City of Woodland Park
Downtown Development Authority

April 9, 2024, at 7:30 AM

AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
4. **CONSENT AGENDA**
   a. Minutes January 9, 2024
   b. Minutes February 13, 2024
   c. Mintes March 4, 2024
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA**
6. **UNFINISHED BUSINESS** (Public Comment may be heard) **None**
7. **NEW BUSINESS**
   a. TAVA update **(Weaver)**
   b. Design Review Committee Resolution **(Perry)**
   c. Motion to Approve/Deny Submitted Tava Design Guidelines **(Perry)**
   d. NETCO Grant Ordinance **(Vassalotti)**
   e. COG Update **(Perry)**
8. **PUBLIC COMMENT REGARDING NEW BUSINESS None**
9. **REPORTS**
   a. Board Chair Report
   b. Treasurer Report
   c. Board Member Reports
   d. City Attorney's Report
10. **ADJOURNMENT**

Woodland Park Downtown Development Authority Board of Directors

Tuesday, January 9, 2024, 7:30 a.m.

City Hall-Council Chambers 220 South Avenue, Woodland Park, CO

Regular Meeting

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE
   All attendees participated.

3. CONSENT AGENDA
   Motion to approve the minutes of October 3, 2023, by Mr. Neal, second by Mr. Born. Mr. Born pointed out that on page 8 the Invoice for $200 was listed as Rampart Services when it should have been Rampart Surveys. Chair Perry concurred and stated after reviewing the minutes from January 2019, we all need to do a better job in reviewing and editing minutes. Particularly since Rebecca the DDA Administrator is doing the minutes from the recording. Mr. Neal amended his motion and Mr. Born concurred that the motion includes the correction communicated by Mr. Born. Voice roll call, minutes approved unanimously.

4. ROLE CALL

PRESENT:	Chair Tony Perry Vice-Chair Jon Gemelke Secretary Rusty Neal, Council Liaison Jerry Good David Mijares Eric Cabrera Al Born
ABSENT:	Arden Weatherford
STAFF:	Aaron Vassalotti, City Manager

GUESTS: Mark Weaver, Developer
Josh Myers, DDA Attorney (VIA Zoom)
Jot Singh, Attorney for the Carter Family (VIA Zoom)

5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

Chair Perry asked for public comment on items not on the agenda. Mr. Good asked if he could bring up a topic. Chair Perry agreed. Mr. Good stated we were getting sloppy with posting. Chair Perry stated that he would take responsibility for the miscommunication. Chair Perry also stated that November and December were cancelled and there was a miscommunication with the city on the cancellations. Chair Perry also stated that it is clear he did not have Mr. Good's correct mobile number as he contacted each member individually. Chair Perry stated he now believes he has Mr. Good's mobile number although Mr. Good has never acknowledged. Mr. Good also stated he felt it was disingenuous that Mr. Neal made a joke about whether there would be a meeting or not. Mr. Neal stated he was only joking that maybe there would be a meeting as two had been skipped. Mr. Nal stated that Mr. Good's statements were not accurate. Again. Chair Perry stated that the admin has had issue with email that he city IT will be working on and that Mr. Good texted Chair Perry stating he was the only one that showed up. Chair Perry apologized and stated now he has Mr. Good's number. Chair Perry apologized and stated it will not happen again and that the meetings have been posted properly. Mr. Neal wanted to go back and address the disingenuous comment by Mr. Good. He explained that he was embarrassed that two were cancelled so yes, he did joke that maybe a third would actually happen he hoped.

Hearing no comment from the public, Chair Perry closed this section of the meeting.

6. UNFINISHED BUSINESS (Public Comment may be heard) NONE

7. NEW BUSINESS

a. TAVA Update.

Mark Weaver updated DDA Board Members regarding the progress made on the Woodland Station property. Mr. Weaver asked if everyone has seen the fill dirt on Woodland Sation. He stated that the dirt is coming from CORE Electric and that it is 1800 cubic yards of clean fill dirt with another 2000 cubic yards delivered for a total of approximately 4000 cubic yards to the site. It will be used for TAVA Phase I and it will be stockpiled to be used on the rest of the property. He said the price was right.

Chair Perry made reference to clean fill dirt and Mr. Weaver explained that since there is a VCUP and this complies with the requirements of the VCUP.

On Agenda for Planning Committee this Thursday night. Mr. Mijares said we did not understand the significance of that statement. Mr. Weaver said the city has been working hard and Mr. is a consultant working with the city.

Mr. Good asked if the detention pond still there. Mr. Mijares said it looks deeper. Mr. Wever said yes, and you also see the erosion control around stockpile so that it is properly mitigated for erosion.

TAVA is aiming for a groundbreaking in May or June. Mr. Mijares says April for revegetation with real construction.

Chair Perry stated he agrees that the city has worked hard with the TAVA Group to move it forward and that he would like it faster, but it has to be slow and methodical and they ae solving a lot of the ills and the fill dirt is like mana from heaven. The delays may have worked in TAVAs for as construction companies may be a little hungrier.

b. CORA Request

The CORA request came on December 6th but was sent to the wrong address and therefore returned by USPS.

c. NETCO Grant Report

Fire Chief Lambert is putting together a spreadsheet or data of the impact of DDA on NETCO. Chief Lambert has come to the DDA from the beginning asking for relief. Chair Perry stated that the DDA double dings the fire district by taking funds and supporting building more buildings in the district the fire district needs to support. We will have more discussion in February and will ask the district to give us a target of funds that

Mr. Cabrera stated he fired from the fire department as a lieutenant down in Florida. He stated that there is a lot of planning that goes into assets as they come online. The fire department evaluates those assets and they stand ready around the clock to protect us. Mr. Cabrera offered for anyone in the community to contact him with any questions or if they wanted some education. Chair Perry stated

d. COG Report

Chair Perry, we have two objectives to solve with the COG. How do we maximize the use of COG to maximize for the City of Woodland Park. Second, to continue to honor Mrs. Carter.

Statement from the DDA Attorney read into the statement by Chair Perry. "The DDA continues to work with the City to identify the appropriate location to relocate the cog car to, both temporarily and on a permanent basis. By letter dated June 29, 2023, Debra Fortenberry (Fortenberry Law Group) informed the City and DDA that she had been engaged by Susan (Carter) Ball, Steven Carter and Douglas Carter – the surviving children of Duane and Myrna Carter and that Ms. Fortenberry's clients prefer to maintain the cog car at its current location perpetually. The DDA is not aware of any written agreements that require the cog car to be maintained at its current location. Therefore, I've asked DDA counsel to prepare a bill of sale transferring ownership of the cog car (and all related equipment) to the City. A resolution approving the bill of sale and authorizing execution of the bill of sale by the DDA will be prepared for consideration and approval by the DDA Board at the February 6th regular meeting. To the extent that there is any communication with the Carter family related to seeking their input on potential relocation sites, the same will be facilitated through Ms. Fortenberry and DDA counsel, per Ms. Fortenberry's request."

8. PUBLIC COMMENT REGARDING NEW BUSINESS.

Mr. Jot Singh, attorney for the Carter Family joining via zoom. He stated he was concerned about statements by Chair Perry regarding ownership of the COG, a statement that there was not a contract and the facts are in dispute

Attorney Joshua Myers stated he and Attorney McAskin would be happy to discuss with the Carter Attorney's.

9. REPORTS

   a. Board Chair Report.

      Chair Perry has stated that since he has been chair there have been three CORA Requests. Two unrelated to the COG. Chair Perry again stated that the DDA would work with the city to solve tech issues.

   b. Treasurer Report.

      Mr Cabrera reported that we had a few invoices, property closing of $200 and to Rampart Surveys and two payments to the Admin for the meetings we skipped for a total of $400. We also had a TIF reimbursement to Trail Ridge Apartments (Woodland Park Associates) for $61,181.94. Chair Perry stated that we confirmed that Woodland Park Associates had paid their taxes, and we also had the DDA Attorney Mr. McAskin that verify the reimbursement level at 75%.

      Chair Perry stated that the DDA cancelled the two meetings and that still honor paring the admin the minimum.

      Mr. Gemelke, pointed out that page 28 was part of AJ Pizza construction expense and should not have been included in the packet. Chair Perry this document will be part of a future discussion once we have received the final information from AJ's Pizza.

      Board Member Reports. None.

   c. DDA Attorney's Report. None.

Motion:

Al Born made a motion to approve all reports.

2ND:

Council member Neal seconded the motion.

VOTE:

7-0, Unanimous.

Chair Perry adjourned the meeting at 8:15 a.m.

Minutes prepared by Chair Perry

Woodland Park Downtown Development Authority Board of Directors

Tuesday, February 6, 2024, 7:30 a.m.

City Hall-Council Chambers 220 South Avenue, Woodland Park, CO

Regular Meeting

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE
   All attendees participated.

3. CONSENT AGENDA
   No minutes were available. Chair Perry explained that the DDA admin had recently resigned and had not provided January 2024 minutes. Chair Perry volunteered to complete January 2024 minutes and Secretary Neal volunteered to complete February 2024 minutes to be provided at March 2024 meeting.

4. ROLE CALL

PRESENT:	Chair Tony Perry Vice-Chair Jon Gemelke Secretary Rusty Neal, Council Liaison Jerry Good David Mijares Eric Cabrera Al Born
ABSENT:	Arden Weatherford
STAFF:	Aaron Vassalotti, City Manager
GUESTS:	Mark Weaver, Developer Mr Marcus McAskin, DDA Attorney (VIA Zoom)

Mr John Gomes, Chairperson, NETCO
Deputy Chief, Dave Rile, NETCO
Mr Dave Paul, Secretary, NETCO

5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA
   Chair Perry asked for public comment on items not on the agenda.

   Hearing none, Chair Perry closed this section of the meeting.

6. UNFINISHED BUSINESS (Public Comment may be heard) NONE

7. NEW BUSINESS

   a. TAVA Update.

      Mark Weaver updated DDA Board Members regarding the progress made on the Woodland Station property concerning Preliminary Plat being presented to and voted on by the City Council at the previous Council Meeting. Council Approved the Preliminary Plat. Now the TAVA Group is working on the Final Plat which should be complete in 45-60 days. Ground breaking is still targeted for May 2024.

      Secretary Neal in his role as City Council Liaison clarified that the City Council did approve the Preliminary Plat with several conditions that were established by the Planning Commission and agreed to by the developer.

      Mr Weaver acknowledged the Conditions and that the TAVE Group would meet all the conditions or an acceptable solution.

Chair Perry did offer to the DDA Members and public that it was completely normal for conditions to be attached to any Preliminary Plat at this stage in a project.

b. NETCO Grant Discussion.

Chair Perry explained that the DDA Body had been discussing providing a Grant to NETCO for a few years. He pointed out that of all the districts that are affected by TIF funds, NETCO is harmed the most because we keep adding buildings, which is part of our job but we take away funds from their ability to protect the buildings. Chair Perry said this would be a "serious stab at starting something specific." Advocating as Chair of the Board a Seed Grant for a Capital Project to purchase a required item, specifically a Ladder Track, approximately $1.5 million. Additionally, Chair Perry said he would also be willing to establish a public effort to help raise funds to help purchase the Ladder Track with a target of next year.

Two questions must be addressed: Does the DDA have reserve funds enough to provide a grant without affecting the operations of the DDA? He believes the answer is believed to be yes. The second questions is Can the DDA provide a grant, does the DDA have the legal authority to provide a grant? Prior to having Mr McAskin opinion on the questions, Chair Perry pointed out that the February meeting was just to gather information and discuss. He would then have an agenda item for March 2024 in which the Board would vote on establishing the aforementioned fund.

Mr McAskin opinioned on the question of whether the DDA has the legal authority to make the grant to the fire district, "yes." There is a provision in the Statute that provides the DDA with any and all powers that are ordinarily reserved to a corporation in the state of Colorado and Corporations are authorized by law to make Grants.

Mr McAskin also stated that there is supplemental authority whereby DDAs could make a grant back to the Municipality, Woodland Park. Then the City could then route the grant funds to the fire district. It probably is an unnecessary process but could have merit if the city were also considering the grant of municipal dollars to the same grant, then it might merit further discussion.

Chair Perry concurred with Mr McAskin's opinion. He pointed out that NETCO has a professional management team and a board voted on by the citizens, so there are checks and balances. He felt that the approach for accounting and providing funds to the fire district needed the city's and fire district's perspectives. Which approach should be decided between the city and the fire district in the next month.

Mr Vassalotti was asked for his opinion on which approach to handle funds. Mr Vassalotti provided his opinion that it would probably be best for the DDA to provide the grant funds directly to the fire district, but also said the City could facilitate if needed.

Mr Born asked Mr McAskin if the proper definition of a grant is that it is a one-time situation that it does not confer any ongoing flow of funds?

Mr McAskin felt that was likely correct unless the Board in meeting with the fire district and discussing further, had a situation that might take the generation of the needed funds over a lengthy timeline, but that could be handled through a multi-year grant structure. But repeated that ordinarily a grant is a one-time event. He also felt that there needed to be an Memorandum of Understanding or Inter-Governmental Agreement between the DDA and fire district.

Chair Perry brought up the point that the DDA has a reserve but would have to vote to allocate the money to the fund but then it would need to go back to City Council for their approval.

Secretary/City Liaison Neal felt that we would have to take our amended budget change back to the City for their approval since we do not currently have a line item to handle the fund.

Mr Gemelke asked how it would be received by other taxing districts and repercussions should we expect and are we protected from lawsuits from other entities that might say, "you gave the fire district 'this', what are you going to give us."

Chair Perry offered that he wasn't concerned about lawsuits because the DDA has every right to do this.

Mr Gemelke asked Mr McAskin for his thoughts.

Mr McAskin felt the risk of a lawsuit from another district was remote. He also offered that if in the future there were extra funds, future grants would be possible.

