

City of Woodland Park

September 4, 2025 at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Following a work session presented by Sam Light, Legal Counsel for Cirsa on Ethics and Liability for Elected Officials, Mayor Case called the regularly scheduled City Council Meeting to order.

The following Councilmembers were in attendance: Mayor Case, Mayor Pro-tem Nakai, Councilmember Jones, Councilmember Smith. Councilmember Bryant appeared via zoom and Councilmember Geer was absent.

The following staff members were in attendance: City Manager Vassalotti, Deputy City Manager/City Clerk Leclercq, Senior Planner Gates, Planning Director Schminke, (via zoom), City Attorney Wilson. Deputy City Clerk Sauer, Assistant City Manager Felts and Utilities Director Wiley.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Presentation on the Community Garden and upcoming Open House, "*In Full Bloom*". (A)

(Presenter Cory Gorton, Vice President of Programs, Community Partnership)

Cory Gorton, Vice President of Programs for Community Partnership, shared information on the Community Garden and their upcoming open house being held September 11, 2025.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

None.

5. CONSENT CALENDAR

- A. Approval of the August 21, 2025 regularly scheduled City Council Meeting Minutes. (A)

(Presener Deputy City Manager/City Clerk Leclercq)

Motion: to approve the August 21, 2025, regularly scheduled City Council Meeting Minutes. Smith/Jones. Motion carried 5-0.

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

Shannon Vollora from PAC shared information on the Woodland Park Athletics and the upcoming Homecoming Celebrations.

Sarah Graves shared issues she was having with potholes and curbs on Pinon Ridge Drive where she lives.

7. UNFINISHED BUSINESS

(Public Comment may be heard)

None.

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

None.

9. PUBLIC HEARINGS

(Public comment may be heard)

- A.** Approval of a 5-year Extension of the Top of Paradise Amended Master Plan (QJ)
(Presenter Senior Planner Gates)

Senior Planner Gates reviewed his Staff Report regarding this topic.

BACKGROUND

The land area currently known as the Top of Paradise Master Plan (Previously known as Paradise Ranch Addition) was annexed in 1975 by way of Ordinance No. 6, Series 1975. In 1999, City Council approved the first Preliminary Plat and Master Plan which encompassed 198.5 acres and a total of 120 single-family lots. In 2005, City Council approved the Amended Top of Paradise Master Plan encompassing 197.7 acres showing 175 single-family lots and allowing up to a total of 190 lots in the Suburban Residential zone district.

Other subdivisions located within the Amended Top of Paradise Master Plan area that have received Final Plat approvals include:

- 2006, Paradise of Colorado Filing 1 Final plat with 4 residential lots;
- 2008, the Paradise of Colorado Filing No. 2 Final Plat with 29 residential lots on 25.22 acres;
- 2017, Paradise of Colorado Filing No. 3 Final Plat with 3 residential lots;
- 2018, Paradise of Colorado Filing No. 4 containing 19.27 acres with 22 single-family residences and dedication of new streets (Locklin Way and a small portion of Thunder Ridge Drive); and
- 2019, the Highlands in Paradise Final Plat with 9 lots along Highland Court on 7.07 acres.
- 2023, The Haven at Paradise Final Plat with 24 lots, and two tracts on 35.77 acres.
- 2024, Kings Crown Final Plat with 1 total lot on 11.34 acres. This area of land was originally approved for a total of 8 lots on the 11.34 acres of land within the Top of Paradise Master Plan.

The Amended Master Plan that was approved in 2005 was valid until 2010 and then extended for five years to 2015. The Master Plan was again extended in 2015 and 2020 with an expiration date of 2025. Master Plans are valid for five-year increments thus this extension request to 2030.

Since the original annexation in 1975, large chunks of land within the Top of Paradise Master Plan have been sold off to other developers and entities some of which have not expressed interest in developing the land. The owner and developer of the Haven at Paradise (Ventus, LLC) also owns the undeveloped 40 acre parcel to the east outlined in red below in figure 2. Ventus, LLC purchased this

swath of land in 2021. The area included within this 40 acre parcel is approved for 38 single-family lots within the amended Top of Paradise Master Plan.

This 40 acre parcel owned by Ventus, LLC is the property in question regarding the Top of Paradise Master Plan Extension. The subject property (circled in red below) is zoned Suburban Residential. The Suburban Residential zone district allows for a total of one dwelling unit per gross acre and allows a variety of lot sizes with a minimum size of fifteen thousand square feet.

CURRENT EXTENSION REQUEST

For larger scale developments such as the Top of Paradise, a master plan is reviewed as part of the Preliminary Plat process. Since the subject property land area has already been approved for a maximum of 38 single-family homes, the City of Woodland Park Utilities Department has planned for a maximum of 38 individual water taps to be allocated within this land area. Title 17 of the Subdivision Regulations does not provide specific criteria or guidance as to how a master plan extension request is to be evaluated. Therefore, similar to prior extensions, staff applies a practical approach to determine if the request is reasonable.

On June 20, 2025, Woodland Park Planning Staff received an application from Ventus, LLC (Owner) and Frankie Valenzuela (Applicant) and Ventus, LLC (Property Owner) for a 5-year extension of the Top of Paradise Amended Master Plan to August 4, 2030. The land area included in the Master Plan extension request is 40.69± acres and currently planned for 38 single-family dwelling units.

