to every utility customer.

B. Appointments to the Main Street Board of Directors. (A)
(Presenter Deputy City Manager/City Clerk Leclercq)

Deputy City Manager/City Clerk Leclercq reviewed with Council that the Main Street Board and program were being reestablished. Leclercq shared that the City had been advertising for Board of Director applicants for the last several weeks and that the City had received numerous applications. Leclercq shared that staff had vetted the applicants to make sure that they met the criteria required to be considered for appointment to this Board. Leclercq shared that the Council would be interviewing eight candidates for seven spots on the Main Street Board. Leclercq reviewed that the Council would be selecting the members of the Board, but the selected candidates would then be voting on who served on which positions on the Board at their first meeting.

Leclercq shared that the applicants being interviewed this evening were:

Tim Miller
Jeff Bilsland
Caitlin Gonzales
Michelle Gillespie
Andrea Connolly

Nichole Demers
Derek Waggoneer
Joseph Perea

Following interviews of the applicants, the following individuals were selected to serve on the Main Street Board for the following terms:

Tim Miller - 3 years
Jeff Bilsland - 2 years
Caitlin Gonzales - 3 years
Michelle Gillespie - 2 years
Andrea Connolly - 3 years
Nichole Demers - 2 years
Joseph Perea - 3 years

The following motion was made: to appoint Miller, Bilsland, Gonzales, Gillespie, Connolly, Demers and Perea to the Main Street Board. Bryant/Smith. Motion carried 6-0.

Following the appointment of the Main Street Board, Deputy City Manager/City Clerk Leclercq administered the Oath of Office to those appointed.

Following the appointment of the Main Street Board, Council by consensus appointed Councilmember Jones as the Council Liaison to the Main Street Board.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

None.

5. CONSENT CALENDAR

A. Review and Acceptance of the July 2025 Statement of Expenditures. (A)
(Presenter Accounting Director Scott)

Mayor Case introduced the items on the Consent Calendar and the following motion was made.

Motion: to approve the July 2025 Statement of Expenditures and the regularly scheduled August 7, 2025, City Council Meeting Minutes. Geer/Bryant. Motion carried 6-0.

B. Approval of the regularly scheduled August 7, 2025, City Council Meeting Minutes. (A)
(Presenter Deputy City Manager/City Clerk Leclercq)

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (1)

None.

7. UNFINISHED BUSINESS

(Public Comment may be heard)

None.

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

A. APPROVAL OF ORDINANCE NO. 1500, SERIES 2025, ON INITIAL POSTING, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND

PARK, COLORADO, SUBMITTING A BALLOT QUESTION TO THE ELECTORS OF THE CITY TO AMEND THE CITY CHARTER CONCERNING RECALL TO PROVIDE THIRTY DAYS FOR THE CLERK'S REVIEW OF SIGNATURES AND SET THE PUBLIC HEARING FOR SEPTEMBER 4, 2025.(L)
(PRESENTER CHAIR OF THE CHARTER COMMITTEE/MAYOR PRO-TEM NAKAI)

Motion: to approve Ordinance No. 1500, Series 2025 on initial posting, an Ordinance of the City Council of the City of Woodland Park, submitting a Ballot Question to the Electors of the City to Amend the City Charter Concerning Recall to provide Thirty Days for the Clerk's Review of Signatures and Set the Public Hearing for September 4, 2025. Geer/Bryant. Motion carried 6-0.

B. APPROVAL OF ORDINANCE NO. 1501, SERIES 2025, ON INITIAL POSTING, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO, SUBMITTING A BALLOT QUESTION TO THE ELECTORS OF THE CITY TO AMEND THE CITY CHARTER TO CHANGE THE RESIDENCY REQUIREMENT FOR APPOINTMENT OR ELECTION TO THE OFFICE OF MAYOR OR COUNCILMEMBER AND SET THE PUBLIC HEARING FOR SEPTEMBER 4, 2025. (L)
(PRESENTER CHAIR OF THE CHARTER REVIEW COMMITTEE /MAYOR PRO-TEM NAKAI)

Motion: to approve Ordinance No. 1501, Series 2025, on initial posting, an Ordinance of the City Council of the City of Woodland Park, Colorado, Submitting a Ballot Question to the Electors of the City to Amend the City Charter to Change the Residency Requirement for Appointment or Election to the Office of Mayor or Councilmember and Set the Public Hearing for September 4, 2025. Smith/Jones. Motion carried 6-0.

C. APPROVAL OF ORDINANCE NO. 1502, SERIES 2025, ON INITIAL POSTING,AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO, SUBMITTING A BALLOT QUESTION TO THE ELECTORS OF THE CITY TO AMEND THE CITY CHARTER TO PROVIDE THAT TERM LIMITS OF BOARDS AND COMMISSIONS WILL BE AS PROVIDED IN SUCH BODY'S BY-LAWS, AS APPROVED BY THE CITY COUNCIL AND SET THE PUBLIC HEARING FOR SEPTEMBER 4, 2025. (L)
(PRESENTER CHAIR OF THE CHARTER REVIEW COMMITTEE/MAYOR PRO-TEM NAKAI)

Motion: to approve Ordinance No. 1502, Series 2025, on initial posting, an Ordinance of the City Council of the City of Woodland Park, Colorado, Submitting a Ballot Question to the Electors of the City to Amend the City Charter to Provide that Term Limits of Boards and Commissions will be as Provided in such Body's By-laws, as approved by the City Council and set the Public Hearing for September 4, 2025. Geer/Smith. Motion carried 6-0.

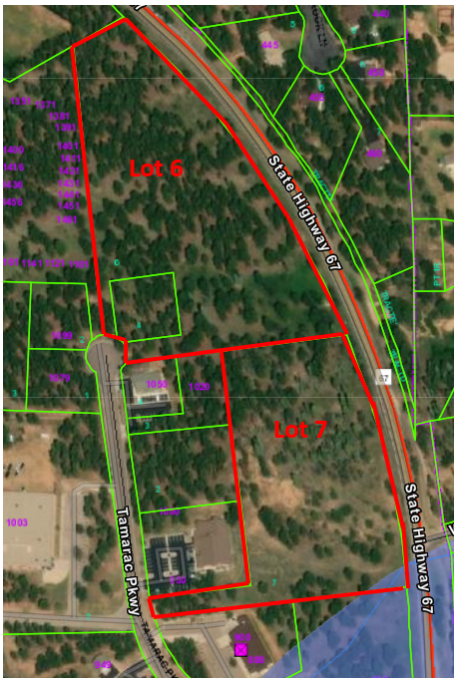
9. PUBLIC HEARINGS

(Public comment may be heard)

A. Approval of Resolution 933, Series 2025, a Resolution granting a 2-year extension to May 18, 2027 of a Conditional Use Permit with a Site Plan for the purpose of allowing 8 apartment buildings with 122 attached dwelling units in the Multi-family Residential Urban (MFU) zone; the subject property is located at the end of Tamarac Parkway and is known as Lot 6 Tamarac Tech Park Filing

No. 5, City of Woodland Park, Teller County, Colorado. (**QJ**) (Presenter CJ Gates, Senior Planner)

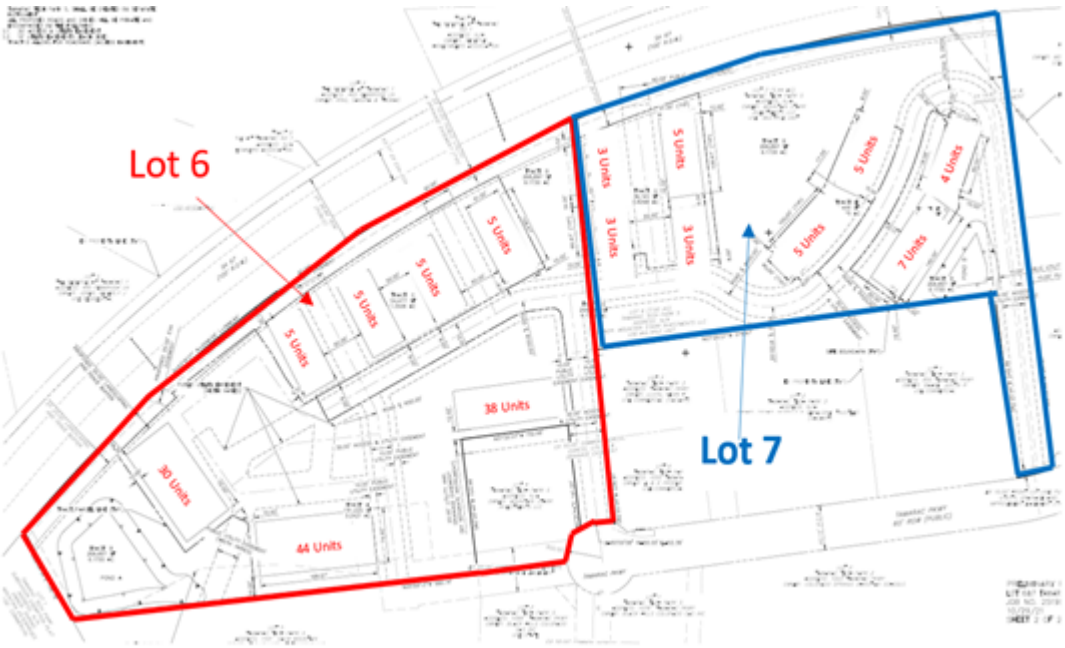
Senior Planner Gates presented his Staff report to the Council stating the following:



BACKGROUND

The subject property is zoned Multi-Family Residential Urban (MFU) and was platted into the current lot configuration in 2014 as Tamarac Tech Park Filing No. 5. In December 2021, a conditional use permit and site plan was granted to Mountain Starr Investments LLC for a multi-family residential development on Lots 6 and 7 of Tamarac Tech Park Filing No. 5 (see Figure 2a). The development consisted of 55 townhomes and three apartment buildings with a total of 167 dwelling units and a gross density of 13.46 dwelling units/acre.

Figure 2b, is the site plan associated with the 2021 CUP/SPR. This original CUP/SPR encompassed both lots 6 and 7. Lot 6 (outlined in red) was approved for three apartment buildings and four townhouse structures for a total of 132 dwelling units. Lot 7 (outlined in blue) was originally approved for eight townhomes for a total of 35 dwelling units.



In 2023 Mountain Starr Investments, LLC. (Property Owner) and Creighton Soukup (Applicant) submitted a new request that pertained only to Lot 6. City Council approved their proposal for 8 apartment buildings with 122 attached multi-family dwellings units on May 18, 2023 by way of Ordinance No. 1450, Series 2023. Figure 2c is the site plan approved in 2023 for Lot 6.