Secretary Neal offered that he felt the risk of a lawsuit was small but if another district wanted to make a similar request, they would have the opportunity to come before a future DDA board and present their need and the DDA Board at that time could then decide to fund that new request or not.

Mr Good had a side comment about who we should be giving TIFs.

A presentation was then provided by Chairperson John Gomes, Deputy Chief Dave Rile, and Secretary Dave Paul.

Chair Perry then asked for a consensus to move forward with the Grant. All members supported the Grant for NETCO.

c. COG Report.

Chair Perry informed the DDA Board and public that the completely executed copy of the agreement between DDA and Ute Pass Historical Society regarding the transfer of ownership of the COG Car and the metal stage coach had been provided by the Carter family attorney. Ownership of the COG Car and metal stage coach belongs to the Ute Pass Historical Society. Chair Perry pointed out that the language clearly indicates that the COG is subject to being moved.

Chair Perry opened the COG Report to public comment. Mr Weaver asked where the ownership paper came from. Chair Perry reiterated that it was provided by the Carter Family's attorney.

d. Admin Resignation.

Chair Perry restated that our Administrator did resign.

8. PUBLIC COMMENT REGARDING NEW BUSINESS. None

9. REPORTS

a. Board Chair Report. Ms Hill is going to help get a Citizen's Initiative Capital Fund for the Ladder Truck word out to all the public.

b. Treasurer Report.

Mr Cabrera reported that we only had one invoice; Legal in the amount of $250.00.

c. Board Member Reports. None.

d. DDA Attorney's Report. None.

Motion:

Al Born made a motion to ratify the expenses for January 2024 and approve all reports.

2ND:

Dave Mijares seconded the motion.

VOTE:

7-0, Unanimous.

Chair Perry adjourned the meeting at 8:39a.m.

Minutes prepared by Secretary Neal

Woodland Park Downtown Development Authority Board of Directors

Tuesday, March 5, 2024, 7:30 a.m.

City Hall-Council Chambers 220 South Avenue, Woodland Park, CO

Regular Meeting

1. CALL TO ORDER AND ROLE CALL

PRESENT:	Chair Tony Perry Secretary Rusty Neal, Council Liaison Arden Weatherford Jerry Good David Mijares Eric Cabrera, Treasurer Al Born
ABSENT:	Vice-Chair Jon Gemelke
STAFF:	Aaron Vassalotti, City Manager Karen Schminke (VIA Zoom)
GUESTS:	Mark Weaver, Developer Derrek Wagner, Developer Ryan Lloyd, Echo Architecture Pat Hill, Courier Chief Tyler Lambert, NETCO Chairman John Gomes, NETCO Robert Zuluaga, Council Member Tim Northrup Evelyn Lockwood Dawn Neal (VIA Zoom)

2. PLEDGE OF ALLEGIANCE
All attendees participated.

3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

Chairman Perry pointed out that under the Consent Agenda, the February date for the minutes was wrong. It wasn't February 13th, it was actually February 6th.

4. CONSENT AGENDA

   a. Minutes from January 9, 2024
   b. Minutes from February 6, 2024

   Discussion: The minutes were made available the day prior to the March 5th meeting so Chairman Perry suggested that a vote not be taken to approve the Consent items until the April 2, 2024 DDA meeting. This would allow all Board members a chance to review the minutes since the were drafted by those that had not done it before. The Board agreed without voting.
   Mr Born pointed out that he had noticed a couple typos. He made some suggestions that will be made to the minutes.

5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

   Chair Perry asked for public comment on items not on the agenda.

   Hearing none, Chair Perry closed this section of the meeting.

6. UNFINISHED BUSINESS (Public Comment may be heard) NONE

7. NEW BUSINESS

   a. TAVA Update.

      Mark Weaver updated DDA Board Members regarding the progress made on the Woodland Station property concerning Preliminary Plat, near complete. Should be done in a week. The TAVA Group is also working on the Final Plat. Ground breaking is still targeted for May 2024.

Ryan Lloyd, Echo Architecture, then gave a presentation showing the design views of the TAVA House.

Chair Perry asked if there were any design items that would need special consideration. Mr Lloyd let him know that the building was completely in compliance.

Mr Good asked if the height followed the City's guides. Mr Lloyd said it complied.

Secretary Rusty Neal voiced his approval of the "Rusty" corrugated metal siding.

Mr Mijares asked whether a Design Guide unique for the remainder of Woodland Station should be created. The discussion ended with a consensus that one was not needed for the future. That each future development would be addressed individually.

Secretary Neal provided a comment that he felt the first-floor design really matched the historical building across the street.

Mr Weatherford requested a site plan and landscaping plan to be provided to the DDA Board prior to April. Mr Lloyd said these can be provided.

Chairman Perry then stated that the DDA needed a Resolution establishing the change in composition of the Design Committee that would then be brought back to the DDA for a vote in April. Then the vote to approve the design would be taken.

b. Design Guidelines Discussion. (This took place along with Mr Lloyd's presentation.)

Chairman Perry lead a discussion on a change to the current Design Review process and Design Guidelines. Previous DDA Board discussions had shown a consensus to have the Design Review

Committee changed from a 2-member composition to the full DDA Board.

Mr Good explained that the reason for the 2-member Design Review Committee was to make it easier to have gatherings without violating the Open Meeting laws.

c. NETCO Grant Discussion.

Mr Perry, not Chairman Perry, pointed out a few problems with leading a Citizen's Initiative for funds for the Capital Project. He said that the NETCO Board had desired to hold off on that so that it did not cause problems with other funding efforts.

Chief Lambert appeared before the DDA to answer any remaining questions.

Chairman Perry showed the document in the meeting packet that showed the money that NETCO had lost out of through the period 2010 to 2023.

MOTION:

Chairman Perry made a motion regarding establishing a one-time Capital Project Grant for NETCO in the amount of $150,000 from the DDA's reserve funds. (The City and NETCO would decide on manner to do this.)

2nd:

Mr Cabrera seconded the motion.

VOTE:

7-0, Unanimous.

d. COG Report.

Chairman Perry informed the Board that the City Council will vote on Thursday to approve a location to place the Cog.

He pointed out the Ute Pass Historical Society had voted unanimously to keep the Cog car in its current location. However, if they had to move it, they were in favor of the proposed City location, Centennial Trailhead.

8. PUBLIC COMMENT REGARDING NEW BUSINESS.

Chairman Perry asked for Public Comment. Hearing none, Public Comment was closed.

9. REPORTS

a. Board Chair Report.

Chairman Perry had received a 3rd CORA request from the Carter family. Chairman Perry said that he is working with the City on where to post CORA requests with responses.

Mr Vassalotti pointed out that most City's websites are not in compliance with the American Disabilities Act and Woodland Park is no exception. The City is working on ways to resolve.

Chairman Perry also informed the DDA Board that each member was invited to a Braver Angel's Work Session prior to the March 21, 2024 City Council meeting.

Chairman Perry encouraged the Board and public to attend the Ladies of Woodland Park Sunshine Club dedication on Friday at 1pm at Memorial Park. It would be led by Steve Pruitt.

b. Treasurer Report.

Mr Cabrera reported that we had two invoices for Legal services; Totaling $2,654.50.

c. Board Member Reports. None.

d. DDA Attorney's Report. None.

MOTION:

Secretary Neal made a motion to approve all reports as presented.

2nd:

Al Born seconded the motion.

VOTE:

7-0, Unanimous.

Motion:

Mr Cabrera motioned to adjourn.

Chair Perry adjourned the meeting at 8:32a.m.

Minutes prepared by Secretary Neal

WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTION NO. ____, SERIES 2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY CONFIRMING THE MEMBERSHIP OF THE DOWNTOWN DEVELOPMENT AUTHORITY DESIGN REVIEW COMMITTEE

WHEREAS, the Colorado Law Regarding Downtown Development Authorities, Part 8 of Article 25 of Title 31 (the "Act") provides for the establishment and operation of Downtown Development Authorities; and

WHEREAS, development of the Woodland Station property is required to proceed in accordance with the requirements of the Woodland Station Design Guidelines, as adopted by City Resolution No. 677 dated April 19, 2007, and as the same may be amended from time to time; and

WHEREAS, pursuant to Chapter 18.31 of the Woodland Park Municipal Code (titled "Woodland Station Overlay District"), certain building and signage applications are referred to the Downtown Development Authority Development Review Committee (the "DRC"); and

WHEREAS, purposes of the Woodland Station Overlay District, as established by City Code, include the following:

- Require future development within the Woodland Station Overlay District to be designed in a manner that will protect and promote the character and sense of this critical area, and
- Allow for a variety of design, while still protecting the character of the area; and

WHEREAS, the DRC has not been recently convened; and

WHEREAS, the Board of Directors of the Woodland Park Downtown Development Authority ("Board") desires to adopt this Resolution in order to confirm the membership of the DRC.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein by reference as findings and determinations of the Board.

Section 2. The Board hereby confirms the prior formation of the DRC.

Section 3. The DRC shall remain a standing committee of the Woodland Park Downtown Development Authority and shall be comprised of <u>all</u> then-current members of the Board, including the City Council member appointed to the Board pursuant to C.R.S. § 31-25-805(2)(a).

Section 4. Effective Date. This Resolution shall take effect upon its approval by the Board.

ADOPTED by a vote of ____ in favor and ____ against on this ____ day of April, 2024.

By:______________________________

Tony Perry, Chairperson

ATTEST:

By: ______________________________

Secretary

WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTION NO. ____, SERIES 2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY CONFIRMING THE MEMBERSHIP OF THE DOWNTOWN DEVELOPMENT AUTHORITY DESIGN REVIEW COMMITTEE

WHEREAS, the Colorado Law Regarding Downtown Development Authorities, Part 8 of Article 25 of Title 31 (the "Act") provides for the establishment and operation of Downtown Development Authorities; and

WHEREAS, development of the Woodland Station property is required to proceed in accordance with the requirements of the Woodland Station Design Guidelines, as adopted by City Resolution No. 677 dated April 19, 2007, and as the same may be amended from time to time; and

WHEREAS, pursuant to Chapter 18.31 of the Woodland Park Municipal Code (titled "Woodland Station Overlay District"), certain building and signage applications are referred to the Downtown Development Authority Development Review Committee (the "DRC"); and

WHEREAS, purposes of the Woodland Station Overlay District, as established by City Code, include the following:

- Require future development within the Woodland Station Overlay District to be designed in a manner that will protect and promote the character and sense of this critical area, and
- Allow for a variety of design, while still protecting the character of the area; and

WHEREAS, the DRC has not been recently convened; and

WHEREAS, the Board of Directors of the Woodland Park Downtown Development Authority ("Board") desires to adopt this Resolution in order to confirm the membership of the DRC.

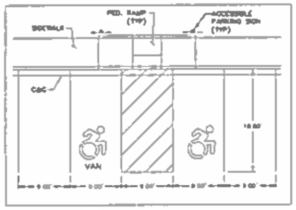
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein by reference as findings and determinations of the Board.

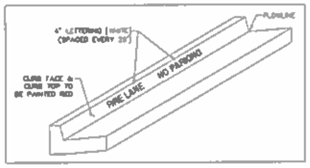
Section 2. The Board hereby confirms the prior formation of the DRC.

Section 3. The DRC shall remain a standing committee of the Woodland Park Downtown Development Authority and shall be comprised of ________________ (____) members of the Board.

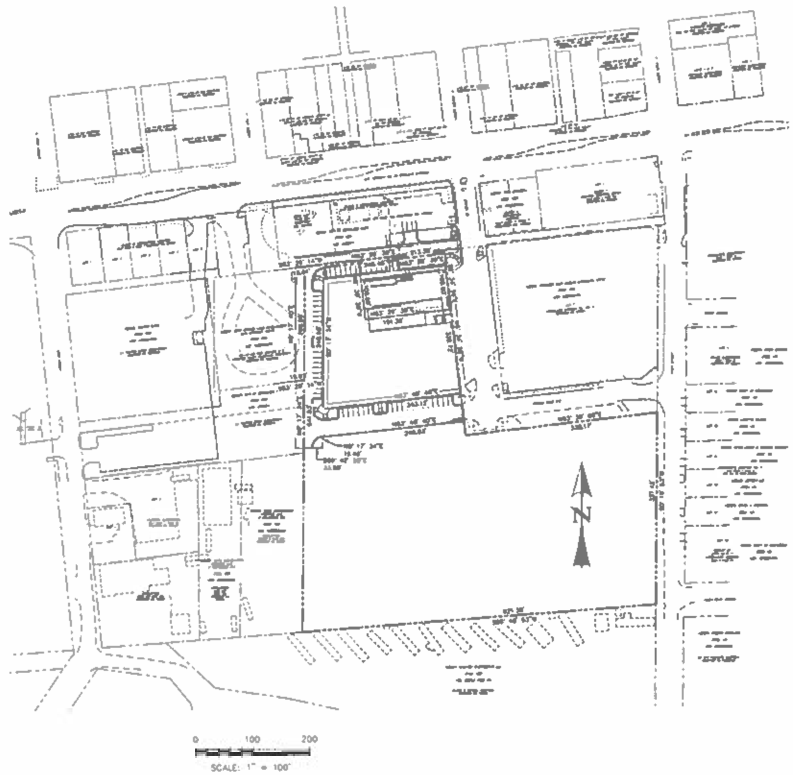
TAVA HOUSE
SITE PLAN (COVER)
CITY OF WOODLAND PARK, TELLER COUNTY, COLORADO

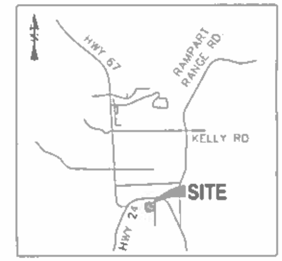


HANDICAP PARKING STALL DETAIL
SCALE: N.T.S.



FIRE LANE CURB MARKING DETAIL
SCALE: N.T.S.





VICINITY MAP
SCALE: N.T.S.