According to the applicant's narrative attached hereto, the applicant is seeking an extension of the Master Plan for a total of five years. The extension will be pivotal in the build-out of the remaining acreage that is undeveloped. The applicant also outlines a 3-4 phase submission strategy beginning with survey and engineering work in the later part of 2025.

The current extension request is consistent with the current Woodland Park Comprehensive Master as seen in figure 4 below. The Future Land use map within the Comprehensive Master Plan outlines the subject property, as well as the rest of the land encompassing the Top of Paradise Master Plan as "Single-Family Residential".

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. Staff received no comments from external agencies. The City of Woodland Park Utilities Department stated that the City has planned for water tap allocation of a maximum of 38 single-family residences within this land area based on past approval of the Master Plan.

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. Staff has received no public comment on the proposal.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on August 14, 2025 (draft minutes attached). After consideration of the staff report and comments made at the public hearing, the Planning Commission found that the Top of Paradise Master Plan (A25-0187) to be extended by reapplication, and that the extension of the Master Plan for 38 single-family zoned lots on the unplatted 40.69 acres is warranted, and recommends that the City Council approve the five-year extension of the Master Plan amendment. The development is still subject to all the conditions and dimensions specified in the original as well as amended approval.

Following Gates's presentation and there being no questions of the Council, Mayor Case opened the public comment portion of the public hearing. The following individuals spoke:

Claudia Miller and Virgie McClendon shared their concerns of traffic on the road.

There being no further public comment and no further Council discussion Mayor Case closed the Public Hearing and the following motion was made.

Motion: approve a 5 year Extension of the Top of Paradise Amended Master Plan. Smith/Nakai. Motion carried 5-0.

- B.** Approval of Ordinance No. 1500, Series 2025, 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. (L)
(Presenter Chair of the Charter Review Committee/Mayor Pro-tem Nakai)

Prior to the discussion of the Public Hearing on the Charter Amendments, Deputy City Manager/City Clerk introduced and thanked the Charter Review Committee for all their handwork and dedication.

Mayor Pro-tem Nakai/Chair of the Charter Review Committee shared information on each of the Charter Amendments that were being brought forth to the Council.

Following a brief discussion of the Council, Mayor Case opened the public comment portion of the public hearing. The following individuals spoke:

Don Dezelle shared that he had total support for all three Charter Amendments but was curious as to why we couldn't wait until the election in April to save the City \$10,000 by having the coordinated election.

Charter Review Committee member John Davis shared that he supports all three of the amendments as well.

Following the public comment portion of the public hearing, Mayor Case closed the public hearing and the following motion was made.

Motion: to approve Ordinance No. 1500, Series 2025, 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 Clerks' review of signatures. Jones/Smith. Motion carried 5-0.

- C. Approval of Ordinance No. 1501, Series 2025, 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 from one year to two years. (L)

(Presenter Chair of the Charter Review Committee/Mayor Pro-tem Nakai)

Mayor Pro-tem Nakai, Chair of the Charter Review Committee, presented this Ordinance on Public Hearing. There being no Council discussion or public comment, the following motion was made.

Motion: to approve Ordinance No. 14501, Series 2025, 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 from one year to two years. Jones/Smith. Motion carried 5-0.

- D. Approval of Ordinance No. 1502, Series 2025, 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. (L)

(Presenter Chair of the Charter Review Committee/Mayor Pro-tem Nakai)

Mayor Pro-tem Nakai, Chair of the Charter Review Committee, presented this Ordinance to the Council. Mayor Case opened the public comment portion of the public hearing.

John Davis, member of the Charter Review Committee, shared that he supported this amendment. There being no further public comments, Mayor Case closed the public hearing and the following motion was made.

Motion: To approve Ordinance No. 1502, Series 2025, 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. Smith/Jones. Motion carried 5-0.

10. NEW BUSINESS

(Public comment may be heard)

- A. Approval of Resolution #934, Series 2025, announcing a coordinated election with Teller County for the November 4, 2025, General Election. (A)
- (Presenter Deputy City Manager/City Clerk Leclercq)

Deputy City Manager/City Clerk Leclercq shared information regarding the Coordinated Election with Teller County for the Charter Amendments that were just approved.

Motion: to approve Resolution No. 934, Series 2025, announcing a coordinated election with Teller County for the November 4, 2025, General Election. Nakai/Jones. Motion carried 5-0.

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 an update of the Charter Review Committee.

Councilmember Jones gave an update on the DDA.

Councilmember Smith shared an update of Parks and Recreation.

C. City Attorney's Report

No report.

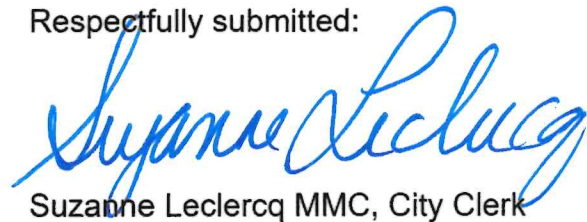
D. City Manager's Report

City Manager Vassalotti shared information on the upcoming 9-11 ceremony and shared an update on current Streets projects.

12. ADJOURNMENT

There being no further City business, Mayor Case adjourned the meeting at 7:45 PM.

Respectfully submitted:



Suzanne Leclercq MMC, City Clerk

APPROVED THIS 18th DAY OF Sept, 2025



Kellie Case, Mayor