



City of Woodland Park

January 18, 2024 at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Mayor Pro-tem Case called the regularly scheduled Council Meeting to order at 6:29 pm. The following Councilmembers were present: Mayor Pro-tem Case, Councilmember Connors, Councilmember Harvey, Councilmember Nakai, Councilmember Neal, Councilmember Zuluaga. Mayor LaBarre was absent.

The following Staff members were present: City Manager Vassalotti, Deputy City Manager/City Clerk Leclercq (appeared via zoom), City Attorney Wilson (appeared via zoom), Utilities Director Wiley, City Planner Gates, and Planning Director Schminke (appeared via zoom).

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Swearing in Ceremony for the Police Department.
(Presenter Chief of Police Deisler)

Chief Deisler administered the Oath of Office to new police officers, Bailey Colvin and Hank Crist. Deisler shared the promotion of Crist to Lieutenant and Arseneau to Captain.

- B. Appointment to the Woodland Park Board of Adjustment. (A)
(Presenter Deputy City Manager/City Clerk)

Deputy City Manager/City Clerk Leclercq shared that there are currently openings on the Board of Adjustment and that incumbent Valerie Lundy has reapplied for her position. Following a brief interview with Lundy, the following motion was made.

Motion: to re-appoint Valerie Lundy to a regular position on the Board of Adjustment. Nakai/Zuluaga. Motion carried 6-0.

Leclercq administered the Oath of Office to Lundy and the Council thanked her for her continued service to the City and the Community.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

- A. Approval of On Call Engineering and Land Use Development Services Contracts Between the City of Woodland Park, Basis, Baseline, JR Engineering, and Wilson and Co. (Presenter Ben Schmitt, Director of Public Works)

Council decided to approve all Consent Agenda items with one motion.

Motion: to approve the Consent Agenda as presented to include the On Call Engineering

contracts with Basis, Baseline, JR engineering and Wilson and Co., to approve the On Call Asphalt contract with Olgoonik, to approve the December 2023 Statement of Expenditures and the January 4, 2024, City Council Meeting Minutes. Neal/Connors. Motion carried. 6-0

- B. Approval of On Call Asphalt and Concrete Contract between Olgoonik Enterprises, LLC and the City of Woodland Park (Presenter Ben Schmitt, Director of Public Works)
- C. Approval of the December 2023 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof.
- D. Approval of the January 4, 2024 Regular City Council Meeting Minutes. (Presenter Deputy City Manager/City Clerk Leclercq)

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

Holly Sample spoke regarding a workshop that Braver Angels would like to offer the Council called "Managing Difficult Conversations with Constituents."

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. ORDINANCE NO. 1470, SERIES 2024 - A request by Pikes Peak Taco, Mexican Restaurant, Inc. (Applicant) to consider Ordinance No. 1470, Series 2024, an Ordinance Granting a Conditional Use Permit with a Site Plan Review for the Purpose of Allowing a Drive-Thru Restaurant and Associated Site Improvements Along with a Common Driveway Off Highway 24 with a Legal Description of Lot 3, Brecken Heights (19569 E. US 24) in the Community Commercial (CC) Zone. (QJ) (Presenter Senior Planner, CJ Gates)

City Planner Gates reviewed the Planning Department's Staff Report stating the following:

Background: The subject property is located within the Brecken Heights Subdivision, which was originally approved by the City Council in 2021. As seen on Figure 2, the original plat (Brecken Heights Subdivision) consisted of a total of four lots including the subject property which is outlined in red. In association with the Brecken Heights Subdivision, Lot 2 which is a total of 175,960 square-feet in size was deeded to the City of Woodland Park. Currently, a social trail exists on Lot 2 that leads to Sun Valley Park to the northeast. A townhouse plat for Lot 1 and a portion of Lot 4 of the Brecken Heights subdivision was approved by the City in 2022; this is now known as the "Homes at Brecken Heights" and consists of a total of 28 townhome lots.

