



City of Woodland Park

City Council

February 5, 2026 at 6:00 PM

AGENDA

4:30 Work session City Council — Unified Development Code

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

A. Presentation to Council by SSR Mining Cripple Creek and Victor Gold Mine (A) (Presenter: SSR Mining)

B. Appointment to Keep Woodland Park Beautiful (A) (Presenter: City Clerk Mendoza)

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

A. Approval of the January 15, 2026 City Council Meeting Minutes (A) (Presenter: City Clerk Mendoza)

B. Approval of Legal Agreement with Wilson Williams Fellman Dittman (A) (Presenter: City Attorney)

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)

A. Approval of Ordinance No. 1520, Series 2026, on initial posting, An Ordinance Rezoning Lot 1, Block 12 Fosters Addition including the Adjacent West 1/2 Of Vacated Scott Avenue as described at Reception #483423 and the Adjacent North 1/2 of Vacated Alley as described at Reception #590996 of Woodland Park, Teller County (A.K.A 309 Willow Street, Woodland Park Colorado) from Central Business District (CBD) to Urban Residential (UR) and Set the Public Hearing for February 19, 2026. (QJ) (Presenter: Planning Director Karen Schminke)

9. PUBLIC HEARINGS

(Public comment may be heard)

A. Approval of a new Hotel & Restaurant Liquor License for Tava House located at 120 S. Center Street, Woodland Park, CO 80863. (QJ) (Presenter: City Clerk Mendoza)

- B.** Approval of Ordinance No. 1519, Series 2026, An Ordinance Declaring the Instrument for Public Notification Process and Method for the City of Woodland Park for the Year of 2026. (A) (Presenter: City Clerk Mendoza)

10. NEW BUSINESS

(Public comment may be heard)

- A.** Approval of Resolution No. 940, Series 2026, a Resolution Establishing the Single Family Residential Water Tap Allotment for 2026. (A) (Presenter: Utilities Director Wiley)

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



City
Council
Agenda
Item 3.B.
February
5, 2026

STAFF REPORT

TO: Mayor Case and City Council
FROM: Monica Mendoza, City Clerk
DATE: February 5, 2026
SUBJECT: Appointment to Keep Woodland Park Beautiful. (A)

BACKGROUND: The City Clerk's Office has received an application for the Keep Woodland Park Beautiful Committee.

This evening, Council will be considering Amy Moore for appointment.

RECOMMENDATION: Appointment of Amy Moore to the Keep Woodland Park Beautiful Committee.

ATTACHMENTS: 1. Amy Moore Application for KWPB Committee

Application for Boards, Committees, Commissions

If you have questions, need more information, or prefer a printed copy of this application, please contact Suzanne Leclercq, City Clerk at 687-9246 or sleclercq@cityofwp.net.

Board/Committee/Commission Applying For	Keep Woodland Park Beautiful Committee
First Name	Amy
Last Name	Moore
Phone Number	2399901220
Secondary Phone Number	<i>Field not completed.</i>
Email Address	amybmoore40@yahoo.com
Mailing Address	924 W Lorraine Ave
City	Woodland Park
State	CO
Zip Code	80863
Current Occupation/Employer	Self
Previous Work Experience	Human resources, Administration and Finance
Applicable Community Activities/Volunteer Work	Member of Kiwanis and a volunteer at faithful hearts equine learning center
Special Qualifications (Applicable to the Board/Commission)	I bring 25 years of experience in human resources, administration, and finance, with strong skills in budgeting, policy review, and organizational planning. My background supports thoughtful decision-making, effective collaboration with staff and volunteers, and responsible oversight of community projects. I am highly organized, detail-oriented, and committed to supporting initiatives that enhance and sustain a clean, welcoming, and well-managed community.

Why do you want to apply to this board, committee or commission?

I'm interested in joining this committees because I care about maintaining clean, welcoming public spaces and being involved in the community. I've lived here for about six months, and I see this as a great way to get more connected, contribute, and learn more about the community while offering a fresh perspective. I'm excited about the opportunity to give back and support efforts that make our parks and shared spaces enjoyable for everyone.