The approved site plan includes two different types of apartment buildings. Type A (outlined in red) consists of 72 dwelling units in 3 building and apartment building type B (outlined in yellow) consists of 50 dwelling units in five buildings.
Below is a table that summarizes the total number of dwelling units approved in 2021 as compared to those approved in 2023:

	Dwelling Units	**Total Dwelling Units**
2021 Approved CUP	Lot 6: 132 Lot 7: 35	167 (Lots 6 &7)
2023 Approved CUP Amendment	Lot 6: 122 Lot 7: no change	122 (lot 6)

CURRENT EXTENSION REQUEST

Expiration and Extensions of Conditional Use Permits are governed by Municipal Code §18.57.090 – Expiration:

Authority to issue a zoning/development permit or building permit pursuant to the granting of a conditional use permit shall expire two years after the date of approval of the conditional use permit, except when one of the following conditions has been met:

1. *A zoning/development permit or building permit has been issued and is still deemed valid;*
2. *Where no construction is required, the actual commencement and operation of the use has begun; or*
3. *An extension has been granted by the city council.*

On May 15, 2025 the City received a written request to extend the approvals associated with CUPSRP2023-01 for two-years. Since the CUP/SPR was initially approved on May 18, 2023, the applicants have continued to work on this project. To date they have submitted final site plan construction documents as well as grading and infrastructure permit requests. The permits and associated documents have been through multiple rounds of review with various departments within the City, but there are still outstanding issues that need to be resolved.

According to the applicant application, the applicant is requesting the extension to allow for more time due to issues they encountered related to grade elevations and existing utility lines located along State Highway 67. Within their narrative, the applicant also states that their overall plan is to redesign the whole project which includes decreasing the overall density and lowering the building heights from three stories to two, softening the visual impact and allowing the development to better complement the natural character of Woodland Park.

The applicant needs additional time to complete the revised site design and submit the necessary CUP/SPR amendment application. Once received, that application is subject to the referral and public hearing process.If this extension request is approved, the CUP/SPR entitlement will be extended an additional two years with a new expiration date of May 18, 2027. Staff expects this to provide the time necessary for the applicant to finalize and submit their CUP/SPR amendment request.

REFERRALS

The application was referred to City departments including the City Attorney, City Manager, City Clerk, Utilities, Public Works, Police Department, Planning and Building and external agencies including Northeast Teller County Fire Protection District, Black Hills Energy, Core Electric, Colorado Department of Transportation, Century Link/Lumen, and TDS Telecom. CORE provided a comment on July 2, 2025 that states "*CORE conditionally approves of the extension but will require a meeting with the applicant to address grading, landscaping and snow storage areas to meet CORE's clearance and installation requirements*".

NOTIFICATIONS AND PUBLIC COMMENT

Adjacent property owners within 150 feet were mailed a letter notifying them of the extension request as well as all meeting dates including the scheduled Planning Commission and City Council public hearings. The site was posted with public notice posters and notice of the public hearings was published in the Pikes Peak Courier in compliance with the Municipal Code. To date, one written comment has been received.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on July 24, 2025 (draft minutes attached). After consideration of the staff report and comments made at the public hearing, the Planning Commission decided (5-1) to recommend that City Council: approve the extension of the approved Conditional Use Permit and site plan for 8 apartment buildings with 122 attached dwelling units in the Multi-Family Residential Urban (MFU) zone.

STAFF FINDINGS

Based on the Planning Commission's recommendation, staff recommends City Council find that an extension is warranted, then the recommendation is to approve Resolution 933, Series 2025, a resolution granting a 2-year extension to May 18, 2027, of a Conditional Use Permit with a Site Plan for the purpose of allowing 8 apartment buildings with 122 attached

dwelling units in the Multi-family Residential Urban (MFU) zone; the subject property is located at the end of Tamarac Parkway and is known as Lot 6 Tamarac Tech Park Filing No. 5, City of Woodland Park, Teller County, Colorado.

Following Gates' presentation, the Council also heard from the applicants of this project. Creighton and Kurt Soukup shared the need for the extension and also the future plans for the project. Following Gates' presentation and a brief Council discussion, Mayor Case opened the public comment portion of the public hearing.

Todd Wisemen shared that the Council should deny the applicants' request as he felt they applied after the expiration date of their application.

Senior Planner Gates reported that they re-applied on May 17th, which was prior to the expiration date.

There being no further public comment Mayor Case closed the public comment portion of the public hearing and the following motion was made.

Motion: to approve Resolution No. 933, Series 2025, a Resolution granting a 2-year extension to May 18, 2027, of a Conditional Use Permit with a Site plan for the purpose of allowing 8 apartment buildings with 122 attached dwelling units in the Multi-fami8ly Residential urban zone, the subject property is located at the end of Tamarac Parkway and is known as Lot 6 Tamarac Tech Park Filing No. 5, City of Woodland Park, Teller County Colorado. Case/Jones. Motioned carried 4-2 with Bryant and Geer voting no.

10. NEW BUSINESS

(Public comment may be heard)

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

Mayor Case shared the upcoming events for the next two weeks.

B. Council Reports

Mayor Pro-tem Nakai shared that the next Charter Review Committee meeting will be held on September 10, 2025.

Councilmember Bryant shared information regarding the upcoming Creek Week Clean Up.

Councilmember Jones shared that Community Partnership will be sharing information on their upcoming open house at the next City Council Meeting on September 4, 2025.

C. City Attorney's Report

D. City Manager's Report

Utilities Director Wiley updated the Council on progress with the reservoir and information on the street paving project on Browning.

City Manager Vasslotti shared that the code review would be coming to the Council for approval in the next few weeks.

Deputy City Manager/City Clerk Leclercq shared that the Boards and Committees Volunteer Celebration was a success and thanked the Council for attending.

12. ADJOURNMENT

There being no further City business, Mayor Case adjourned the City Council meeting at 9:02 PM.

Respectfully submitted:

Suzanne Leclercq MMC, City Clerk

APPROVED THIS ____ DAY OF _____, 2025

Kellie Case, Mayor

STAFF REPORT

TO: Mayor Case and City Council

FROM: CJ Gates, Senior Planner

DATE: September 4, 2025

SUBJECT: Approval of a 5-year Extension of the Top of Paradise Amended Master Plan (QJ) (Presenter Senior Planner Gates)

BACKGROUND: This item is a request from Ventus, LLC (Owner) and Frankie Valenzuela (Applicant) and Ventus, LLC (Property Owner) for a 5-year extension of the Top of Paradise Amended Master Plan (originally approved in 2005) to August 4, 2030. The land area included in the Master Plan extension request is 40.69± acres and currently planned for 38 single-family dwelling units. The subject property is generally located north of Ponderosa Way and east of Majestic Parkway in the Suburban Residential (SR) zone.

Please see the attached detailed staff report.

RECOMMENDATION: City Council approve the five-year extension of the Top of Paradise Master Plan for 38 single-family lots on 40.69 acres in the Suburban Residential (SR) zone and the development is still subject to all the conditions and dimensions specified in the original as well as amended approval.

ATTACHMENTS:
1. Top of Paradise Master Plan Extnetion 2025 - CC Staff Report
2. 2025-08-14 PC Meeting Minutes - DRAFT
3. Extention of Development Applicaiton Packet - Top of Paradise
4. Top-of-paradise-master-plan-2005[1]

City Council Staff Report
Public Hearing September 4, 2025

Agenda Item	Department	Presenter
9A	Planning	C.J. Gates Senior Planner

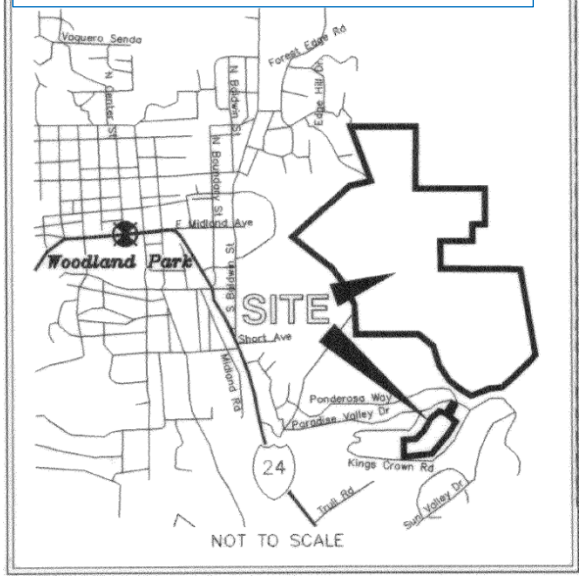
AGENDA ITEM 9A

Top of Paradise Master Plan Extension (A25-0187): Request by Frankie Valenzuela (Applicant) and Ventus, LLC (Property Owner) for a 5-year extension of the Top of Paradise Amended Master Plan to August 4, 2030. The land area included in the Master Plan extension request is 40.69± acres and currently planned for 38 single-family dwelling units. The subject property is generally located north of Ponderosa Way and east of Majestic Parkway in the Suburban Residential (SR) zone. **(QJ)**

BACKGROUND

The land area currently known as the Top of Paradise Master Plan (Previously known as Paradise Ranch Addition) was annexed in 1975 by way of Ordinance No. 6, Series 1975. In 1999, City Council approved the first Preliminary Plat and Master Plan which encompassed 198.5 acres and a total of 120 single-family lots. In 2005, City Council approved the Amended Top of Paradise Master Plan encompassing 197.7 acres showing 175 single-family lots and allowing up to a total of 190 lots in the Suburban Residential zone district.

Figure 1: Top of Paradise Vicinity Map



As seen on the Top of Paradise Master Plan Vicinity Map in Figure 1, the Master Plan encompasses several subdivisions including Forest Edge Park Fourth addition, Forest Edge Park First Filing, Thunderbird Estates, and Paradise Estates Filings 1-11.