SITE DATA

OWNER: TAVA HOUSE PROPERTIES, LLC (THP)

ADDRESS: 201 SADDLE CLUB AVENUE, WOODLAND PARK, CO 80863

PARCEL ID NUMBER: P0050440

LEGAL DESCRIPTION: 24-12-69 PT E2 AS DESCRIBED AT 632400 EXCLUDING WOODLAND STATION 1 AND CONTAINING A TOTAL CALCULATED AREA OF 6.625 ACRES, MORE OR LESS.

FLOODPLAIN STATEMENT: NO PORTION OF THE "TAVA HOUSE" PROJECT IS WITHIN A DESIGNATED FLOODPLAIN PER FIRM PANEL NO. 08119C0206D, DATED SEPTEMBER 25, 2000

EXISTING ZONE: CENTRAL BUSINESS DISTRICT (DDA OVERLAY)

PROPOSED ZONE: NO CHANGE

EXISTING USE: VACANT LOT

PROPOSED USE: RESTAURANT

SITE COVERAGE:

STRUCTURES	0.13 AC	2.0%
PAVEMENT	0.90 AC	13.6%
LANDSCAPING/UNDISTURBED	5.60 AC	84.4%
TOTAL	6.63 AC	100.0%

BUILDING HEIGHT: BUILDING 1A = [illegible] TOTAL (AVG. HT. [illegible])

BUILDING SETBACKS:
FRONT = 10'
SIDE = 5'
REAR = 0'

OFF-STREET PARKING

BUILDING SIZE: 6,000 SF (X,XXX USABLE)

PARKING RATIO: 1 SPACE REQUIRED PER 100 SF OF USABLE FLOOR AREA

TOTAL PARKING STALLS REQUIRED: XX SPACES

PARKING STALLS PROVIDED: 57 STANDARD STALLS, 2 H/C STALLS

TOTAL PARKING STALLS PROVIDED: 58

SCHEDULE:
BEGIN – SUMMER 2024
END – SPRING 2025

LEGEND

EXISTING	(E)
PROPOSED	(P)
FUTURE	(F)
CURB AND GUTTER	C&G
EASEMENT	ESMT
DRAINAGE	DR
ELECTRIC	ELEC
TELEPHONE	TELE
PUBLIC	PUB
PRIVATE	PVT
UNDERGROUND	UG
UTILITY	UT
SANITARY	SAN
SEWER	SWR
STORM	STM
WATER	WTR
FULL-SPECTRUM EXTENDED DETENTION BASIN	FS-EDB
BOUNDARY	
RIGHT-OF-WAY	
LOT LINE	
EASEMENT	
(E) CONTOUR, INDEX	
(E) CONTOUR	
(E) UG ELECTRIC	
(E) GAS MAIN	
(E) FIBER OPTIC	
(E) UG TELEPHONE	
(E) STORM SEWER, INLET, MH	
(E) SANITARY MAIN, MH	
(E) WATER MAIN, VALVE, FH	
(P) CONTOUR, INDEX	
(P) CONTOUR	
(P) STORM SEWER, INLET, MH	
CURB TYPE CALL-OUT	

AGENCY CONTACTS

OWNER: TAVA HOUSE PROPERTIES, LLC (THP), WOODLAND PARK, CO 80863

WOODLAND PARK: CITY OF WOODLAND PARK, DEPARTMENT OF PLANNING, [illegible], WOODLAND PARK, CO 80866, (719) 687-5202

ENGINEER: CATAMOUNT ENGINEERING, WOODLAND PARK, CO 80866, (719) 337-8309

SURVEYOR: RAMPART SURVEYS, LLC, WOODLAND PARK, CO 80863

ARCHITECT: [illegible] ARCHITECTURE, LLC, SUITE 120, COLORADO SPRINGS, CO

WATER/SEWER: CITY OF WOODLAND PARK, UTILITY DEPARTMENT, WOODLAND PARK, CO 80866

ELECTRIC: IREA/CORE

GAS: BLACK HILLS ENERGY

DATA BROADBAND: [illegible]

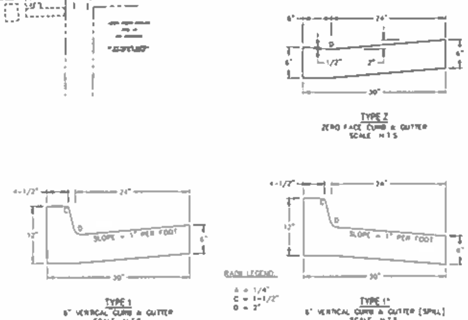
TELEPHONE: CENTURY LINK

(I, WE) HEREBY CERTIFY THAT (I AM, WE ARE) THE OWNER/S OF THIS PROPERTY AND THAT (I, WE) SHALL ABIDE BY THE PROVISIONS AS SPECIFIED UPON THIS SITE PLAN AS PRESENTED, AND ANY CONDITIONS AND REQUIREMENTS THAT ARE SPECIFIED BY THE CITY OF WOODLAND PARK IN RENDERING ITS APPROVAL.

DATE ____ OWNER(S) ____

I HEREBY CERTIFY THAT I AM THE CITY PLANNER FOR THE CITY OF WOODLAND PARK, COLORADO, AND THAT I ATTEST THAT THIS SITE PLAN WAS APPROVED AFTER A PROPERLY CONDUCTED ADMINISTRATIVE REVIEW SUBJECT TO CONDITIONS, AS CONTAINED HEREIN.

DATE ____ CITY PLANNER, CITY OF WOODLAND PARK ____

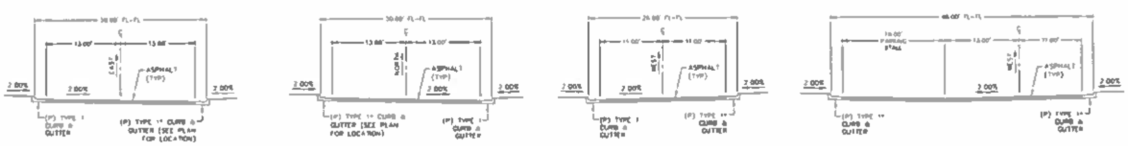


TYPE 2
ZERO FACE CURB & GUTTER
SCALE: N.T.S.

TYPE 1
6" VERTICAL CURB & GUTTER
SCALE: N.T.S.

TYPE 1*
6" VERTICAL CURB & GUTTER (SPILL)
SCALE: N.T.S.

APPROVAL CONDITIONS & RESTRICTIONS



TYPICAL SECTION - SADDLE CLUB AVENUE
SCALE: N.T.S.

TYPICAL SECTION - WEST ACCESS DRIVE (PRIVATE)
SCALE: N.T.S.

TYPICAL SECTION - NORTH ACCESS DRIVE (PRIVATE)
SCALE: N.T.S.

TYPICAL SECTION - NORTH ACCESS DRIVE (PRIVATE) (WITH PARKING)
SCALE: N.T.S.

SHEET INDEX

COVER SHEET	1 OF 4
SITE PLAN	2 OF 4
PRELIMINARY GRADING PLAN	3 OF 4
PRELIMINARY UTILITY PLAN	4 OF 4

REV	DESCRIPTION	DATE

811 Know what's below. Call 72 hours before you dig.

PREPARED FOR: TAVA HOUSE PROPERTIES, LLC, WOODLAND PARK, CO 80863

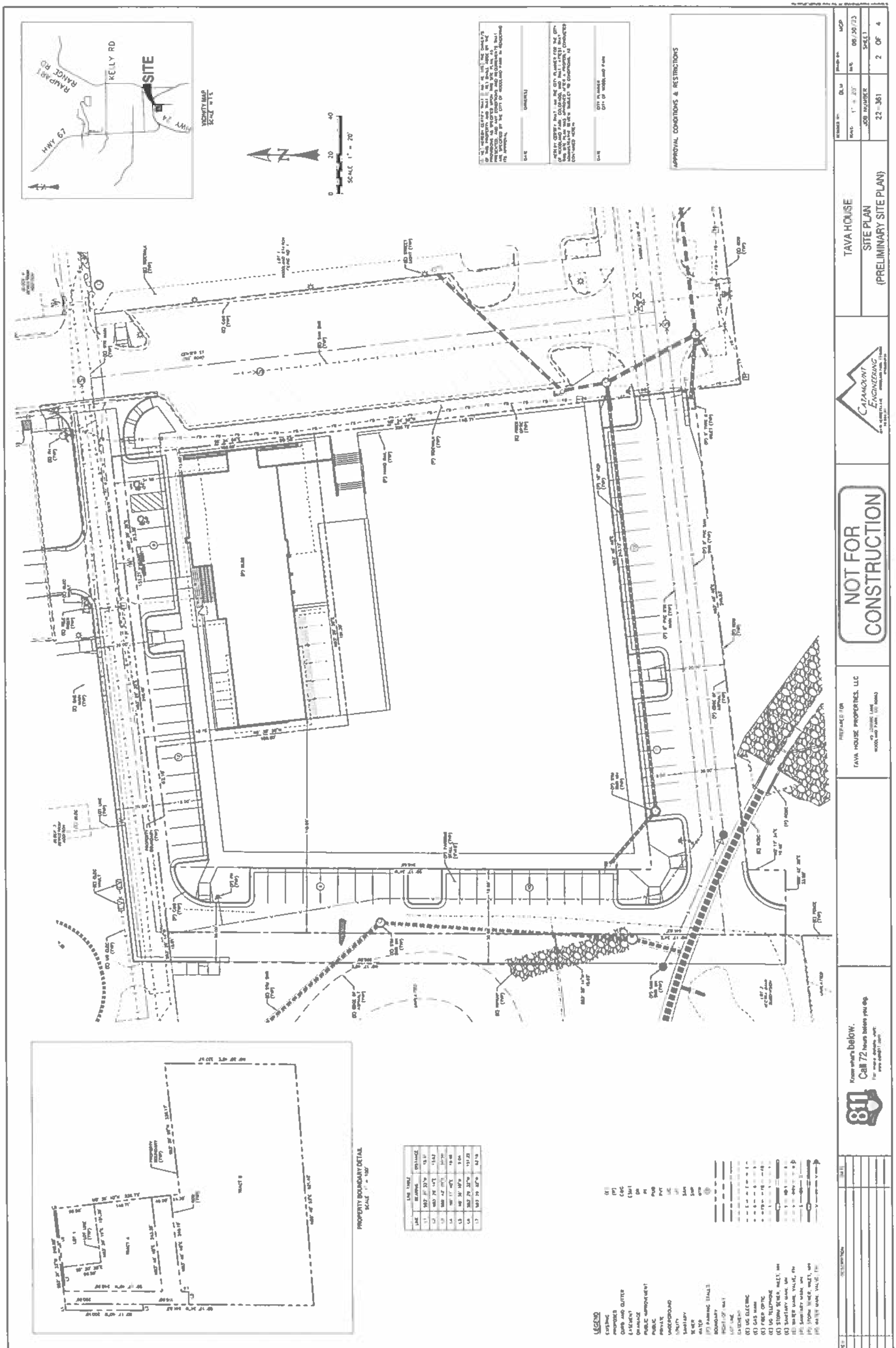
NOT FOR CONSTRUCTION

CATAMOUNT ENGINEERING

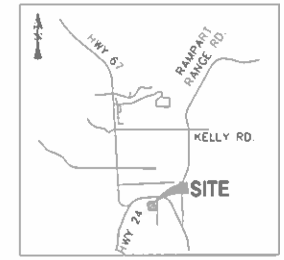
VIEW AT WOODLAND PARK

SITE PLAN

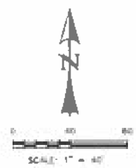
DESIGNED BY	DLM	DRAWN BY	MCP
SCALE	1" = 100'	DATE	08/30/23
JOB NUMBER		SHEET	
22-365		1 OF 4	