What, in your opinion, are the three most pressing issues facing the City of Woodland Park relative to the board/committee/commission you are applying for?

I am unsure of this since I have only been here such a short while.

List any other community or civil boards or commissions that you currently serve on.

Just the ones listed aboveMember of Kiwanis and a volunteer at faithful hearts equine learning center

Other Comments

I love Woodland Park and look forward to hearing back from you.

Digital Signature

Amy B. Moore

Date

1/13/2026



City of Woodland Park

January 15, 2026 at 6:00 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Mayor Case called the regularly scheduled City Council Meeting to order with the following Councilmembers in attendance: 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 Leclercq, City Clerk Mendoza, Planning Director Schminke, Assistant City Manager Felts, City Attorney Williams, Budget Director Burleson, Deputy City Clerk Sauer.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Appointment of new City Clerk Monica Mendoza and Administration of the Oath of Office. (A) (Presenter Suzanne Leclercq)

Deputy City Manager Leclercq noted her retirement and the opening for a new City Clerk.

Motion: To Appoint Monica Mendoza as the new City Clerk. Geer/Smith. Motion carried 6-0.

Deputy City Manager Leclercq administered the Oath of Office to City Clerk Mendoza.

- B. Historical Preservation Committee - 2025 Tempelton Cemetery Poster Presentation (A) (Presenter Councilmember Geer)

Councilmember Geer presented the Historical Preservation Committee 2025 Templeton Cemetery Poster to Council.

- C. Presentation of the History Park Master Plan. (A) (Presenter President of the Ute Pass Historical Society Charlie Chambers)

Mike Bryant from the Ute Pass Historical Society presented the History Park Master Plan to Council.

Following the presentation, Mayor Case asked that item 10c be considered at this time.

Mayor Case read Resolution No.939, Series 2026, into the record and the following motion was made.

Motion: To Approve Resolution No. 939, Series 2026, A Resolution of the City Council of the City of Woodland Park in support of the Master Plan for History Park and in support of the T-Mobile Hometown Grant. Jones/Smith. Motion carried 6-0.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

- A.** Approval of the December 18, 2025 City Council Meeting Minutes (A) (Presenter City Clerk Mendoza)
- B.** Sales Tax Update November 2025 (A) (Presenter City Manager Vassalotti)
- C.** Approval of the December 2025 Statement of Expenditures (A) (Presenter City Manager Vassalotti)

The consent calendar was presented and the following motion was made.

Motion: To Approve the items on the consent calendar. Geer/Jones. Motion carried 6-0.

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)

- A.** Approval of Ordinance No. 1519, Series 2026, on initial posting, An Ordinance Declaring the Instrument for Public Noficiation Process and Method for the City of Woodland Park for the Year of 2026. (A) (Presenter City Clerk Mendoza)

City Clerk Mendoza introduced Ordinance No. 1519, Series 2026 on initial posting.

Motion: To Approve Ordinance No. 1519, Series 2026, on initial posting, An Ordinance Declaring the Instrument for Public Notification Process and Method for the City of Woodland Park for the Year of 2026, and Setting the Public Hearing for February 5, 2026. Nakai/Smith. Motion carried 6-0.

9. PUBLIC HEARINGS

(Public comment may be heard)

- A.** Approval of Ordinance No. 1516, Series 2025, An Ordinance Adjusting the Expenditure Appropriations to the various funds, in the Amounts and for the Purpose as set forth below, for the City of Woodland Park, Colorado, for the 2025 Budget Year, and amending Ordinance No. 1485, Series 2025 and Ordinance no. 1486, Series 2025. (A) (Presenter Budget Director Burleson)

Budget Director Burleson presented Ordinance No. 1516, Series 2025 to Council.

Mayor Case opened the public comment portion of the public hearing. Seeing no one wishing to comment she closed the public comment portion of the public hearing.

Motion: To Approve Ordinance No. 1516, Series 2025, An Ordinance Adjusting the Expenditure Appropriations to the various funds, in the Amounts and for the Purpose as set forth below, for the City of Woodland Park, Colorado, for the 2025 Budget Year, and amending Ordinance No.1485, Series 2025 and Ordinance No. 1486, Series 2025. Geer/Jones. Motion carried 6-0.

