

City of Woodland Park

August 21, 2025 at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

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

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

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

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

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

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

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

Leclercq shared that the applicants being interviewed this evening were:

Tim Miller
Jeff Bilsland
Caitlin Gonzales
Michelle Gillespie
Andrea Connolly

Nichole Demers
Derek Waggoner
Joseph Perea

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

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

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

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

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

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

None.

5. CONSENT CALENDAR

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

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

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

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

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

None.

7. UNFINISHED BUSINESS

(Public Comment may be heard)

None.

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

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

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

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

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

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

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

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

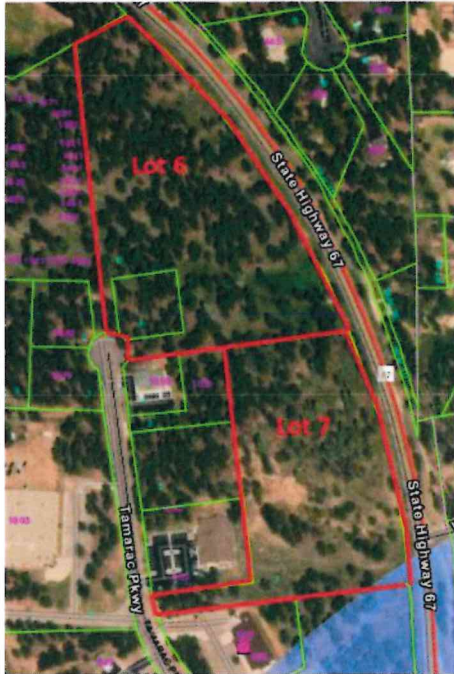
9. PUBLIC HEARINGS

(Public comment may be heard)

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

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

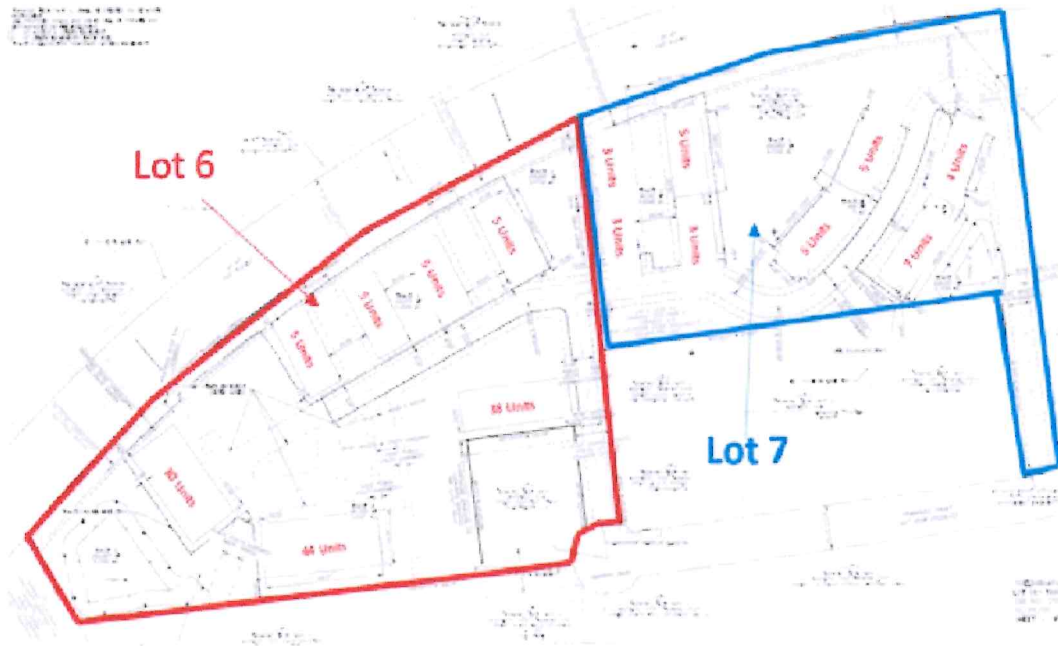
Senior Planner Gates presented his Staff report to the Council stating the following:



BACKGROUND

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

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



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



The approved site plan includes two different types of apartment buildings. Type A (outlined in red) consists of 72 dwelling units in 3 building and apartment building type B (outlined in yellow) consists of 50 dwelling units in five buildings.

Below is a table that summarizes the total number of dwelling units approved in 2021 as compared to those approved in 2023:

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

CURRENT EXTENSION REQUEST

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

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

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

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

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

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

REFERRALS

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

NOTIFICATIONS AND PUBLIC COMMENT

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

PLANNING COMMISSION RECOMMENDATION

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

STAFF FINDINGS

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

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

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

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

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

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

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

10. NEW BUSINESS

(Public comment may be heard)

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

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

B. Council Reports

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

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

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

C. City Attorney's Report

D. City Manager's Report

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

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

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

12. ADJOURNMENT

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

Respectfully submitted:



Suzanne Leclercq MMC, City Clerk

APPROVED THIS 4th DAY OF Sept, 2025



Kellie Case, Mayor