



City of Woodland Park

City Council - revised 12/2/2025

December 4, 2025 at 6:00 PM

AGENDA

4:30 PM - joint work session between the DDA and the City Council to discuss the sunset of the DDA

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **CEREMONIES, PRESENTATIONS AND APPOINTMENTS**
 - A. Presentation by Woodland Park High School Madrigals (Presenter Jeff Hemingson, MM, Woodland Park High School Vocal Music Director)
 - B. Sales Tax Update for the Month of September 2025 (A) (Presenter City Manager Vassalotti)
4. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
5. **CONSENT CALENDAR**
 - A. Approval of November 20, 2025 City Council Minutes (A) (Presenter Deputy City Manager/City Clerk Leclercq)
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (1)**
7. **UNFINISHED BUSINESS**

(Public Comment may be heard)
8. **ORDINANCES ON INITIAL POSTING**

(Public comment may be heard)
9. **PUBLIC HEARINGS**

(Public comment may be heard)

 - A. Pines at Tamarac Subdivision Final Plat (A25-0247): A request by Tom Martinez (Applicant) and Pines at Tamarac, LLC (Property Owner) to plat 20.61 acres into 39 lots; the subject property is described as Lot 2, Block 1, Dayspring Christian Fellowship (a.k.a. 205 Sourdough Road) in the Pines at Tamarac PUD zone district. (QJ) (Presenter Senior Planner CJ Gates)
 - B. Approve Ordinance No. 1511, Series 2025, An Ordinance Appropriating Sums of Money to Various Funds, In the Amounts and for the Purpose Set Forth Below, for the City of Woodland Park, Colorado for the 2026 Budget Year for General Fund (100) (A) (Presenter Aaron Vassalotti)
 - C. Approve Ordinance No. 1512, Series 2025, An Ordinance Appropriating Sums of Money to the Various Funds, In the Amounts and for the Purpose as Set Forth Below, for the City of Woodland Park, Colorado for the 2026 Budget Year for all Funds Except the General Fund (100) (A) (Presenter Aaron Vassalotti)

- D. Approve Ordinance No. 1513, 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 Concerning a Stipend for the Mayor and City Council. (A) (Presenter Mayor Pro-tem Nakai)
- E. Approve Ordinance No. 1514, 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a Ballot Question to the Electors of the City to Amend the City Charter to make Non-Substantive Edits to and Remove Outdated Language from the City Charter. (A) (Presenter Mayor Pro-tem Nakai)
- F. Approve Ordinance No. 1515, 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 Additional Time for the Incumbent to Resign, Before the City is Required to Conduct a Recall Election. (A) (Presenter Mayor Pro-tem Nakai)

10. NEW BUSINESS

(Public comment may be heard)

- A. Council Initiated Zone District Change for 309 Willow Street, Woodland Park, CO
- B. Approval of the Board of Review's Bylaws and Rules of Procedure (A) (Presenter Planning Director Karen Schminke, AICP)
- C. Approval of Resolution No. 937, Series 2025, a Resolution Levying General Property Taxes for the Year of 2025, to Help Defray the Cost of Government for the City of Woodland Park, Colorado, for the 2026 Budget Year. (A) (Presenter City Manager Vassalotti)

11. REPORTS

(Public comment not necessary)

- A. Mayor's Report
- B. Council Reports
- C. City Attorney's Report
- D. City Manager's Report

12. ADJOURNMENT

Key to agenda abbreviations:

(A) Administrative- matters involving day-to-day decisions such as approving contracts, hiring staff and the procurement of goods and services. Administrative actions generally do not require formal actions by the elected body.

(L)Legislative- typically in the policy arena; legislative matters affect large areas and large groups of people, such as enacting dog regulations or amending the City code. Legislative action generally involves motions, resolutions and ordinances.

(QJ)Quasi-Judicial- apply general rules to a specific interest, such as zoning change affecting a single piece of property, or a special use permit. Quasi-Judicial actions generally involve adjudication, sometimes in writing, but not a resolution or ordinance. Decision for Quasi-Judicial proceedings are made exclusively based upon the testimony presented on the record. Ex-parte communication (communication outside the official hearing) between elected officials and citizens is not permitted on Quasi-Judicial



STAFF REPORT

TO: Mayor Case and City Council

FROM:

DATE: December 4, 2025

SUBJECT: Sales Tax Update for the Month of September 2025 (A) (Presenter City Manager Vassalotti)

BACKGROUND:

RECOMMENDATION:

ATTACHMENTS: 1. Sales Tax Update-September 2025

SALES TAX UPDATE

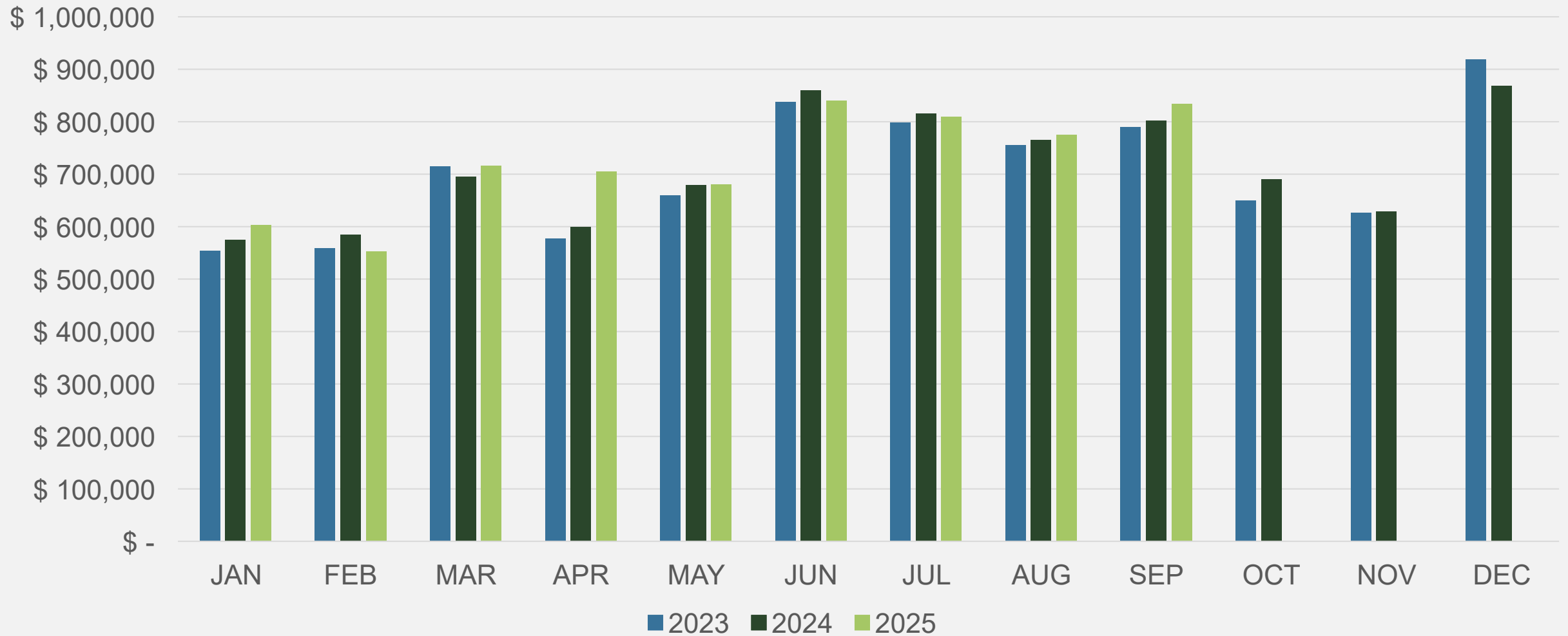


Woodland Park
Finance

SEPTEMBER 2025

	2024	2025	\$ change	% change
Sales tax (3.0%)				
Year-to-date (Sept)	\$ 6,374,916	\$ 6,513,372	\$ 138,456	2.2%
Month vs. prior year (Sept)	801,822	833,280	31,458	3.9%
Lodging Tax				
Year-to-date (Aug)	\$ 317,852	\$ 204,289	\$ (113,563)	-35.7%
Month vs. prior year (Aug)	46,343	31,396	(14,947)	-32.3%

3 YEAR SALES TAX REVENUE



ANNUAL 3% SALES TAX – 10 YEARS

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
JAN	\$377,888	\$356,613	\$414,283	\$409,798	\$468,475	\$ 517,293	\$ 517,769	\$ 553,372	\$ 574,638	\$ 603,333
FEB	\$360,223	\$382,348	\$394,349	\$335,333	\$429,745	\$ 501,107	\$ 519,447	\$ 558,445	\$ 584,815	\$ 552,812
MAR	\$428,017	\$473,419	\$510,278	\$584,507	\$550,768	\$ 624,863	\$ 657,192	\$ 714,451	\$ 694,453	\$ 715,374
APR	\$386,018	\$420,061	\$417,470	\$435,343	\$477,439	\$ 560,228	\$ 590,301	\$ 576,509	\$ 599,286	\$ 704,837
MAY	\$440,998	\$450,957	\$499,858	\$522,008	\$576,357	\$ 619,873	\$ 628,188	\$ 659,802	\$ 679,456	\$ 679,925
JUN	\$544,496	\$581,725	\$607,795	\$642,569	\$692,663	\$ 801,844	\$ 821,751	\$ 837,351	\$ 859,613	\$ 840,262
JUL	\$510,770	\$545,874	\$553,063	\$594,348	\$637,881	\$ 735,042	\$ 759,799	\$ 798,123	\$ 815,963	\$ 808,831
AUG	\$494,905	\$510,191	\$554,799	\$644,473	\$594,142	\$ 462,311	\$ 730,453	\$ 755,409	\$ 764,870	\$ 774,719
SEP	\$538,141	\$573,766	\$614,404	\$610,360	\$730,476	\$ 752,688	\$ 894,146	\$ 789,353	\$ 801,822	\$ 833,280
OCT	\$453,849	\$460,952	\$491,494	\$560,010	\$578,061	\$ 618,223	\$ 676,337	\$ 649,686	\$ 689,822	
NOV	\$434,807	\$482,500	\$470,367	\$461,604	\$523,004	\$ 642,557	\$ 610,575	\$ 626,645	\$ 628,882	
DEC	\$657,016	\$622,098	\$710,516	\$640,506	\$877,951	\$ 866,707	\$ 884,291	\$ 918,687	\$ 867,919	
TOTALS	\$5,627,128	\$5,860,504	\$6,238,675	\$6,440,861	\$7,136,962	\$ 7,702,736	\$ 8,290,247	\$ 8,437,833	\$ 8,561,540	\$ 5,680,092



Woodland Park

Finance



City of Woodland Park

November 20, 2025 at 6:00 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Following a joint work session between the Planning Commission and the City Council regarding commercial zoning, 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 present: City Manager Vassalotti, Deputy City Manager Leclercq, City Attorney Williams, City Clerk Mendoza, Deputy City Clerk Sauer, Planning Director Schminke, Senior Planner Gates, Police Chief Diesler, Utilities Director Wiley, Assistant City Manager Felts, Communications Manager Higginbotham and Budget Director Burleson.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Swearing in and Oath of Office to the Mayors' Youth Council. (A) (Presenter Mayor Case and Communications Manager Higginbotham)

Mayor Case shared the background of launching the Mayors' Youth Council, a longtime goal of hers, and highlighted the impressive caliber of the students who applied, representing a wide range of schools and already demonstrating remarkable achievements. Communications Manager Higginbotham introduced each member of the Youth Council, and each student offered a brief introduction about themselves.

The following members of the Mayors' Youth Council were sworn in by Deputy City Manager/City Clerk Leclercq: Milo Keldsen, Evan Snyder, Madison Wicks, Madelyn Landes, Isabella Cassada, Marie Wiseman, and Elizabeth Wiseman. Zaidee Johnson, also appointed to the Youth Council, was unable to attend the meeting.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

Motion to approve the consent calendar. Geer/Nakai. Motion carried 6-0.

- A. Approval of the October 2025 Statement of Expenditures. (A) (Presenter City Manager Vassalotti)
- B. Approval of the November 6, 2025 City Council Minutes. (A) (Presenter Deputy City Manager/City Clerk Leclercq)

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

Public comments were made by Thomas Gearhart regarding the agreement with Community

Partnership for the gardens.

Public comments were made by Arnie Sparnins regarding the work session. He also stated that Woodland Park needs additional housing and more affordable housing.

Public comments were made by Jim Hitt regarding the Woodland Park Lions Club and their cornhole leagues that have been previously held at the golf course recently purchased by the City.