Other subdivisions located within the Amended Top of Paradise Master Plan area that have received Final Plat approvals include:

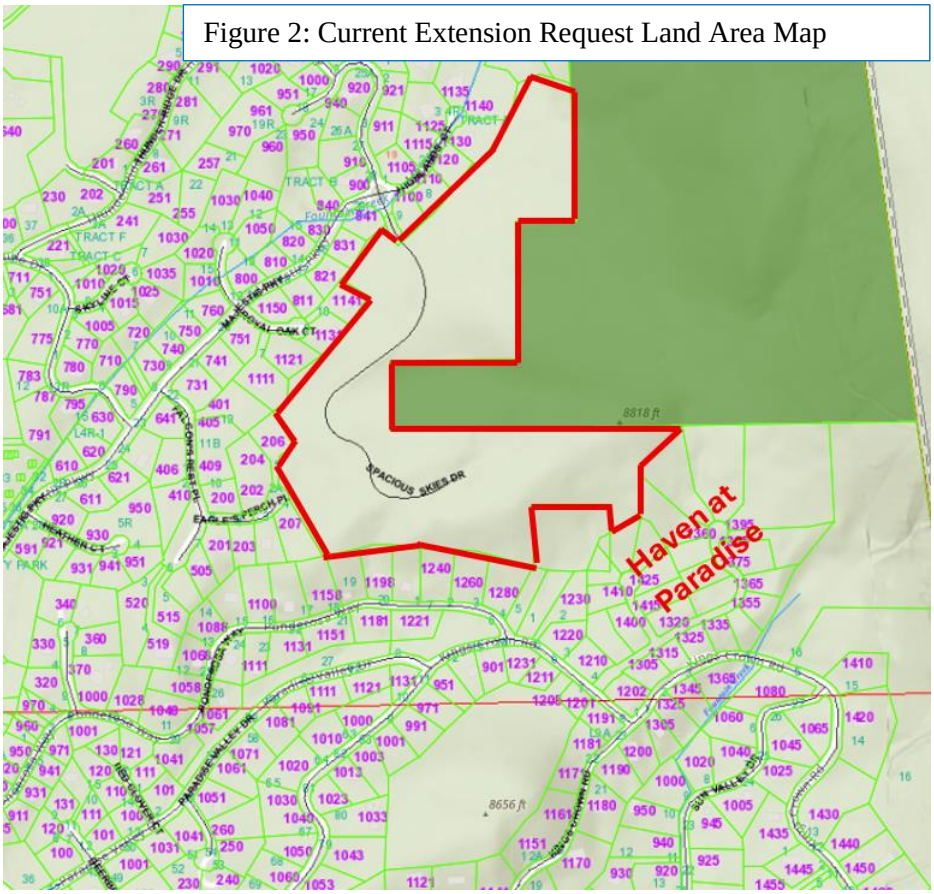
- 2006, Paradise of Colorado Filing 1 Final plat with 4 residential lots;
- 2008, the Paradise of Colorado Filing No. 2 Final Plat with 29 residential lots on 25.22 acres;
- 2017, Paradise of Colorado Filing No. 3 Final Plat with 3 residential lots;

- 2018, Paradise of Colorado Filing No. 4 containing 19.27 acres with 22 single-family residences and dedication of new streets (Locklin Way and a small portion of Thunder Ridge Drive); and
- 2019, the Highlands in Paradise Final Plat with 9 lots along Highland Court on 7.07 acres.
- 2023, The Haven at Paradise Final Plat with 24 lots, and two tracts on 35.77 acres.
- 2024, Kings Crown Final Plat with 1 total lot on 11.34 acres. This area of land was originally approved for a total of 8 lots on the 11.34 acres of land within the Top of Paradise Master Plan.

The Amended Master Plan that was approved in 2005 was valid until 2010 and then extended for five years to 2015. The Master Plan was again extended in 2015 and 2020 with an expiration date of 2025. Master Plans are valid for five-year increments thus this extension request to 2030.

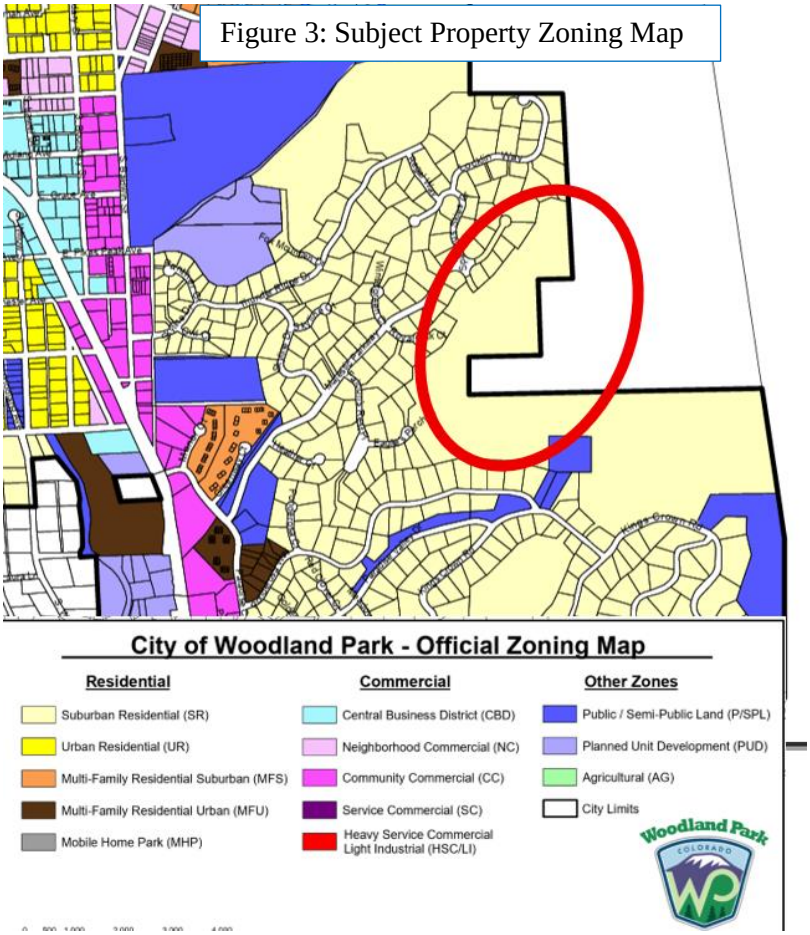
Since the original annexation in 1975, large chunks of land within the Top of Paradise Master Plan have been sold off to other developers and entities some of which have not expressed interest in developing the land. The owner and developer of the Haven at Paradise (Ventus, LLC) also owns the undeveloped 40 acre parcel to the east outlined in red below in figure 2. Ventus, LLC purchased this swath of land in 2021. The area included within this 40 acre parcel is approved for 38 single-family lots within the amended Top of Paradise Master Plan.

Figure 2: Current Extension Request Land Area Map



This 40 acre parcel owned by Ventus, LLC is the property in question regarding the Top of Paradise Master Plan Extension. The subject property (circled in red below) is zoned Suburban Residential as seen below in figure 3. The Suburban Residential zone district allows for a total of one dwelling unit per gross acre and allows a variety of lot sizes with a minimum size of fifteen thousand square feet.

Figure 3: Subject Property Zoning Map



CURRENT EXTENSION REQUEST

For larger scale developments such as the Top of Paradise, a master plan is reviewed as part of the Preliminary Plat process. Since the subject property land area has already been approved for a maximum of 38 single-family homes, the City of Woodland Park Utilities Department has planned for a maximum of 38 individual water taps to be allocated within this land area. Title 17 of the Subdivision Regulations does not provide specific criteria or guidance as to how a master plan extension request is to be evaluated. Therefore, similar to prior extensions, staff applies a practical approach to determine if the request is reasonable.

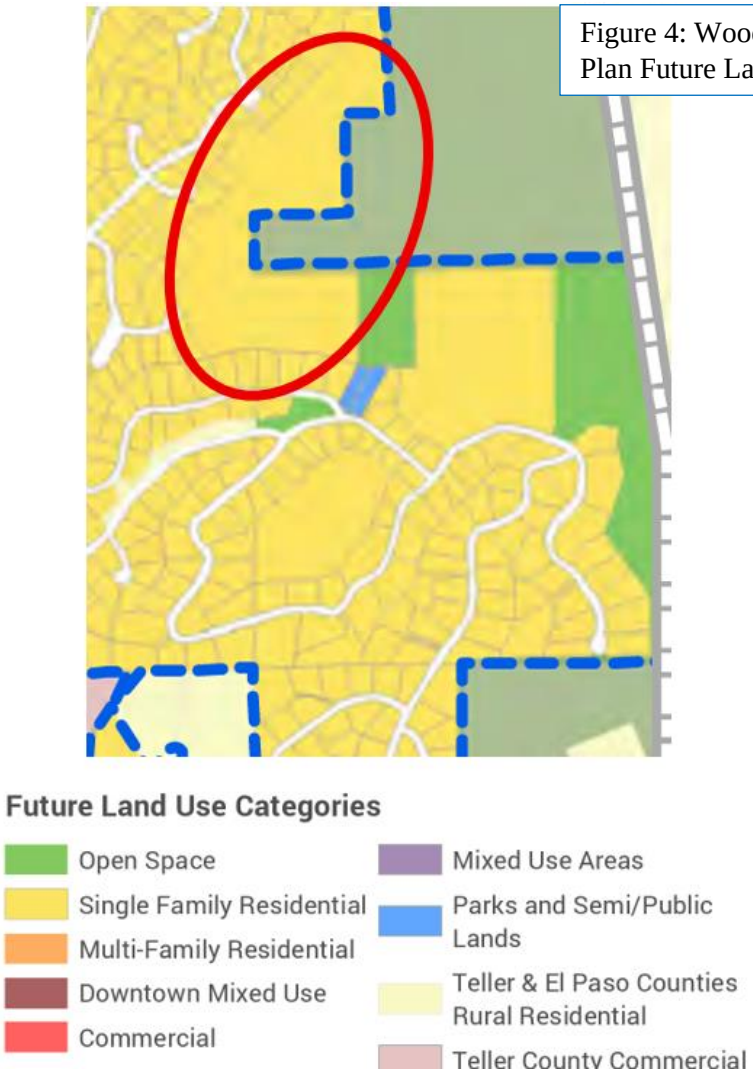
On June 20, 2025, Woodland Park Planning Staff received an application from Ventus, LLC (Owner) and Frankie Valenzuela (Applicant) and Ventus, LLC (Property Owner) for a 5-year

extension of the Top of Paradise Amended Master Plan to August 4, 2030. The land area included in the Master Plan extension request is 40.69± acres and currently planned for 38 single-family dwelling units.

According to the applicant's narrative attached hereto, the applicant is seeking an extension of the Master Plan for a total of five years. The extension will be pivotal in the build-out of the remaining acreage that is undeveloped. The applicant also outlines a 3-4 phase submission strategy beginning with survey and engineering work in the later part of 2025.

The current extension request is consistent with the current Woodland Park Comprehensive Master as seen in figure 4 below. The Future Land use map within the Comprehensive Master Plan outlines the subject property, as well as the rest of the land encompassing the Top of Paradise Master Plan as "Single-Family Residential".

Figure 4: Woodland Park Comp. Plan Future Land Use Map



REFERRALS

The application was referred to City departments including the City Attorney, City Manager, City Clerk, Utilities, Public Works, Police Department, Planning and Building and external agencies including Northeast Teller County Fire Protection District, Black Hills Energy, Core Electric, Colorado Department of Transportation, Century Link/Lumen, and TDS Telecom. Staff received no comments from external agencies. The City of Woodland Park Utilities Department stated that the City has planned for water tap allocation of a maximum of 38 single-family residences within this land area based on past approval of the Master Plan.

NOTIFICATIONS AND PUBLIC COMMENT

Adjacent property owners within 150 feet were mailed a letter notifying them of the extension request as well as all meeting dates including the scheduled Planning Commission and City Council public hearings. The site was posted with public notice posters and notice of the public hearings was published in the Pikes Peak Courier in compliance with the Municipal Code. Staff has received no public comment on the proposal.