SITE AND SURROUNDING PROPERTIES: the subject property is zoned Community Commercial (CC) and is bordered by additional CC zoned property to the southeast. To the north and east of the subject property is the City-owned parcel previously mentioned as well as the Homes at Brecken Heights townhome development, all zoned Multi-family Residential (MFS). Across Colorado State Highway 24 to the west is a Service Commercial (SC) zoned parcel where the Woodland Village Mobile Home Park currently exists. Just to the south of the mobile home park, southwest of the subject property, is the Wal-Mart Center Planned Unit Development (PUD).

CURRENT PROPOSAL: Pikes Peak Taco Mexican Restaurant, Inc. (applicant) and Morales Enterprises, LLC (property owner) are applying for a conditional use permit and site plan review in order to construct a 1,650 square-foot drive-thru Mexican restaurant with associated site improvements on the subject property with access to the property from Highway 24. The applicant has stated that the primary function of the proposed building is to function as a drive-thru restaurant, but will also include four tables for indoor seating. Outside of the building, it is proposed to have an outdoor seating area which includes three umbrella-style tables which holds approximately 4 customers per table. The City of Woodland Park Municipal Code section 18.09.090 Districts Established – table of permitted uses outlines that “Fast food restaurants and other food serving establishments with drive-in food service” is an allowed use within the CC zone district in conjunction with a Conditional Use Permit.

The applicant is proposing a 1,600 square-foot building on the south side of the property. The proposed site plan includes a parking area with a total of 17 parking spaces which meets the City requirement. Also, as seen on the site plan, the proposal includes a drive-thru. According to the City Code, the site must accommodate a minimum of four stacking spaces per drive-thru window. The site plan below in figure 4 has a total of four cars illustrated which meet the City Code.

The proposed restaurant will be accessed from Highway 24 using a proposed 30-foot wide common access driveway. The access point is located on Lot 4 and will be used to access the subject property as well as lot 4 of The Homes at Brecken Heights. A letter from the property owner of Lot 4, Brecken Heights, LLC, stating that they agree with the proposed driveway is included with this application. Also attached in the application packet is a copy of the draft utility and access easement agreement between the owners of lots 3 and 4. The applicant has also submitted an access permit from the Colorado Department of Transportation (CDOT). Access to Lot 3 and 4 is proposed to be under the same access permit from CDOT.

The subject property's current conditions contain a variety of slopes. The northeastern portion of the site is where the most significant slopes exist. As seen within the applicant's site plan, no improvements are proposed to that portion of the property. The western portion of the site where customers would enter the site is where the least amount of grade change exists. Within the front yard portion of the site that faces Highway 24, there is a swath of land that loops to the north where steep terrain also exists.

The applicant's snow storage exhibit, which also includes slopes existing on the site that are over 33 percent. The City of Woodland Park Municipal Code Section 17.08.155 defines a “Hillside lot” as “any lot with fifty percent of its area having a slope of thirty percent or greater, or any lot where more than fifty percent of its front yard area as defined in section 18.06.590 has a slope of thirty percent or greater”. According to the front yard definition outlined in the code, the front yard is the portion of the site that faces Highway 24. The property as a whole is approximately a total of 40,075 square-feet in size.

During the review period of the application, the planning staff analyzed the amount of slope on the property. Within the City of Woodland Park Municipal code, when a commercial development is bordered by residential zoned land, the applicant must outline what measures are being taken in order to screen the commercial use from the residential use. The applicant is proposing a 17' retaining wall on the northern side of the property where the parcel

boarders residential land. The proposed retaining wall will screen the restaurant from the City-owned Lot 2. In conjunction with the proposed retaining wall, the applicant is also proposing to install landscaping on all sides of the property as well as landscaped islands next to the outdoor eating area. As previously noted, the subject property is currently vacant land. According to the preliminary site plan the applicant has submitted, after construction of the restaurant, open space and landscaping will occupy 53.3 percent of the property. A bulk of the open space will be on the northwestern side of the property. The building is planned to be a total of 20'-6" in height and is proposed to be constructed with a mixture of materials. As seen later in the report, there is a condition of approval that the applicant must work with Planning staff to ensure the building meets the Woodland Park architectural design guidelines.

REFERRALS: The application was referred to City departments, including the City Attorney, the City Manager, the 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.

