

**WOODLAND PARK CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL
MEETING MINUTES
February 16, 2017 – 7:00 P.M.**

1. **CALL TO ORDER AND ROLL CALL:** Mayor Levy called the meeting to order at 7:00 P.M. with the following members of Council present: Mayor Pro-tem Harvey, Val Carr, Ken Matthews, Paul Saunier, Noel Sawyer and John Schafer.

2. **PLEDGE OF ALLEGIANCE:** Mayor Levy led the audience in the Pledge of Allegiance. The following Staff Members were also in attendance for this meeting:

City Manager David Buttery	Special Projects Jane Mannon
City Clerk Suzanne Leclercq	
Planning Director Sally Riley	
Finance Director Mike Farina	
Commander Jim Halloran	
Deputy City Clerk Chrissy Stapleford	

3. **CEREMONIES, PRESENTATIONS AND APPOINTMENTS:**

A. Appointments to the Board of Adjustment, Vehicle Utilization Review Committee and Community Investment Fund Committee.

City Clerk Leclercq reviewed the staff report with the Council regarding the BOA and CIF vacancies. Leclercq noted that the BOA currently has an opening for Alternate Member on the Board and that she received an application from Lois DeVaux.

Mayor Levy invited DeVaux to the podium and DeVaux shared with the Council why she was interested in being on this Board.

City Clerk Leclercq reviewed that there is currently one opening for a member on the Community Investment Fund Committee and that she received an application from Marty McKenna. Leclercq noted that Ms. McKenna was unable to be at Council this evening but that she provided a letter to the Council. Mayor Levy read the letter into the record noting why McKenna was interested in being on the CIF.

MOTION: To appoint Lois DeVaux to the Board of Adjustment as an Alternate Member. Harvey/Matthews. 7-0. Motion carried.

MOTION: To appoint Marty McKenna to the Community Investment Fund Committee. Harvey/Schafer. 7-0. Motion carried.

City Clerk Leclercq reviewed the staff report with the Council regarding the Vehicle Utilization Review Committee (VURC). Leclercq noted that per the Resolution, voting members of the VURC include two City Council members and up to four additional

members appointed by City Council that meet the defined criteria. Leclercq noted that the position was properly posted pursuant to Council's policy and that she received five applications. Two of the five applicants were disqualified because they did not live in the City limits. The three applicants that Leclercq had for these vacancies were from Darwin Naccarato, John Hanlon, and Bob Carlsen. City Manager Buttery noted that currently John Hanlon serves on the Board of Adjustment. Per Charter Section 18.51.010 "No member of the Board of Adjustment shall be a member of any other board, commission, or city council." Buttery noted that the City attorney will give her legal opinion on this matter before the first VURC meeting.

All three applicants were present and the Council interviewed each one regarding their experience and desire to be on this committee.

MOTION: A motion was made to appoint Bob Carlsen, Darwin Naccarato and John Hanlon to the committee. John Hanlon's appointment would be contingent on the City Attorney's ruling. Schafer/Matthews. 7-0. Motion carried.

B. Tweeds Moose is Loose – The Moose is Coming Home 2017. Mike Perini introduced the Moose and shared with the Council the festivities that were going on during the "Moose is Loose".

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:

A. None

5. CONSENT CALENDAR:

A. Approve minutes of the February 2, 2017 Regular Meeting. **(A)**

B. Approve January 2017 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof.

City Clerk Leclercq noted that there was a minor correction to the minutes. Instead of them reading Paul Layton, the minutes should read Phil Layton.

Councilmember Carr asked questions regarding expenses on the expenditure report concerning website expenses. City Manager Buttery noted that this is a new website and that the City felt it needed to be freshened up and a bit easier to navigate. These charges would not be reoccurring expenses.

MOTION: To approve the Consent Calendar as presented. Schafer/Matthews. 7-0. Motion carried.

6. UNFINISHED BUSINESS:

A. None

7. ORDINANCES ON INITIAL POSTING:

A. Consider Ordinance No. 1301 on initial posting amending section 13.08.15 of the Woodland Park Municipal Code increasing the automatic annual rate adjustment of the monthly water charges and set the Public Hearing for March 2, 2017. **(A)**

Utilities Director Kip Wiley introduced this Ordinance on initial posting.

MOTION: Consider Ordinance No. 1301 on initial posting amending section 13.08.05 of the Woodland Park Municipal Code increasing the automatic annual rate adjustment of the monthly water charges and set the Public Hearing for March 2, 2017. Matthews/Sawyer. 7-0. Motion carried.

B. Consider Ordinance No. 1302 on initial posting amending section 13.27.037 of the Woodland Park Municipal Code increasing the automatic annual rate adjustment of monthly wastewater charges and wastewater surcharges and set the Public Hearing for March 2, 2017. **(A)**

Utilities Director Kip Wiley introduced this Ordinance on initial posting.

Mayor Pro-tem Harvey asked Wiley to give an overview of the CPIU and what it is at his next presentation regarding this Ordinance.

MOTION: Consider Ordinance No. 1302 on initial posting amending section 13.27.037 of the Woodland Park Municipal Code increasing the automatic annual rate adjustment of monthly wastewater charges and wastewater surcharges and set the Public Hearing for March 2, 2017. Harvey/Sawyer. 7-0. Motion carried.

8. PUBLIC HEARINGS:

A. Approve Ordinance No. 1296 amending the Municipal Code Chapter 18.31 concerning an amendment in the Woodland Station Overlay District geographic boundary to remove the former Amerigas property generally located South of W. Midland Avenue and S. Pine Street containing 0.90 acre. **(L)**

At this time Councilmember Sawyer recused himself from this hearing.