- B.** Approval of Ordinance No. 1517, Series 2025, An Ordinance of the City Council for the City of Woodland Park, Colorado, Amending Ordinance No. 1467 and Approving a First Amendment to the Development Agreement between the City of Woodland Park and the Pathway to the Rockies Council, Boy Scouts of

America, regarding the development of the Glen Aspen Reservoir Project. (A) (Presenter City Attorney Williams)

City Attorney Williams presented Ordinance No. 1517, Series 2025, An Ordinance of the City Council of the City of Woodland Park, Colorado, Amending Ordinance No. 1467 and Approving a First Amendment to the Development Agreement between the City of Woodland Park and the Pathway to the Rockies Council, Boy Scouts of America, regarding the development of the Glen Aspen Reservoir Project.

Mayor Case opened the public comment portion of the public hearing. Seeing no one wishing to speak she closed the public comment portion of the public hearing.

Motion: To Approve Ordinance No. 1517, Series 2025, An Ordinance of the City Council of the City of Woodland Park, Colorado, Amending Ordinance No. 1467 and Approving a First Amendment to the Development Agreement between the City of Woodland Park and the Pathway to the Rockies Council, Boy Scouts of America, regarding the development of the Glen Aspen Reservoir Project. Bryant/Nakai. Motion carried 6-0.

- C.** Approval of the application from Tacos El Amigo 4 for a Transfer for a Hotel & Restaurant Liquor License located at 1079 East US-24, Woodland Park, Colorado 80863. (QJ) (Presenter City Clerk Mendoza)

City Clerk Mendoza presented the application from Tacos El Amigo 4 to Council.

Mayor Case opened the public comment portion of the public hearing. Seeing no one wishing to speak she closed the public comment portion of the public hearing.

Motion: To Approve the application from Tacos El Amigo 4 for a Transfer for a Hotel and Restaurant Liquor License located at 1079 East US-24, Woodland Park, Colorado 80863. Smith/Geer. Motion carried 6-0.

10. NEW BUSINESS

(Public comment may be heard)

- A.** Approval of the Planning Commission Bylaws and Rules of Procedure (A) (Presenter Planning Director Karen Schminke, AICP)

Planning Director Schminke presented the Planning Commissions Bylaws and Rules of Procedure to Council.

Motion: To Approve the Planning Commissions Bylaws and Rules of Procedure. Bryant/Geer. Motion carried 6-0.

- B.** Approval of the Board of Adjustment Bylaws and Rules of Procedure (A) (Presenter Planning Director Karen Schminke, AICP)

Planning Director Schminke presented the Board of Adjustment Bylaws and Rules of Procedure.

Motion: To Approve the Board of Adjustment Bylaws and Rules of Procedure. Bryant/Geer. Motion carried 6-0.

- C.** Approval of Resolution No. 939, Series 2026, a Resolution of the City Council of the City of Woodland Park in support of the Master Plan for History Park and in support of the T-Mobile Hometown Grant. (A)

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

Mayor Case shared the upcoming community events.

B. Council Reports

Mayor Pro-tem Nakai commented on conserving water.

Councilmember Bryant shared information about the Citizen's Academy and thanked Kristin for her hard work.

Councilmember Geer commented on the HPC meeting, noting they discussed several topics.

Councilmember Jones shared that the Main Street designation was approved and noted Cripple Creek and Victor were also approved and he is looking forward to collaborating together.

Councilmember Smith shared the Parks and Recreation events.

C. City Attorney's Report

City Attorney Williams shared what an honor it has been to work with Suzanne Leclercq.

D. City Manager's Report

City Manager Vassalotti shared the Chamber is accepting award nominations until January 27th. He also commented on the Tava traffic improvements and lane closures. He gave a shout out to the streets and utilities crews.