7. UNFINISHED BUSINESS

(Public Comment may be heard)

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

- A.** Approve Ordinance No. 1511, Series 2025 on Initial Posting, An Ordinance Appropriating Sums of Money to the Various Funds, In the Amounts and for the Purpose as Set Forth Below, for the City of Woodland Park, Colorado for the 2026 Budget Year for General Fund (100) and Set the Public Hearing for December 4, 2025. (A) (Presenter Aaron Vassalotti)

Budget Manager Burleson presented the ordinance to Council and asked for any questions.

Motion: to approve Ordinance No. 1511, Series 2025 on Initial Posting, An Ordinance Appropriating Sums of Money to the Various Funds, In the Amounts and for the Purpose Set Forth Below, for the City of Woodland Park, Colorado for the 2026 Budget Year for General Fund (100) and Set the Public Hearing for December 4, 2025. Jones/Geer. Motion carried 6-0.

- B.** Approve Ordinance No, 1512, Series 2025 on Initial Posting, An Ordinance Appropriating Sums of Money to the Various Funds, in the Amounts and for the Purpose as Set Forth Below, for the City of Woodland Park, Colorado for the 2026 Budget Year for all Funds Except the General Fund (100) and Set the Public Hearing for December 4, 2025. (A) (Presenter Aaron Vassalotti)

Budget Manager Burleson presented the ordinance to Council and asked for any questions.

Motion: to approve Ordinance No. 1512, Series, 2025 on Initial Posting, An Ordinance Appropriating Sums of Money to the Various Funds, In the Amounts and for the Purpose Set Forth Below, for the City of Woodland Park, Colorado for the 2026 Budget Year for all Funds Except the General Fund (100) and Set the Public Hearing for December 4, 2025. Geer/Jones. Motion carried 6-0.

- C.** Approve Ordinance No. 1513, 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 Concerning a Stipend for the Mayor and City Council and Set the Public Hearing for December 4, 2025.(A) (Presenter Mayor Pro-tem Nakai)

Mayor Pro-tem Nakai presented the ordinance to Council.

Motion: to approve Ordinance No. 1513, 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 Concerning a Stipend for the Mayor and City Council and Set the Public Hearing for December 4, 2025. Smith/Geer. Motion Carried 6-0.

- D.** Approve Ordinance No. 1514, 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 make Non-Substantive Edits to and Remove Outdated Language from the City Charter and Set the Public Hearing for December 4, 2025. (A) (Presenter Mayor Pro-tem Nakai)

Mayor Pro-tem Nakai presented the ordinance to Council.

Motion: to approve Ordinance No. 1514, 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 make Non-Substantive Edits to and Remove Outdated Language from the City Charter and Set the Public Hearing for December 4, 2025. Bryant/Jones. Motion carried 6-0.

- E.** Approve Ordinance No. 1515, 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 Additional Time for the Incumbent to Resign, Before the City is Required to Conduct Recall Election and Set the Public Hearing for December 4, 2025. (A) (Presenter Mayor Pro-tem Nakai)

Mayor Pro-tem Nakai presented the ordinance to Council.

Motion: to approve Ordinance No. 1515, 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 Additional Time for the Incumbent to Resign, Before the City is Required to Conduct a Recall Election and Set the Public Hearing for December 4, 2025. Geer/Jones. Motion carried 6-0.

9. PUBLIC HEARINGS

(Public comment may be heard)

- A.** Approval of the application from City of Woodland Park dba Shining Mountain Golf Course for a New Entertainment Facility Liquor License located at 100 Shining Mountain Ln., Woodland Park, Colorado 80863. (QJ) (Presenter Deputy City Manager/City Clerk Leclercq)

Deputy City Manager/City Clerk Leclercq presented the item to Council noting the type of liquor license has changed from an Entertainment License to a Hotel/Restaurant License to provide more flexibility to the golf course operations.

Mayor Case opened the public comment portion of the public hearing.

Jim Hitt commented on the timeline for obtaining the liquor license.

Mayor Case closed the public comment portion of the public hearing.

Motion: to approve the application from the City of Woodland Park dba Shining Mountain Golf Course for a New Hotel/Restaurant Liquor License located at 100 Shining Mountain Lane, Woodland Park, Colorado 80863. Nakai/Geer. Motion carried 6-0.

10. NEW BUSINESS

(Public comment may be heard)

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

Mayor Case reported on the PPACG legislative gathering with Park, Teller and El Paso Counties in attendance. She noted several events including the Citizen's Academy, Santa letters, the donation drive at City Hall and the Christmas parade.

B. Council Reports

Mayor Pro-tem Nakai thanked the Charter Committee and staff, particularly Deputy City Manager Leclercq for all of her hard work.

Councilmember Bryant shared that Keep Woodland Park Beautiful met and discussed ideas for next year. He encouraged citizens to vote for the Beautification Awards coming up on December 5th.

Councilmember Geer thanked Roy's BBQ for the terrific meal this evening.

Councilmember Jones commented on the toy drive and the DOLA Main Street Designation.

Councilmember Smith suggested the members of the Mayors' Youth Council participate in the Citizens Academy if they are eligible. He commented on Winter Day in the park, noting Councilmembers would be reading Christmas stories to children on Friday, December 5 at 3:30 pm.

C. City Attorney's Report

D. City Manager's Report

City Manager Vassalotti thanked Council for approving the lighting contract. He shared his excitement for the Mayors' Youth Council and encouraged them to attend the Citizens Academy.

Deputy City Manager/City Clerk Leclercq shared that she and City Manager Vassalotti will be announcers at the Christmas parade. She announced that December 3rd will be the Candidate Open House and noted the City is recruiting for the following boards: Planning Commission, Board of Adjustment, Board of Review and Historic Preservation Committee. Interviews will be held on December 18th.

12. Executive Session

- A. Motion to move into Executive Session "For the purpose of conferencing with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S Section 24-6-402(4)(b), and for the purpose of determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e), and the following additional details are provided for identification purposes: Development agreement with local Boy Scouts of America related to City's future water reservoir location and associated next steps"**

Motion: to move into Executive Session: "For the purpose of conferencing with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b), and for the purpose of determine positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e), and the following additional details are provided for identification purposes: Development agreement with local Boy Scouts of America related to the future water reservoir location and associated next steps". Nakai/Jones. Motion carried 6-0.

The Executive Session started at 7:10 pm, at 7:15 pm the recorder was turned off for attorney/client privilege. At 7:38 pm the recorder was turned back on and the executive session concluded. The following individuals were in the executive session Mayor Case, Mayor Pro-tem Nakai, Councilmember Bryant, Councilmember Geer, Councilmember Jones, Councilmember Smith, City Manager Vassalotti, Deputy City Manager Suzanne Leclercq, City Attorney Williams, City Clerk Mendoza and Utilities Director Wiley. All those in the executive session stated their names and adjourned at 7:39 pm.

Respectfully submitted:

Monica Mendoza CMC, Incoming City Clerk

APPROVED THIS ____ DAY OF _____, 2025

Kellie Case, Mayor



STAFF REPORT

TO: Mayor Case and City Council

FROM: CJ Gates, Senior Planner

DATE: December 4, 2025

SUBJECT: Pines at Tamarac Subdivision Final Plat (A25-0247): A request by Tom Martinez (Applicant) and Pines at Tamarac, LLC (Property Owner) to plat 20.61 acres into 39 lots; the subject property is described as Lot 2, Block 1, Dayspring Christian Fellowship (a.k.a. 205 Sourdough Road) in the Pines at Tamarac PUD zone district. (QJ) (Presenter Senior Planner CJ Gates)

BACKGROUND: On May 16, 2024 City Council approved a request to amend both the PUD Master Plan and the Preliminary Plat which increased the number of single-family lots to 39 and increased the amount of acreage used for *Open Space, Drainage and Utility* to 9.09 acres per Resolution 922 Series 2024.

Planning Commission heard this item at a public hearing on November 13, 2025. At the conclusion of their public hearing, Commissioner Hoying moved and Commissioner Hartsfield seconded the Planning Commission recommend that City Council approve the Pines at Tamarac Subdivision final plat subject to the conditions presented by Staff and that the minutes reflect that the City Council approved Tap Management Plan serves as the detailed verifiable and authenticated document of fulfillment of Woodland Park Municipal Code section 17.24.090.

The conditions recommended by staff are:

1. Prior to installation of infrastructure, the applicant shall obtain a Zoning Development Permit for infrastructure, which application shall include:
 - a. Final utility plan with profiles for all water, stormwater, and sanitary sewer
 - b. Final grading and erosion control plan for the entire site and off-site improvements
 - c. Final on/off-site street plan with profiles with curb and gutter on both sides of Sourdough Road Final drainage plan and report
 - d. Approved CDOT Access Permit
 - e. Approved SWMP
2. Applicant must adhere to all CDOT requirements and obtain necessary permits/approvals with CDOT.
3. Prior to conveyance of any proposed lot, the applicant shall
 - a. Record a Final Plat;
 - b. Complete installation of all required improvements or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs

associated with constructing the required improvements shall be borne by the developer.

- c. Repair/upgrade Sourdough Road to City standards for the full length along the eastern boundary of Lot 2 or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs for this installation shall be borne by the developer.
 - d. Comply with CDOT requirements regarding the deceleration lane on Highway 67.
4. Prior to recording the Final Plat, the applicant shall submit:
- a. Covenants, which include deed restrictions that establish a homeowners association to guarantee the architectural and landscape design and maintenance of the common open space and stormwater pond.
 - b. A letter from the surveyor indicating the area of the streets, of the lots by zone, and open space.
- c. A title insurance commitment or policy issued by a licensed Colorado title insurance company.

RECOMMENDATION: APPROVAL of the Pines at Tamarac Subdivision final plat, based on the findings in the staff report and as presented at public hearing, a request by Tom Martinez (Applicant) and Pines at Tamarac, LLC (Property Owner) to plat 20.61 acres into 39 lots; the subject property is described as Lot 2, Block 1, Dayspring Christian Fellowship (a.k.a. 205 Sourdough Road) in the Pines at Tamarac PUD zone district subject to the following conditions:

- 1. Prior to installation of infrastructure, the applicant shall obtain a Zoning Development Permit for infrastructure, which application shall include:
 - a. Final utility plan with profiles for all water, stormwater, and sanitary sewer
 - b. Final grading and erosion control plan for the entire site and off-site improvements
 - c. Final on/off-site street plan with profiles with curb and gutter on both sides of Sourdough Road Final drainage plan and report
 - d. Approved CDOT Access Permit
 - e. Approved SWMP
- 2. Applicant must adhere to all CDOT requirements and obtain necessary permits/approvals with CDOT.
- 3. Prior to conveyance of any proposed lot, the applicant shall
 - a. Record a Final Plat;
 - b. Complete installation of all required improvements or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs associated with constructing the required improvements shall be borne by the developer.
 - c. Repair/upgrade Sourdough Road to City standards for the full length along the eastern boundary of Lot 2 or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs for this installation shall be borne by the developer.
 - d. Comply with CDOT requirements regarding the deceleration lane on Highway 67.
- 4. Prior to recording the Final Plat, the applicant shall submit:
 - a. Covenants, which include deed restrictions that establish a homeowners association to guarantee the architectural and landscape design and maintenance of the common open space and stormwater pond.
 - b. A letter from the surveyor indicating the area of the streets, of the lots by zone, and open space.
 - c. A title insurance commitment or policy issued by a licensed Colorado title insurance company.

- ATTACHMENTS:**
1. CC Staff Report - Pines Tamarac Final Plat
 2. Pines at Tamarac - FINAL PLAT Application
 3. Tamarac Pines Amend Prelim Plat - Approved
 4. Resolution 922, Series 2024 - SIGNED



City Council Staff Report Public Hearing December 4, 2025

Agenda Item

9A

Department

Planning

Presenter

C.J. Gates
Senior Planner

AGENDA ITEM 9A

Pines at Tamarac Subdivision Final Plat (A25-0247): A request by Tom Martinez (Applicant) and Pines at Tamarac, LLC (Property Owner) to plat 20.61 acres into 39 lots; the subject property is described as Lot 2, Block 1, Dayspring Christian Fellowship (a.k.a. 205 Sourdough Road) in the Pines at Tamarac PUD zone district. (QJ)

LOCATION & ZONING

The subject property is 20.61 acres in size located in the northern portion of Woodland Park on the east side of Highway 67, and to the northwest of the Reserve at Tamarac subdivision. This is a triangular shaped parcel that is immediately north of the intersection of Highway 67 and Fairfield Lane, which is bordered by Highway 67 on its west side and Sourdough Road on its east side. Shining Mountain Golf Course is located across Highway 67 to the west. (Reference Figure 1 – Vicinity Map and Figure 2 – Aerial Photo).