PLANNING COMMISSION RECCOMENDATION

The Planning Commission held a public hearing on August 14, 2025 (draft minutes attached). After consideration of the staff report and comments made at the public hearing, the Planning Commission found that the Top of Paradise Master Plan (A25-0187) to be extended by reapplication, and that the extension of the Master Plan for 38 single-family zoned lots on the unplatted 40.69 acres is warranted, and recommends that the City Council approve the five-year extension of the Master Plan amendment. The development is still subject to all the conditions and dimensions specified in the original as well as amended approval.

ATTACHMENTS

A. August 14, 2025 Draft Planning Commission Minutes
B. Applicant Application
C. Approved Top of Paradise Master Plan Map

WOODLAND PARK PLANNING COMMISSION
MEETING MINUTES *for* August 14, 2025
Council Chambers, 220 W. South Avenue, Woodland Park

This meeting was a hybrid meeting with in-person and virtual attendance. The Zoom meeting link is in the calendar on the City website front page. Public input is very important to the Planning Commission. Comments were encouraged in writing in advance of the meeting to be submitted by mail to the Planning Department at PO Box 9007, Woodland Park, CO, 80866 or email to kschminke@woodlandpark.gov.

1. **CALL TO ORDER & ROLL:** Chair Brown called the meeting to order at 6:30 pm.

Present	Commissioner Ken Kennedy
Present	Commissioner Don Hoying
Present	Commissioner Don Dezellem
Present	Vice Chair Larry Larsen
Present	Chair Lee Brown
Absent	Commissioner Ken Hartsfield
Absent	Commissioner Jarrod Newcom
Staff Present:	Planning Director Karen Schminke, AICP, via Zoom
	Senior Planner CJ Gates
	City Attorney Nina Williams

   Quorum requirements are satisfied.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVE MINUTES:** Commissioner Kennedy motioned and Chair Brown seconded the minutes reflect a change correcting the typo on page four of the July 24, 2025 Planning Commission minutes. Motion carried by voice vote.

4. **PUBLIC HEARINGS:**

   A. Sturman PUD Amendment (A25-0154): Request by Carolyn Dominy (Applicant) and Dominy Family Living Trust (Property Owner) for approval of a PUD amendment to change the use from Automotive Vehicle Repair and Maintenance Shop and single family residential to Single Family Residential with the ability to have a Home Occupation (MC §18.33.150), a Bed and Breakfast (MC §18.33.161), or a Non-primary Residence Short-term Rental Unit (MC §18.78.050) in the PUD zone. The subject property located north of Trout Creek Road, is two lots: Lot 1 (3.98 acres) Innovation Park Filing No. 1 (a.k.a. 1000 Sturman Pkwy) and Lot 2 (2.07 acres) Innovation Park Filing No. 1 (a.k.a. 1006 Sturman Pkwy) both in Woodland Park, Teller County, CO. (QJ)

Senior Planner Gates gave the staff report; the property was annexed into the City and zoned PUD in 2000 and is located and accessed off Trout Creek Road. The surrounding property owners in City limits, including Andrew Wommack Ministries (AWM) to the west, are zoned PUD, with other neighboring properties outside of City limits. He reviewed the subdivision, property transfers, and zoning change applications. In 2019, the Planning Commission approved a PUD amendment to change the use, which never came to fruition, but the entitlement still stands. He then showed an aerial site photo with the current buildings and uses. Lot 1 contains a shop and large shed for storage and is not being used for commercial services. Lot 2 is a full-time residence and served by a commercial well and an individual septic disposal system. He also showed the easements for utilities and the ingress/egress on Lot 1, including Sturman Parkway. Lots 1 and 2 are in “Building Site 8” of the Sturman PUD,

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which stipulated the conditionally permitted uses of SFRs, Home Occupations (subject to 18.33.150), a bed and breakfast (MC 18.33.161), and vacation rentals for families or groups of not more than five persons not related.

He then explained the current allowed uses to the uses proposed, which include an Automotive Vehicle Repair and Maintenance Shop on Lot 1 only, Residential Single-Family, Home Occupations, Bed & Breakfast, and Vacation Rentals. The proposal eliminates the Repair and Maintenance Shop on Lot 1, proposes the other four uses be allowed on both Lots 1 & 2, changing the Vacation Rental use to a "Non-Primary Residence Short-Term Rental Unit," which is consistent with the current code language.

Chair Brown added that according to the allowed use table passed by the voters, Non-Primary Residence Short-Term Rentals are not Permitted (P) or Permitted Conditionally (PC) in the PUD zone, and Senior Planner Gates said that he would finish his presentation first, then Planning Commission could discuss this in deliberation with the help of Planning Director Schminke and City Attorney Williams.

Senior Planner Gates then provided analysis of Chapter 18.30.080 Final Plan Requirements-Approval, and the proposed uses under the 2030 Master Plan, which "Comply." This proposal "May Comply" with 18.30.140 Plan Changes if the applicant agrees to Condition #4 requiring Lot 2 to connect to City services if the well or septic fails, and requiring Lot 1 to connect to City systems with development.

The application was referred to all required internal departments and external agencies, and met the public notice requirements. Staff received one comment from the CWP Utilities Department stating that the owner will be required to connect to City water system for any future development that requires water service on Lot 1 of Innovation Park Fil. 1. A residential water tap is potentially available because of the approved residential use in the PUD.

Staff recommends approval based on the findings in the staff report and as presented at public hearing, of the request by Carolyn Dominy (Applicant) and Dominy Family Living Trust (Property Owner) for approval of a PUD amendment to change the use from Automotive Vehicle Repair and Maintenance Shop and single family residential to Single Family Residential with the ability to have a Home Occupation (MC §18.33.150), a Bed and Breakfast (MC §18.33.161), or a Non-primary Residence Short-term Rental Unit (MC §18.78.050) in the PUD zone. The subject property located north of Trout Creek Road, is two lots: Lot 1 (3.98 acres) Innovation Park Filing No. 1 (a.k.a. 1000 Sturman Pkwy) and Lot 2 (2.07 acres) Innovation Park Filing No. 1 (a.k.a. 1006 Sturman Pkwy) both in Woodland Park, Teller County, CO; subject to the following conditions:

1. Prior to construction of a single-family home, the applicant must apply for and gain approval of a Single-Family Zoning Development Permit with the City of Woodland Park as well as all applicable building permits with Pikes Peak Regional Building Department.
2. Prior to construction of any new structures, the applicant must apply for and gain approval of a Development Permit with the City of Woodland Park as well as all applicable building permits with Pikes Peak Regional Building Department.
3. Prior to operating a Non-primary Residence Short-term Rental Unit at the subject property, the applicant must submit for and gain approval of a Short-term Rental business license with the City of Woodland Park.

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4. The property owners and/or future tenants of Lot 2 of Innovation Park Filing No. 1 may continue to use the Individual Sewage Disposal System (ISDS) (Septic system) and water well as long as these services are maintained in good working conditions. However, it is the City of Woodland Park policy that if the ISDS or well fails, then the owner is required to connect to City services. For any future development that requires water service on Lot 1 of Innovation Park Filing No. 1, the owner will be required to connect to the City water system.

Planning Commissioners addressed some questions/clarifications about the Staff Report: The property was annexed into the City in 2000, the current owners/applicants purchased the property in 2019, the boundaries of the Sturman PUD, and the current uses of the applicant properties are in compliance with the Sturman PUD. Commissioner Hoying confirmed that the applicants are not the sole land owners within the PUD and wondered how to amend only a portion of the PUD. Director Schminke further clarified that this case is like the 2019 PUD amendment request, which was a request to amend uses for specific parcels within this PUD. Before the PC today is a request for Lots 1 & 2, Innovation Park Filing No. 1, and not the entire PUD, which narrows the PC's focus in discussion. If anyone not a party to the application has any concerns or objections, they can present their concerns through the public hearing process.

Commissioner Hoying then clarified the inconsistency in the Code between the Use Table not listing residential uses as permitted, but then the PUD Code text itself stating residential uses are allowed with no more than 2 dwelling units per acre. Clearly residential uses are allowed in a PUD.

Chair Brown also referenced the Code's Permitted Use Table, noting that Non-Primary Residence STRs are only allowed in a few commercial zones, but are not noted as permitted or permitted conditionally in a PUD. But the Primary Residence STR, which is the type of STR allowed in a residential zone, is Permitted in the PUD zone. To him, it seems the character and expressed usage of this lot is residential. He raised the question about if the December 12, 2023 Ordinance or policy allow a non-primary residence STR in a residential lot of a PUD. Commissioner Kennedy then referred to Table 4.A., noting the Non-Primary Residence is not an allowed use in a PUD. The ordinance can be changed after two years. The previous ordinance did not reference STRs, but the current ordinance delineates between primary- and non-primary-residence STRs and which zones each kind of STR is allowed. The definition and allowed zones of bed & breakfasts were also discussed.

Chair Brown called forth the applicant to speak.

The applicant, Carolyn Dominy, 1006 Sturman Parkway, Woodland Park, did not have a presentation, but was available for questions from the Planning Commission. They originally bought the property for investment purposes; it was originally residential, since they are not renting Lot 1 for commercial use, they are essentially trying to get it back to its original residentially allowed uses.

Senior Planner Gates then clarified that in this application, on Lot 1, the applicant is wanting to eliminate the use of the Automotive Repair, but retain the uses of the Residential Use, Home Occupations, Bed & Breakfast, and Vacation Rentals as currently allowed in this PUD zone,. The Dominy's live on Lot 2, where Home Occupations, Bed & Breakfasts, and Vacation Rentals are already allowed. This amendment would confirm the allowed uses to be the same for both Lots 1 & 2. Chair Brown asked the applicant to stay present in case the Planning Commission had any further questions.

Chair Brown opened and closed the public comment with no comments.

Chair Brown then called for discussion. The applicant explained their vacation rental would be rented out for a long term nine-months or less, which does not fit the definition of a STR, which is rented out for 30-days or less. A discussion followed about the definitions of long- and short-term rentals, residences, lodging business, bed & breakfasts, the current allowed uses on the lots. The Planning Commission has to consider the application presented as it was publicly noticed and reviewed.

Planning Commissioners further discussed the issue of the non-residence STR not being allowed in a PUD with the December 2023 ordinance, and that the City code does not contain a definition for "vacation rental." STRs cannot be grandfathered, and an STR business license probably can't be issued for vacation rentals. Director Schminke used the AI definition of a vacation rental, which is "a furnished house or apartment rented out to travelers for short-term stays, typically for leisure purposes". She added that in preparing this staff report she did not consider the current STR ordinance that is in place until December 2025; at the time this PUD was established, a vacation rental was the term for the proposed use, and there is no "vacation rental" listed as a use in the use table, either. Staff wanted to use contemporary language associated with the application, which Planning Commission may determine may not be possible. Several Planning Commissioners presented different options of how to proceed, what the application actually requests, the staff recommendation, which lots are affected, and residential versus commercial uses. Vice-Chair Larsen added that the Planning Commission is the final decision-making body for a PUD Amendment, this case does not go to City Council for any approval.