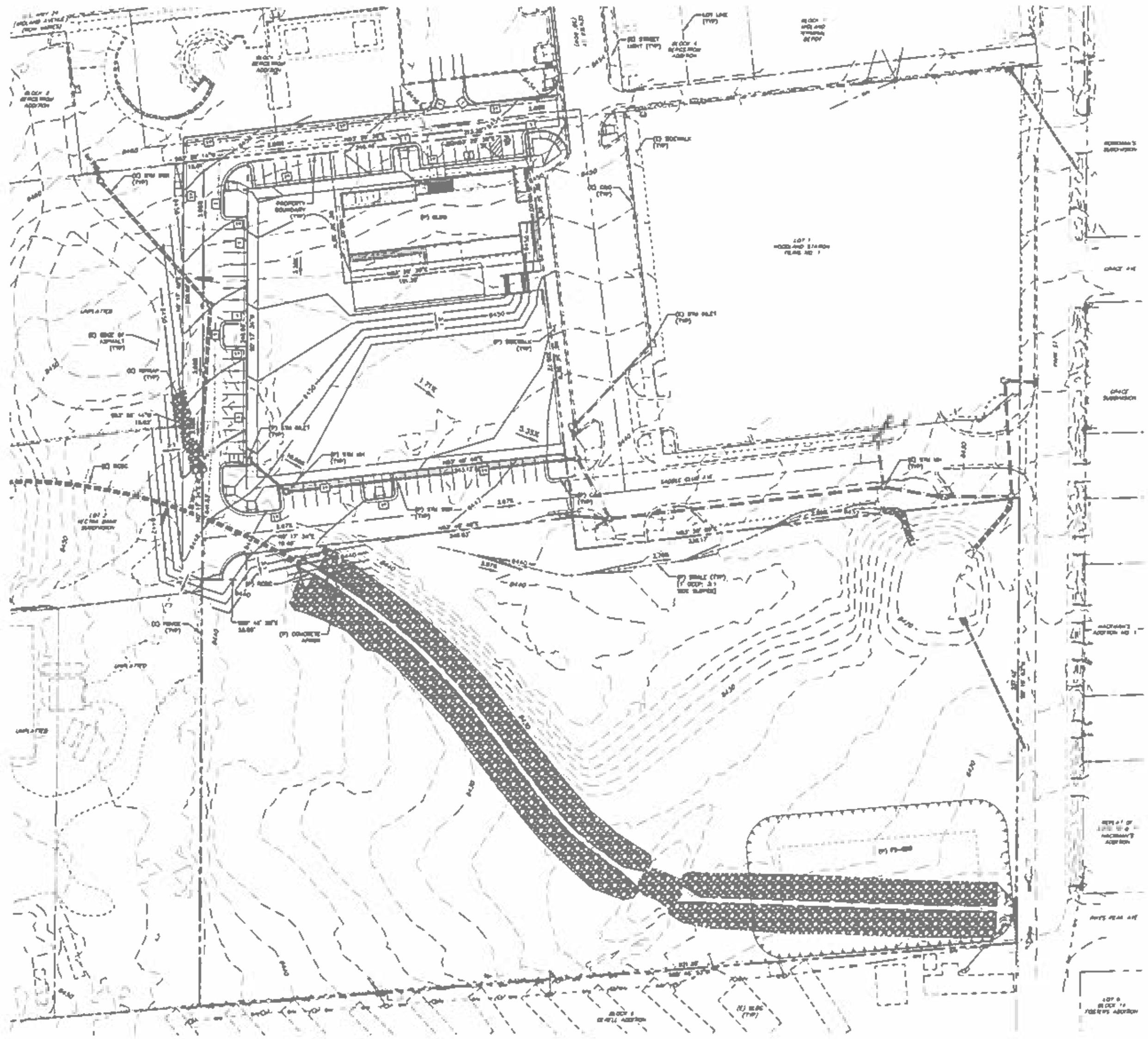


VICINITY MAP
SITE
KELLY RD
RAMPART RANGE RD
HWY 67
HWY 24
APPROVAL, CONDITIONS & RESTRICTIONS
TAVA HOUSE
SITE PLAN
(PRELIMINARY SITE PLAN)
JOB NUMBER
22-361
SHEET
2 OF 4
CATAMOUNT ENGINEERING
NOT FOR CONSTRUCTION
PREPARED FOR
TAVA HOUSE PROPERTIES, LLC
PROPERTY BOUNDARY DETAIL
LEGEND
811
Know what's below.
Call 72 hours before you dig.



VICINITY MAP
SCALE: N.T.S.





LEGEND

EXISTING (E)
PROPOSED (P)
FUTURE (F)
CURB AND GUTTER C&G
EASEMENT ESMT
DRAINAGE DR
PUBLIC IMPROVEMENT PI
PUBLIC PUB
PRIVATE PVT
UNDERGROUND UG
UTILITY UT
SANITARY SAN
SEWER SWR
WATER WTR
FULL-SPECTRUM EXTENDED DETENTION BASIN FS-EDB
BOUNDARY
RIGHT-OF-WAY
LOT LINE
EASEMENT
(E) CONTOUR, INDEX 8450
(E) CONTOUR
(P) CONTOUR, INDEX 8450
(P) CONTOUR
(E) UG ELECTRIC
(E) GAS MAIN
(E) FIBER OPTIC
(E) UG TELEPHONE
(E) STORM SEWER, INLET, MH
(E) SANITARY MAIN, MH
(E) WATER MAIN, VALVE, FH
(P) STORM SEWER, INLET, MH
CURB TYPE CALL-OUT
ELEVATION AT BUILDING ENTRANCE

APPROVAL CONDITIONS & RESTRICTIONS

REV	DESCRIPTION	DATE

811 Know what's below. Call 72 hours before you dig.

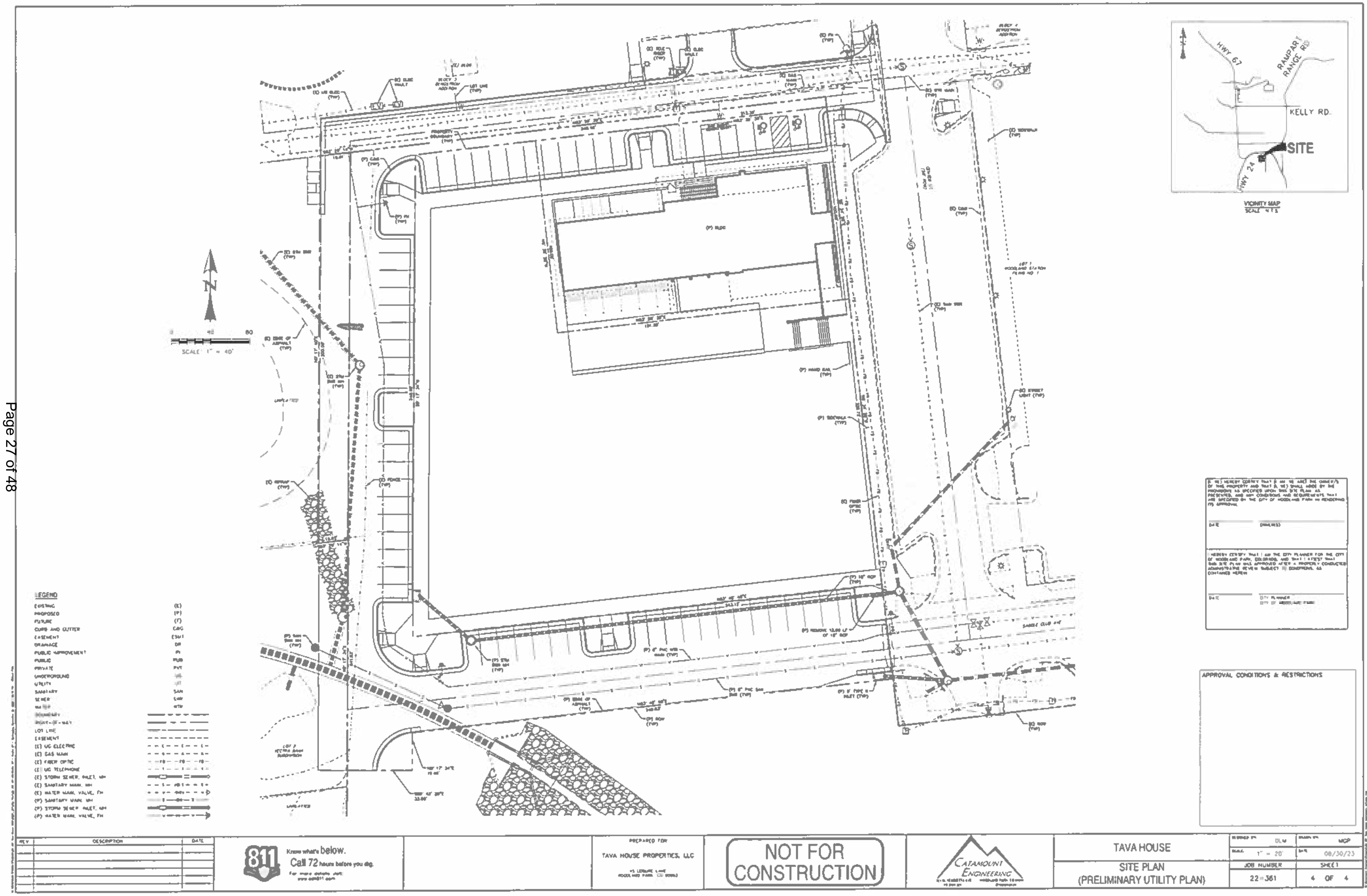
PREPARED FOR
TAVA HOUSE PROPERTIES, LLC

NOT FOR CONSTRUCTION

CATAMOUNT ENGINEERING

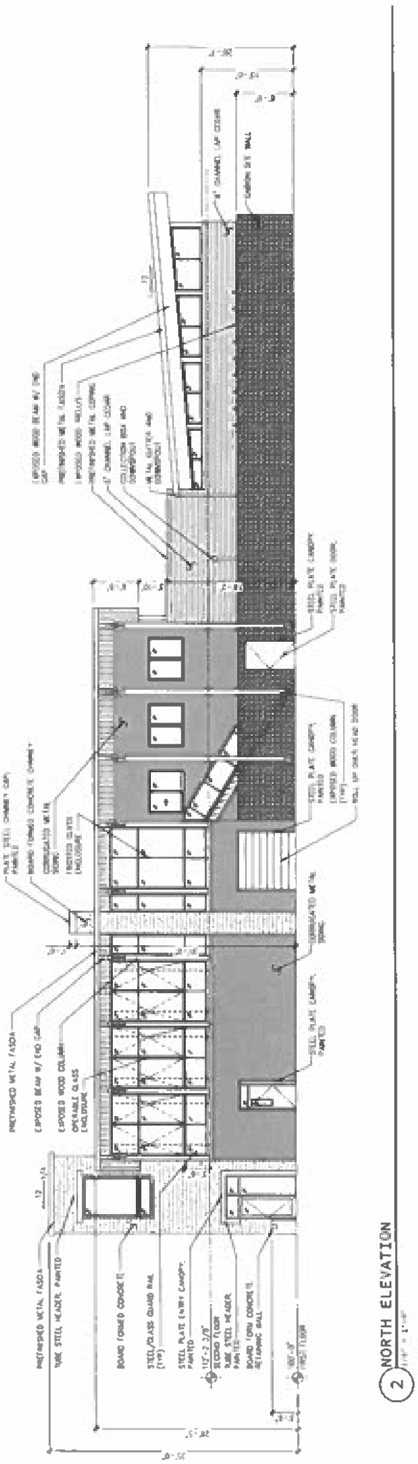
TAVA HOUSE
SITE PLAN
(PRELIMINARY GRADING PLAN)

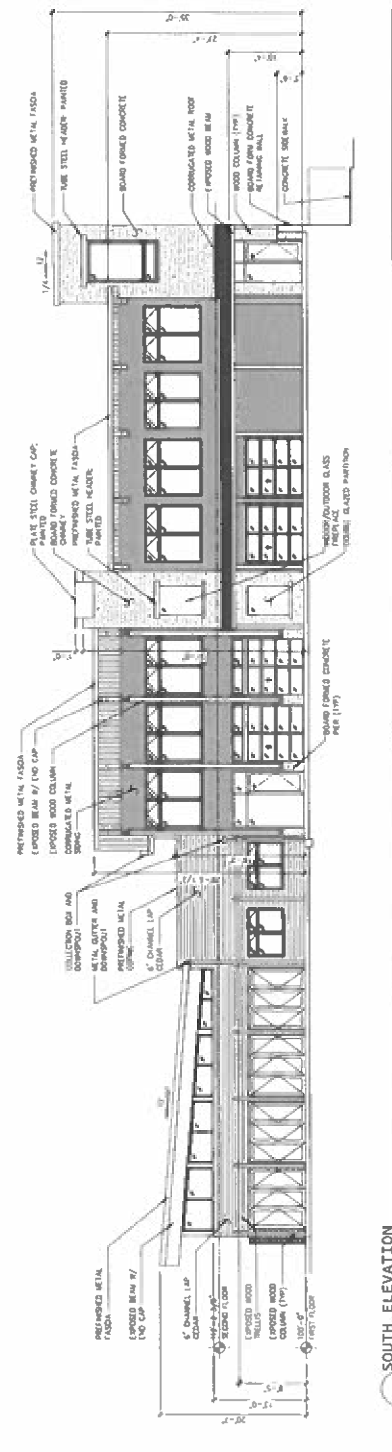
DESIGNED BY	DLM	DRAWN BY	MCP
SCALE	1" = 40'	DATE	08/30/23
JOB NUMBER		SHEET	
22-361		3 OF 4	

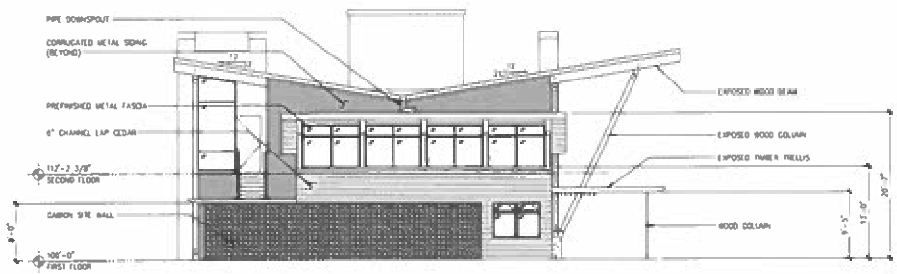

HWY 67
RAMPART RANGE RD
KELLY RD.
SITE
HWY 24
VICINITY MAP
SCALE: N.T.S.
N
SCALE: 1" = 40'
LEGEND
EXISTING (E)
PROPOSED (P)
FUTURE (F)
CURB AND GUTTER C&G
EASEMENT ESMT
DRAINAGE DR
PUBLIC IMPROVEMENT PI
PUBLIC PUB
PRIVATE PVT
UNDERGROUND
SANITARY SAN
SEWER SWR
APPROVAL CONDITIONS & RESTRICTIONS
REV
DESCRIPTION
DATE
811
Know what's below.
Call 72 hours before you dig.
PREPARED FOR:
TAVA HOUSE PROPERTIES, LLC
NOT FOR CONSTRUCTION
CATAMOUNT ENGINEERING
TAVA HOUSE
SITE PLAN
(PRELIMINARY UTILITY PLAN)
DLM
MCP
1" = 20'
08/30/23
JOB NUMBER
SHEET
22-361
4 OF 4