12. ADJOURNMENT

Respectfully submitted:

Monica Mendoza CMC, City Clerk

APPROVED THIS _____ DAY OF _____, 2025

Kellie Case, Mayor



LEGAL SERVICES AGREEMENT

THIS AGREEMENT is a contract for professional legal services effective February 1, 2026 between the **City of Woodland Park** ("Client"), and **Wilson Williams LLP d/b/a Wilson Williams Fellman Dittman** ("Law Firm"), under which the Law Firm shall perform legal services for the Client.

WHEREAS, since February 2021, pursuant to Section 6.1 of the Woodland Park Charter, the City Council of the Client has appointed, and the Law Firm and/or Nina P. Williams and Geoff Wilson, has served as the Woodland Park City Attorney; and

WHEREAS, the City Council desires for the Law Firm to continue to serve as City Attorney, pursuant to this Legal Services Agreement

NOW THEREFORE, for and in consideration of the mutual promises and undertakings herein set forth, the Client retains the Law Firm pursuant to the following agreement:

1. Scope of Legal Services. The Law Firm will provide any and all legal services requested of it by the Mayor, Council, Manager, and any boards or employees of the Client authorized by the Mayor, Council or Manager to request legal services of the Law Firm. Such services shall include, but are not limited to the following:

- a. Attend regular and special meetings of the Council; attend work session meetings of the Council as requested.
- b. Attend meetings and conferences with Council, boards and commissions, staff and officers as directed by the Mayor, Council or Manager.
- c. Prepare and/or review ordinances and resolutions.
- d. Prepare and/or review contracts for services, materials and real estate involving the Client.
- e. Respond to all inquiries and communications of a general legal nature from the Mayor, members of the Council, Manager, and staff.
- f. Represent the Client in its dealings and negotiations with federal, state and local governmental entities and agencies, special improvement districts and utilities.
- g. Represent the Client in litigation matters involving the Client.
- h. Enter an appearance in and/or monitor litigation matters that are being actively handled by outside counsel.
- i. Perform such other necessary duties as may be prescribed by the Mayor, Council, or Manager.

The Law Firm agrees to exercise its best efforts on behalf of the Client and to handle the matters for which representation has been requested of it faithfully and with due diligence, and in accordance with the Colorado Rules of Professional Conduct. The Law Firm cannot and does not guarantee or agree that a result favorable to or satisfactory to the Client will be achieved. No settlement or compromise will be made without the Client's consent. The Law Firm is acting as an independent contractor, and therefore the Client will not be responsible for FICA taxes, health or life insurance, vacation, or other employment benefits.

2. Identification of Client. It is understood that the Law Firm's client for purposes of its representation is the Client, and not any of its individual members or constituents, or any other entities whose interests are being represented by those individuals.

3. Term and Termination. It is understood that the Interim Client Attorney serves at the pleasure of the Mayor and Client Council, and this Agreement shall therefore be for an indefinite term. The Client may terminate this Agreement at any time. If the Client discharges the Law Firm, the Client shall pay all fees and costs incurred up until the date of termination. Subject to the Colorado Rules of Professional Conduct and any applicable court rules, the Law Firm may, after reasonable advance written notice to the Client, terminate this Agreement. If the Law Firm terminates this Agreement, the Client shall pay all fees and costs incurred to the date of termination.

4. Performance Review. The performance of the Attorney may be reviewed by the Council and Manager annually, at the discretion of the Client.

5. Designated City Attorney. City Attorney services are generally provided by the Law Firm as a team. Subject to other direction from the Client, Nina P. Williams and Geoff Wilson will continue serve as the designated City Attorneys with Betsy Stewart serving as the principal deputy, and with primary assistance by Brandon Dittman and Michaela Szilagyi and other attorneys at the firm. The City Attorney may delegate certain research, litigation or drafting projects or any other matters to other attorneys in the Law Firm who have expertise in the area of the legal services requested; however, any such delegated work will be performed directly under her supervision and responsibility.

6. Management and Budget. At least quarterly, the City Attorney will confer with the Client Manager to identify legal service priorities, and to plan for the management of the legal services budget.

7. Compensation and Expenses. The Client will compensate Law Firm for professional legal services as indicated below. Expenses such as photocopying will be charged at the rates set forth on the attached Exhibit A, "**Schedule of Costs**."