> **MOTION:** Commissioner Kennedy moved and Commissioner Larsen seconded to approve the Sturman PUD Amendment (A25-0154) to change the use on Lot 1, Innovation Park Filing No. 1, from Automotive Vehicle Repair and Maintenance Shop and single family residential to Single Family Residential with the ability to have a Home Occupation (MC §18.33.150), a Bed and Breakfast (MC §18.33.161), and vacation rental, as originally approved in the Sturman PUD. The subject property located north of Trout Creek Road: Lot 1 (3.98 acres) Innovation Park Filing No. 1 (a.k.a. 1000 Sturman Pkwy) in Woodland Park, Teller County, CO. Lot 2 of Innovation Park Filing No. 1 remains unchanged.

While the first motion was on the floor, a second motion was made:

> **AMENDED MOTION TO ADD THE CONDITIONS:** The motion was amended by Commissioner Kennedy and seconded by Commissioner Hoying to include the following conditions:
>
> 1. Prior to construction of a single-family home, the applicant must apply for and gain approval of a Single-Family Zoning Development Permit with the City of Woodland Park as well as all applicable building permits with Pikes Peak Regional Building Department.
> 2. Prior to construction of any new structures, the applicant must apply for and gain approval of a Development Permit with the City of Woodland Park as well as all applicable building permits with Pikes Peak Regional Building Department.
> 3. Prior to operating a Non-primary Residence Short-term Rental Unit at the subject property, the applicant must submit for and gain approval of a Short-term Rental business license with the City of Woodland Park.

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4. The property owners and/or future tenants of Lot 2 of Innovation Park Filing No. 1 may continue to use the Individual Sewage Disposal System (ISDS) (Septic system) and water well as long as these services are maintained in good working conditions. However, it is the City of Woodland Park policy that if the ISDS or well fails, then the owner is required to connect to City services. For any future development that requires water service on Lot 1 of Innovation Park Filing No. 1, the owner will be required to connect to the City water system.

YES: Kennedy, Hoying, Dezellem, Larsen, Brown.
NO: None.
Motion carried 5-0.

Then the Planning Commission went back to the original motion as amended with the conditions.

YES: Kennedy, Hoying, Dezellem, Larsen, Brown.
NO: None.
Motion carried 5-0.

Commissioner Hoying further questioned the Ordinance and Code concerning water availability, and Senior Planner Gates explained the current Code would be applied to any application submitted, and City departments would review the application to the current Code.

B. Top of Paradise Master Plan Extension (A25-0187): Request by Frankie Valenzuela (Applicant) and Ventus, LLC (Property Owner) for a 5-year extension of the Top of Paradise Amended Master Plan to August 4, 2030. The land area included in the Master Plan extension request is 40.69± acres and currently planned for 38 single-family dwelling units. The subject property is generally located north of Ponderosa Way and east of Majestic Parkway in the Suburban Residential (SR) zone. (QJ)

Senior Planner Gates presented the staff report, showing the entire Paradise vicinity map, property history including annexation in 1975, the first preliminary plat and master plan were approved in 1999, and an amended master plan in 2005. He then gave a background of the final plats from 2006 to 2024, and showed the subject property. The property is zoned Suburban Residential (SR), which allows for one dwelling unit per gross acre and a minimum lot size of 15,000 square feet. He showed the approved Top of Paradise Master Plan, explaining that a master plan is reviewed as part of the preliminary plat process, and the Utilities Department has planned for a maximum of 38 individual water taps in this area. Title 17 does not provide guidance as to how to evaluate or extend a master plan, therefore staff applies a practical approach to determine the request if the request is reasonable.

On June 20, 2025, Planning Staff received the application for a five-year extension to August 4, 2030. The current Future Land Use Map, which has been updated since the last time this master plan was extended, shows the area as Single Family Residential. The application was referred to all required internal departments and external agencies; the Woodland Park Utilities Department commented that they have planned for 38 single-family water taps at this location. Since there are no regulations to assess, Staff does not have a position or recommendation on this extension request.

Commissioner Kennedy clarified that the traditional approval length for a master plan is five years.

The applicant, Frankie Valenzuela of 9477 Brook Lane, Lone Tree, CO, 80124, introduced himself and presented his case. He provided a written narrative of the project to the Planning Commission, and this request is for a five-year extension for an unchanged master plan. Now that The Haven at Paradise is complete, they would like to start this portion, hence this extension application.

With no questions at this time for the applicant, Chair Brown opened the public comment.

David of Paradise Valley Drive, Woodland Park, is a retired law enforcement officer so he would not give his last name or exact address. His home was built in 1982, and he has lived in it for the last 19, raised his family here, and has high regards for all the City services. He realized a problem with the construction and then residential traffic congestion on Paradise Valley Drive a year ago when he began working from home. He calculated 38 houses would bring at least 152 additional trips per day, which is a problem because Paradise Valley Drive was not designed for this heavy traffic. He not only sees the traffic, but it is perilous for pedestrians. The master plan extension may further reduce the quality of life in his neighborhood, may affect property values, and poses a safety concern for pedestrians or cyclists. He then pointed out that from Blue Haven, two routes exist to get to US Hwy 24, which is where the traffic is going. The first route (7/10 mile long, one speed bump) is from Blue Haven to Kings Crown to Paradise Valley Drive to Paradise Circle, which gets vehicles out to US 24 by the Walgreens. The only other route is from Blue Haven to Kings Crown to Sun Valley to Morning Sun Drive, which is the light at Walmart, but is 1.3 miles long, or double the distance. He does not think this longer route will be used, thus increasing the traffic on Paradise Valley Drive, which will increase the congestion on a street he has lived on for 19 years and the houses that have been there for almost 50 years. He recognized that he didn't speak out against the finished development, and his possible solution is to put three more speed bumps every 0.2 miles, on Paradise Valley Drive, which would bring the total number of speed bumps to four, reduce the speed limit to 15-20 mph, and have law enforcement patrol the street.

Chair Brown interrupted David and said that his comments are not germane to the master plan, that there will be construction and residential traffic on Blue Haven and Red Haven, which are already final platted. The undeveloped area covered by this master plan isn't accessible from Kings Crown and Paradise Valley, he then described the route, showing no connection for the undeveloped lots to Paradise Valley.

David and Chair Brown further discussed the roads platted on the map, and Chair Brown pointed out the open space and public access. David said the roads on these new developments have to connect to existing roads, like Kings Crown. Chair Brown thought David's comment regarding the construction traffic from Red Haven was fair, and that the City did make an effort to control that. Commissioner Hoying recommended David talk to someone in highways, and Senior Planner Gates gave David the contact in the Public Works Department (Nicole Saur) for recommending traffic controls. Chair Brown then opined that this was a fair comment, just not for here in the master plan phase. David then commented that if these new extensions aren't going to be connected like the Blue Haven area is, then the point is moot. Commissioner Hoying added that the point is not moot, but this forum is not the injection point for that, which David said he understands.

Senior Planner Gates clarified that this is only an application for a Master Plan Extension, in the future if the developer decides to keep moving forward, there will be another public hearing process during the Final Plat application.

David then continued that he hadn't seen the maps presented tonight, Senior Planner Gates said that all the plans are available at the Planning Department.

Chair Brown closed the public comment section.

The applicant had no rebuttal but said they would be working with the City on a Final Plat with this extension approval. He concurred that this area connects to Majestic Parkway and not Kings Crown.

Chair Brown confirmed that the Master Plan guarantees Tract E and Tract F as open space and public access to trails. When a preliminary plat is reviewed, Chair Brown will be looking at the tracts to make sure both tracts are suitable and usable for a trail or for public access to trails, it will also go to the Parks and Recreation Advisory Board. The applicant, Mr. Valenzuela, said the uses proposed for those tracts will remain the same, but he would have to work with his engineers to determine suitability and usability. Chair Brown then expressed his discontent for Tract G's access not being very clear at this point, to which Mr. Valenzuela said they still have work to do, the master plan proposes 30+ lots, but the topography may reduce the number of the buildable lots. Mr. Valenzuela will be proactive in planning the open space tracts, a lesson learned from platting the last property.

Commissioner Hoying commented that it's unfortunate that there is no National Forest access in these open spaces, and Chair Brown added that the lots across the street from those bordering National Forest would have to cross private property for access points. He claimed that the property value would be increased if there were some access points. Mr. Valenzuela assured the Planning Commission that they would look into all of this at time of Preliminary Plat.

A discussion, including hypotheticals and previous filings, was had concerning changing the number of lots in portions of the Master Plan, the minimum lot size (15,000 sf), and the density (one dwelling unit per acre). If the applicant changed the number of lots proposed, that would have to be publicly reviewed by the Planning Commission and City Council in a future Preliminary Plat application. Tonight, the Planning Commission is simply looking at extending the approved Master Plan for this undeveloped portion for five years. Senior Planner Gates read the extension request public notice of "40.69± acres and currently planned for 38 single-family dwelling units." The applicant reminded the Planning Commission that everything they provided is per the Subdivision Regulations and Title 18 of the Municipal Code.

Commissioner Hoying commented on the wording in the Code for this type of application as a "reapplication" instead of an "extension." However, this application has been publicly noticed as an extension, not a reapplication. Director Schminke interjected that this is why the City is trying to update their regulations: the current regulations are not well written. The question of if they are reapplying for or extending the same Master Plan comes to the same result. This is not the first time an extension of a Master Plan has been granted, so the semantic discussion may not be serving anyone. The question is: Does the Planning Commission approve extending the 38 single-family residential lots on this 40.69 acres and that associated plan that shows those lots for another five years? The applicant intends to provide development plans fairly consistent with what the Planning Commission is reviewing tonight, and any deviations or changes would be presented in a future subsequent application.

> **MOTION:** Commissioner Larsen moved and Commissioner Kennedy seconded that the Planning Commission find that the Top of Paradise Master Plan (A25-0187) be extended by reapplication, and that the extension of the Master Plan for 38 single-family zoned lots on the unplatted 40.69 acres is warranted, and recommends that the City Council approve the five-year extension of the Master Plan amendment. The development is still subject to all the conditions and dimensions specified in the original as well as amended approval.
>
> **YES: Kennedy, Hoying, Dezellem, Larsen, Brown.**
> **NO: None.**
> **Motion carried 5-0.**

The City Council Public Hearing is currently scheduled for Thursday, September 4, 2025, at 6:30 p.m.

5. **REPORTS:** Director Schminke noted that next Wednesday is the Volunteer Appreciation Barbeque for those on Boards or Commissions. Also, a joint work session with City Council regarding training on Ethics will be held On Thursday, September 4th, at 5:00 p.m.

   Chair Brown closed the regular meeting, and the Planning Commission moved into a work session.

6. **ADJORN -** The regular meeting was adjourned at 8:17 p.m. The Planning Commission then went into a work session for discussion regarding amending Title 18 of the Woodland Park Municipal Code to address recent State legislation required changes related to Accessory Dwelling Units (HB24-1152) and Residential Occupancy Limits (HB24-1007). (L)

   The next Planning Commission meeting is scheduled for Thursday, August 28, 2025 at 6:30 p.m.