EXT ELEVATIONS

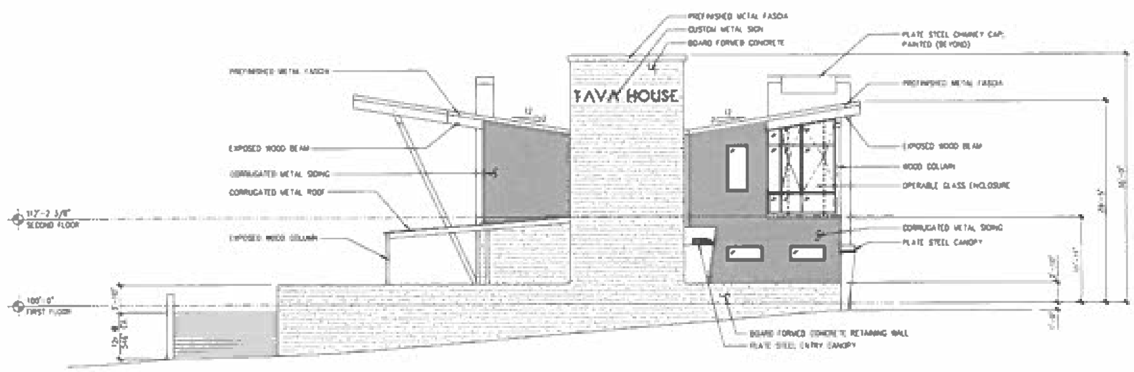
ECHO







2 WEST ELEVATION



1 EAST ELEVATION

EXT ELEVATIONS

ECHO

2023-032-WOODLAND STATION

date: 09.01.2023

phase: DP

126 S CENTER ST
WOODLAND PARK, CO 80863

drawn by: TBM

(1) VIEW LOOKING SOUTH WEST

(2) VIEW NORTH

(1) VIEW LOOKING NORTH EAST

(1) VIEW LOOKING NORTH WEST

EXT ELEVATIONS

ECHO

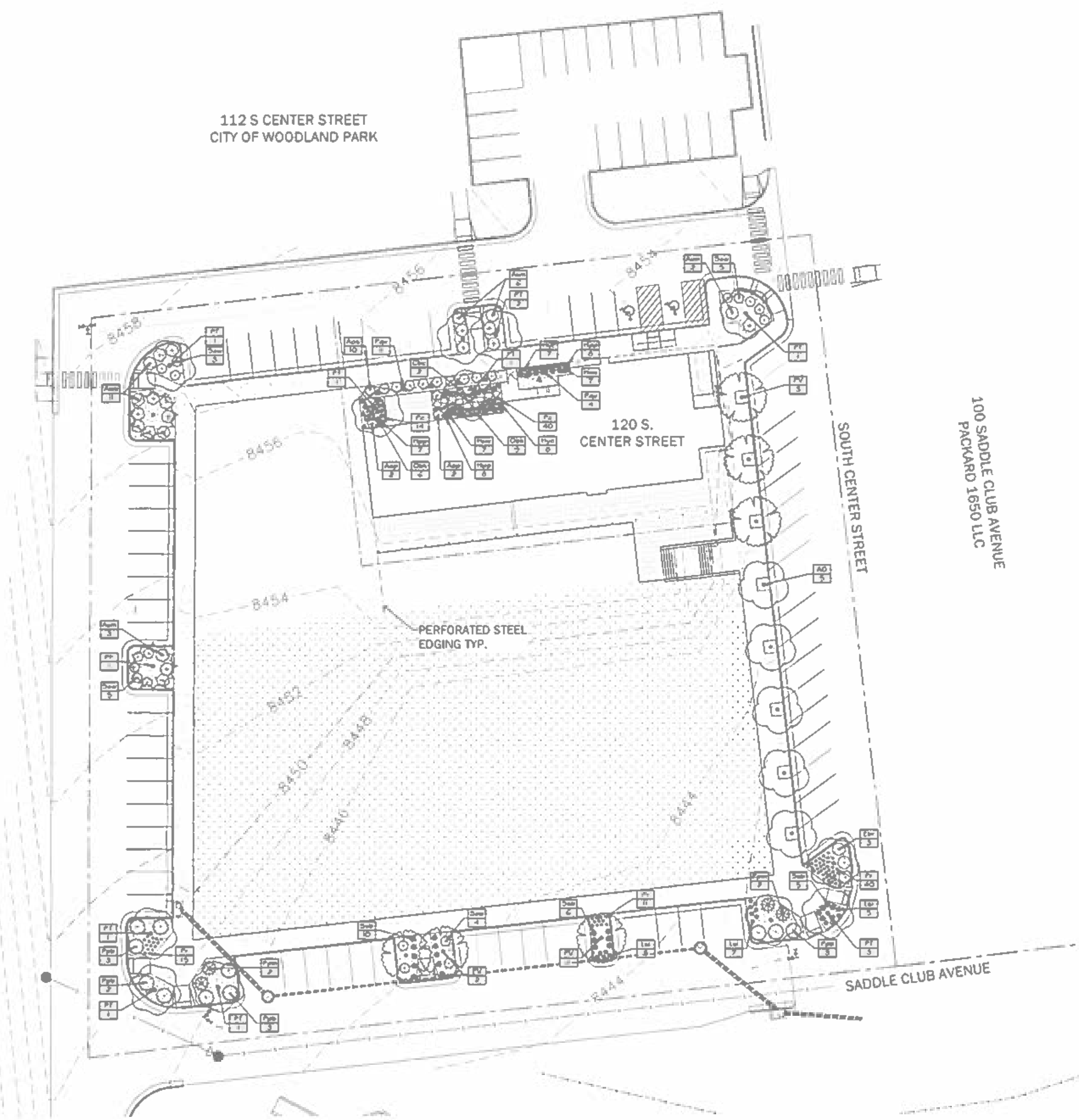
2022-032-WOODLAND STATION

130 S CENTER ST
WOODLAND PARK, CO
80863

date:

phase
DP

drawn by:



PLANT SCHEDULE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	HEIGHT	WIDTH
	AG	5	Acer tataricum 'GarAnn' Hot Wings® Tatarian Maple	2" Cal	18-20 Ft	15-20 Ft
	PT	[illegible]	Populus tremuloides Quaking Aspen	2" Cal	20-50 Ft	20-30 Ft
	PV	[illegible]	Prunus virginiana 'Schubert' Schubert Chokecherry	2" Cal	20-30 Ft	15-25 Ft
EVERGREEN TREES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	HEIGHT	WIDTH
	PF	[illegible]	Pinus flexilis Limber Pine	[illegible]	30-50 Ft	15-30 Ft
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	HEIGHT	WIDTH
	Aos	[illegible]	Amelanchier alnifolia 'Obelisk' Standing Ovation™ Serviceberry	#5	12-15 Ft	3-4 Ft
	Ebr	3	Ericameria nauseosa nauseosa Blue Rabbitbrush	#5	3-6 Ft	3-6 Ft
	Ppm	4	Picea pungens 'Mesa Verde' Mesa Verde Colorado Spruce	#5	2-3 Ft	4-6 Ft
	Ppb	11	Prunus pumila besseyi 'Pawnee Buttes' Pawnee Buttes Sand Cherry	#5	18-24 In	4-6 Ft
	Saw	17	Symphoricarpos albus Common White Snowberry	#5	3-5 Ft	3-5 Ft
GRASSES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	HEIGHT	WIDTH
	Cbc	2	Calamagrostis canadensis Bluejoint Grass	#1	3-4 Ft	2-3 Ft
	Ssb	21	Schizachyrium scoparium 'The Blues' The Blues Little Bluestem	#1	3-4 Ft	18-24 In
PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	HEIGHT	WIDTH
	Aum	22	Arctostaphylos uva-ursi 'Massachusetts' Massachusetts Kinnikinnick	#1	3-6 In	3-6 Ft
	Acp	4	Arctostaphylos x coloradensis 'Panchito' Panchito Manzanita	#5	15-24 In	3-5 Ft
	Dbh	15	Dicentra spectabilis Bleeding Heart	#1	2-3 Ft	18-24 In
	Hpp	29	Heuchera micrantha 'Palace Purple' Palace Purple Crevice Alumroot	#1	12-18 In	12-18 In
	Hyc	15	Heuchera x 'Citronelle' Citronelle Yellow Coral Bells	#1	6-10 In	12-15 In
	Hww	14	Hosta x 'Wrinkle in Time' Wrinkle in Time Hosta	#1	12-18 In	24-30 In
	Lsl	17	Lilium x 'Stargazer' Stargazer Lily	#1	18-24 In	12-18 In
	Pc	54	Paxistima canbyi Cliff Green	#5	6-12 In	6-12 In
	Pr	66	Penstemon rostriflorus Bridge Penstemon	#1	12-24 In	6-12 In
VINES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	HEIGHT	WIDTH
	Pqv	[illegible]	Parthenocissus quinquefolia Virginia Creeper	—	Vine	Vine

GROUND COVER SCHEDULE

GROUND COVERS	QTY	COMMON NAME	SET
	4,077 sf	3/4" Decorative Rock River Rock	3" Depth - Completely Covering Weed Barrier Fabric
	[illegible] sf	All-Purpose Native Low Grow Mix Temporary Cover for Future Phases	Seed
	[illegible] sf	[illegible]	3" Depth
	[illegible] sf	Festuca arundinacea 'Rhizomatous RTF' Rhizomatous Tall Fescue	Sod

Drawing Scale & North Arrow

0' 10' 20' 40 60'

Scale 1" = 20'-0"