CDOT returned comments on November 17, 2023 outlining issues with the applicant's site plan and traffic study (copy of letter attached). As previously stated, the applicant is submitting an access permit with CDOT for lot's 3 and 4. CDOT would like to see the site plan showing a reduced access width and reduced radii or an exhibit showing movement into and out of access warranting the size. The applicant will need to submit an updated traffic study and site plan exhibit to CDOT in order to receive the access permit.

CORE Electric submitted a comment via email on November 28, 2023 and their full comments are also attached hereto. CORE's comments outlined that CORE Electric Cooperative currently does not approve of the CUP as proposed. The applicant will be required to revise the retaining walls as they are not allowed to encroach on the utility easements. Also, CORE is requiring the applicant to provide a transformer and a metering location. No public comments have been received on this application.

Analysis of Conditional Use Permit and Findings: Municipal code section §18.57 *Conditional Use Permit* regulates the review of conditional use permit requests. §18.57.040.A states: "*The standards for conditional use permits are intended only as a minimum necessary for review. An application for a conditional use permit, even though meeting the minimal standards of the chapter and code, may be denied, if it is determined that the development and use is not in the best interest of the city.*" §18.57.040.B specifies the standards by which all conditional uses must comply in order to receive approval. Below is a listing of the applicable CUP standards from Code Section 18.57 complete with staff's analysis.

1. *The proposed development and use shall have a demonstrated direct need to be located at the location proposed and provide adequate mitigation measures to lessen all identified impacts.*

Complies. The proposed commercial development includes a new building, parking lot, access driveway, utility connection, and other associated improvements required for the development of the site. As previously noted, the subject property is zoned CC and a drive-

thru restaurant is an allowed use in conjunction with approval of a Conditional Use Permit. The City of Woodland Park Future Land Use Map within the Comprehensive Master Plan also outlines the property as commercial. The proposed restaurant will be accessed off of Colorado State Highway 24 and customers of the proposed development will not be required to travel through any residential zones in order to access the site.

*2. The proposed development and use shall not endanger the public health and welfare. **Complies.*** The use poses no threat to public health and welfare. Zoning of the property and the Future Land Use Map supports the specific activities that are proposed for the subject property. As previously noted, the site will be accessed off of Colorado State Highway 24 and accessing traffic of the site will not impact the residential zoned lands to the north.

*3. The proposed development and use shall not substantially injure the value of vicinity properties. **Complies.*** The subject property is zoned CC which allows the proposed use with the approval of a Conditional Use Permit. The applicant is also proposing the site to be a total of 53.5 percent open space after the full buildout of the restaurant which will help buffer the residential zoned land to the north from the proposed commercial development. Lastly, in conjunction with the landscaping, the applicant is proposing a 17' retaining wall on the north side of the property for further screening. The estimated average elevation of the top of the retaining wall will be at approximately 8257 feet. For context, the middle of the City owned Lot 2 is at an elevation of 8260 feet.

*4. The proposed development and use shall be in harmony with the area in which it is to be located. **Complies.*** The proposed use is allowed with a conditional use permit within the Community Commercial Zone District. There are other commercial zoned land along Highway 24 in the immediate area. Lastly, the site will be accessed off of Highway 24 and the traffic generated will not affect the current residential homes in the area.

*5. The proposed development and use shall conform to the provisions, objectives and policies of all city plans, adopted and in effect at the time of application, including but not limited to growth management, transportation, utilities, capital improvements and downtown redevelopment. **Complies.*** The development is consistent with the following principles and goals as specified in the City's Comprehensive Plan and future land use map.

Economic Development Objective 1.2: Retain area business and assist with expansion or adding complementary businesses to create clusters and critical mass.

Land Use and Growth Objective 1.1: Ensure that new development fits the intent of the Future Land Use Map and uses the land and community resources. Facilities efficiently and in an environmentally sensitive manner. All new development should contribute to Woodland Park's mountain western identity.

Land Use and Growth Objective 1.2: Evaluate City regulations and requirements to ensure that a proposed development's negative impact on the neighborhood and commercial district in which it will be located is minimized, and the positive impact is optimized. Ensure that development is consistent with the goals, objectives, and actions in this Plan.

The Future Land Use Map found within the City of Woodland Park Comprehensive Master Plan labels this parcel as "Commercial".