Figure 1: Vicinity Map

BACKGROUND

Ordinance No. 563, Series 1992 annexed 468 acres of land known as Hawk Ridge into the City and zoned it all Planned Unit Development (PUD). This annexation included land on both sides of Highway 67. The land on the west side of Highway 67 falls under the Shining Mountain PUD Final Development Plan which was most recently amended in 2006 and consists of a golf course with clubhouse, 102 multi-family dwelling units, 255 single-family dwelling units, as well as open space/ wilderness/ recreation area/ wetlands. Development of this PUD has yet to be completed and the golf course property was recently purchased by the City of Woodland Park.

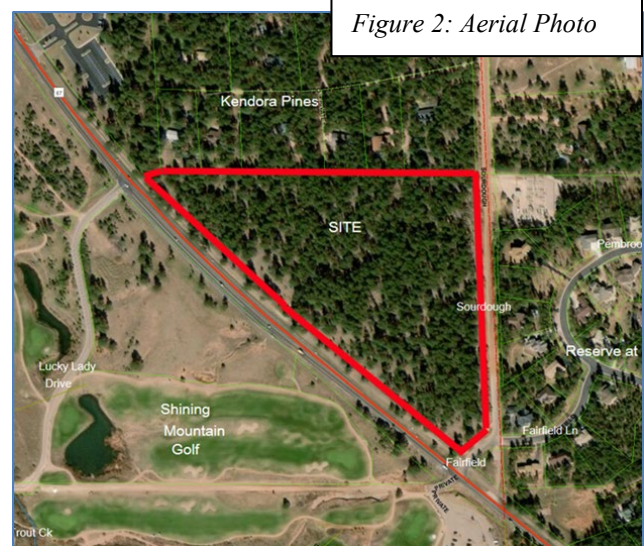


Figure 2: Aerial Photo

The land on the east side of Highway 67 originally consisted of two triangular pieces of land with a total acreage of 37.17 acres. In the early to mid-1990's several different development proposals were approved, but none of them came to fruition and those approvals have long since expired. That details history is as follows:

- In 1994, the Terrace Greens PUD Master Plan was proposed for 37.17 acres (two triangular pieces east of Hwy 67) with 44 residential, 3 mixed use residential/commercial lots, 1 commercial lot plus two church sites and a Preliminary Plat for Phase I was approved for what is now Lot 2 showing 21 residential lots along Hwy 67 and one (1) church site next to Sourdough Road.
- In February 1996, Terrace Greens morphed into Kingswood Estates and a revised master plan, preliminary plat, and final plat were all approved by Council. The Kingswood Estates Final Plat Filing No. 1 shows 24 lots (2 open space tracts, 3 large commercial tracts, and 19 single-family lots ranging in size from 10,767 – 18,161 SF on what is now Lot 2. Unfortunately, Kingswood Estates No. 1 was never recorded, the subdivision was never developed as proposed, and the Terrace Greens PUD master plan expired.
- In 1999, the northern triangle (now Lot 1) was rezoned from PUD to Suburban Residential (SR). In the year 2000, the Daysprings Christian Fellowship Subdivision was approved which consisted of a total of two lots. In 2002, construction began on the *Impact Church* on Lot 1 and Lot 2 (20.61 acres) remained undeveloped.

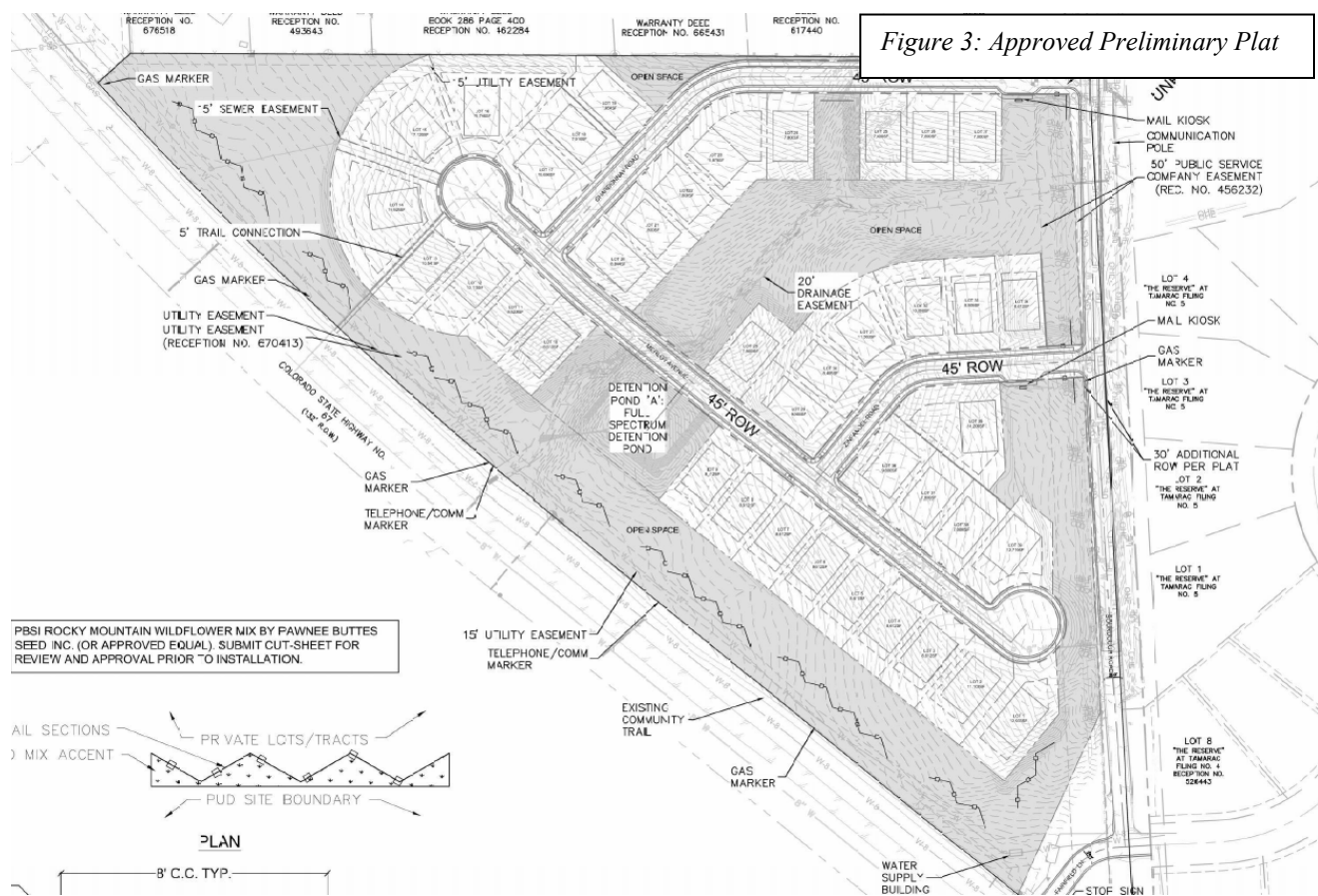
On July 18, 2019 the Pines at Tamarac PUD Final Master Plan and Preliminary Plat was approved by City Council. This Master Plan consisted of 26 single family lots and 5.05 acres (24.5%) as dedicated open space on the 20.61 acres. The conditions of approval required the following significant infrastructure improvements prior to conveyance of any proposed lot:

- Repair/upgrade Sourdough Road to City standards for the full length along the eastern boundary of Lot 2 or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs for this installation shall be borne by the developer;
- Construct the deceleration lane on Highway 67.

On May 6, 2021 City Council approved a two-year extension of the Pines at Tamarac PUD Master Plan to July 18, 2023 and a one-year extension of the Pines at Tamarac Preliminary Plat to July 18, 2022. On August 25, 2022 the Planning Commission approved another one-year extension of the Preliminary Plat so it would expire July 18, 2023 along with the PUD Master Plan.

Extensions of both the PUD Master Plan and the Preliminary plat were again requested in 2023. On August 17, 2023 City Council approved a two-year extension of the Pines at Tamarac PUD Master Plan to July 18, 2025 and a one-year extension of the Pines at Tamarac Preliminary Plat to July 18, 2024.

On May 16, 2024 City Council approved a request to amend both the PUD Master Plan and the Preliminary Plat which increased the number of single-family lots to 39 and increased the amount of acreage used for *Open Space, Drainage and Utility* to 9.09 acres per Resolution 922 Series 2024 (attached). Below is a snap shot of the approved PUD/Preliminary Plat (Figure 3).



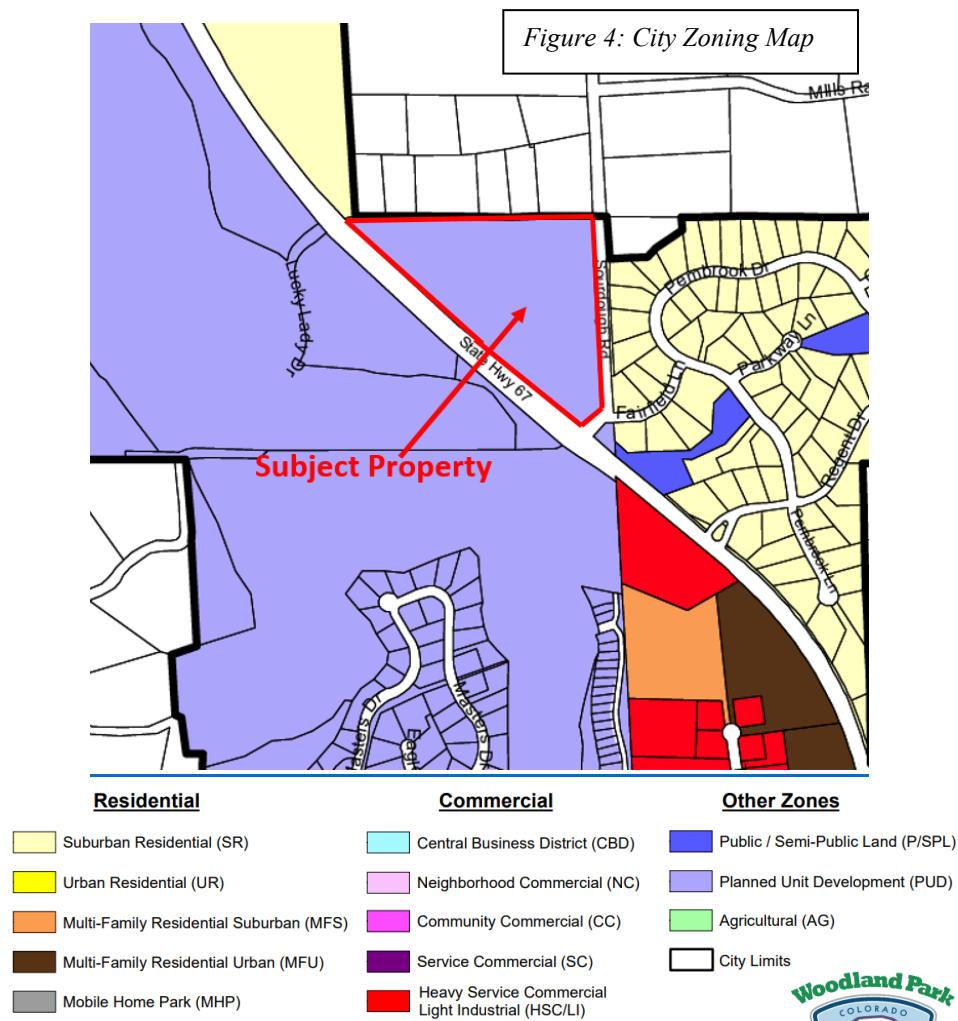
In accordance with the Resolution 922, the PUD/Preliminary Plat amendment was approved with the following conditions:

1. Prior to installation of infrastructure, the applicant shall obtain a Zoning Development Permit for infrastructure, which application shall include:
 - a. Final utility plan with profiles for all water, stormwater, and sanitary sewer
 - b. Final grading and erosion control plan for the entire site and off-site improvements
 - c. Final on/off-site street plan with profiles with curb and gutter on both sides of Sourdough Road Final drainage plan and report
 - d. Approved CDOT Access Permit
 - e. Approved SWMP
2. Applicant must resubmit Preliminary Plat addressing, to the satisfaction of the City, all comments within the City-Redline Comment packet for approval.
3. Applicant must adhere to all CDOT requirements and gain necessary permits/approvals with CDOT.
4. Prior to conveyance of any proposed lot, the applicant shall
 - a. Record a Final Plat;
 - b. Complete installation of all required improvements or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs associated with constructing the required improvements shall be borne by the developer.

- c. Repair/upgrade Sourdough Road to City standards for the full length along the eastern boundary of Lot 2 or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs for this installation shall be borne by the developer;
 - d. Comply with CDOT requirements regarding the deceleration lane on Highway 67.
 - e. Establish access to the Centennial Trail.
 - f. Change the wording on Page 1 of the 11 page PUD Amendment, Note # 8.f., to reduce the allowed projection into a side yard from of a maximum of three feet to a maximum of two-feet in to the required setback.
5. Prior to recording the Final Plat, the applicant shall submit:
- a. Covenants, satisfactory to the City, which include deed restrictions that establish a homeowners association to guarantee the architectural and landscape design and maintenance of the common open space; and
 - b. Park Development Fees in the applicable amount.