Planning Director Sally Riley reviewed the Staff Report with the Council. Riley noted that in 2007 the Woodland Station Overlay District was established via Ordinance No. 1075 and created Chapter 18.31 of the Municipal Code. The purpose of the Overlay District is to allow for flexibility and create a "village like" character that is pedestrian friendly and vibrant business environment. Riley also noted that Resolution No. 677 was passed to provide design guidelines within the boundary of Woodland Station mixed-use development. Riley noted that flexibility in the Overlay District is provided by an Administrative Site Plan Review process for all uses within the Central Business

District (CBD) rather than obtaining a Conditional Use Permit (CUP) for certain uses such as the development of new residential houses.

Riley noted that if this request is granted, then the geographic area will return to its original boundary and the City's CBD standards would apply to any new development on this 0.90 acre tract.

Riley shared that this request was referred to the City Staff and DDA Board of Directors. No formal opposition was expressed by either. The Planning Commission held a public hearing regarding this Ordinance and they voted 6-0 to recommend approval.

After Council discussion Mayor Levy opened the Public Hearing for Public Comment. There being no Public Comment Mayor Levy closed the Public Hearing.

MOTION: Approve Ordinance No. 1296 amending the Municipal code Chapter 18.31 concerning an amendment to the Woodland Station overlay District geographic boundary to remove the former Amerigas property generally located south of W. Midland Avenue and S. pine Street containing 0.90 acre. Harvey/Schafer. 6-0. Motion carried with Councilmember Sawyer not voting.

B. Approve Ordinance No.1299 declaring the instrument for public notification process and method for the City of Woodland Park for the year 2017. **(A)**

City Clerk Leclercq reviewed the Staff Report with the Council noting that at the January 19, 2017 Council Meeting Council authorized the City Clerk to bring an Ordinance to them allowing the Public Notices to be published in the Courier by title only and a brief summary. At the February 2, 2017 City Council meeting, Council approved the initial posting of Ordinance No. 1299 and asked the City Clerk to share an example of what the posting would look like at this presentation.

Leclercq reviewed with the Council the two examples she used for illustration. The first one was an example of the way that the Public Notices are currently posted in the paper and Leclercq noted that the cost for this publication would be \$75.77 to publish. Leclercq shared the second example of how the proposed Public Notice would look now in the paper and shared that this notice would cost the City \$8.97.

After Council discussion Mayor Levy opened the Public Hearing for Public Comment. There being no Public Comment Mayor Levy closed the Public Hearing.

MOTION: Approve Ordinance No.1299 declaring the instrument for public notification process and method for the City of Woodland Park for the year 2017. Sawyer/Saunier. 7-0. Motion carried.

9. NEW BUSINESS:

A. None

10. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA.

A. Gail Gerig approached the podium and stated that she felt the Staff Report regarding the two Ordinances on initial posting this evening were misleading. Ms. Gerig was also inquiring about what the annual adjustment rates would look like. Mayor Levy told Ms. Gerig that more information would follow at the Public Hearing.

11. REPORTS:

A. Mayor's Report:

Mayor Levy reviewed the upcoming events with the Council and audience.

B. Council Reports:

Mayor Pro-tem Harvey reported that the HPC met and that Laurie Glauth will be the new Chairperson as result of Gary Crane stepping down. Harvey thanked Crane for his many years of service to that Committee. Harvey also noted that she attended the CML Legislative Policy Update last week and that there were 34 potential bills proposed that would affect municipalities. She shared a handout with the Council containing that information.

Councilmember Carr reported that the CIF met yesterday and that they were streamlining the process for next year, Carr noted that the process should be easier for applicants and that the process for the Committee should be easier as well.

Carr also noted that the Parks and Recreation Advisory Board met and they were very busy working on the Aquatic Center and publishing overlays for Memorial Park. Carr also noted that the fees for the parks have been put in place and that they have already accepted applications for events in the new Memorial Park.

Councilmember Matthews reported that the KWPB committee is busy working with their new Chairperson Patricia Hyslop.

Councilmember Saunier thanked all the volunteers and thanked Tanner Coy for the Moose is Loose event. Saunier also shared a message with the individuals tagging Memorial Park asking them to please stop and respect their Community and City.

C. City Attorney's Report:

1. None

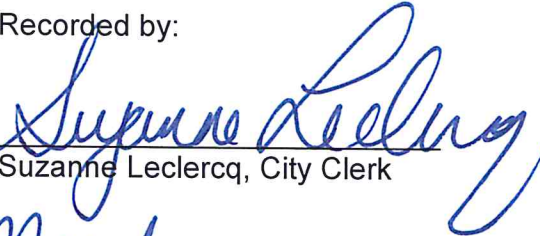
D. City Manager's and Department Manager's Report:

Special Projects Director Jane Mannon updated the Council on the happenings of the Special Projects Office. Mannon also noted that Carol Lindholm resigned from the City of Woodland Park.

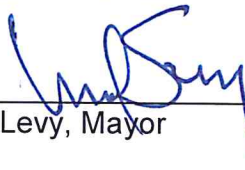
City Manager Buttery gave an update on the Aquatic Center and noted that there would be a detour soon on Baldwin Street.

12. **ADJOURNMENT:** Mayor Levy adjourned the City Council meeting at 8:26 P.M.

Recorded by:


Suzanne Leclercq, City Clerk

APPROVED THIS 2nd DAY OF March, 2017


Neil Levy, Mayor