<u>Attorney</u>	<u>Hourly Municipal Rate</u>	<u>Developer Reimburse Rate</u>
Partners	\$ 260.00	\$ 290.00
Counsel	\$ 245.00	\$ 270.00
Senior Associate Attorneys	\$ 220.00	\$ 240.00
Associate Attorneys	\$ 205.00	\$ 225.00
Paralegals/Law Clerks	\$100.00	\$ 115.00
Ken Fellman	\$ 335.00	\$ 375.00

a. Other Expenses. In addition to the foregoing hourly rates for professional services, the Law Firm shall charge and the Client shall pay all costs incurred by the Law Firm in providing legal services for the Client. Examples of such costs include charges for mileage, photocopies, and printing. The Client shall, upon request of the Law Firm, advance to the Law Firm the payment of any single item of cost that exceeds Five Hundred Dollars (\$500.00). A copy of the "**Schedule of Costs**" is attached hereto. The firm will also charge half-time for travel to and from the Louisville office to attend meetings.

b. Monthly Billings. The Law Firm will provide a computer-generated, detailed and itemized billing statement each month, for both fees and disbursements. All invoices will reflect

services already performed and disbursements already made and are due upon receipt. Any amounts not paid within 60 days of the date of the bill shall be subject to a late payment charge of 1-1/2% per month (18% per year). If the Client fails to pay any charges within 90 days of the date of the bill the Law Firm may elect to stop all work for the Client. The Client's obligation to make prompt payment of all charges does not depend upon achievement of any specific result. Payments will be applied first to the oldest amounts outstanding.

c. *Rate Adjustments.* Adjustments in the Firm's rates and charges do occur from time to time, and we endeavor to notify all our then active clients of any changes at the time they are to take place. The Law Firm agrees that it shall not raise nor seek to raise the hourly rates for legal services provided under this agreement for a period of at least every two (2) years.

8. Billing Statement. The Law Firm will provide a computer generated billing statement each month setting forth the following information in a readable, detailed format:

- a. The date services are provided.
- b. The description of those services.
- c. The legal professional performing those services.
- d. The applicable hourly rate.
- e. The amount of time expended.
- f. A total of the cost of those services.

g. With respect to disbursements and other expenses, the billing statement will indicate the date, the item of expense and the cost of that expense in a cumulative total of all expenses that month.

h. Any legal work associated with development applications shall be provided as a separate invoice that may be forwarded to Developer Applicants in accordance with the pass-through billing authority in the Municipal Code.

9. Arbitration. Although we do not expect that any dispute between us will arise, in the unlikely event of any dispute under this Agreement, including a dispute regarding the amount of legal fees or costs owed to the Law Firm or the quality of the Law Firm's services, including any claim of malpractice, such dispute shall be subject to binding arbitration. The Client and Law Firm acknowledge that they are waiving their right to seek remedies in court, including the right to a jury trial. Any dispute concerning fees or costs shall be submitted to the Legal Fee Arbitration Committee of the Denver Bar Association and the decision of the Committee shall be final and binding on both parties. Any dispute concerning the quality of the Law Firm's services, including malpractice claims, shall be submitted to a single arbitrator and the decision of the arbitrator shall be final and binding on both parties. A final judgment can be entered on the arbitration award by a court of competent jurisdiction. The arbitrator shall be selected from the Judicial Arbiter Group, Denver, Colorado unless the parties agree otherwise. If the parties do not agree on the selection of a single arbitrator within ten days after a demand for arbitration is made, then the arbitrator shall be selected by the Judicial Arbiter Group from among its available professionals.

All arbitrations shall be held in Denver, Colorado unless the parties mutually agree on some other location. All arbitrations shall proceed under the Commercial Arbitration Rules of the American Arbitration Association, except as modified in this Agreement, unless otherwise agreed by

the parties. The arbitrator shall have the discretion to order that the costs of arbitration, fees (including expert witness and reasonable attorney fees), and other costs shall be borne by the losing party. Any filing fees or other administrative costs of arbitration shall be divided equally between the Client and the Law Firm. Arbitration of all disputes, and the outcome of the arbitration, shall remain confidential between the parties.