Approved this _____day of _____, 2025 by

_____
Lee Brown, Chair

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2025 GENERAL APPLICATION

(Revised 1/1/2025)

Project # _____
Case # _____
Fee(s): See City of Woodland Park Fees Sheet (Plus publication/recording fees, as applicable)

Type of Application (Check one or more as applicable)

☐ Site Plan Review Permitted Use	☐ Special Use Permit	☐ Preliminary Plat
☐ Site Plan Review Conditional Use	☐ Planned Unit Development (PUD)	☐ Exemption Plat
☐ Conditional Use Permit	☐ PUD Amendment	☐ Final Plat
☐ Zoning Change	☐ Appeal	☐ Townhouse Plat
☑ Extension of Development	☐ Variance	☐ Condominium Plat

1. Applicant Information

a. Applicant Name Frankie Valenzuela

b. Project Coordinator ☐ Property Owner ☑

c. Mailing Address 9477 Brook Lane, Lone Tree, CO 80214

d. E-mail Address jwjames3@icloud.com, Frank@skagroup.co

e. Phone Numbers Home 303-748-7993 Work _____ Mobile 917-283-1506

2. Property Owner Information (if different from above)

a. Name Ventus LLC Project Contact? Yes ☑ No ☐

b. Mailing Address _____

c. E-mail Address jwjames3@icloud.com, Frank@skagroup.co

d. Phone Numbers Home 303-748-7993 Work _____ Mobile 917-283-1506

3. Site Information

a. Site Address _____

b. Lot ____ Block ____ Subdivision N57'51'17"W a distance of 170.62'

c. Property Zoning _____ Lot Size _____ Acres ☐ Square Feet ☐

4. Is the property subject to covenants? Yes ☐ No ☑ If yes, then submit copy of covenants and current contact for HOA. It is the responsibility of the landowner to submit HOA approval with this application.

5. Project Information

a. Project Name Paradise Development

b. Brief Description of Project/Request Development Extension, RE: ATTACHMENTS

_____

_____

Project Narrative *(On a separate sheet provide additional project details and how the proposal complies with the applicable code requirements, which can be found in Section 8 of this application.)*

5. Consultant Information (if applicable)

a. **Architect**

i. Project Contact _____

ii. Firm Name _____

iii. Physical Address _____

iv. Mailing Address _____

v. E-mail Address _____

vi. Phone Numbers: Business _____ Mobile _____

b. **Engineer**

i. Project Contact Ryan Burns

ii. Firm Name All Terrain Engineering

iii. Physical Address _____

iv. Mailing Address _____

v. E-mail Address rburns@allterraineng.com

vi. Phone Numbers: Business _____ Mobile 203-5778656

c. **Planner**

i. Project Contact _____

ii. Firm Name _____

iii. Physical Address _____

iv. Mailing Address _____

v. E-mail Address _____

vi. Phone Numbers: Business _____ Mobile _____

d. **Surveyor**

i. Project Contact Chris Thompson, P.L.S.

ii. Firm Name Rocky Mountain Land Services

iii. Physical Address 4465 Northpark Drive, Suite 303, Colorado Springs, Colorado 80907

iv. Mailing Address 4465 Northpark Drive, Suite 303, Colorado Springs, Colorado 80907

v. E-mail Address clt@rmls-survey.com

vi. Phone Numbers: Business _____ Mobile 719-502-9738

e. **Other** (specify role) Developers

i. Project Contact Jonathan James and Frankie Valenzuela

ii. Firm Name Ventus LLC

iii. Physical Address 9477 Brook Lane, Lone Tree, CO 80124

iv. Mailing Address 9477 Brook Lane, Lone Tree, CO 80124

v. E-mail Address jwjames3@icloud.com and frank@skagroup.co

vi. Phone Numbers: Business 303-748-7993 Mobile 917-283-1506

6. Submittal Requirements

The following items must be included at time of submittal (in addition to items on the submittal checklists) or the application will not be processed (additional copies may be requested).

Type of Application	24" x 36" Plan Set	11" x 17" Plan Set	Adobe Acrobat Portable Document Format (.pdf) electronic Plan Set on a flash drive	Warranty Deed or Title Policy	List of adjoining property owners within 150'	Copies of reports *(narrative, traffic study, drainage, etc.)*
All Types	1	1	1	1	1	1

7. Applicable Code Sections

The following are the applicable code sections by type of application and are for assisting applicants in completing the required project narrative. The City of Woodland Park's Municipal Code can be found at www.city-woodlandpark.org/Charter&Code. Subdivision requirements are in Title 17 and Zoning is in Title 18 of the Municipal Code.

Type of Application	Applicable Code Sections
Site Plan Review Permitted Use	Chapters 18.34, 18.33 and 18.39
Site Plan Review Conditional Use	Chapters 18.34, 18.57, 18.33 and 18.39
Conditional Use Permit	Chapter 18.57 plus applicable site plan regulations
Zoning Change	There are no specific standards, but the applicant should provide supporting argument for a zoning change, including how it complies with the Comprehensive Plan
Special Use Permit	Chapter 18.61 plus applicable site plan regulations
Planned Unit Development	Chapters 18.30, 18.33, 18.39, Sections 17.20.070, and 17.20.080
Appeal	Chapter 18.54
Variance	Chapter 18.60
Preliminary Plat	Chapter 17.20 plus applicable subdivision sections
Exemption Plat	Section 17.52.030 plus applicable subdivision sections
Final Plat	Chapter 17.24 plus applicable subdivision sections
Townhouse Plat	Chapter 17.32 plus applicable subdivision sections
Condominium Plat	Chapter 17.32 plus applicable subdivision sections

8. Certification of Ownership

I (We) do hereby declare and affirm that I (we) am (are) the exclusive owner(s) and title holder(s) of the above described property.

Owner _____ Date _____

Owner _____ Date 6/18/25

9. Certification:

The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge.

I certify that I understand that the proposed development is in accordance with all provisions of the City of Woodland Park's Municipal Code and other applicable regulations.

Applicant _____ Date 6/18/25

City Use Only

1. Submission _____, 20___, taken by _____
   Fee Received _____, 20___, taken by _____

2. Application is deemed complete – OR – deemed incomplete and returned to applicant to complete on ____/____/____.

3. Public Hearing Notice
   Published _____, 20__
   Posted _____, 20__
   Adjacent Property Notification _____, 20___.

4. Planning Commission Public Hearing _____, 20___.
   Board of Adjustment Public Hearing (when applicable) _____, 20___.

5. City Council First Reading of Ordinance (if applicable) _____, 20__.
   City Council Public Hearing _____, 20___.
   Notes _____
   _____

6. Letter of Approval/Denial to applicant sent _____, 20__.

7. Additional Information

_____
_____
_____
_____
_____

Site Location & Zoning

The subject property encompasses 198.5 acres situated northeast of Thunder Ridge Drive and southeast of Majestic Parkway, within the Suburban Residential (SR) zoning district in Woodland Park, Colorado. The Amended Master Plan covers this entire area and was originally approved for up to 190 single-family residential lots, in alignment with zoning that permits one dwelling unit per gross acre

Project Background

The Top of Paradise development originated in 2005 under the direction of William F. Brown, Jr., who secured approval for both the Paradise of Colorado Preliminary Plat (first 58 lots) and the Top of Paradise Amended Master Plan. Mr. Brown's vision initiated a phased development strategy across the full parcel. In 2016–2020, additional progress included:

- Completion of The Highlands in Paradise subdivision in 2019 (56 acres, 58 lots)\
- Approval of The Haven at Paradise Preliminary Plat on April 4, 2019 (24 lots)

Requested Extension & Development Plan

This application seeks to extend the Amended Master Plan approval by five years, through August 4, 2030. The extension will facilitate completion of the development in response to challenging economic conditions and construction constraints, while preserving consistency with the originally approved plan.

The applicant proposes a 3–4 phase submission strategy, beginning with survey and engineering work in 2025, and targeting full site development and platting by the end of 2026. The plan remains:

- Fully compliant with Suburban Residential zoning
- Consistent with the previously approved density (190 lots)
- Unchanged in layout or design since its original approval

Regulatory and Compliance Notes

As confirmed in the City's 2020 review memo, no material changes to Woodland Park's subdivision regulations (Title 17) or zoning codes (Title 18) necessitate reconfiguration of the plan. The Planning Commission and City Council previously approved the 2020–2025 extension unanimously, affirming the project's alignment with local development policies.

This request reflects continued investment in a high quality, long-standing residential project. The applicant remains in close communication with the Planning Department and commits to full adherence to all applicable municipal code provisions, HOA coordination (as applicable), and engineering standards. The phased approach will ensure responsible completion and contribute meaningfully to the City's housing landscape.

Dear Members of the City Planning Tean, Planning Commission and City Council,

I respectfully submit this letter requesting a five-year extension of the Top of Paradise Amended Master Plan, currently valid through August 4, 2025, and seek its continuation through August 4, 2030. This extension request reflects our commitment to the project and honors both the original vision and practical realities required for responsible completion.

Legacy and Project Evolution

The Top of Paradise development began under the leadership of the late William F. Brown, Jr., whose 2005 approvals of the Paradise of Colorado Preliminary Plat and Amended Master Plan laid the foundation for a 190 lot Suburban Residential neighborhood across 198.5 acres Since Mr. Brown's passing, the project has been actively carried forward Ventus LLC, (Jonathan James and myself), maintaining a unified vision throughout multiple ownership transitions. Notable milestones include:

- Completion and recording of The Highlands in Paradise (56 acres / 58 lots) in 2019.
- Approval and active development of The Haven at Paradise (24 lots) as of April 4, 2019
- Platting of the Haven at Paradise

Phased Completion Plan (2025–2026)

In response to both economic conditions and the scale of the project, we are planning to complete the remaining development in three to four distinct submission phases, beginning this year:

- 2025: Initiate survey work and submit the first of 3–4 phased plats.
- 2025–2026: Sequentially submit and develop the remaining phases.
- 2027: Target full project build-out.

This phased strategy ensures careful oversight, resource optimization, and strong alignment with city review processes. We are fully prepared to submit the first subphase within this calendar year.

Reasons for the Extension Request

1. Economic Conditions & Market Realities

Recent years have seen nationwide economic instability rising interest rates, supply chain disruptions, tariff uncertainty, pent up and inflation which have impacted real estate development timelines. Despite this, our momentum continues and we are positioned to resume full scale activity.

2. No Modifications to the Approved Master Plan

We are not proposing any changes to the density, layout, zoning, or land use. The plan remains in compliance with the previously approved Amended Master Plan, and no municipal code updates require a redesign

3. City Collaboration and Regulatory Compliance

We continue to work directly with the City Planning Department to ensure full regulatory compliance, including Title 17 (Subdivision Regulations) and Title 18 (Zoning Ordinances). We view the city as a valued partner in this process.