6. The proposed development and use shall conform to the provisions, standards and requirements of all city regulations, adopted and in effect at the time of application, including

*but not limited to zoning, subdivision, utilities, buildings and construction, business regulations and engineering specifications. **May Comply.*** Within staff's redline comments, staff has called out specific issues on the site plan, including but not limited to, the location of loading and unloading zones, the proposed renderings, and utility issues. Per condition of approval number 2, the applicant must submit a final site plan resolving all issues on the attached redline plans. As stated, a final site plan application must be processed administratively through the Planning Department.

7. *The proposed development and use shall be designed, constructed and maintained to accommodate the on-site and off-site traffic generated. **May Comply.*** The applicant has submitted a Traffic Impact Analysis which is also attached hereto. The application was referred to Colorado Department of Transportation (CDOT) for review. CDOT provided comments that stated the applicant must submit for and gain approval of an access permit. Prior to issuance of the access permit, the applicant must submit an updated site plan and traffic study to CDOT for approval. CDOT's full comment letter is attached hereto. As seen in the staff recommendation section of the report, this requirement is a condition of approval.

8. *The proposed development and use shall be designed, constructed and maintained with appropriate regard to topography, surface drainage, soil potentials, natural and man-made hazards, streams and environmentally significant features. **Complies.*** The development plan has been prepared with care to minimize impacts to existing topography conserving unique features where feasible. Surface drainage is handled with an existing detention pond to the south of the subject property. Final site grading and drainage are reviewed and inspected by the City Engineer and must be approved administratively during the construction document phase of the application process.

9. *The proposed development and use shall be designed, constructed and maintained with adequate water supply, wastewater disposal, solid waste disposal, air quality protection methods and surface water drainage. **Complies.*** The proposed development will be served by municipal water and wastewater; the Utilities Department has no issue with the proposed water usage. During their review the Utilities Department had minor comments that will be resolved during the Final Site Plan submittal. The final utility plan must be submitted by the applicant and reviewed and approved administratively by the City of Woodland Park Utilities Department.

10. *The proposed development and use shall be designed, constructed and maintained to not unduly increase the public danger of fire, explosion and other safety hazards upon the public, and persons residing or working on the site and vicinity. **May Comply.*** This application was referred to North East Teller County Fire Protection District (NETCFPD) during the referral period. Chief Lambert has not submitted a formal comment letter to staff. NETCFDP must approve of the site plan when the applicant submits plans to Pikes Peak Regional Building Department.

11. *The development and use may be required to provide architectural design schemes and may also require amenities such as, but not limited to, fencing, landscaping, buffer areas and other aesthetic enhancement measures, as required by the city council. (Ord. 589-1993 § 6(part), 1993) **May Comply.*** As noted previously in the staff report, the applicant has submitted preliminary renderings of the proposed building. After Planning Staff's analysis, the proposed structure does not meet the City of Woodland Park Architectural Guidelines outlined within Municipal Code Section 18.33.180 including but not limited to Code Section 18.33.180

H.7. which states "Blank building walls that are visible to the public shall, to the extent possible, be avoided. Blank walls shall be designed to be less oppressive through the use of interesting details, design patterns and features that diminish the scale of the structure. For an expansive wall, consideration shall be given to implementing a pattern on the wall with a different color or type of the same material, or creating an area of the wall that is a different texture, color and material. Jogging the walls of the building shall be considered to break up large building façades." The application may comply if the applicant adheres with the City's architectural design standards. As seen within the Conditions of approval, the applicant shall amend the proposed building façade to better harmonize with the Woodland Park "mountain western" aesthetic.

SITE PLAN REVIEW CRITERIA AND FINDINGS

Municipal code section §18.34 Site Plan regulates the review of site plan reviews. §18.34.010 states: *"In order to ensure a quality development in the city, it is essential that new development meet minimum standards for the design, construction and the use of such developments to complement existing uses, to insure adequate utility and service systems, and to promote the health, safety and welfare of the city's citizens. (Ord. No. 966-2003, § 2, 4-3-2003)."* § 18.34.070 specifies the standards by which all conditional uses must comply in order to receive approval. The proposed site plan was analyzed within the CC zone district

A. *The proposed development shall conform to the provisions, objectives, and policies of all city plans, adopted and in effect at the time of application, including but not limited to: growth management, transportation, utilities, capital improvements, and downtown redevelopment.*

Complies. The development is consistent with the following principles and goals as specified in the City's Comprehensive Plan and future land use map.