10. Document Retention. The Client acknowledges that the files the Law Firm creates and compiles for work on the Client's matters, including notes, correspondence, pleadings, research, and documents which we prepare, will not be kept indefinitely. It is the Law Firm's policy to destroy all files (including all documents and materials therein), seven (7) years after we send such files to remote storage upon completion of each matter. However, if some legal restriction on destruction is imposed or some new development occurs, the retention period may be modified. This file destruction process is automatic and the Client will not receive further notice prior to the destruction of these files. Accordingly, if the Client wishes to maintain a record of any matter beyond our retention period, the Client should consider maintaining its own files relating to the matters that we are handling.

11. Governing Law. This Agreement shall be construed in accordance with, and governed by, the laws of the State of Colorado.

12. Amendment. This Agreement may be amended only by a written instrument signed by both of the parties hereto.

13. Prior Agreements. This Agreement shall supercede all prior agreements between the parties concerning the provision of legal services.

14. Signature. THE LAW FIRM AND THE CLIENT HAVE READ THIS DOCUMENT, UNDERSTAND IT, AND AGREE TO IT.

EXECUTED on this 5th day of February, 2025, with an effective date of February 1, 2026.

WILSON WILLIAMS LLP D/B/A
WILSON WILLIAMS FELLMAN DITTMAN

By:


Nina P. Williams, Managing Partner

CITY OF WOODLAND PARK

By:_____

Kellie Case, Mayor

ATTEST:

By:_____

EXHIBIT A
Schedule of Costs

1. **Printing, Copying and Scanning:** Document printing, scanning and copying charges are \$.10 per page for black and white copies, and \$.50 per page for color copies made within the office. Copying, collating, binding, and scanning performed outside the Firm shall be charged at actual cost. The decision to use outside scanning, copying, collating and binding services shall be made on a case-by-case basis as the circumstances require.
2. **Deliveries:** Items delivered by commercial messenger service are billed at the actual rate charged by the service.
3. **Legal Research:** The charge to the Client includes the usage amount billed directly to the Firm from its online legal research provider in relation to the Client's case.
4. **Mileage:** Mileage is charged to and from the Louisville office at a rate consistent with the guidelines published by the IRS.
5. **Lodging:** Costs of lodging, when authorized by the Client, are passed along at the actual amount paid.
6. **Other Costs:** Other third-party costs will be billed to Client at the same rate the Firm is billed for the third-party services.

WILSON WILLIAMS LLP
PRIVACY POLICY NOTICE

Attorneys, like other professionals, who advise on certain personal matters, are required by federal law to inform their Clients of their policies regarding privacy of Client information. Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by this privacy policy. Therefore, please understand that your privacy is important to us and we will always protect your right to privacy. Maintaining your trust and confidence is a high priority to this law firm. The purpose of this notice is to comply with the law by explaining our privacy policy with respect to your personal information.

NONPUBLIC PERSONAL INFORMATION WE COLLECT:

In the course of providing our Clients with legal services, we collect personal and financial information about our Clients that is not available to the public and which is provided to us by our Clients or obtained by us with their authorization or consent.

PRIVACY POLICY:

As a Client of Wilson Williams LLP, rest assured that all nonpublic personal information that we receive from you is held in confidence, and is not released to people outside the firm, except as agreed to by you, or as is permitted or required by law and applicable ethics rules.

CONFIDENTIALITY AND SECURITY:

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. We restrict access to nonpublic, personal information about you to those people in the firm who need to know that information to provide services to you (and their support personnel). In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards as well as federal regulations.

Please call the attorney you work with if you have any questions. Your privacy, our professional ethics, and the ability to provide you with quality service are very important to us.