N

URBAN LANDSCAPES

LANDSCAPE_PLAN

ECHO

2022-032-WOODLAND STATION

date 08.01.23

phase DEVELOPMENT PLAN

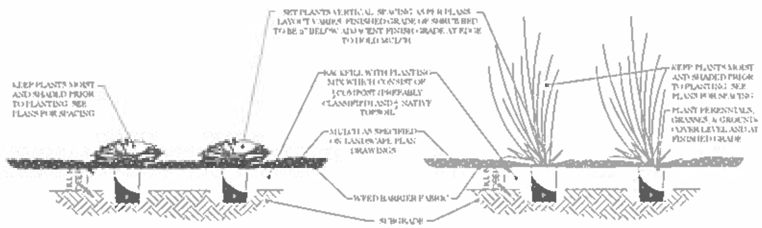
120 S CENTER ST
WOODLAND PARK, CO
80863

drawn by JWO

LA1

LANDSCAPE NOTES

1. PRIOR TO BEGINNING ANY WORK ON THE SITE, THE CONTRACTOR SHALL CONTACT THE OFFICE OF THE OWNER'S REPRESENTATIVE FOR SPECIFIC INSTRUCTIONS RELEVANT TO THE SEQUENCING OF WORK.
2. CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, TOOLS AND SERVICE NECESSARY TO FURNISH AND INSTALL ALL WORK SPECIFIED AND AS SHOWN ON THESE PLANS.
3. NO MATERIAL SUBSTITUTIONS SHALL BE MADE WITHOUT OWNER'S REPRESENTATIVE'S APPROVAL. ALTERNATE MATERIALS OF SIMILAR SIZE AND CHARACTER MAY BE CONSIDERED IF SPECIFIED PLANT MATERIALS CANNOT BE OBTAINED. OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REVISE PLANT LIST AS DEEMED NECESSARY.
4. THE SHOWN UTILITY LOCATIONS ARE APPROXIMATE. CONTRACTOR SHALL LOCATE ALL UTILITIES BEFORE WORK. LOCATE EXACT UTILITY LOCATIONS BY CONTACTING "CALL BEFORE YOU DIG" AT (800) [illegible]. THE CONTRACTOR IS RESPONSIBLE FOR THE REPAIR OF ANY DAMAGE CAUSED TO UTILITIES.
5. AN EVENLY PLACED LAYER OF GRAVEL OR COBBLE SHALL BE PLACED ON ALL AREAS DESIGNATED TO RECEIVE THE SPECIFIED MATERIAL. MINIMUM DEPTHS SHALL BE ACHIEVED IN ACCORDANCE TO THE SCHEDULE BY THE GROUNDPLANE MATERIAL. WEED BARRIER FABRIC SHALL BE COMPLETELY COVERED AND PINNED.
6. AN EVENLY PLACED LAYER OF ORGANIC MULCH OR BREEZE SHALL BE PLACED ON ALL AREAS DESIGNATED TO RECEIVE THE MATERIAL. ORGANIC MULCH OR BREEZE SHALL BE APPLIED DIRECTLY TO TILLED, SCARIFIED, AMENDED AND UNCOMPACTED SOIL.
7. THE LANDSCAPE CONTRACTOR SHALL SUPPLY THE OWNER'S REPRESENTATIVE WITH A SAMPLE OF ALL TYPES OF GROUNDPLANE MATERIAL FOR APPROVAL PRIOR TO INSTALLATION.
8. POROUS WEED BARRIER FABRIC SHALL BE INSTALLED IN PLANTING BEDS WHERE ORGANIC MULCH AND BREEZE ARE NOT PRESENT.
9. WEED BARRIER SHALL BE A WOVEN, POROUS MAT AS MANUFACTURED BY AMERICAN EXCELSIOR POLYSPUN XL, DUPONT TYPAR STYLE [illegible] OR MIRAFI "MIRASCAPE". THE WEED BARRIER SHALL BE INSTALLED AS PER MANUFACTURER'S RECOMMENDATIONS. ALL WEED BARRIER SHALL BE COMPLETELY COVERED BY DESIGNATED GROUNDPLANE MATERIAL.
10. 4" HEIGHT BY 3/16" WIDTH PERFORATED STEEL EDGING SHALL BE USED TO SEPARATE ALL PLANTING BEDS FROM VARYING TYPES OF TURF. PLACE EDGING FLUSH WITH GRADE. AVOID BROKEN BACK CURVES AND LONG TANGENTS BETWEEN CURVES. OBTAIN OWNER'S REPRESENTATIVE'S APPROVAL PRIOR TO INSTALLATION.
11. ALL EXISTING TOPSOIL IS TO BE STRIPPED AND STOCKPILED FOR USE IN PROPOSED LANDSCAPE. TOPSOIL SHOULD BE LOCATED WHERE IDENTIFIED ON THE CIVIL ENGINEERING GRADING AND EROSION CONTROL PLAN.
12. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING EXISTING EROSION CONTROL MEASURES AS PER THE JURISDICTIONAL SPECIFICATIONS DURING THE DURATION OF WORK ON-SITE.
13. CONTRACTOR SHALL PROVIDE 4" OF TOPSOIL AT ALL SOD AND PLANTING AREAS. GRADE SHALL BE ADJUSTED FOR SOD THICKNESS. LANDSCAPE CONTRACTOR SHALL PERFORM ALL FINISH GRADING.
14. THE FINISH GRADES AS SHOWN ON CIVIL CONSTRUCTION DRAWINGS SHALL PROVIDE POSITIVE DRAINAGE AWAY FROM WALLS AND BUILDINGS. FOR PROPOSED SITE GRADING, SEE GRADING PLAN.
15. CULTIVATE THE SUBSOIL ON ALL PLANTING BEDS AND SOD AREAS TO A DEPTH OF 12".
16. ALL PLANT MATERIALS SHALL HAVE BACKFILL CAREFULLY PLACED AROUND THE BASE AND SIDES OF BALL TO TWO-THIRDS (2/3) DEPTH OF THE BALL, THEN THOROUGHLY SOAK WITH WATER TO ALLOW SETTLEMENT. ALL WIRE, BURLAP FASTENERS AND LOOSE BURLAP AROUND BASE OF TRUNK SHALL BE REMOVED AT THIS TIME. REMAINDER OF PIT SHALL THEN BE BACKFILLED, ALLOWING FOR DEPTH OF MULCH, SAUCER AND SETTLEMENT OF BACKFILL. BACKFILL SHALL THEN BE THOROUGHLY WATERED AGAIN.
17. ALL SHRUBS AND TREES SHALL BE PLANTED A MINIMUM OF 12" INSIDE OF ALL EDGING AND AWAY FROM WALLS AND OTHER PERMANENT STRUCTURES.
18. ALL PLANT LOCATIONS ARE APPROXIMATE, ADJUST AS NECESSARY TO AVOID CONFLICTS. OBTAIN OWNER'S REPRESENTATIVE'S APPROVAL OF LOCATIONS PRIOR TO PLANTING TREES AND SHRUBS.
19. QUANTITIES OF MATERIALS SHOWN ON THE PLANTING PLAN TAKE PRECEDENCE OVER QUANTITIES SHOWN ON THE PLANT SCHEDULE. LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL QUANTITIES ON THE PLANTING PLAN. REPORT ANY DISCREPANCIES IN THE PLANTING PLAN IMMEDIATELY TO THE OWNER'S REPRESENTATIVE.
20. ALL PLANT MATERIAL SHALL BE WELL-FORMED AND DEVELOPED IN GOOD CONDITION, HEALTHY AND DISEASE-FREE, AND BE TYPICAL OF THE SPECIES. PLANTS SHALL COMPLY IN ALL APPLICABLE RESPECTS WITH ACCEPTABLE STANDARDS AS SET FORTH IN THE COLORADO NURSERY ACT OF [illegible] (TITLE 35, ARTICLE 26, CRS [illegible]). LIKE LANDSCAPE THE NURSERY ACT THE OWNER AND OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REJECT AT ANY TIME OR PLACE PRIOR TO FINAL ACCEPTANCE OF WORK, ANY AND ALL PLANTS WHICH, IN THEIR OPINION, FAIL TO MEET THESE SPECIFICATION REQUIREMENTS.
21. PLANTS ARE TO BE SIZED AS SHOWN PER SPECIES IN THE PLANT SCHEDULE.
22. THE CONTRACTOR SHALL PROVIDE ALL THE WATER, WATERING DEVICES AND LABOR NEEDED TO IRRIGATE PLANT MATERIALS UNTIL PROVISIONAL ACCEPTANCE OF THE PROJECT. THE CONTRACTOR SHALL SUPPLY ENOUGH WATER TO MAINTAIN THE PLANT'S HEALTHY CONDITION.
23. ALL PLANT MATERIALS SHALL BE PROTECTED FROM THE DRYING ACTION OF THE SUN AND WIND AFTER BEING DUG, WHILE BEING TRANSPORTED, AND WHILE AWAITING PLANTING. BALLS OF PLANTS THAT CANNOT BE PLANTED IMMEDIATELY SHALL BE PROTECTED FROM DRYING ACTION BY COVERING THEM WITH MOIST MULCH. PERIODICALLY, APPLY WATER TO MULCH-COVERED BALLS TO KEEP MOIST. IF PLANTING SHOULD OCCUR DURING GROWING SEASON, APPLY ANTI-DESSICANT TO LEAVES BEFORE TRANSPORT TO REDUCE LIKELIHOOD OF WINDBURN. REAPPLY ANTI-DESSICANT AFTER PLANTING TO REDUCE TRANSPIRATION.
24. WRAP ALL TREE TRUNKS SPIRALLY WITH APPROVED WRAPPING MATERIAL FROM GROUND TO THE FIRST BRANCH. SECURELY TIE WRAPPING AT THE TOP AND BOTTOM WITH MASKING TAPE. TREES SHALL BE SUPPORTED IMMEDIATELY AFTER PLANTING IN THE MANNER SHOWN ON THE PLANTING DETAILS.
25. AFTER PLANTING IS COMPLETED, REPAIR INJURIES TO ALL PLANTS AS REQUIRED. LIMIT AMOUNT OF PRUNING TO A MINIMUM NECESSARY TO REMOVE DEAD OR INJURED TWIGS AND BRANCHES. PRUNE IN SUCH A MANNER AS NOT TO CHANGE NATURAL HABIT OR SHAPE OF PLANT. CENTRAL LEADERS SHALL NOT BE REMOVED.
26. FINE GRADE SOD AND SEED AREAS TO ELIMINATE IRREGULARITIES ON THE SURFACE. ROLL OR PERFORM ADDITIONAL FINE GRADING.
27. ROLL SOD AFTER INSTALLATION TO ENSURE ROOTS ARE IN CONTACT WITH THE SOIL SURFACE. IMMEDIATELY BEGIN WATERING OF SODDED AREAS.
28. CONTRACTOR TO REMOVE TREE STAKES, TREE WRAP, AND ALL DEAD WOOD ON TREES AND SHRUBS ONE YEAR AFTER THE COMMENCEMENT OF THE PLANTING INSTALLATION.
29. AT THE COMPLETION OF PLANTING OPERATIONS ALL PLANTS SHALL BE INSPECTED BY THE OWNER AND OWNER'S REPRESENTATIVE. CONTRACTOR SHALL REPLACE IMMEDIATELY ANY PLANTS NOT IN HEALTHY AND VIGOROUS CONDITION AT THAT TIME AT NO EXPENSE TO THE OWNER. ANY PLANT NOT IN HEALTHY CONDITION DURING THE TWO-YEAR WARRANTY PERIOD SHALL BE REPLACED AS PER THE ORIGINAL SPECIFICATIONS, FREE OF CHARGE TO THE OWNER.
30. REMOVE ALL RUBBISH, EQUIPMENT AND MATERIAL AND LEAVE THE AREA IN A NEAT, CLEAN CONDITION EACH DAY. MAINTAIN PAVED AREAS UTILIZED FOR HAULING EQUIPMENT AND MATERIALS BY OTHER TRADES IN A CLEAN AND UNOBSTRUCTED CONDITION AT ALL TIMES.
31. THE TILLING OF PLANTING BEDS AND PLACEMENT OF BACKFILL IS TO OCCUR JUST PRIOR TO PLANTING, THEREAFTER, PROTECTION FROM COMPACTION AND CONSTRUCTION TRAFFIC SHOULD BE GIVEN.
32. 24 HOURS PRIOR TO PLANTING ALL PLANT MATERIAL, CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE TO INSPECT AND APPROVE THE PLANT LAYOUT LOCATIONS.
33. IRRIGATION WILL BE PROVIDED TO ALL SHRUBS AND PERENNIALS VIA DRIP IRRIGATION. IRRIGATION WILL BE PROVIDED TO ALL AREAS OF TURFGRASS VIA SPRAY IRRIGATION.
34. MITIGATION OF EXISTING TREES MAY OCCUR WITHIN THE FLOODPLAIN OF THE SITE FOR SAFETY REASONS. TO ENSURE THE SAFETY OF THE USERS OF THE AREA, WEAK-WOODED PLANT MATERIAL AND DEAD/DYING PLANTS MAY BE REMOVED.
35. ALL LANDSCAPE ADJACENT TO PROTECTED LANDSCAPE AREAS, NOTED AS "RE-ESTABLISHED AREA" IN THE GROUNDPLANE SCHEDULE, SHALL BE PROTECTED OR REPAIRED TO PRE-CONSTRUCTION CONDITIONS OR BETTER.
36. WALL, FENCE, AND OTHER ARCHITECTURAL DETAILS PROVIDED ON LANDSCAPE DRAWINGS ARE FOR SITE PLAN REVIEW PURPOSES ONLY. SEE APPLICABLE ARCHITECTURAL CONSTRUCTION DRAWINGS FOR CONSTRUCTION.

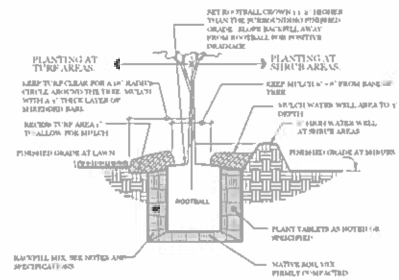


SHRUB, GRASS & PERENNIAL NOTES

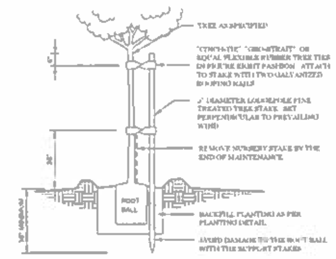
1. SPECIFIED ORGANIC MULCH SHOULD BE PROVIDED. PROVIDE SAUCER ON DOWNHILL SIDE OF SLOPES. KEEP MULCH AWAY FROM CONTACT WITH WOODY TRUNK.
2. ALL PLANTS IN ROCK AREAS TO RECEIVE SHREDDED MULCH RINGS, WHERE APPLICABLE.
3. DEEP WATER ALL PLANTS AT TIME OF PLANTING.
4. CONTRACTOR TO WATER PLANT MATERIAL DAILY UNTIL AN AUTOMATIC IRRIGATION SYSTEM IS OPERATIONAL OR OTHER IRRIGATION PROVISIONS ARE PROVIDED.
5. THE FINISH GRADES SHALL PROVIDE POSITIVE DRAINAGE AWAY FROM WALLS AND BUILDINGS.
6. THE TILLING OF PLANTING BEDS AND PLACEMENT OF BACKFILL IS TO OCCUR JUST PRIOR TO PLANTING. THEREAFTER, PROTECTION FROM COMPACTION AND CONSTRUCTION TRAFFIC SHOULD BE PROVIDED.
7. SCARIFY SIDES OF PLANTING PIT. BACKFILL WITH AMENDED SOIL MIX. ROOTBALL SHALL REST ON FIRM, UNDISTURBED SOIL.
8. PRUNE ONLY DEAD OR BROKEN BRANCHES AND WEAK OR NARROW CROTCHES.
9. REMOVE ALL PACKAGING MATERIAL.
10. FOR POT BOUND PLANTS ONLY: MAKE [illegible] VERTICAL CUTS IN ROOTBALL [illegible] DEEP. PLANT IMMEDIATELY.
11. FOR ROOT BIND AT BOTTOM OF BALL, SPLIT ROOTBALL VERTICALLY FROM BOTTOM HALFWAY TO TOP. SPREAD THE TWO HALVES OVER A MOUND OF SOIL IN THE PLANTING HOLE.

A2 SHRUB AND PERENNIAL PLANTING

NOT TO SCALE

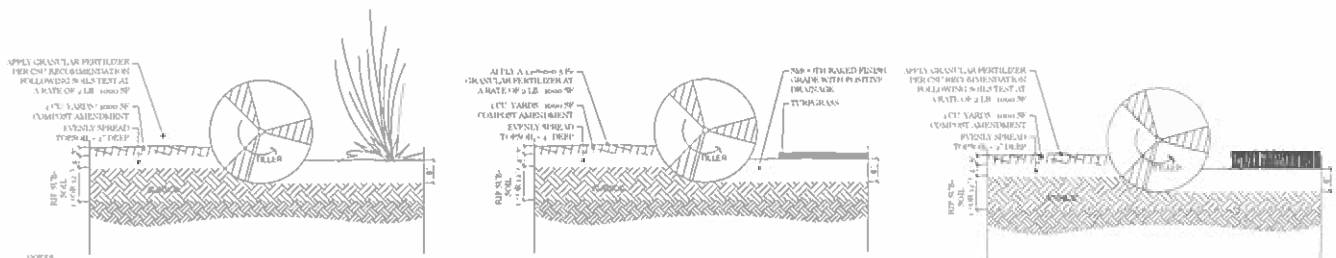


PLANT PIT DETAIL



STAKING DETAIL

C2 TREE SINGLE STAKE PLANTING



NOTES

1. TOPSOIL TO CONSIST OF DARK, LIGHT LOAM SOIL, FREE OF ROCKS, ROOTS, AND OTHER FOREIGN MATERIALS.
2. PROVIDE SOILS TEST AND RESULTS FROM COLORADO STATE UNIVERSITY LAB. SOIL AMENDMENT SHALL BE PROVIDED PER RECOMMENDATION FROM COLORADO STATE UNIVERSITY. THE FERTILIZER APPLICATION SHOULD BE DELAYED IF PLANTING DOES NOT OCCUR WITHIN [illegible] DAYS OF FERTILIZING.
3. THE FERTILIZER APPLICATION SHOULD BE DELAYED IF PLANTING DOES NOT OCCUR WITHIN [illegible] DAYS OF FERTILIZING.
4. COMPOST TO CONSIST OF [illegible]-YEAR OLD PLANT-BASED ORGANIC MATERIAL.
5. FROZEN MATERIALS OR MATERIALS GREATER THAN [illegible] DIA. SHOULD BE REMOVED.
6. FINISH GRADE FOR ALL PLANTING BEDS ALONG WALKS OR CURBS SHOULD BE [illegible] LOWER THAN THE SURFACE.
7. LAWNS WITHIN THE BOUNDARIES OF EXISTING TREE DRIPLINES SHALL NOT BE ROTOTILLED AT ANY TIME. ROTOTILLING IS ONLY PERMITTED IN AREAS OUTSIDE OF EXISTING TREE DRIPLINES WHERE CONCRETE AND HARDSCAPE ARE REMOVED.