Economic Development Objective 1.2: Retain area business and assist with expansion or adding complementary businesses to create clusters and critical mass.

Land Use and Growth Objective 1.1: Ensure that new development fits the intent of the Future Land Use Map and uses the land and community resources. Facilities efficiently and in an environmentally sensitive manner. All new development should contribute to Woodland Park's mountain western identity.

Land Use and Growth Objective 1.2: Evaluate City regulations and requirements to ensure that a proposed development's negative impact on the neighborhood and commercial district in which it will be located is minimized, and the positive impact is optimized. Ensure that development is consistent with the goals, objectives, and actions in this Plan.

B. *The proposed development shall conform to the provisions, standards and requirements of all city regulations, adopted and in effect at the time of application, including but not limited to: zoning, subdivision, mobile homes, utilities, buildings and construction, business regulations, and engineering specifications.*

May Comply. Within staff's redline comments, staff has called out specific issues on the site plan including but not limited to the location of loading and unloading zones, the proposed renderings, and utility issues. Per condition of approval number 2, the applicant must submit a final site plan resolving all issues on the attached redline plans. As stated, a final site plan application must be processed administratively through the Planning Department.

C. *The proposed development shall be designed, constructed, and maintained to accommodate the traffic generated and not unduly increase congestion or traffic on the site and in the vicinity of the site.*

May Comply. The applicant has submitted a Traffic Impact Analysis which is also attached hereto. The application was referred to Colorado Department of Transportation (CDOT) for review. CDOT provided comments that stated the applicant must submit for and gain approval of an access permit. Prior to issuance of the access permit, the applicant must submit an updated site plan and traffic study to CDOT for approval. As seen later within the report, this requirement is an additional condition of approval. CDOT's full comment letter is attached hereto.

D. The proposed development shall be designed, constructed, and maintained with appropriate regard to topography, surface drainage, soil potentials, natural and manmade hazards, streams, and environmentally significant features.

Complies. The development plan has been prepared with care to minimize impacts to existing topography conserving unique features where feasible. Surface drainage is handled with an existing detention pond to the south of the subject property. Final site grading and drainage are reviewed and inspected by the City Engineer and must be approved administratively during the construction document phase of the application process.

E. The proposed development shall be designed, constructed, and maintained with adequate water supply, wastewater disposal, solid waste disposal, air quality protection methods, and surface water drainage.

Complies. The proposed development will be served by municipal water and wastewater; the Utilities Department has no issue with the proposed water usage. During their review the Utilities Department had minor comments that will be resolved during the Final Site Plan submittal. The final utility plan must be submitted by the applicant and reviewed and approved administratively by the City of Woodland Park Utilities Department.

F. The proposed development shall be designed, constructed, and maintained to not unduly increase the public danger of fire, explosion, and other safety hazards upon the public, and persons residing or working on the site and vicinity.

May Comply. This application was referred to North East Teller County Fire Protection District (NETCFPD) during the referral period. Chief Lambert has not submitted a formal comment letter to staff. NETCFPD must approve of the site plan when the applicant submits plans to Pikes Peak Regional Building Department.

G. The proposed development shall be designed, constructed and maintained to not unduly diminish or impair but to become compatible with the use and enjoyment of vicinity property. To such end the development may be required to provide architectural design schemes and fixtures such as, but not limited to, fencing, landscaping, and buffer areas.

May Comply. As noted previously in the staff report, the applicant has submitted preliminary renderings of the proposed building. After Planning Staff's analysis, the proposed structure does not meet the City of Woodland Park Architectural Guidelines outlined within Municipal Code Section 18.33.180 including but not limited to Code Section 18.33.180 H.7. which states "Blank building walls that are visible to the public shall, to the extent possible, be avoided. Blank walls shall be designed to be less oppressive through the use of interesting details, design patterns and features that diminish the scale of the structure. For an expansive wall, consideration shall be given to implementing a pattern on the wall with a different color or type of the same material, or creating an area of the wall that is a different texture, color and material. Jogging the walls of the building shall be considered to break up large building façades." The application may comply if the applicant adheres with the City's architectural design standards. As seen within the Conditions of approval, the applicant shall amend the

proposed building façade to better harmonize with the Woodland Park “mountain western” aesthetic.