SITE & SURROUNDING PROPERTIES

Figure 4 is an excerpt from the City Zoning Map which identifies the zoning of the subject property as PUD.



The zoning and uses of the surrounding properties are:

USE		ZONE
North	Un-platted residential lots located within unincorporated Teller County	R-1 (Teller County Zone)
South & West	Highway 67 and the Shining Mountain Golf Course	PUD
East	The Reserve at Tamarac Filing 5	SR

The subject property is characterized by gentle slopes (20% from the highest to the lowest point on-site) with a high point of just over 8,265 feet at the northeast corner and a low point of just below 8,210 feet at the northwest corner (55 foot drop from east to west). A small drainage channel (dry draw) falls east to west through the center of site. Vegetation includes a significant Ponderosa Pine and Aspen forest with typical forest floor/grass ground cover.

To aid in becoming familiar with the subject property and surrounding area, below is a series of pictures of current conditions in the surrounding area.

Figure 5a: Photo taken from Sourdough Rd. looking east into site



Figure 5b: Photo taken south of Fairfield/67 looking north & east



Figure 5c: Photo taken from NW corner of lot looking south and east



Figure 5d: Photo taken intersection of Fairfield & Sourdough Rd. looking north



CURRENT PROPOSAL

The current approved Master Plan and Preliminary Plat is for 39 single family lots and 9.09 acres of open space on the 20.61 acre parcel. Below is a table (Figure 6) that appears on the approved PUD and Preliminary Plat document which outlines how the property will be used:

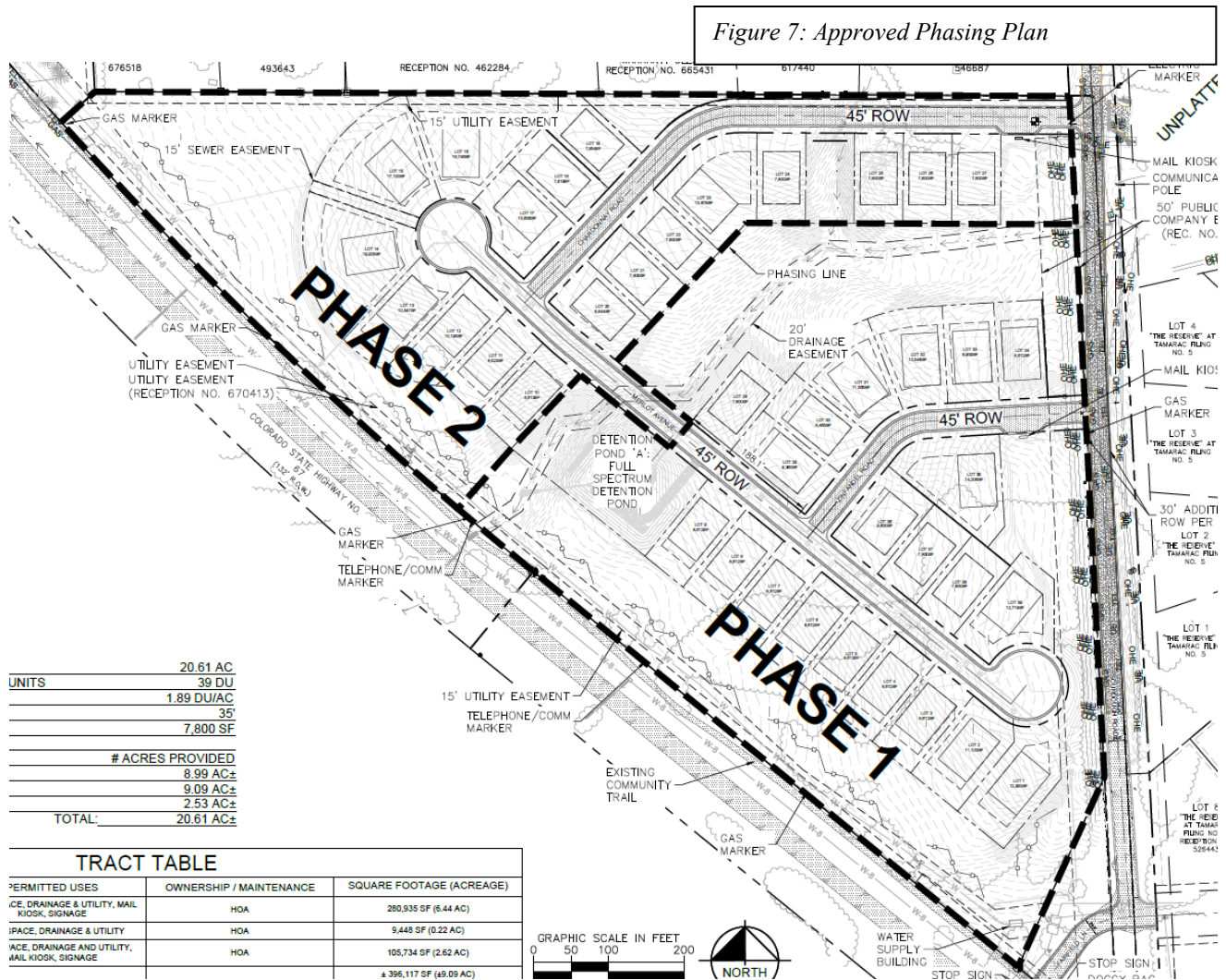
Figure 6: Site Data Table

SITE DATA TABLE

TOTAL SITE ACREAGE	20.61 AC
PROPOSED SINGLE FAMILY DWELLING UNITS	39 DU
FINAL PROPOSED (GROSS) DENSITY	1.89 DU/AC
MAX BUILDING HEIGHT	35'
MIN LOT SIZE	7,800 SF
TYPE OF USE	# ACRES PROVIDED
SINGLE FAMILY RESIDENTIAL (39 LOTS)	8.99 AC±
OPEN SPACE DRAINAGE AND UTILITY	9.09 AC±
PRIVATE STREETS	2.53 AC±
TOTAL:	20.61 AC±

Figure 7 depicts the approved site layout and development phasing per the approved Preliminary Plat. The site will have two access points off Sourdough Road which, with the exception of the first 250± feet, is currently unpaved. The current PUD Amendment and Preliminary Plat approval includes the requirement for the developer to repair/upgrade Sourdough Road to City standards for the full length along the eastern boundary of the subject property.

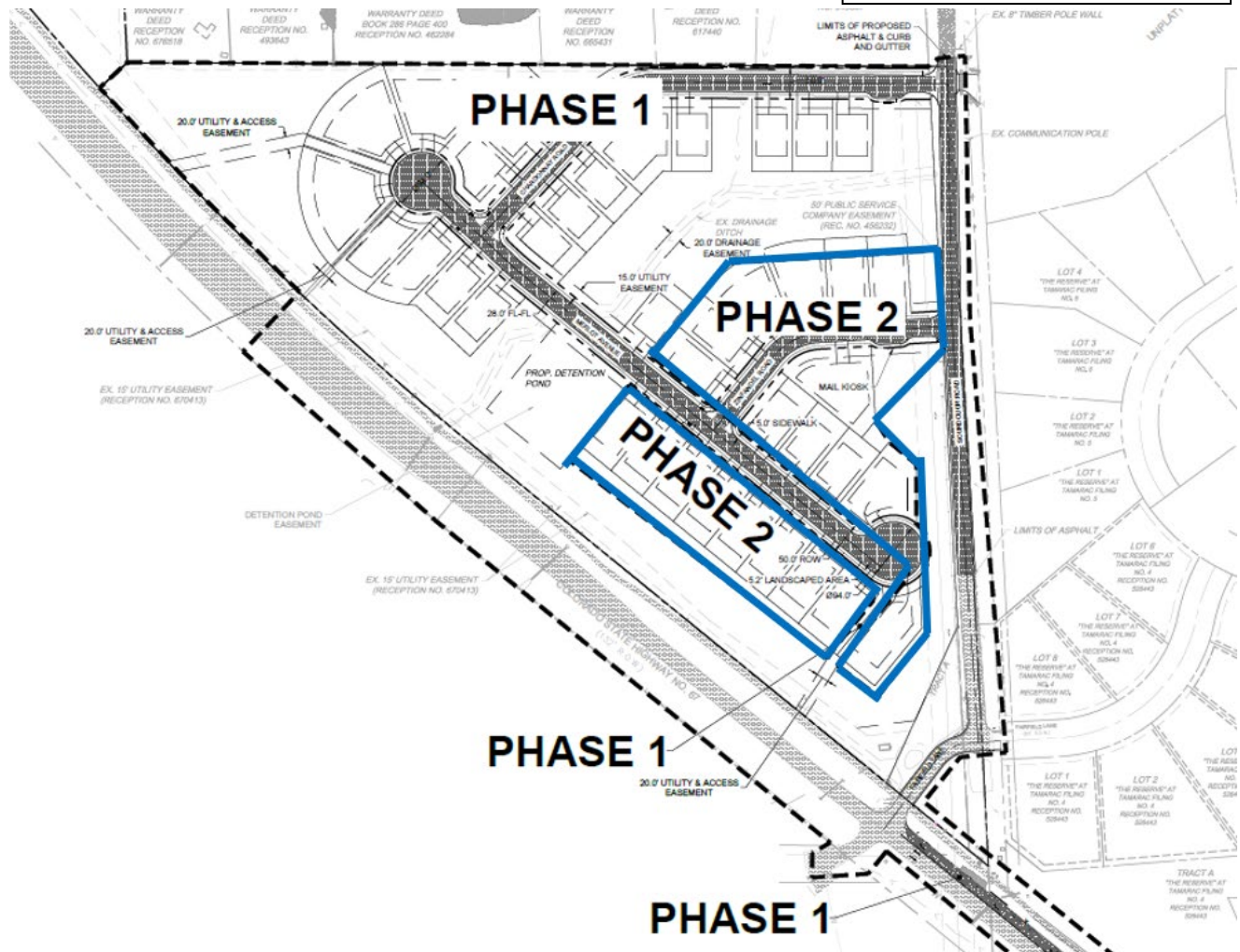
The internal street system was originally approved with 45-foot-wide rights-of-ways. The rights-of-ways are now proposed to be 50' in width which is in line with the City engineering specifications.



As part of this Final Plat application the applicants are requesting a minor change in how the project will be phased. Due to the number of improvements needed for the project, the applicants are proposing to flip the phasing plan so the northern portion of the property is developed in Phase 1 (reference Figure 8). Phase 1 will now include the northern 18 residential lots, and all underground utilities, grading, drainage, and primary circulation infrastructure for this phase. Additionally, Phase

1 includes the required Colorado Department of Transportation (CDOT) improvements to State Highway 67. The remaining 21 lots will comprise the balance of the development in Phase 2.