**CITY OF WOODLAND PARK
ORDINANCE NO. 1520, SERIES 2026**

**AN ORDINANCE REZONING LOT 1, BLOCK 12 FOSTERS ADDITION INCLUDING
THE ADJACENT WEST ½ OF VACATED SCOTT AVENUE AS DESCRIBED AT
RECEPTION #483423 AND THE ADJACENT NORTH ½ OF VACATED ALLEY AS
DESCRIBED AT RECEPTION #590996 OF WOODLAND PARK, TELLER COUNTY
(A.K.A 309 WILLOW STREET, WOODLAND PARK COLORADO) FROM CENTRAL
BUSINESS DISTRICT (CBD) TO URBAN RESIDENTIAL (UR).**

WHEREAS, on December 4, 2025, the City of Woodland Park City Council initiated a zone change for a parcel of land from Central Business District (CBD) to Urban Residential (UR); and

WHEREAS, the subject property is legally described as Lot 1, Block 12 Fosters Addition including the adjacent west ½ of vacated Scott Avenue as described at Reception #483423 and the adjacent north ½ of vacated alley as described at Reception #590996 of Woodland Park, Teller County (the “Property”) (a.k.a. 309 Willow Street, Woodland Park, CO); and

WHEREAS, the subject property has already been developed with a single-family dwelling that is connected to the City water system and said structure and utility connection are expected to continue for the foreseeable future; and

WHEREAS, per the Municipal Code, water need requirements and water availability will be considered as a part of any future application to change the use or redevelop the subject property at the time that request is made; and

WHEREAS, in accordance with Municipal Code §18.72.060, and Charter Sections 7.2 and 15.7.b.1., notice of all public hearings was published, signs were posted, and surrounding property owner letters were mailed; and

WHEREAS, the City of Woodland Park Planning Commission considered the request on January 08, 2026; and

WHEREAS, City Council considered the request, the Planning Commission recommendation, and held a public hearing on February 19, 2026, and hereby finds that based on evidence contained in the staff report and presented at the public hearing, the City Council found that Urban Residential is the more appropriate zone designation for the subject property.

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

Section 1. Property Description. The subject property is legally described as Lot 1, Block 12 Fosters Addition including the adjacent west ½ of vacated Scott Avenue as described at Reception #483423 and the adjacent north ½ of vacated alley as described at Reception #590996 of Woodland Park, Teller County (the “Property”) (a.k.a. 309 Willow Street, Woodland Park, CO). (Reference Exhibit A for a general location map for the subject property.)

Section 2. Zoning. The property described above is hereby zoned Urban Residential (UR), and the Official Zoning Map of the City of Woodland Park is hereby amended to reflect such determination.

Section 3. Water Availability. The subject property has already been developed and is connected to and served by the City water system; and the water requirements of any future change in use or redevelopment of the subject property will be reviewed per the Municipal Code requirements at the time when that request is made.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after its publication as required.

Section 5. The recitals contained in this Ordinance constitute the findings of the City Council and are incorporated herein by this reference.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS 19th DAY OF FEBRUARY 2026.

The Honorable Mayor Kellie Case

ATTEST: _____
City Clerk Monica Mendoza

Exhibit A

Lot 1, Block 12 Fosters Addition including the adjacent west $\frac{1}{2}$ of vacated Scott Avenue as described at Reception #483423 and the adjacent north $\frac{1}{2}$ of vacated alley as described at Reception #590996 of Woodland Park, Teller County. (a.k.a. 309 Willow Street, Woodland Park, CO)



CITY OF WOODLAND PARK
Liquor License Summary

Note: Liquor License forms contain a mixture of confidential and public information. In an effort to protect the confidentiality of items such as Social Security Numbers, Drivers License numbers, and dates of birth, liquor application forms will no longer be available to the public. This summary is intended to give Council and citizens the public content of the issue at hand.

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Type of Action Requested: Conduct Public Hearing for a NEW HOTEL & RESTAURANT Liquor License.

Applicant: TAVA HOUSE ENTERPRISES, LLC dba TAVA HOUSE located at 120 S. CENTER ST., Woodland Park, CO 80863

Application details:

- Applicant is Mary Sekowski et al. for Tava House Enterprises, LLC dba Tava House.
- The LLC has current sales tax license and FEIN number.
- A petition of needs and desires IS necessary AND HAS BEEN SUBMITTED AND VERIFIED for THIS NEW HOTEL & RESTAURANT liquor license.
- The location is eligible to be licensed.
- Possession of the property is documented by a LEASE expiring NOVEMBER 30, 2035.