NOTIFICATIONS

Adjacent property owners within 150 feet were mailed a letter notifying them of the submittal of the application 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.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission heard this item at a public hearing on December 14, 2023. After consideration of the staff report, presentation and applicant testimony, the Planning Commission recommend to City Council:

Approval of a conditional use permit and site plan to allow for a proposed drive-thru restaurant and associated site improvements along with a common lot $\frac{3}{4}$ driveway off Highway 24 with a legal description of Lot 3, Brecken Heights (19569 E. US 24) in the Community Commercial (CC) zone, subject to the following conditions:

1. Prior to the issuance of a building permit, the applicant shall submit for and receive approval of a:
 1. Final Site Plan for a permitted use including landscaping, drainage, architectural elevations, access, etc.;
 2. Infrastructure Zoning Development Permit
 3. ZDP's and Building Permits for all new construction, including:
 1. All Civil/Construction drawings
 2. Final Drainage Report
 3. Final Landscaping Plan
 4. Final Site Plan
 5. Final Floor Plans and Elevations
 6. Final Grading, Sediment and Erosion Control Plan (with BMP's)
 7. Final Utility Plan (water, sewer, power, etc.)
 8. Final Photometric Plan
 9. CO Stormwater Permit/Stormwater Management Plan
1. A final updated site plan, resolving all issues identified on the redlined plans must be approved by the City before any Zoning Development Permit (ZDP) will be issued.
 2. All development impact fees must be paid prior to any ZDP issuance including but not limited to tap fees, stormwater capital improvement fees, transportation capital fees, etc. Fees shall be calculated concurrent with the ZDP review.
 3. The applicant shall amend the proposed building façade to better harmonize with the Woodland Park “mountain western” aesthetic.
 4. The applicant must submit for and gain approval of an Access Permit from CDOT.
 5. The applicant must satisfy all requirements and gain approval from CORE Electric prior to final site plan approval.
 6. The applicant must gain approval from the Northeast Teller County Fire Protection District (NETCFPD) prior to final site plan approval.

7. Suitable access, easement, and maintenance agreements, approved by the City including identification of at least four parking spaces for pedestrians accessing Lot 2 with appropriate signage, must be executed and recorded.

Following Gate's presentation, Gates introduced the applicant's engineer, Mike Bramlett from JR Engineering, to answer any questions the Council might have.

Mayor Pro-tem Case opened up the Public Comment portion of the Public Hearing. Linda Martin voiced concerns regarding the acceleration lane from Morning Sun and that she knows storage sheds are planned for that same area. Gates shared that CDOT is fully aware of the plans, and they are working on the access process.

There being no further Public Comment, Mayor Pro-tem closed the Public Comment portion of the Public Hearing and the following motion was made.

Motion: to approve Ordinance 1470, Series 2024, a request by Pikes Peak Taco, Mexican Restaurant granting a conditional Use Permit as presented, provided the applicant works with the City Staff to come into compliance with all required municipal codes unless a variance is granted. Neal/Zuluaga. Motion carried 6-0.

10. NEW BUSINESS

(Public comment may be heard)

- A. Approve Resolution No. 912 Establishing the Single Family Residential Tap Allotment for 2024. (A)
(Presenter Utilities Director Wiley)

Utilities Director Wiley shared the following information with the Council.

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 2024, the total recommended single family water tap allotment is 80, the same number in 2023.

The 2024 water tap allotment includes 60 taps based on the water supply and the most recent tap planning number of 1022; and it includes 20 taps available from the borrow bank set up as part of the original water tap management plan.

The following motion was made.

Motion: to approve Resolution No. 912, Series 2024 Establishing the Single Family Residential Tap Allotment for 2024. Nakai/Harvey. Motion carried 6-0.

11. REPORTS

(Public comment not necessary)

- A. Mayor's Report

Mayor Pro-tem case reviewed the upcoming events for the next two weeks.