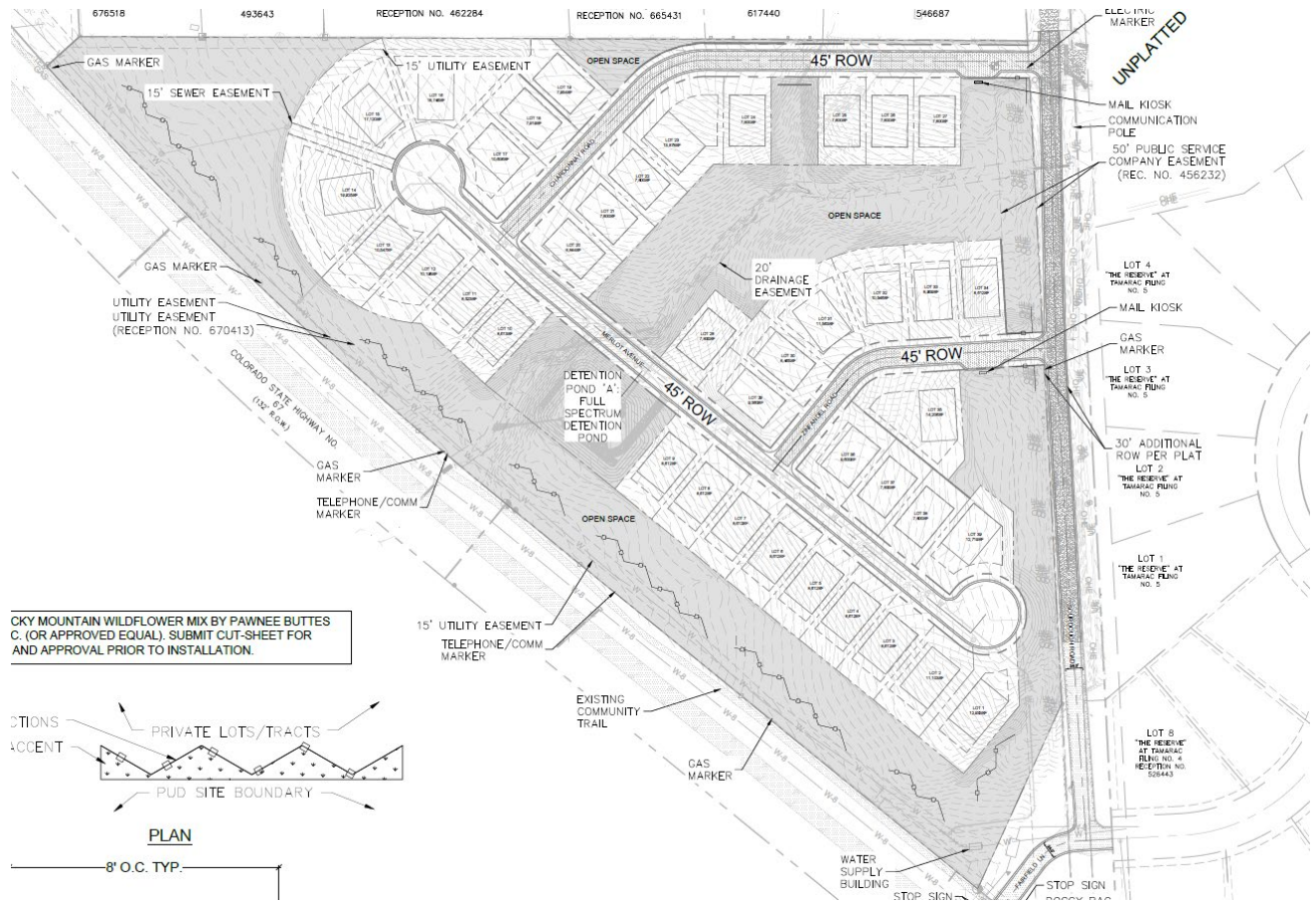
Figure 8: Proposed Phasing Plan



Staff is requesting the phasing diagram be modified so Phase 2 is shown as per the blue outline in Figure 8.

A preliminary landscaping plan that was approved with the preliminary plat (Figure 9). A Final Landscaping plan that is consistent with the approved preliminary landscaping plan is currently under review along with the rest of the Construction Documents. For reference, in Figure 9 the dark shaded areas are 9.09± acres of open space which is approximately 44 percent of the 20.61 acre site. Per the condition of approval 4.E of the Preliminary Plat, the applicant will construct access to the Centennial trail.

Figure 9: Approved Preliminary Landscaping Plan



REFERRALS

The application was referred to City Utilities, Public Works, City Attorney, City Inspector, City Engineer, City Manager, CDOT, Woodland Park Parks and Recreation Board (PRAB), Woodland Park Police Department, and North East Teller County Fire Protection District (NETCFPD). The applicants are working closely with CDOT to ensure the Highway 67 improvements meet the specific requirements outlined by the State.

The Woodland Park Utilities Department is generally accepting of the proposed final plat, but is still reviewing the Constructing Documents to ensure it meets all Woodland Park requirements.

PRAB is scheduled to review this application on November 12, 2025. Staff will provide their recommendation to Planning Commission during the scheduled public hearing.

The Woodland Park Planning Department has not received any comments from the Fire Department but follow-up with them regarding fire hydrant locations.

CODE COMPLIANCE – FINAL PLAT

This Final Plat application was reviewed under Title 17 Subdivisions of the City of Woodland Park Municipal Code. In italics below are the relevant plat and design standards applicable to this Final Plat application followed by a staff analysis. A copy of the Final Plat is attached to this Staff Report as part of the application.

§17.24.070 Completed plat preparation. A. The design should conform to the preliminary plat, if applicable, as conditionally approved, except that the final plat may constitute only that portion of the approved preliminary plat which is proposed for immediate recording.

Complies. The lots do conform to the preliminary plat. There is a minor variation in ROW width. The Preliminary Plat was approved with the internal Rights of way being a total of 45' wide. Due to the Woodland Park engineering specifications and needed utility easements, the Rights of way are now proposed to be a total of 50' wide. This change does not change the minimum lot size approved within the Preliminary Plat which is a minimum of 7800SF. The other minor deviation from the approved Preliminary Plat is the proposed phasing plan. The proposed phasing plan does not affect the overall lot configuration, number of lots, or lot size.

§17.24.080 Information. Note: This is lengthy list of technical information required to be contained on the Final Plat and prepared by a licensed professional land surveyor.

Complies. The criteria from this section has been reviewed by staff and is determined to be acceptable.

§17.24.090 – Supplemental Material. A.

Complies. The following supplemental material is required and was supplied by the Applicant or will be supplied prior to recording the Final Plat:

1. Engineering Plans for public facilities to be installed (i.e., streets and related improvements, storm drainage facilities, erosion control measures) – Construction drawings have been received and are currently under review.
2. All required drawings were submitted in electronic format.
3. Submission, prior to recording the Final Plat, of one copy of the covenants affecting the subdivision. (Condition #4a.)
4. Cost estimate for installation of necessary public improvements have been received and are under review along with the construction drawings. The Applicant is required to enter into a Subdivision Development Agreement and secure the outstanding improvements.
5. Park capital fees totaling \$50,544 were paid on October 20, 2025.
6. Due to the change in right-of-way width, prior to recording the Final Plat, a letter from the surveyor indicating the area of the streets, of the lots by zone, and open space being dedicated must be submitted.
7. Prior to recording the Final Plat, a Subdivision Agreement and subdivision improvement guarantee is required. (Condition #3b)

8. Prior to recording the Final Plat, of a title insurance commitment or policy issued by a licensed Colorado title insurance company. (Condition #4c)
9. A drainage Report has been submitted and is under review.

§17.24.090 – Supplemental Material. C. *The final plat application for both a major subdivision and a minor subdivision must include detailed, verifiable, and authenticated documentation of the availability to connect to a water source that is sufficient and adequate to service the needs of the proposed lots, uses, and structures.*

Complies. The number of residential lots and availability of water taps was approved by the Woodland Park City Council and the Woodland Park Utilities Department during the 2024 PUD & Preliminary Plat Amendment Process. The number of residential lots (39) the applicants are proposing has not changed and the Woodland Park Utilities department has planned to serve a total of 39 residential lots at the subject property.

Chapter 17.40. Design Standards. The design standards contain specifications for a reasonable layout and design of lots, blocks, streets, sidewalks, easements and alleys to ensure an efficient, orderly, well planned subdivision ready for future construction. Relevant standards are listed below.

§17.40.010 - Purpose. *The character and environment of the City of Woodland Park for future years will be greatly affected by the design of subdivisions and the plats that are approved by the City. Planning, layout and design of a subdivision are of the utmost concern. The residents must have available to them within the area, safe and convenient movement to points of destination or collection. Modes of travel to achieve this objective should not conflict with each other or with abutting land uses. Lots and blocks should provide desirable settings for the buildings that are to be constructed, make use of natural contours and protect the view, afford privacy for the residents and protection from adverse noise and vehicular traffic. Natural features and vegetation of the area must be preserved if at all possible. Schools, parks, churches and other community facilities should be planned as an integral part of the area. In order to meet the above objectives, the city encourages innovative subdivision design.*

Complies. As determined at Preliminary Plat, this subdivision provides for a well-designed subdivision with lots that are accessible from new Rights of way (Chardonay Road, Merlot Avenue, & Zinfandel Road). Safe and convenient vehicular and pedestrian movement is provided with local streets and sidewalks designed to City standards. Staff finds that the proposed subdivision:

- Provides safe and convenient vehicular and pedestrian movement;
- Provides desirable lots and settings for single family homes;
- Makes use of natural contours, views and affords privacy;
- Protects from adverse noise and vehicular traffic; and
- Schools, parks, churches and other community facilities are within reasonable proximity to the subdivision.

§17.40.020 - Site consideration. *Land which the city finds to be unsuitable for subdivision or development due to flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements, or other features which will reasonably be harmful to the safety, health and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas, shall not be subdivided or developed unless adequate methods are formulated by the developer and approved by the city to solve the problems created by the unsuitable land conditions. If the problem cannot be suitably corrected, such land shall be set aside for uses which shall not involve a danger or a harmful situation.*

Complies. Pines at Tamarac subdivision is suitable for development. The proposed lots have similar topographical features to the surrounding areas.

§17.40.030 – Noise reduction. *Where a residential subdivision borders on a state highway, design thereof shall include adequate provisions for the reduction of noise. A parallel street, a landscaped buffer area, or lots with increased setbacks may be required. Arterial streets within the city may require similar provisions.*

Complies. A landscape buffer area is planned for the west side of the subject property bordering state Highway 67. The applicant is proposing to retain as many existing trees in this area as possible.

§17.40.040 – Streets, alleys and easements. *Streets shall conform to the street element of the comprehensive plan of the City of Woodland Park.*

Complies. All roads on-site are proposed as public and will be maintained by the City completion and acceptance. They are designed to facilitate safe and efficient vehicular and pedestrian movement.

§17.40.050 - Streets—Frontage. *No subdivision shall be approved unless the area to be subdivided shall have a frontage on an existing street shown upon a plat approved by the planning commission and city council and recorded in the county clerk and recorder's office. Wherever an area to be subdivided is to utilize an existing adjacent street, the subdivider shall be required to improve said street to city specifications.*

Complies. Each lot has adequate frontage with a minimum of 25' frontage. The applicant is currently in the process of receiving final approval from the City of Woodland Park to start construction on the initial grading and instillation of infrastructure. They have provided cost estimates for the construction of infrastructure for phase 1 & 2. A subdivision development agreement is required and the applicant must provide a financial guarantee for the cost of the public improvements prior to recording the final plat with Teller County.

§17.40.150 – Street names and numbers. *Street names shall not be used which will duplicate or be confused with the names of existing streets and shall be subject to approval of the City. Street numbers shall be assigned by the City staff.*

Complies. The street names are acceptable and shall be reflected on the mylar prior to recording the Final Plat. Street numbers will be assigned by the City at the time of recording. New street signs are to be installed in compliance with City standards.

§17.40.170 - Easements. *Where required, easements for all utilities other than public sewer and water lines shall be a minimum of twenty feet wide, ten feet of which shall be on each side of common rear lot lines where said lines abut. Where the rear lot line abuts on property outside of the subdivision of which there are no easements provided for of at least ten feet in width, then the easement or alley on the rear lot lines in the subdivision shall be at least twenty feet in width. Side lot easements, where necessary shall be at least ten feet in width, five feet of which shall be on each side of a common lot line. Where required, easements for public sewer or water shall be required with the width to be determined in accordance with the city engineering specifications.*

Complies. All easements are shown on the final plat and adequate for all utilities. Public utility easements are provided along each property line.

§17.40.210 - Lots. *The lot arrangement shall be such that there will be no foreseeable difficulties, for reasons of topography or other conditions, in securing building permits to build on all lots in compliance with the zoning ordinance and in driveway access to buildings on such lots from an approved street.*

Complies. All lots are reasonably arranged and buildable with adequate provision made for driveway access from an approved street and a viable building envelope.

§17.40.250 – Land use intensity ratios. *Each single family lot resulting from a new subdivision or replat of an existing subdivision shall include a lot coverage standard as permitted in the Table LCS below. Lot coverage is that are of the lot that is covered by a principle building or accessory building. Driveways, decks, and patios are not calculated as part of the lot coverage standard.*

Complies. According to the approved PUD document, “There shall be only one (1) principal primary use of single-family residence conducted on a lot. Guest houses and/or accessory dwelling units shall not be permitted”. Contrary to this code prevision, it was the developer’s choice that the PUD states, “A maximum 40% gross total lot area may be imperious. The area of at grade patios and walks and/or paths shall not be counted towards impervious coverage. Driveways shall be included in the maximum impervious area calculation.

§17.36.020 – Park capital fees or dedication of land. *Every major or minor subdivision which is platted for residential use shall pay a park capital fee in the amount established by city council per resolution for public parks, recreation areas and open space. The city council based upon advisement from the parks and recreation advisory board and subsequent recommendation by the Planning Commission may, at its option subject to policy established by Section 17.36.050 require land dedication in the amount of 0.027 acres per residential unit. In a cluster development, this land shall not count toward the minimum required open space.*

Complies. The Pines at Tamarac development team has paid a park capital fee totaling \$50,544. This fee is based on the number of residential lots being platted. The City of Woodland Park Planning staff received this payment on October 20, 2025.

NOTIFICATIONS

Adjacent property owners within 150 feet were mailed a letter notifying them of this application as well as all meeting dates including the scheduled Planning Commission public hearing. The site was posted with a public notice poster and notice of the public hearing was published in the Pikes Peak Courier in compliance with the Municipal Code. Staff has received no public comments regarding this proposed Final Plat.