4. Community Continuity and Legacy

Our commitment is to uphold the original values and integrity of the project, while meeting the future housing needs of Woodland Park. This extension allows us to complete that vision responsibly and in a way that supports the broader community.

Request

We respectfully request that the City of Woodland Park; Approve a five-year extension of the Top of Paradise Amended Master Plan through August 4, 2030, with no changes to the original plan. Included in this submission:

- 2025 General Application with applicant certification
- Top of Paradise Master Plan Exhibit
- City Council Memo dated September 17, 2020, affirming prior approvals and plan integrity

We welcome the opportunity to attend any hearings or provide additional materials as requested by the Planning Commission or City Council.

Sincerely,

Frankie Valenzuela

Applicant & Developer

917-283-1506

ATTACHMENT C

AMENDED MASTER PLAN OF TOP OF PARADISE

IN THE CITY OF WOODLAND PARK, TELLER COUNTY, COLORADO

APPROVALS:

THIS MASTER PLAN HAS BEEN APPROVED WITH RESPECT TO CONCEPT BY THE WOODLAND PARK CITY COUNCIL, THIS _____ DAY OF _____, 2020.

_____ _____

MAYOR, WOODLAND PARK CITY COUNCIL DATE

_____ _____

FOR THE CITY PLANNING COMMISSION, DATE

NOTICE:

APPROVAL OF THIS MASTER PLAN WITH RESPECT TO CONCEPT DOES NOT PRE-SUPPOSE THE APPROVAL OF ANY PRELIMINARY OR FINAL PLATS FOR THIS PARCEL. CITY APPROVAL CONSTITUTES AN ACKNOWLEDGMENT THAT GENERALLY THIS PLAN CONFORMS TO THE CITY'S COMPREHENSIVE PLAN FOR THIS AREA. CITY COUNCIL'S MASTER PLAN APPROVAL SHALL EXPIRE FIVE YEARS FROM THE DATE OF APPROVAL. APPROVAL MAY BE REVIEWED AND AMENDMENTS TO THIS MASTER PLAN SHALL BE ACCOMPLISHED BY RE-APPLICATION TO THE CITY PLANNING COMMISSION AND COUNCIL.

NOTES:

TRACT A CONTAINS 0.75 ACRES AND IS FOR THE PURPOSE OF A DRAINAGE DETENTION AREA.
TRACT B CONTAINS 0.74 ACRES AND IS FOR THE PURPOSE OF A PUBLIC WATER STORAGE TANK.
TRACT C CONTAINS 0.14 ACRES AND IS FOR THE PURPOSE OF PUBLIC TRAILS AND OPEN SPACE.
TRACT D CONTAINS 0.07 ACRES AND IS FOR THE PURPOSE OF PUBLIC TRAILS AND OPEN SPACE.
TRACT E CONTAINS 0.12 ACRES AND IS FOR THE PURPOSE OF PUBLIC TRAILS AND OPEN SPACE.
TRACT F CONTAINS 0.33 ACRES AND IS FOR THE PURPOSE OF PUBLIC TRAILS AND OPEN SPACE.
TRACT G CONTAINS 12.14 ACRES AND IS FOR THE PURPOSE OF PUBLIC TRAILS AND OPEN SPACE.

THE OWNER OF THE SUBJECT PROPERTY AND THE CITY OF WOODLAND PARK WILL WORK TOGETHER TO DEVELOP A PLAN TO PROTECT THE COLORADO ORCHID.

THE TOP OF PARADISE MASTER PLAN INCLUDES 101.2 ACRES WITH 170 LOTS BUT IS LIMITED TO 99 LOTS SHOULD THE OWNER PROPOSE TO REVISE THE MASTER PLAN IN THE FUTURE.

CITY COMMENTS

VICINITY MAP

AMENDED MASTER PLAN OF TOP OF PARADISE

IN THE CITY OF WOODLAND PARK, TELLER COUNTY, COLORADO

APPROVALS:

THIS MASTER PLAN HAS BEEN APPROVED WITH RESPECT TO CONCEPT BY THE WOODLAND PARK CITY COUNCIL, THIS _____ DAY OF _____, 2005.

_____ _____
MAYOR, WOODLAND PARK CITY COUNCIL DATE

_____ _____
FOR THE CITY PLANNING COMMISSION, DATE

NOTICE:

APPROVAL OF THIS MASTER PLAN WITH RESPECT TO CONCEPT DOES NOT PRE-SUPPOSE THE APPROVAL OF ANY PRELIMINARY OR FINAL PLATS FOR THIS PARCEL. CITY APPROVAL CONSTITUTES AN ACKNOWLEDGEMENT THAT GENERALLY THIS PLAN CONFORMS TO THE CITY'S COMPREHENSIVE PLAN FOR THIS AREA. CITY COUNCIL'S MASTER PLAN APPROVAL SHALL EXPIRE FIVE YEARS FROM THE DATE OF APPROVAL. APPROVAL MAY BE REVIEWED AND AMENDMENTS TO THIS MASTER PLAN SHALL BE ACCOMPLISHED BY RE-APPLICATION TO THE CITY PLANNING COMMISSION AND COUNCIL.

NOTES:

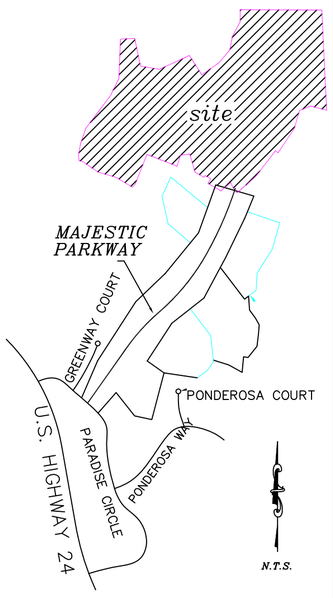
TRACT A CONTAINS 0.75 ACRES AND IS FOR THE PURPOSE OF A DRAINAGE DETENTION AREA.
TRACT B CONTAINS 0.74 ACRES AND IS FOR THE PURPOSE OF A PUBLIC WATER STORAGE TANK.
TRACT C CONTAINS 0.14 ACRES AND IS FOR THE PURPOSE OF PUBLIC TRAILS AND OPEN SPACE.
TRACT D CONTAINS 0.27 ACRES AND IS FOR THE PURPOSE OF PUBLIC TRAILS AND OPEN SPACE.
TRACT E CONTAINS 0.12 ACRES AND IS FOR THE PURPOSE OF PUBLIC TRAILS AND OPEN SPACE.
TRACT F CONTAINS 6.23 ACRES AND IS FOR THE PURPOSE OF PUBLIC TRAILS AND OPEN SPACE.
TRACT G CONTAINS 12.14 ACRES AND IS FOR THE PURPOSE OF PUBLIC TRAILS AND OPEN SPACE.

THE OWNER OF THE SUBJECT PROPERTY AND THE CITY OF WOODLAND PARK WILL WORK TOGETHER TO DEVELOP A PLAN TO PROTECT THE COLORADO ORCHID.

THE TOP OF PARADISE MASTER PLAN INCLUDES 197.7 ACRES WITH 176 LOTS NOT TO EXCEED 190 LOTS SHOULD THE OWNER PROPOSE TO AMEND THE MASTER PLAN IN THE FUTURE.

CITY COMMENTS

VICINITY MAP



NORTH

0' 200' 400'

SCALE: 1" = 200'
JOB NO. 99441
JUNE 26, 2005
PAGE 1 OF 1

DEVELOPER / OWNER:

PARADISE ESTATES, INC.
P.O. BOX 9027
WOODLAND PARK, COLORADO 80866
719-687-9296

ROCKY MOUNTAIN LAND SERVICES
1623 SOUTH TEJON STREET
COLORADO SPRINGS, COLORADO
719-630-0559

ORDINANCE NO. 1500, SERIES 2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO, SUBMITTING A BALLOT QUESTION TO THE ELECTORS OF THE CITY TO AMEND THE CITY CHARTER CONCERNING RECALLTO PROVIDE THIRTY DAYS FOR THE CLERK'S REVIEW OF SIGNATURES.

WHEREAS, Charter Section 8.3 provides that recall elections shall be conducted according to State law, except as provided in the Charter; and

WHEREAS, State law only allows five days for the clerk's review of recall petition signatures, an amount of time that is wholly inadequate for this task; and

WHEREAS, the proposed amendment would give the clerk up to thirty days to review petition signatures, which is far more reasonable; and,

WHEREAS, the City Council has determined that Woodland Park voters should be asked whether they support amending the charter to make this change in the City's recall procedures.

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

Section 1: Pursuant to the Charter of the City of Woodland Park, and the Constitution of the State of Colorado, all action heretofore taken (not inconsistent with the provisions of this ordinance) by the City and the officers thereof, directed towards the election and the objects and purposes herein stated is hereby ratified, approved and confirmed. This proposal shall hereby be submitted to the electors of the City, shall become effective if, and only if, it is approved by the majority of the voters at the regular municipal election to be held November 4, 2025.

Section 2: That the following ballot language is hereby referred to the voters at said election:

PROPOSED BALLOT QUESTION REGARDING AMENDING THE CHARTER TO PERMIT MORE TIME FOR THE CLERK'S REVIEW OF RECALL PETITION SIGNATURES.

SHALL SECTION 6.2 OF THE CITY OF WOODLAND PARK CHARTER BE AMENDED TO ALLOW THE CLERK UP TO THIRTY DAYS TO REVIEW RECALL PETITION SIGNATURES?	**YES _____** **NO _____**

Section 3: Should the above question become ratified by the electorate of the City of Woodland Park at the regular election, the Woodland Park Charter section 8.3 shall be amended by the addition of a new subsection (b), as follows:

Section 8.3 - Recall

(a) The Mayor or any Council member may be recalled from office pursuant to the State statutes which establish procedures for the recall of municipal elective officers, except as otherwise provided in this Charter.

(b) THE CITY CLERK WILL ISSUE A WRITTEN DETERMINATION THAT THE PETITION IS SUFFICIENT OR NOT SUFFICIENT WITHIN THIRTY DAYS AFTER THE PETITION IS FILED.

[Re-letter succeeding subsections accordingly.]

Section 4. No amendments are proposed by this ordinance to those sections, subsections, paragraphs, or subparagraphs of the Charter which do not appear in Section 3 of this ordinance.

Section 5. Within twenty (20) days after approval of any of the Charter amendments, the City Clerk shall file with the Secretary of State a certified copy of each amendment. The amendments shall take effect on the date of such filing.

Section 6. All acts, orders, resolutions, ordinances, or parts thereof, in conflict herewith shall be repealed at the time the amendments provided for herein take effect. However, no such repeal shall be construed to destroy any property right, contract right, or right of action of any nature or kind, vested in or against the City by virtue of any such act, order, resolution, ordinance, or part thereof, theretofore existing or otherwise accruing to the City.

Section 7. If any portion of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the constitutionality or validity of the remaining portions of this ordinance.