NOTES

1. NOTES 1-4 FROM PLANT SOIL PREPARATION DETAIL APPLY.
2. FINISH GRADE FOR ALL SOD AREAS ALONG WALKS OR CURBS SHOULD BE 1" LOWER THAN THE SURFACE OF THE WALK/CURB.

NOTES

1. NOTES 1-4 FROM PLANT SOIL PREPARATION DETAIL.
2. FINISH GRADE FOR ALL SEED AREAS ALONG WALKS OR CURBS SHOULD BE JUST BELOW THE SURFACE OF THE WALK/CURB.

A3 SOIL AMENDMENT DETAIL

NOT TO SCALE

URBAN LANDSCAPES

LANDSCAPE_DETAIL

ECHO

2022-032-WOODLAND STATION

date 08.01.23

phase DEVELOPMENT PLAN

120 S CENTER ST
WOODLAND PARK, CO
80863

drawn by JWO

LA2

City of Woodland Park
Staff Report for City Council

Meeting Date	Agenda Item
April 18, 2024	
Department	**Presenter**
City Manager's Office/ Finance	Aaron Vassalotti, City Manager Kimberly Burleson Budget Manager

Item Title

Ordinance 1473, series 2024 to amend 2024 Budget expenditure appropriations (Budget Supplemental Ordinance)

Long title: Ordinance No. 1473, Series 2024, AN ORDINANCE ADJUSTING EXPENDITURES 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 2024 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1466, SERIES 2023

History

City Council adopted the City's 2024 Annual Budget on December 7, 2023. Pursuant to the City's Home Rule Charter, City Council can amend the budget when the City Manager certifies that there are available for appropriation revenues in excess of those estimated in the budget.

Summary

The purpose of this supplemental appropriation is summarized below. This budget expenditure adjustment and revenue source is described in the attachment to this report.

- **DDA Grant to NETCO**
    - At the DDA meeting on March 5, 2024 the DDA unanimously approved for a $150,000 grant to NETCO for the exclusive use of purchasing a new fire engine to replace the department's current aging engine.
    - The DDA wishes to disburse these funds to NETCO to be held until the time of the purchase of the new fire engine.

Staff Recommendation

Approve Ordinance No. 1473, Series 2024 to amend the 2024 Annual Budget.

Question for Council

Does the City Council approve Ordinance No. 1473, Series 2024 and set the public hearing for April 18, 2024?

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1473, SERIES 2024

AN ORDINANCE ADJUSTING 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 2024 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1466, SERIES 2023.

WHEREAS, the Home Rule Charter of the City of Woodland Park specifies that City Council may, by ordinance, make supplemental appropriations when there are available for appropriation revenues in excess of those estimated in the budget.

NOW, THEREFORE, THIS ORDINANCE:

THE CITY OF WOODLAND PARK, COLORADO, ORDAINS

That an Ordinance entitled "AN ORDINANCE ADJUSTING 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 2021 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1466, SERIES 2023," be and the same is hereby adopted as follows:

Section 1. The 2024 Amended Budget for the City of Woodland Park, Colorado, which is attached hereto as Exhibit A and incorporated by this reference, is hereby adopted and the monies are appropriated to the various funds as the same are budgeted.

Section 2. Effective Date. This Ordinance shall be in full force and effect from and after its publication as required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING, FOLLOWING PUBLIC HEARING, THIS 18th DAY OF April, 2024.

Hilary LaBarre, Mayor

ATTEST:

Suzanne Leclercq, City Clerk

City of Woodland Park
2024 Amended Budget
Supplemental Appropriations

	2024 Current Budget	2024 Supplemental Appropriation (incr/decr)	2024 Amended Budget
Downtown Development Authority (215)			
Revenue	$ 1,019,769	$ -	$ 1,019,769
Expenditures	(567,599)	(150,000)	(717,599)
Revenue over/(under) Expenditures	$ 452,170	$ (150,000)	$ 302,170
Fund Balance Summary:			
Beginning Fund Balance - 1/1/2024	$ 890,658		$ 890,658
Revenue over/(under) Expenditures	452,170	(150,000)	302,170
Ending Fund Balance - 12/31/2024	$ 1,342,828	$ (150,000)	$ 1,192,828

Supplemental Appropriation Detail:	Expenditures	Revenue
1. Grant to NETCO to Purchase New Fire Engine	$ 150,000	$ -
Total adjustment	$ 150,000	$ -

March 19, 2024

Woodland Park City Hall
Attn: Woodland Park City Council
Attn: Woodland Park Downtown Development Authority
220 W. South Avenue
P. O. Box 9007
Woodland Park, CO 80866

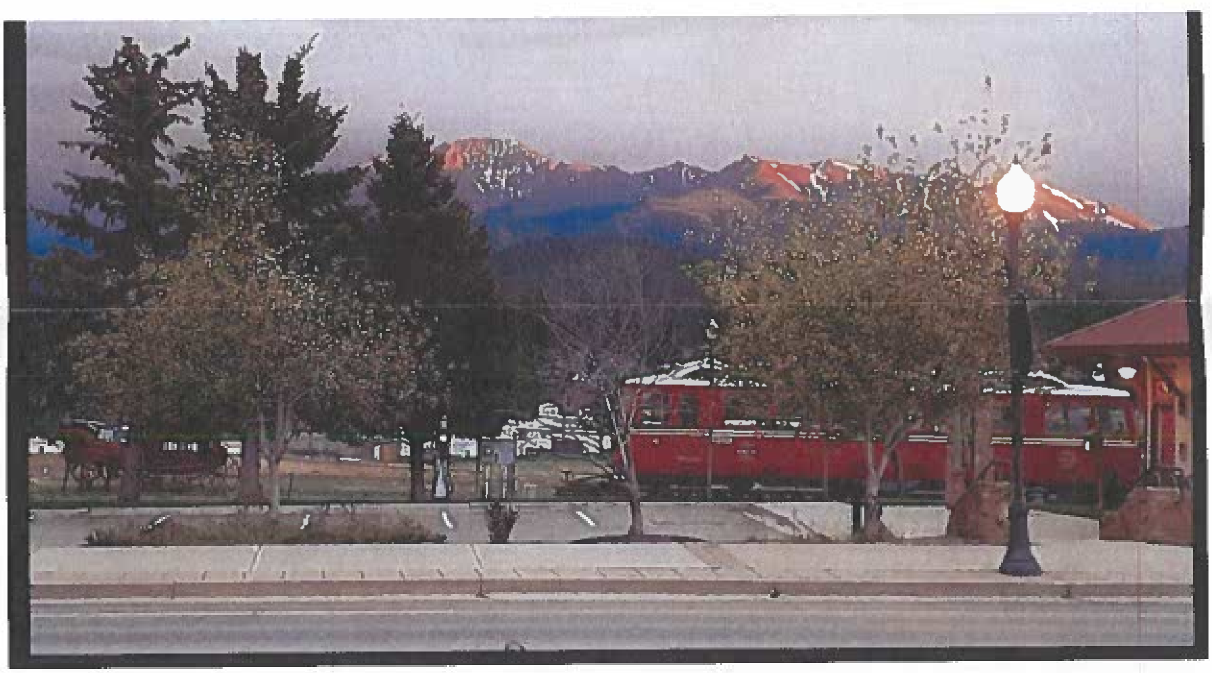
Tava House Properties, LLC
45 Leisure Lane
Woodland Park, CO 80863

Re: Resolution No. 917–Desecration of Memorial Cog Car #15 "Myrna"

City Council, Downtown Development Authority, and Tava House Properties, LLC,

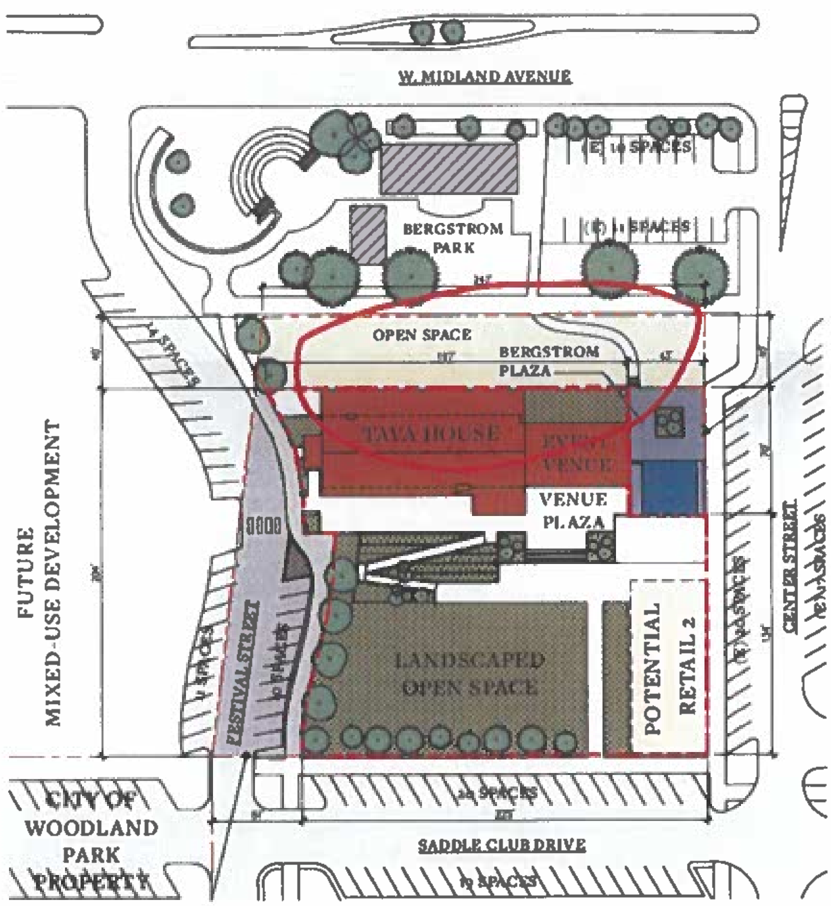
This firm continues to represent Susan (Carter) Ball, Steven Carter, and Douglas Carter, the surviving children of Duane Carter and Myrna S. Carter ("the Heirs"). We are in receipt of Resolution No. 917 authorizing relocation of the Memorial to the Centennial Trailhead. The Heirs are outraged that City Council has authorized moving the Memorial from a place of beauty and community prominence to a location suffering from obvious neglect.

Comparing the photo of the memorial in its current location and a photo of the proposed location tells the story better than words:



Reminding City Council of prior representations and commitments will likely be of no consequence in stopping its intentions to discard and mistreat the Memorial. Nevertheless, please recall the following:

In the early planning stages when negotiating the price for the property, Tava House Properties, LLC made public the plan dated November 22, 2019, that included space for the Memorial to stay at its permanent location when negotiating the purchase price:



The accompanying article in the Pikes Peak Courrier documents Waggoner's representation that the Memorial would remain at the current site where it is permanently affixed:

"Waggoner's original plans for Tava House hit a snag this month when the DDA accepted the offer of a railway car from the Manitou Springs Cog Railway on Lot 2, the development's proposed site. The railway car, intended to be a tourist attraction, arrived last week and was placed on tracks prepared for the acquisition.

However, Waggoner decided to roll with the new addition. 'We are working with the architect to adapt the property for the layout of Lot 2. The new design will be a different offer since they put the train on the property,' he said. 'The car is sitting right where we wanted to put our project so we're coming up with this new layout to still try and get something done, even though it's not optimal for us.'

Ryan Lloyd is co-owner and chief architect with Echo Architects of Colorado Springs, which is designing the Tava House project, including the re-design."

Apparently, Waggoner's bait and switch tactics are of no concern to Woodland Park City Council.

Be clear: the Heirs and the People of Woodland Park have voiced their objection and outrage. The Memorial is a public monument that is valued and should remain at its current location *as promised*. Desecration of and damage to the Memorial is a crime, C.R.S. § 18-9-113. If the City and Tava House proceed with this ill-advised and offensive act, the Heirs will pursue all available legal remedies.

Very sincerely,

FORTENBERRY LAW GROUP, P.C.

Debra L. Fortenberry

cc:
Susan (Carter) Ball
Steven Carter
Douglas Carter
Woodland Park Historical Society

YOUR VOICES

More online at Gazette.com/PikesPeakCourier/Voices

The truth about the cog car agreement

GUEST COLUMN

MERRY JO LARSEN

The February 14 Pikes Peak Courier cog car article is incomplete and misleading. The transfer agreement to the Ute Pass Historical Society is NOT approval for the cog car to be removed. It is the "transfer of ownership of the Myrna Cog Rail Car." The Ute Pass Historical Society Board voted unanimously, twice, that *they would like the cog car to stay where it is.*

I signed this agreement. As a member of the DDA Board *from conception and chairman for more than 15 years, I have the FACTS* and understanding of DDA actions. The former DDA board was trained by one of the attorneys that created DDA and urban renewals for the State of Colorado. He was our attorney. His contracts and advice made us one of the better DDA in the state.

The DDA is coming to closure in 2032. The Ute Pass Historical Society was a logical choice to manage the use and care of the cog car. Bergstrom Park has always been the home for the cog car as agreed to by the DDA and the City Council of 2019.