PLANNING COMMISSION RECOMMENDATION

Planning Commission heard this item at a public hearing on November 13, 2025. At the conclusion of their public hearing, Commissioner Hoying moved and Commissioner Hartsfield seconded the Planning Commission recommend that City Council approve the Pines at Tamarac Subdivision final plat subject to the conditions presented by Staff and that the minutes reflect that the City Council approved Tap Management Plan serves as the detailed verifiable and authenticated document of fulfillment of Woodland Park Municipal Code section 17.24.090.

The conditions recommended by staff are:

1. Prior to installation of infrastructure, the applicant shall obtain a Zoning Development Permit for infrastructure, which application shall include:
 - a. Final utility plan with profiles for all water, stormwater, and sanitary sewer
 - b. Final grading and erosion control plan for the entire site and off-site improvements
 - c. Final on/off-site street plan with profiles with curb and gutter on both sides of Sourdough Road Final drainage plan and report
 - d. Approved CDOT Access Permit
 - e. Approved SWMP
2. Applicant must adhere to all CDOT requirements and obtain necessary permits/approvals with CDOT.
3. Prior to conveyance of any proposed lot, the applicant shall
 - a. Record a Final Plat;
 - b. Complete installation of all required improvements or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs associated with constructing the required improvements shall be borne by the developer.
 - c. Repair/upgrade Sourdough Road to City standards for the full length along the eastern boundary of Lot 2 or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs for this installation shall be borne by the developer.
 - d. Comply with CDOT requirements regarding the deceleration lane on Highway 67.
4. Prior to recording the Final Plat, the applicant shall submit:

- a. Covenants, which include deed restrictions that establish a homeowners association to guarantee the architectural and landscape design and maintenance of the common open space and stormwater pond.
- b. A letter from the surveyor indicating the area of the streets, of the lots by zone, and open space.
- c. A title insurance commitment or policy issued by a licensed Colorado title insurance company.

STAFF RECOMMENDATION

APPROVAL of the Pines at Tamarac Subdivision final plat, based on the findings in the staff report and as presented at public hearing, a request by Tom Martinez (Applicant) and Pines at Tamarac, LLC (Property Owner) to plat 20.61 acres into 39 lots; the subject property is described as Lot 2, Block 1, Dayspring Christian Fellowship (a.k.a. 205 Sourdough Road) in the Pines at Tamarac PUD zone district subject to the following conditions:

- 1. Prior to installation of infrastructure, the applicant shall obtain a Zoning Development Permit for infrastructure, which application shall include:
 - a. Final utility plan with profiles for all water, stormwater, and sanitary sewer
 - b. Final grading and erosion control plan for the entire site and off-site improvements
 - c. Final on/off-site street plan with profiles with curb and gutter on both sides of Sourdough Road Final drainage plan and report
 - d. Approved CDOT Access Permit
 - e. Approved SWMP
- 2. Applicant must adhere to all CDOT requirements and obtain necessary permits/approvals with CDOT.
- 3. Prior to conveyance of any proposed lot, the applicant shall
 - a. Record a Final Plat;
 - b. Complete installation of all required improvements or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs associated with constructing the required improvements shall be borne by the developer.
 - c. Repair/upgrade Sourdough Road to City standards for the full length along the eastern boundary of Lot 2 or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs for this installation shall be borne by the developer.
 - d. Comply with CDOT requirements regarding the deceleration lane on Highway 67.
- 4. Prior to recording the Final Plat, the applicant shall submit:
 - a. Covenants, which include deed restrictions that establish a homeowners association to guarantee the architectural and landscape design and maintenance of the common open space and stormwater pond.
 - b. A letter from the surveyor indicating the area of the streets, of the lots by zone, and open space.
 - c. A title insurance commitment or policy issued by a licensed Colorado title insurance company.

STAFF REPORT ATTACHMENTS

Application

Approved Pines at Tamarac Master Plan & Preliminary Plat
Resolution No. 922 Series 2024



2025 GENERAL APPLICATION

(Revised 1/1/2025)

Project # _____

Case # _____

Fee(s): See City of Woodland Park
Fees Sheet (Plus publication/recording
fees, as applicable)

Type of Application (Check one or more as applicable)

- | | | |
|---|---|--|
| ☐ Site Plan Review Permitted Use | ☐ Special Use Permit | ☐ Preliminary Plat |
| ☐ Site Plan Review Conditional Use | ☐ Planned Unit Development (PUD) | ☐ Exemption Plat |
| ☐ Conditional Use Permit | ☐ PUD Amendment | ☒ Final Plat |
| ☐ Zoning Change | ☐ Appeal | ☐ Townhouse Plat |
| ☐ Extension of Development | ☐ Variance | ☐ Condominium Plat |

1. Applicant Information

- a. Applicant Name VH Pines at Tamarac, LLC
- b. Project Coordinator ☒ Property Owner ☐
- c. Mailing Address 834-F S. Perry Street, STE 119 Castle Rock, CO 80104
- d. E-mail Address tom.martinez@bevaliant.net
- e. Phone Numbers Home 720-234-5207 Work _____ Mobile _____

2. Property Owner Information (if different from above)

- a. Name VH Pines at Tamarac, LLC Project Contact? Yes ☒ No ☐
- b. Mailing Address 834-F S. Perry Street, STE 119, Castle Rock, CO 80104
- c. E-mail Address tom.martinez@bevaliant.net
- d. Phone Numbers Home 720-234-5207 Work _____ Mobile _____

3. Site Information

- a. Site Address 205 Sourdough Road
- b. Lot 2 Block _____ Subdivision Dayspring Christian Fellowship
- c. Property Zoning PUD Lot Size 21 Acres ☒ Square Feet ☐

4. Is the property subject to covenants? Yes ☐ No ☒ If yes, then submit copy of covenants and current contact for HOA. It is the responsibility of the landowner to submit HOA approval with this application.

5. Project Information

- a. Project Name Pines at Tamarac
- b. Brief Description of Project/Request This final plat proposes 39 single-family lots, three roadways withing public R.O.W., and the paving of Sourdough Road.

Project Narrative (On a separate sheet provide additional project details and how the proposal complies with the applicable code requirements, which can be found in Section 8 of this application.)

5. Consultant Information (if applicable)

a. Architect

- i. Project Contact N/A
- ii. Firm Name _____
- iii. Physical Address _____
- iv. Mailing Address _____
- v. E-mail Address _____
- vi. Phone Numbers: Business _____ Mobile _____

b. Engineer

- i. Project Contact Lynn O'Grady, PE
- ii. Firm Name R&R Engineers-Surveyors
- iii. Physical Address 1635 W 13th Ave, STE 310 Denver, CO 80204
- iv. Mailing Address 1635 W 13th Ave, STE 310 Denver, CO 80204
- v. E-mail Address logrady@rrengineers.com
- vi. Phone Numbers: Business 720-390-5509 Mobile _____

c. Planner

- i. Project Contact Terry Stone
- ii. Firm Name Strata Design and Planning
- iii. Physical Address 1635 W 13th Ave, STE 310 Denver, CO 80204
- iv. Mailing Address 1635 W 13th Ave, STE 310 Denver, CO 80204
- v. E-mail Address tstone@thinkstratadesign.com
- vi. Phone Numbers: Business 720-399-1158 Mobile _____

d. Surveyor

- i. Project Contact Kevin Kucharczyk, PLS
- ii. Firm Name R&R Engineers-Surveyors
- iii. Physical Address 1635 W 13th Ave, STE 310 Denver, CO 80204
- iv. Mailing Address 1635 W 13th Ave, STE 310 Denver, CO 80204
- v. E-mail Address kkucharczyk@rrengineers.com
- vi. Phone Numbers: Business 720-390-5512 Mobile _____

e. Other (specify role) _____

- i. Project Contact _____
- ii. Firm Name _____
- iii. Physical Address _____
- iv. Mailing Address _____
- v. E-mail Address _____
- vi. Phone Numbers: Business _____ Mobile _____

6. Submittal Requirements

The following items must be included at time of submittal (in addition to items on the submittal checklists) or the application will not be processed (additional copies may be requested).

Type of Application	24" x 36" Plan Set	11" x 17" Plan Set	Adobe Acrobat Portable Document Format (.pdf) electronic Plan Set on a flash drive	Warranty Deed or Title Policy	List of adjoining property owners within 150'	Copies of reports (narrative, traffic study, drainage, etc.)
All Types	1	1	1	1	1	1

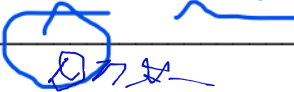
7. Applicable Code Sections

The following are the applicable code sections by type of application and are for assisting applicants in completing the required project narrative. The City of Woodland Park's Municipal Code can be found at www.city-woodlandpark.org/Charter&Code. Subdivision requirements are in Title 17 and Zoning is in Title 18 of the Municipal Code.

Type of Application	Applicable Code Sections
Site Plan Review Permitted Use	Chapters 18.34, 18.33 and 18.39
Site Plan Review Conditional Use	Chapters 18.34, 18.57, 18.33 and 18.39
Conditional Use Permit	Chapter 18.57 plus applicable site plan regulations
Zoning Change	There are no specific standards, but the applicant should provide supporting argument for a zoning change, including how it complies with the Comprehensive Plan
Special Use Permit	Chapter 18.61 plus applicable site plan regulations
Planned Unit Development	Chapters 18.30, 18.33, 18.39, Sections 17.20.070, and 17.20.080
Appeal	Chapter 18.54
Variance	Chapter 18.60
Preliminary Plat	Chapter 17.20 plus applicable subdivision sections
Exemption Plat	Section 17.52.030 plus applicable subdivision sections
Final Plat	Chapter 17.24 plus applicable subdivision sections
Townhouse Plat	Chapter 17.32 plus applicable subdivision sections
Condominium Plat	Chapter 17.32 plus applicable subdivision sections

8. Certification of Ownership

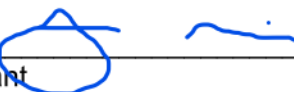
I (We) do hereby declare and affirm that I (we) am (are) the exclusive owner(s) and title holder(s) of the above described property.



7/1/2025
 Owner _____ Date _____

 Owner _____ Date 7/1/2025

9. Certification: The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge.

I certify that I understand that the proposed development is in accordance with all provisions of the City of Woodland Park's Municipal Code and other applicable regulations.



7/1/2025
 Applicant _____ Date _____

Project Schedule Narrative – Pines at Tamarac

10/31/2025

This narrative provides an overview of the construction sequencing, key infrastructure milestones, and completion timeline for the Pines at Tamarac residential development.

1. Project Start & Preconstruction

The project officially commences with permit completion estimated on or before November 1, 2025, allowing mobilization and site setup to begin immediately.

2. Phase 1 – Core Infrastructure & Offsite Work (Oct 2025 – May 8, 2026)

Phase 1 focuses on establishing all core underground utilities, grading, drainage, and primary circulation infrastructure for 18 finished residential lots ready for vertical home construction. Key activities include:

- - Tree Removals & Potholing – Early to Mid-November 2025
- - Mob., BMP's, Traffic Control – Late October to Late November 2025
- - Mass Grading (Including Lots) – Mid November to Mid December 2025
- - Sanitary Sewer Installation – Late November to Late December 2025
- - Water Main Installation – Early January to Late January 2026
- - Storm Sewer & Inlets – Late January to Late February 2026
- - Pond Structures – Late February to Late March 2026
- - Subgrade Preparation & Flatwork (Sidewalks, Curb, Gutter) – February to April 2026
- - Asphalt Paving, Striping and Landscaping – April to Early May 2026

Phase 1 concludes with pavement markings and signage, finishing on Q2'26, signifying completion of Phase 1 development.

3. Transition & Phase 2 Start (May – Sept 2026)

Following Phase 1, there is a gap period before the second mobilization. This allows for 18 finished residential lot delivery, inspections, or builder activity. Phase 2 officially commences approximately Q3'26.

4. Phase 2 – Remaining Utilities, Final Roadwork & Buildout Support (Sept 2026 – Jan 25, 2027)

Phase 2 mirrors the structure of Phase 1, completing the remaining infrastructure for the balance of the subdivision. Work includes:

- - Mobilization, BMPs, Traffic Control – Late September 2026

- - Potholing & Trench Work – Late September 2026
- - Sanitary Sewer & Water Services – October to November 2026
- - Storm Sewer Completion – Late November 2026
- - Subgrade & Flatwork – December 2026 to Mid-January 2027
- - Final Paving – Mid to Late January 2027
- - Landscaping & Seeding by Others – Final Week of Project

5. Project Completion

By Q1'27, all infrastructure improvements for 39 finished residential lots—including utilities, roads, drainage, and restoration—will be fully installed, marking community completion.