Section 8. The officers of the City are authorized to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

Section 9. This Ordinance shall take effect pursuant to the home rule Charter of the City of Woodland Park, Colorado.

INTRODUCED, PASSED, APPROVED AND ADOPTED this___ day of _____ 2025, the vote upon roll call being as follows:

Ayes:

Nays:

Absent /Abstain:

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2025.

Ayes:

Nays:

Absent /Abstain:

_____
Honorable Mayor Kellie Case

ATTEST:

_____
Suzanne Leclercq, City Clerk

Approved as to Form:

_____
Geoff Wilson, City Attorney

ORDINANCE NO. 1501, SERIES 2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO, SUBMITTING A BALLOT QUESTION TO THE ELECTORS OF THE CITY TO AMEND THE CITY CHARTER TO CHANGE THE RESIDENCY REQUIREMENT FOR APPOINTMENT OR ELECTION TO THE OFFICE OF MAYOR OR COUNCILMEMBER.

WHEREAS, Charter Section 3.4 provides that any person appointed or elected to the office of Mayor or Councilmember shall" have been a resident of the City of Woodland Park not less than one (1) year immediately preceding such election or appointment." ; and

WHEREAS, a modest increase in the residency requirement will help assure that candidates and appointees have a greater knowledge of City and community issues and priorities than those with a mere 12 months of residence ; and

WHEREAS, a residency requirement of two years for Mayoral and Council candidates and appointees, would in no way prevent citizens with less than two years residency in the City from serving on various boards or commissions in the City, in order to become acquainted with City issues; and,

WHEREAS, the City Council has determined that Woodland Park voters should be asked whether increasing said residency requirement to two years would serve the public interest.

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

Section 1: Pursuant to the Charter of the City of Woodland Park, and the Constitution of the State of Colorado, all action heretofore taken (not inconsistent with the provisions of this ordinance) by the City and the officers thereof, directed towards the election and the objects and purposes herein stated is hereby ratified, approved and confirmed. This proposal shall hereby be submitted to the electors of the City, shall become effective if, and only if, it is approved by the majority of the voters at the regular municipal election to be held November 4, 2025.

Section 2: That the following ballot language is hereby referred to the voters at said election:

PROPOSED BALLOT QUESTION REGARDING ADOPTING A TWO YEAR RESIDENCY REQUIREMENT FOR MAYORAL OR COUNCIL CANDIDATES OR APPOINTMENTS

SHALL SECTION 3.4 OF THE CITY OF WOODLAND PARK CHARTER BE AMENDED TO INCREASE FROM ONE YEAR TO TWO YEARS THE RESIDENCY REQUIREMENT FOR ELECTION OR APPOINTMENT AS MAYOR OR CITY COUNCILMEMBER?	**YES _____** **NO _____**

Section 3: Should the above question become ratified by the electorate of the City of Woodland Park at the regular election, the Woodland Park Charter section 3.4 shall be amended as follows:

Section 3.4 - Qualifications

No person shall be eligible to be elected or appointed to the office of Mayor or Councilman unless he has been a citizen of the United States for not less than one (1) year, is at least eighteen (18) years of age, and shall have been a resident of the City of Woodland Park not less than ~~one (1) year~~ TWO (2) YEARS immediately preceding such election or appointment. Any person who is a resident of the City and/or any area annexed or consolidated with the City for the required length of time, as herein provided, shall be deemed to meet the resident requirements of this section. Each elected official shall maintain his residency in the City throughout his term of office. If an elected official shall move from the City during his term of office, his seat shall be vacant and such vacancy shall be filled as provided by this Charter. No elected official shall be a salaried employee of the City during his term of office, nor perform personal services for the City for which he is compensated, other than as provided in this Charter. A person who has been convicted of a felony shall not be eligible to become a candidate for a City office.

Section 4. No amendments are proposed by this ordinance to those sections, subsections, paragraphs, or subparagraphs of the Charter which do not appear in Section 3 of this ordinance.

Section 5. Within twenty (20) days after approval of any of the Charter amendments, the City Clerk shall file with the Secretary of State a certified copy of each amendment. The amendments shall take effect on the date of such filing.

Section 6. All acts, orders, resolutions, ordinances, or parts thereof, in conflict herewith shall be repealed at the time the amendments provided for herein take effect. However, no such repeal shall be construed to destroy any property right, contract right, or right of action of any nature or kind, vested in or against the City by virtue of any such act, order, resolution, ordinance, or part thereof, theretofore existing or otherwise accruing to the City.

Section 7. If any portion of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the constitutionality or validity of the remaining portions of this ordinance.

Section 8. The officers of the City are authorized to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

Section 9. This Ordinance shall take effect pursuant to the home rule Charter of the City of Woodland Park, Colorado.

INTRODUCED, PASSED, APPROVED AND ADOPTED this___ day of _____ 2025, the vote upon roll call being as follows:

Ayes:

Nays:

Absent /Abstain:

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2025.

Ayes:

Nays:

Absent /Abstain:

_____
Honorable Mayor Kellie Case

ATTEST:

_____
Suzanne Leclercq, City Clerk

Approved as to Form:

_____
Geoff Wilson, City Attorney

ORDINANCE NO. 1502, SERIES 2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO, SUBMITTING A BALLOT QUESTION TO THE ELECTORS OF THE CITY TO AMEND THE CITY CHARTER TO PROVIDE THAT TERM LIMITS OF BOARDS AND COMMISSIONS WILL BE AS PROVIDED IN SUCH BODY'S BY-LAWS, AS APPROVED BY THE CITY COUNCIL.

WHEREAS, Charter Section 5.3 limits terms of board or commission members to the lesser of two consecutive terms or eight years on a particular board or commission; and

WHEREAS, these term limits have resulted in perfectly qualified persons being obliged to leave their public positions, while Council confronts a shortage of potential appointees for these positions ; and

WHEREAS, consequently, a more flexible system, in which the various boards and commissions decide what works for them, through their by-laws, better serves the public interest; and,

WHEREAS, the City Council will retain oversight of these decisions by having to approve board or commission by-laws; and,

WHEREAS, the City Council has determined that Woodland Park voters should be asked whether they support amending the charter to afford charters and commissions this flexibility.

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

Section 1: Pursuant to the Charter of the City of Woodland Park, and the Constitution of the State of Colorado, all action heretofore taken (not inconsistent with the provisions of this ordinance) by the City and the officers thereof, directed towards the election and the objects and purposes herein stated is hereby ratified, approved and confirmed. This proposal shall hereby be submitted to the electors of the City, shall become effective if, and only if, it is approved by the majority of the voters at the municipal election to be held November 4, 2025.

Section 2: That the following ballot language is hereby referred to the voters at said election:

PROPOSED BALLOT QUESTION REGARDING AMENDING THE CHARTER TO ALLOW BOARDS AND COMMISSIONS TO ESTABLISH TERM LIMITS IN THEIR BY-LAWS.

SHALL SECTION 5.3 OF THE CITY OF WOODLAND PARK CHARTER BE AMENDED TO MAKE BOARDS AND COMMISSIONS SUBJECT TO TERM LIMITS ESTABLISHED IN THEIR BY-LAWS ?	**YES _____** **NO _____**

Section 3: Should the above question become ratified by the electorate of the City of Woodland Park at the regular election, the Woodland Park Charter section 5.3 shall be amended as follows:

Section 5.3 – Composition of Boards and Commissions.

(a) Initial appointments by the Council to any Board, Commission, or Committee shall specify the term of office of each member in order to achieve overlapping terms, and thereafter all appointments shall be for the full term specified. ANY LIMITS ON TERMS SHALL BE AS PROVIDED IN THE BY-LAWS OF THE PARTICULAR BOARD OR COMMISSION, AS APPROVED BY THE CITY COUNCIL ~~No non-City staff Board, Commission, or Committee member may serve more than the lesser of two (2) consecutive terms or eight (8) years on a specific Board, Commission, or Committee.~~ Members of such Boards, Commissions, and Committees shall serve without compensation, but shall be paid their authorized expenses actually incurred in the discharge of their official duties. Council shall also make appointment to fill vacancies for unexpired terms. Appointees shall be subject to removal upon two thirds (⅔) majority vote of the Mayor and City Council.

Section 4. No amendments are proposed by this ordinance to those sections, subsections, paragraphs, or subparagraphs of the Charter which do not appear in Section 3 of this ordinance.

Section 5. Within twenty (20) days after approval of any of the Charter amendments, the City Clerk shall file with the Secretary of State a certified copy of each amendment. The amendments shall take effect on the date of such filing.

Section 6. All acts, orders, resolutions, ordinances, or parts thereof, in conflict herewith shall be repealed at the time the amendments provided for herein take effect. However, no such repeal shall be construed to destroy any property right, contract right, or right of action of any nature or kind, vested in or against the City by virtue of any such act, order, resolution, ordinance, or part thereof, theretofore existing or otherwise accruing to the City.

Section 7. If any portion of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the constitutionality or validity of the remaining portions of this ordinance.

Section 8. The officers of the City are authorized to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

Section 9. This Ordinance shall take effect pursuant to the home rule Charter of the City of Woodland Park, Colorado.

INTRODUCED, PASSED, APPROVED AND ADOPTED this___ day of _____ 2025, the vote upon roll call being as follows:

Ayes:

Nays:

Absent /Abstain:

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2025.

Ayes:

Nays:

Absent /Abstain:

_____
Honorable Mayor Kellie Case

ATTEST:

_____
Suzanne Leclercq, City Clerk

Approved as to Form:

_____
Geoff Wilson, City Attorney

CITY OF WOODLAND PARK, COLORADO

RESOLUTION NO. 934, SERIES 2025

A RESOLUTION ANNOUNCING A COORDINATED ELECTION WITH TELLER COUNTY FOR THE NOVEMBER 4, 2025, GENERAL ELECTION.

WHEREAS, pursuant to Section 2.6 of the Home Rule Charter of the City of Woodland Park, notice is hereby given that the City of Woodland Park will have Charter Amendment questions on the General Election to be held on Tuesday, November 4, 2025, and coordinating an election with Teller County, Woodland Park.

WHEREAS, the City of Woodland Park has designated Suzanne Leclercq, Deputy City Manager/City Clerk, as the Designated Election Official, pursuant to C.R.S. 1-1-104(8) as amended.

NOW, THEREFORE, BE RESOLVED by the City Council of the City of Woodland Park:

Section 1. That the Coordinated Election for the City of Woodland Park be held on November 4, 2025, and shall be conducted as a mail ballot election following the Colorado State Statutes concerning mail ballot elections and utilizing Rules and Regulations promulgated by the Secretary of State for the conduct of mail ballot elections.

Section 2. UACOVA ballots will begin being mailed on September 20, 2025, and all other ballots will begin being mailed on October 10, 2025.

ADOPTED THIS 4th DAY OF SEPTEMBER 2025.

_____
Kellie Case, Mayor

ATTEST:

_____
Suzanne Leclercq, MMC. City Clerk