Factual Findings:

- The application was submitted on DECEMBER 22, 2025.
- Subject property was posted on JANUARY 23, 2026 as required by law.
- Public Notice was published on the City's Website JANUARY 23, 2026.
- Character of the applicants is not an issue for this hearing.
- All applicable fees have been paid.

Recommended Action:

Following Public Hearing, approve application from TAVA HOUSE ENTERPRISES, LLC dba TAVA HOUSE for a NEW HOTEL & RESTAURANT Liquor License located at 120 S. CENTER ST., Woodland Park, Colorado 80863.

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1519, SERIES 2026

AN ORDINANCE DECLARING THE INSTRUMENT FOR PUBLIC NOTIFICATION PROCESS AND METHOD FOR THE CITY OF WOODLAND PARK FOR THE YEAR 2026.

WHEREAS, Charter Section 15.12 requires the City Council to annually determine and declare the instrument of notification to the public, by Ordinance; and,

WHEREAS, Charter Section 15.12 authorizes the City Council to determine and declare the instrument currently capable of providing the most information to Woodland Park residents, consistent with City budgetary constraints.

NOW, THEREFORE, THIS ORDINANCE:

THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

That an Ordinance entitled “AN ORDINANCE DECLARING THE INSTRUMENT FOR PUBLIC NOTIFICATION PROCESS AND METHOD FOR THE CITY OF WOODLAND PARK FOR THE YEAR 2026” be and the same is hereby adopted as follows:

Section 1. The City Council hereby finds and determines that the instrument currently capable of providing the most information to Woodland Park residents, consistent with City budgetary constraints, shall be the City’s website www.woodlandpark.gov.

Section 2. That the City Council hereby declares that Public Notices will be published in full on the City’s website for the Public to view.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2026.

Kellie Case
Mayor

ATTEST:

Monica Mendoza, CMC
City Clerk



City of Woodland Park

Staff Report for City Council

Meeting Date: February 5, 2026

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
	Utilities	Kip Wiley Utilities Director

ITEM:

Resolution 940, Single Family Water Tap Allotment for 2026

BACKGROUND:

The City's Water Tap Management plan adopted in 1997 provides the mechanism by which the City controls single family residential (SFR) water tap sales so that growth in the City stays compatible with the City's water supply. The plan requires a periodic assessment of water supply and demand and an annual allotment of SFR water taps.

For 2026, the total recommended single family water tap allotment is 80, the same number in 2025.

The 2026 water tap allotment includes 60 taps based on the water supply and the most recent tap planning number of 985; and it includes 20 taps available from the borrow bank set up as part of the original water tap management plan.

STAFF RECOMMENDATION:

Approve Resolution 940, establishing the number of Single Family Residential water taps available for the year 2026 at 80.

**CITY OF WOODLAND PARK, COLORADO
RESOLUTION NO. 940, SERIES 2026**

**A RESOLUTION ESTABLISHING THE SINGLE FAMILY RESIDENTIAL
WATER TAP ALLOTMENT FOR 2026.**

WHEREAS, the City Council of the City of Woodland Park adopted a Water Tap Management Plan in 1997; and

WHEREAS, the implementation of the Water Tap Management Plan requires the annual establishment of a single family residential water tap allotment in accordance with procedures established by the plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY
COUNCIL OF THE CITY OF WOODLAND PARK THAT:

The single family residential water tap allotment for the calendar year 2026 shall be as follows:

Annual SFR Allotment for 2026 (10% of current water tap planning no. and no more than 60)	60
Available from Tap Borrow Bank	<u>20</u>
Total Available SFR Water Taps for 2026	80

This resolution was adopted at a regular meeting of the City Council of the City of Woodland Park, Colorado held on the _____ day of _____, 2026.

Kellie Case, Mayor

ATTEST:

Monica Mendoza, City Clerk