Estimated Total Project Infrastructure Cost – Pines at Tamarac

Description	Extended
Phase 1	
General	
1 Mobilization/Demobilization	\$35,000
Initial Erosion Control Measures	\$35,290
Interm Erosion Control Measures	\$29,640
Interm Final Erosion Control Measures (Native Seeding)	\$14,223
Traffic Control	\$15,400
Potholing	\$15,840
Survey	\$53,460
Third Party Testing	\$31,900
Winter Conditions	\$106,800
Sub-Total	<u>\$337,553</u>
Site Preparation & Demo	
Land Clearing/Lot Stripping	\$68,800
Salvaging Site Resources for Owner Reuse (Trees & Boulders)	\$36,000
Removal of Asphalt	\$720
Removal of 19" x 30" CMP Culvert	\$1,150
Removal of 48" CMP	\$170
Removal of 18" CMP	\$1,120
Remove and Salvage Existing 24" CMP and Flaired End Section	\$140
Sub-Total	<u>\$108,100</u>
Earthwork	
Rough Grading of Chardonnay and Merlot Road (Cut/Fill)	\$91,986
Site Grading Lots (Cut/Fill)	\$118,530
Sub-Total	<u>\$210,516</u>
Sanitary	
Connect to Existing SANMH-S1	\$3,900
Excavate, Lay, Backfill 8" SDR 35 Sanitary	\$138,905
Excavate, Set, Backfill 4' SAN Manhole	\$64,980
Sub-Total	<u>\$207,785</u>
Water	
Connect to Existing Water	\$11,020
Excavate, Lay, Backfill 8" C900 To Gate Valve G1 Per C9.5	\$124,160
Directional Bore Under SH-67	\$150,000
Excavate, Lay, Backfill 8" C900 Per C9.3	\$29,869

Excavation, Lay, Backfill 8" C900 C9.4	\$75,190
Excavate, Lay Backfill C900 per C9.1	\$95,150
Installation of Blow Off	\$10,500
Installation of Fire Hydrant	\$48,400
Sub-Total	\$544,289
Stormwater Management	
Excavate, Lay Backfill 18" RCP Per Details on Sheet C10.4	\$6,150
Excavation and Grading of Detention Pond Per C10.4	\$43,819
Construction of Pond Spillway Per C10.4	\$38,160
Construction of Pond Access Road Per C10.4	\$21,320
Subgrade Preparation of Forebay Per C10.4	\$2,370
Forebay	\$7,600
Subgrade Preparation of Trickle Channel Per C10.4	\$2,280
Trickle Channel	\$6,720
Excavation, Subgrade Preparation, and Backfill of Outlet Per C10.4	\$5,400
Outlet Structure w/Micropool	\$28,100
Excavate, Prepare Subgrade, Drainage, and Backfill Retaining Wall 1	\$28,350
Concrete Retaining Wall Detail 1	\$59,400
Excavate, Prepare Subgrade, Drainage, and Backfill Retaining Wall 2	\$14,300
Concrete Retaining Wall Detail 2	\$30,800
Excavate, Lay, Backfill 18" RCP w/FES	\$25,920
Excavate, Lay, Backfill 24" RCP w/FES	\$70,994
Type L Rip Rap at Culvert Outfall	\$7,040
Excavate, Lay, Backfill 42" RCP w/FES	\$36,000
Excavate, Set, Backfill Type C Inlet	\$8,940
Excavate, Set, Backfill Type R Inlet (2 EA 5', 1 EA 10', 3 EA 15')	\$53,700
Sub-Total	\$497,363
Pavements/Flatwork	
4" Sidewalk	\$93,591
6" Driveways (24'L x 5.5'W)	\$26,030
ADA Curb Ramps	\$22,480
8" Reinforced Concrete Pans	\$21,560
Curb & Gutter	\$94,776
Subgrade Preparation of Chardonney Street	\$73,340
Asphalt Paving of Chardonney	\$51,750
Subgrade Preparation of Marlot (Phase 1 Only)	\$55,560
Phase 1 Asphalt Paving Marlot	\$41,630
Signage & Striping Phase 1	\$7,755

	Sub-Total	<u>\$488,472</u>
State Highway 67 Scope		
Excavate, Lay, Backfill 42" CMP		\$4,088
Excavate, Set, Backfill STMH-03		\$9,920
Excavate, Prepare Subgrade, and Backfill Retaining Wall At SH-67		\$6,650
Concrete Retaining Wall Detail 3		\$22,050
Excavate, Lay Backfill 18" CMP w/FES		\$7,020
Grading SH-67 Turn Lane (Class 6 Fill)		\$33,880
Subgrade Preparation of Turn Lane SH-67		\$16,120
Asphalt Paving of SH-67		\$18,538
Signage & Striping SH-67		\$18,150
Excavate, Lay, Backfill 30" HDPE w/FES		\$31,200
Subgrade Preparation for Sourdough Road		\$64,000
Curb & Gutter		\$72,518
Asphalt Paving of Sourdough Road		\$60,260
	Sub-Total	<u>\$364,394</u>
Total Phase 1 Budget		<u>\$2,758,473</u>

Description	Extended
Phase 2	
General	
1 Mobilization/Demobilization	\$35,000
Land Clearing and Lot Stripping	\$36,800
Salvaging Site Resources for Owner Reuse (Trees & Boulders)	\$20,000
	Sub-Total
	<u>\$91,800</u>
Earthwork	
Rough Grading of Zinfandel (Cut/Fill)	\$54,984
Grading Phase II Site Lots (Cut/Fill)	\$111,248
	Sub-Total
	<u>\$166,232</u>
Water	
Excavate, Lay, Backfill 8" C900 Water	\$37,760
Installation of Blow Off	\$10,500
Installation of Fire Hydrant	\$12,100
	Sub-Total
	<u>\$60,360</u>

Sanitary	
Excavate, Lay, Backfill 8" PVC Sanitary	\$25,285
Excavate, Set, Backfill Sanitary Manhole	\$30,280
Sub-Total	\$55,565

Pavements	
Curb & Gutter	\$55,645
6" Driveways (24'L x 5.5'W)	\$27,400
8" Reinforced Concrete Pans	\$12,320
4" Sidewalk	\$92,549
Subgrade Preparation of Zinfandel Road	\$44,000
Asphalt Paving of Zinfandel Road	\$25,300
Subgrade Preparation of Phase 2 Marlot	\$46,000
Phase 2 Asphalt Paving of Marlot	\$50,600
Signage & Striping Phase 2	\$3,135
	\$356,949

Total Phase 2 Budget	\$730,906
Total Phase 1 Budget	\$2,758,473
Total Phase 2 Budget	\$730,906
All Phase Budget	\$3,489,378

PINES AT TAMARAC SUBDIVISION, FILING NO. 1

LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
A PART OF THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN
CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO

TITLE COMMITMENT

COMMITMENT NUMBER: 592-HS0845522-415
COMMITMENT DATE: APRIL 9, 2025 AT 8:00 A.M.
HERITAGE TITLE COMPANY

KNOW ALL MEN BY THESE PRESENTS:

THAT PINES AT TAMARAK, LLC, A COLORADO LIMITED LIABILITY COMPANY, BEING THE OWNER OF THE FOLLOWING DESCRIBED TRACT OF LAND:

TO WIT:

A TRACT OF LAND DESCRIBED AS LOT 2, DAYSPRING CHRISTIAN FELLOWSHIP, RECORDED UNDER RECEPTION NO. 509945 OF THE RECORDS OF THE TELLER COUNTY CLERK AND RECORDER AND SITUATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN, IN THE CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO.

DEDICATION:

THE UNDERSIGNED OWNER HAS CAUSED SAID TRACT TO BE PLATTED INTO LOTS, STREETS AND EASEMENTS AS SHOWN ON THE PLAT. THE UNDERSIGNED DOES HEREBY GRANT UNTO THE CITY OF WOODLAND PARK, THOSE EASEMENTS, RIGHTS-OF-WAY AND AREAS FOR PUBLIC USE SHOWN ON THE PLAT. THE SOLE RIGHT AND AUTHORITY TO RELEASE OR CONVEY ALL OR ANY SUCH EASEMENTS, RIGHTS-OF-WAY AND AREAS FOR PUBLIC USE SHALL REMAIN EXCLUSIVELY VESTED IN THE CITY OF WOODLAND PARK. ALL STREETS ARE HEREBY DEDICATED TO THE CITY OF WOODLAND PARK FOR PUBLIC USE. ALL EASEMENTS SHALL RETAIN THE RIGHT OF INGRESS AND EGRESS FOR CONSTRUCTION AND MAINTENANCE OF IMPROVEMENTS. NO PERMANENT STRUCTURES EXCEPT FENCING UPON CITY APPROVAL SHALL BE ALLOWED ON ANY EASEMENT. THIS TRACT OF LAND AS HEREBY PLATTED SHALL BE KNOWN AS "PINES AT TAMARAK, FILING NO. 1", IN THE CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO.

WITNESS MY HAND THIS DAY OF , 20.

BY AS
OF PINES AT TAMARAK , LLC.

STATE OF)
COUNTY OF) SS

THE FOREGOING CERTIFICATE OF DEDICATION WAS ACKNOWLEDGED BEFORE ME THIS

DAY OF , 20 AD,

BY AS
OF PINES AT TAMARAK , LLC.

NOTARY PUBLIC

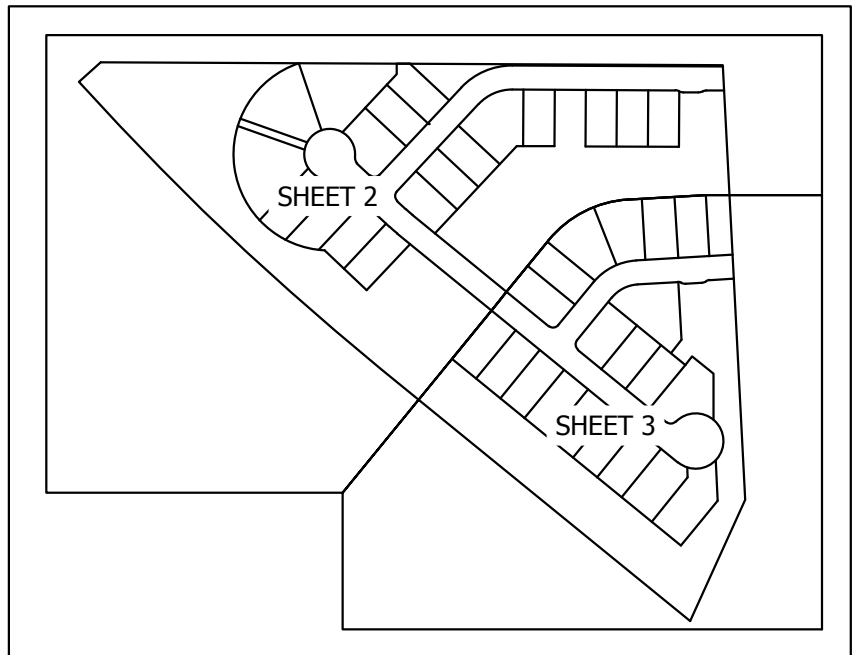
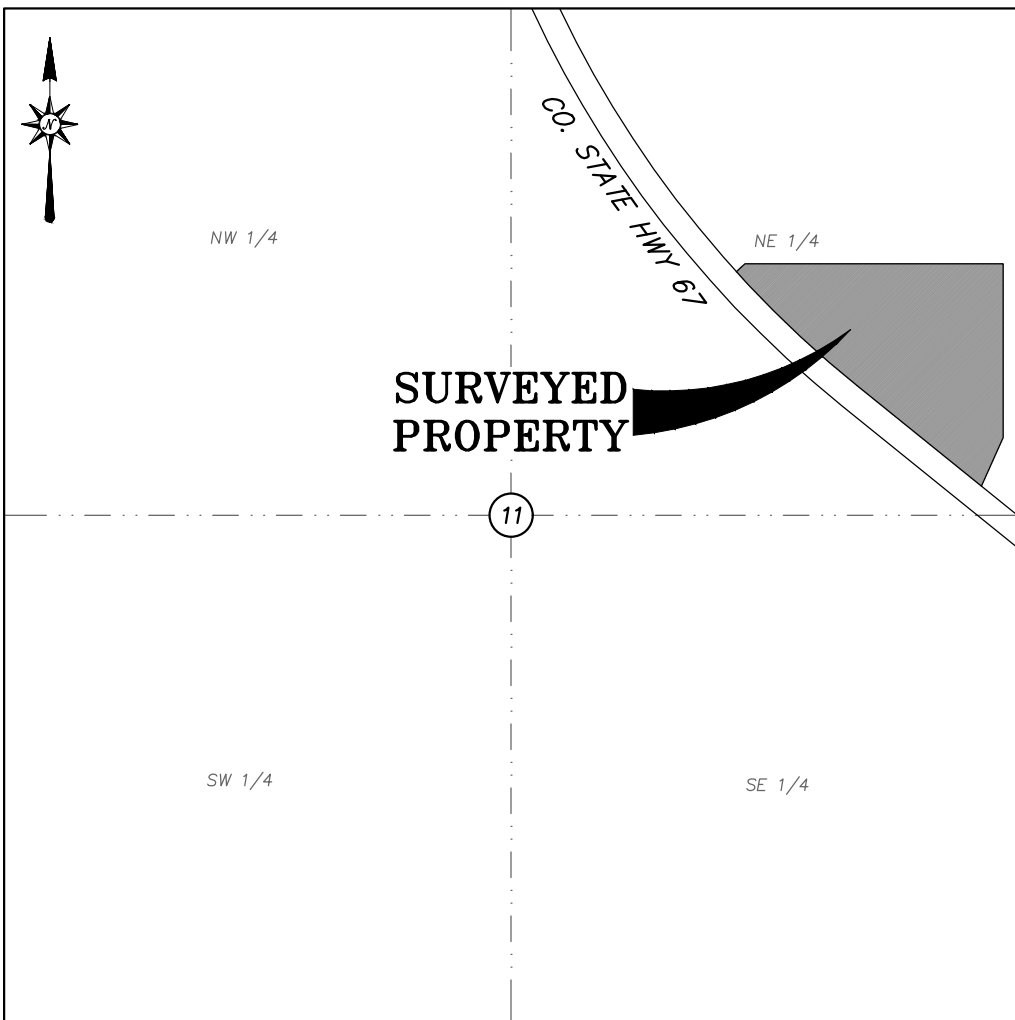
MY COMMISSION EXPIRES