- B. Council Reports

Councilmember Neal shared a DDA update.

Councilmember Zuluaga shared a KWPB update and asked could someone that does not live in the City limits of the City of Woodland Park be on KWPB. City Clerk Leclercq shared that there are some positions on KWPB where this is not a requirement.

Councilmember Nakai shared that UAC held a meeting.

Councilmember Connors shared information on the upcoming Veteran's breakfast.

Councilmember Harvey asked the Council if they would be interested in hosting the workshop that was introduced earlier in the meeting by Holly Sample. The council agreed they would like to host the workshop and the workshop was scheduled for 5 pm on March 21st. Harvey suggested that candidates for the April 2nd election, Council and the DDA Board all be invited.

C. City Attorney's Report

D. City Manager's Report

Deputy City Manager/City Clerk Leclercq shared an election update. Leclercq shared that the petitions for candidates were due back into her office by 5 pm on Monday, January 22.

City Manager Vassalotti shared that a new City Treasurer would be appointed at an upcoming Council Meeting.

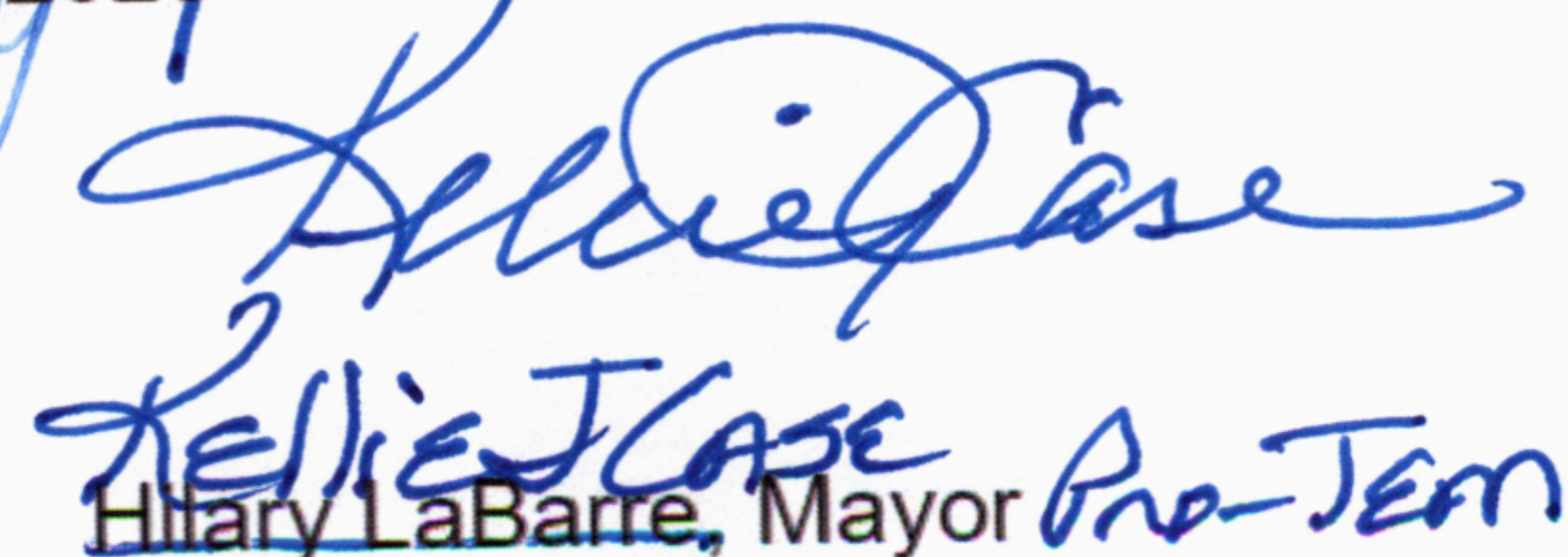
12. ADJOURNMENT

There being no further City business, Mayor Pro-tem case adjourned the City Council meeting at 7:51 pm.

Respectfully submitted:


Suzanne Leclercq MMC, City Clerk

APPROVED THIS 18 DAY OF February, 2024


Kelly LaBarre, Mayor Pro-Tem