This was the location of the Midland Railroad and Depot. The train history museum will be there. It's a rest area which draws visitors that love the car.

Tava Group knew this when they visited the property with the past DDA board. There were conversations with them about this fact and there was no choice on moving the car. This is the permanent home.

This new DDA Board that has no history, is now changing the story. They made promises they have no right to make. The Tava Group is taking advantage of this.

The transfer agreement to the historical society was worded to protect the historical society because they are nonprofit.

The past DDA Board had a developer that would have paid $1.2 million more for the property as well as incorporate the cog car in their development. The current DDA, under Tony Perry, and city council rejected that group. They sold the property for under market value, which is illegal.

That cog car was a gift to the people of Woodland Park free of charge. Duane Carter gave a gift to this town of the money to move it. What this DDA board and city council are doing is disrespectful to the past DDA board, the Carter family, the city council of 2019, as well as the citizens of Woodland Park.

Don't disrespect the legacy of the citizens that built this Woodland Park you want to live in.

LETTERS TO THE EDITOR

A message from Jerry Penland

In the March 13 Courier, there was a half-page ad that links me as the referenced in the preceding letter appears on Page 9 of this issue.

• • •

Frank Connors

has consistently demonstrated her commitment to serving the best interests of Woodland Park. Her vast experience as the Finance Director for

consolidate these three schools".

Why is the superintendent declaring fiscal exigency instead of our school board?

nity and the city. Kellie has a deep understanding of the city needs having worked for the city for 17 years as the city's Finance Director/Trea-

acres having no livestock losses from wolves and no wolves were killed in 9 years. These prevention techniques are not only beneficial to producers

Debra Fortenberry

From: Suzanne Leclercq <sleclercq@city-woodlandpark.org>
Sent: Wednesday, January 3, 2024 4:56 PM
To: Debra Fortenberry
Cc: Cindy Roddy
Subject: records request on behalf of the Carter Family

Ms. Fortenberry,

I hope this email finds you doing well and enjoying the New Year!

We will be sending the attachments via one drive.

As mentioned in an earlier email I am responding to all three records requests received by the City of Woodland Park and on behalf of the DDA as well. The records request was an extensive one. I have laid it our below so that I can address each individual request and what we are forwarding to you.

1. All records that relate to moving the Cog Rail Car Myrna. The City has no responsive records.
2. All records that obligate the City of Woodland Park to pay for moving the Cog Rail Car Myrna. The City has no responsive records.
3. All records that obligate the City of Woodland Park to move the Cog Rail Car Myrna as a condition of Buyers purchase. The City has no responsive records.
4. All records that relate to Buyer's development obligations for the Property including Records that relate to Buyer's performance or breach of development obligations of the Property. Closing documents attached.
5. All records that relate to the expenses for the acquisition, installation, and maintenance of the Cog Rail Car Myrna. Same as #1. No responsive records.
6. All records including communication received concerning the Cog Rail Car Myrna. We wanted to ask you to narrow this search down for us. Is this regarding emails, letters etc. between particular individuals? Did you have something in particular in mind that you were looking for? Emails between specific individuals or a way I can narrow down this part of the request. Please advise.
7. Records that relate to the Phase 1 approval status and replat. For this we have included the redevelopment and reimbursement agreement, the TAVA House preliminary Plat Application and the TAVA House SPR Application dated 9-22-23.
8. Records that relate to the Woodland Station Development Agreement, Reception No. 758477. Closing documents included.
9. Records that relate to the "cost sharing of the expenses related to Phases11 ESA and Updated VCUP for the Property set forth in the contract to buy and sell real estate for property. We have included several sets of minutes for you to review for this request. We didn't want to spend more staff time equating to more staff dollars to look through these so we have attached them for you to review. Please let us know if you would like for us to do the review and we can bill accordingly. Also, attached please find the Seller Package and the DDA Meeting Packet from May 2, 2023.
10. All records that relate to the value of the Property including the value analysis presented to the DDA Board by Al Born, all appraisal, opinions of values, estimates of value, records related to comparable properties, communications, analysis, report, drafts, memos, or minutes, by way of example included in public records from 2009 to present. Minutes attached for your review.
11. Agreement of disposition and development of lot one of Woodland Station dated 8-1-2012. Woodland Hardware Agreement attached.

To make things easier to put together we have numbered the attachments for you so that they correspond with the above numbered items.

This will conclude this records request. Please let me know if you need further assistance.

Regards,

Suzanne

Woodland Park
COLORADO
City Above the Clouds
1891

Suzanne Leclercq, MMC
Deputy City Manager/City Clerk
City of Woodland Park
city-woodlandpark.org
O 719 687 5295

What's Up WOODLAND PARK

Let your voice be heard! Join the conversation at What's Up Woodland Park!

DOWNTOWN DEVELOPMENT AUTHORITY FUND (215)

		2024 Budget	2024 Actuals	% Received/Expended	Balance
	REVENUE				
215-000-3115	TIF Property Tax Revenue	1,031,769	2,162	0%	(1,029,607)
215-000-3116	County Tax Abatements	(13,000)	-	0%	13,000
215-000-3610	Interest	1,000	-	0%	(1,000)
	Total Revenue	**1,019,769**	**2,162**	**0%**	**(1,017,607)**
	EXPENDITURES				
	Operating Expenditures				
215-710-2121	Beautification	3,500	-	0%	3,500
215-710-2400	TIF Reimbursement Agreements	130,592	-	0%	130,592
215-710-3200	Professional Services	5,000	-	0%	5,000
215-710-3210	Legal Services	30,000	-	0%	30,000
215-710-3700	Information Technology Services	500	-	0%	500
215-710-5400	Advertising/Legal Notices	1,000	-	0%	1,000
215-710-5800	Training/Travel	500	-	0%	500
215-710-5850	Memberships	350	-	0%	350
215-710-5950	County Treasurer Fees	31,000	65	0%	30,935
215-710-6100	Supplies	250	-	0%	250
	Total Operating Expenditures	**187,700**	**65**	**0%**	**187,635**
	Debt Service				
215-470-8530	Principal 2012 Vectra Bridge Loan	240,000	-	0%	240,000
215-470-8531	Interest 2012 Vectra Bridge Loan	60,502	-	0%	60,502
215-470-8540	Principal 2018 Vectra Loan	50,000	-	0%	50,000
215-470-8541	Interest 2018 Vectra Loan	14,405	-	0%	14,405
215-470-8550	Principal City Loan	-	-	0%	-
	Total Debt Service	**478,798**	**-**	**0%**	**478,798**
	Total Expenditures	**666,498**	**65**	**0%**	**666,434**

CITY OF WOODLAND PARK
220 W. South Avenue
P.O. Box 9007
Woodland Park, CO 80866
719-687-9246
719-686-1010/Fax
Federal Tax ID # 84-6002740
CO Tax Exempt # 98-00978

Please Select

MAIL	DEPT

Woodland Park
COLORADO
City Above the Clouds
1891

Vendor Information

Name	Michow Cox & McAskin LLP	Vendor #	
Address	6530 S. Yosemite Street	Contact	Markus McAskin
Address	Suite 200	Phone #	3034592725
City/State/Zip Code	Greenwood Village, CO 80111	Fax #	
Federal Tax ID #	81-1299804		

Invoice #	Date	Description	Amount	G/L Acct. #
	10/04/23	WPDDA.Sept2023.001	627.50	
	02/06/24	WPDDAJan2024.001	2027.00	
	03/06/24	WPDDA.Feb2024.001	985.50	
			3640	**TOTAL**

Special Instructions:

Signature: Tony L Perry
Tony L Perry (Mar 26, 2024 10:00 MDT)
Email: tperrydda@city-woodlandpark.org

30 Character Expenditure Description

Legal Expense

Signature: EC
Eric Cabrera (Mar 26, 2024 08:53 MDT)
Email: ecabreradda@city-woodlandpark.org

	Date	Signature
Department Manager		
City Manager		

Department Manager approval required for all purchases.
City Manager approval required for all purchases over $1,000.00.

MICHOW | GUCKENBERGER | McASKIN
ATTORNEYS AT LAW

Matter No: 17.GC
RE: General Counsel

Confidential Attorney – Client Privileged Communication

Woodland Park Downtown Development Authority
Attn: Mr. Rusty Neal
220 W. South Avenue
Woodland Park, CO 80866 US

Invoice Date: 10/04/2023

Invoice Number: WPDDA.Sep2023.001

Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
09/25/2023	A. Schubert-Zhang - WPDDA	Obtain signatures for AJ's Pizza agreement.	0:00	90.00	0.00
09/27/2023	M. McAskin - WPDDA	Review and respond to T. Perry email re TIF Agreement (AJ's Pizza). Email A. Shubert-Zhang re same.	0:18	250.00	75.00
09/27/2023	A. Schubert-Zhang - WPDDA	Continue obtaining signatures for AJ's Pizza agreement.	0:30	90.00	45.00
09/28/2023	M. McAskin - WPDDA	Review and respond to T. Perry emails (.2), meeting with L. Sloane regarding grant funding research (.2).	0:24	250.00	100.00
09/28/2023	L. Sloan - WPDDA	Research Downtown Development Authority's ability to provide grants to Fire District (.5); discuss with M. McAskin (.5).	1:00	125.00	125.00
09/29/2023	A. Schubert-Zhang - WPDDA	Continue obtaining signatures for AJ's Pizza agreement.	0:30	90.00	45.00
10/02/2023	L. Sloan - WPDDA	Continue researching Downtown Development Authority's ability to provide grants to Fire District.	0:30	125.00	62.50
10/03/2023	M. McAskin - WPDDA	Review and respond to T. Perry email re grant authority; provide C.R.S. Section 31-25-808(1)(g) as guidance for next steps.	0:18	250.00	75.00
10/03/2023	L. Sloan - WPDDA	Continue researching Downtown Development Authority's ability to provide grants to Fire District (.4); discuss same with M. McAskin (.4).	0:48	125.00	100.00

Message:	

Subtotal:	
Discount:	
Sales Tax:	
Deposits:	
Payments/Credits:	
Balance Due:	$627.50

MICHOW | GUCKENBERGER | McASKIN
ATTORNEYS AT LAW

Matter No: 17.GC
RE: General Counsel

Confidential Attorney – Client Privileged Communication

Woodland Park Downtown Development Authority
Attn: Mr. Rusty Neal
220 W. South Avenue
Woodland Park, CO 80866 US

Invoice Date: 02/06/2024
Invoice Number: WPDDAJan2024.001

Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
01/06/2024	M. McAskin - WPDDA	Review and respond to T. Perry emails; send meeting link.	0:12	270.00	54.00
01/08/2024	J. Myers - WPDDA	Phone call with M. McAskin to go over anticipated discussion on agenda items to be discussed during the WPDDA Meeting.	0:24	250.00	100.00
01/08/2024	M. McAskin - WPDDA	Prepare for/participate in WPDDA conf. call re cog car with T. Perry, R. Neal, A. Vassilotti (2.25), telephone call N. Williams (.25), draft bill of sale, review and revise same (.5), telephone call J. Myers re Jan 9 agenda and meeting attendance (.25).	3:15	270.00	877.50
01/09/2024	J. Myers - WPDDA	Attend Board Meeting via Zoom; prepare attorney notes on meeting and send to M. McAskin via email [1.3]; discussion with M. McAskin re: background on matter and his request that I proceed with review of CORA documents and correspond with legal counsel for interested residents [.6].	1:54	250.00	475.00
01/09/2024	M. McAskin - WPDDA	Debrief with J. Myers re WPDDA Board meeting (.25), review and respond to T. Perry and R. Neal emails (.2); email S. LeClerq regarding CORA request (.2)	0:39	270.00	175.50
01/10/2024	J. Myers - WPDDA	Read and reply to email from T. Perry requesting copy of CORA response documents.	0:06	250.00	25.00
01/19/2024	J. Myers - WPDDA	Read email from M. McAskin; review email inbox history for link to CORA response documents; draft and send reply email to M. McAskin re: same.	0:12	250.00	50.00

01/19/2024	M. McAskin - WPDDA	Review D. Fortenberry email. Email T. Perry and A. Vassalotti regarding same.	0:18	270.00	81.00
01/23/2024	M. McAskin - WPDDA	Review and respond to N. Williams email.	0:15	270.00	67.50
01/24/2024	M. McAskin - WPDDA	Discuss Fortenberry email and fully executed property transfer agreement with N. Williams.	0:12	270.00	54.00
01/30/2024	M. McAskin - WPDDA	Review and respond to T. Perry email regarding proposed grant to NETCO (fire district).	0:15	270.00	67.50

Message:

Subtotal:

Discount:

Sales Tax:

Deposits:

Payments/Credits:

Balance Due: $2,027.00

Matter No: 17.GC
RE: General Counsel

Confidential Attorney – Client Privileged Communication

Woodland Park Downtown Development Authority
Attn: Mr. Rusty Neal
220 W. South Avenue
Woodland Park, CO 80866 US

Invoice Date: 03/06/2024
Invoice Number: WPDDA.Feb2024.001

Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
02/01/2024	M. McAskin - WPDDA	Prepare for and participate in conf. call with T. Perry, R. Neal, A. Vassalotti regarding NETCO grant (.5), begin outline of memo (0.25).	0:45	270.00	202.50
02/02/2024	M. McAskin - WPDDA	Draft memo to DDA re grant to NETCO (for equipment). Review and revise same, email T. Perry re same.	1:00	270.00	270.00
02/06/2024	M. McAskin - WPDDA	Prepare for and attend DDA Board meeting (via Zoom).	1:24	270.00	378.00
02/07/2024	M. McAskin - WPDDA	Email T. Perry and R. Neal re NETCO grant opportunities (AFG grant and US/Forest Service - Community Wildfire Defense Program). Limited preliminary review of grant application requirements.	0:30	270.00	135.00

Message:

Subtotal:
Discount:
Sales Tax:
Deposits:
Payments/Credits:
Balance Due: $985.50