COUNTY TREASURER:

ALL TAXES ASSESSED AND DUE ON THE PROPERTY DESCRIBED ABOVE HAVE BEEN PAID IN FULL.

SIGNED THIS DAY OF , 20.

TELLER COUNTY TREASURER



SURVEYOR'S CERTIFICATION

I, KEVIN J. KUCHARCZYK, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, HAVE AFFIXED MY STAMP AND SIGNATURE REPRESENTING THAT THE SURVEYING SERVICES ADDRESSED HEREON HAVE BEEN PERFORMED BY ME OR UNDER MY RESPONSIBLE CHARGE, AND ARE BASED UPON THE PROFESSIONAL SURVEYOR'S KNOWLEDGE, INFORMATION, BELIEF AND IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE.

KEVIN J. KUCHARCZYK, P.L.S.
COLORADO REG. NO. 34591
FOR AND ON BEHALF OF
R&R ENGINEERS-SURVEYORS, INC.

THE WORD "CERTIFICATION" AND/OR "CERTIFY" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.

APPROVAL BY THE PLANNING COMMISSION:

APPROVED BY THE PLANNING COMMISSION FOR THE CITY OF WOODLAND PARK, COLORADO

THIS DAY OF , 20.

CHAIRMAN

ATTEST: RECORDING SECRETARY PLANNING COMMISSION

APPROVAL BY THE CITY COUNCIL:

THIS PLAT AND THE DEDICATION TO THE PUBLIC OF THE STREETS AND PUBLIC WAYS SHOWN HEREON, AND THE PUBLIC UTILITY EASEMENTS AS SHOWN ARE HEREBY ACCEPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, STATE OF COLORADO,

THIS DAY OF , 20.

MAYOR

ATTEST: CITY CLERK

RECORDING:

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORDED IN MY OFFICE AT O'CLOCK M.,

THIS DAY OF , 20, AND IS DULY RECORDED UNDER RECEPTION

NUMBER OF THE RECORDS OF TELLER COUNTY, COLORADO.

FEE:

BY: TELLER COUNTY CLERK AND RECORDER

LOT AND TRACT TABLE:

PARCEL	SQ. FT.	ACRE	LAND USE	OWNERSHIP & MAINTENANCE
TRACT A	279,637 SF	6.420 AC	OPEN SPACE/DRAINAGE/UTILITIES	HOMEOWNERS ASSOCIATION
TRACT B	2,362 SF	0.054 AC	OPEN SPACE/DRAINAGE/UTILITIES	HOMEOWNERS ASSOCIATION
TRACT C	7,964 SF	0.183 AC	OPEN SPACE/DRAINAGE/UTILITIES	HOMEOWNERS ASSOCIATION
TRACT D	104,787 SF	2.406 AC	OPEN SPACE/DRAINAGE/UTILITIES	HOMEOWNERS ASSOCIATION
LOTS 1-39	378,262 SF	8.683 AC	RESIDENTIAL - SINGLE FAMILY	PINES AT TAMARAC
R.O.W.	124,594 SF	2.860 AC	PUBLIC RIGHT-OF-WAY	CITY OF WOODLAND PARK
TOTAL	897,606 SF	20.606 AC		

OWNER/DEVELOPER

THE PINES AT TAMARAK LLC.
951 SALIDA DEL SOL
PASO ROBLES, CA 93446
(805) 610-2177

APPLICANT

VALIANT CONSTRUCTION HOLDINGS, LLC.
115 WILCOX ST., SUITE 220
CASTLE ROCK, CO 80104
(720) 234-5207

SURVEYOR

R&R ENGINEERS/SURVEYORS INC.
1635 W. 13TH AVENUE, SUITE 310
DENVER, CO. 80204
(303) 753-6730



R&R ENGINEERS-SURVEYORS, INC.

1635 W. 13TH AVENUE, SUITE 310
DENVER, COLORADO 80204
303-753-6730
www.rrengineers.com

REVISIONS		File: VC25090-PLAT
10/9/2025	UPDATES PER CITY OF WOODLAND PARK COMMENTS	Orig. Issue Date: 7/31/2025
		Drawn By: MJP
		Checked By: KJK
		Project No. VC25090

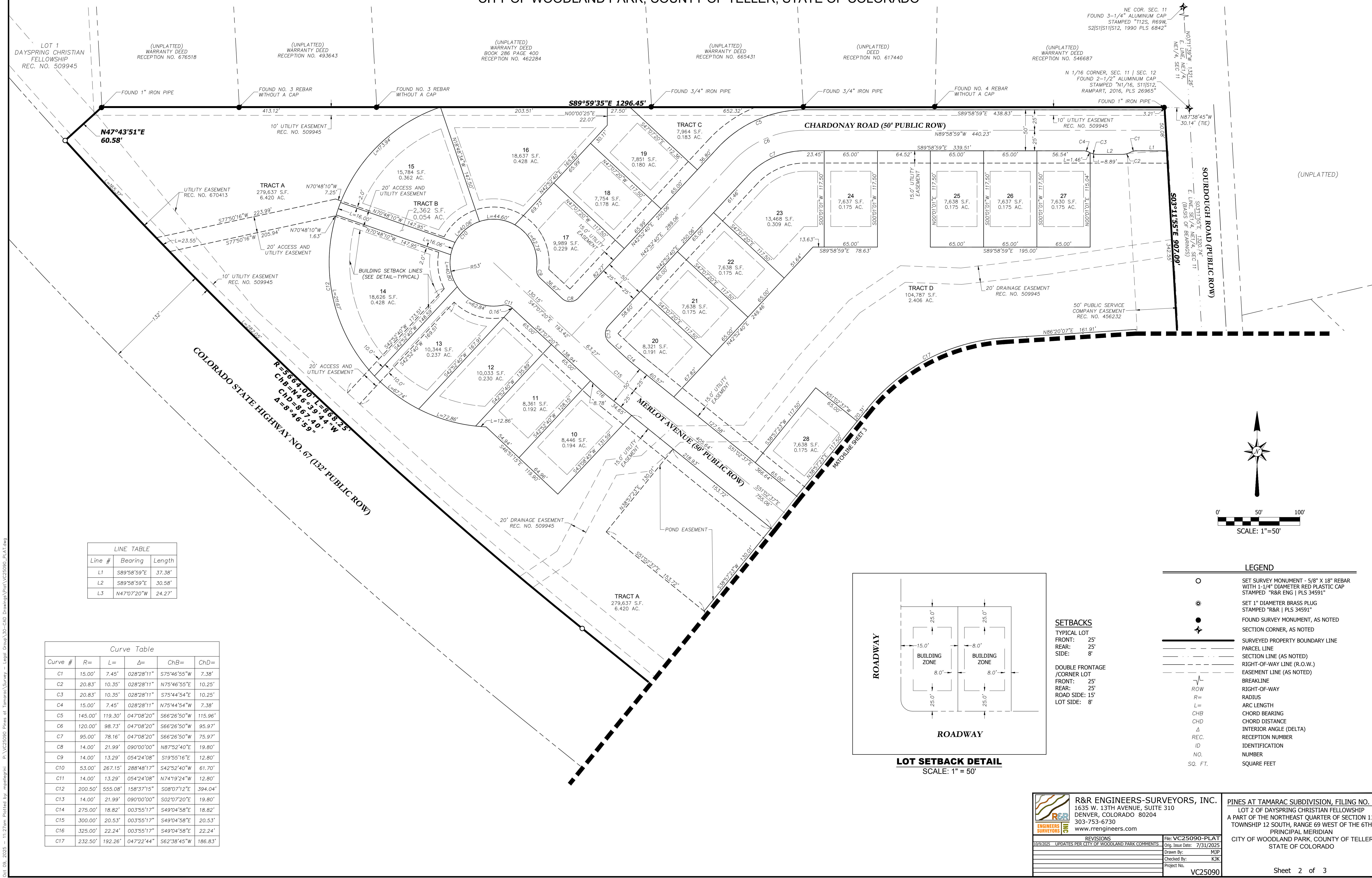
PINES AT TAMARAC SUBDIVISION, FILING NO. 1

LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
A PART OF THE NORTHEAST QUARTER OF SECTION 11,
TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH
PRINCIPAL MERIDIAN
CITY OF WOODLAND PARK, COUNTY OF TELLER,
STATE OF COLORADO

PINES AT TAMARAC SUBDIVISION, FILING NO. 1

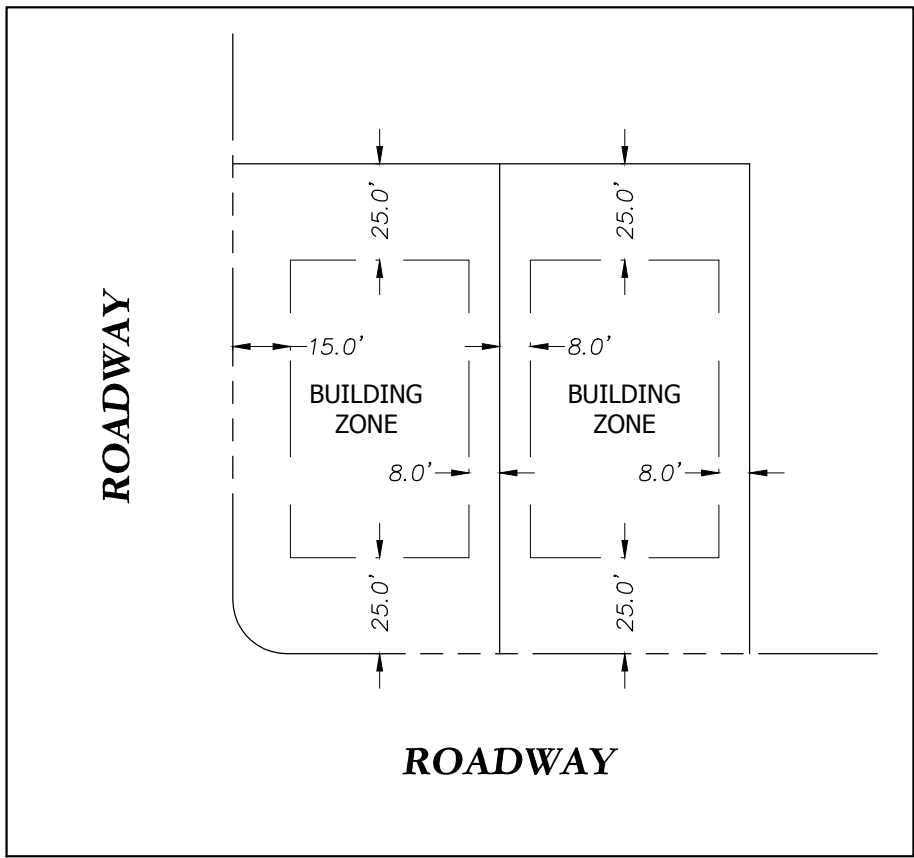
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP

A PART OF THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN
CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO



LINE TABLE		
Line #	Bearing	Length
L1	S89°58'59"E	37.38'
L2	S89°58'59"E	30.58'
L3	N47°07'20"W	24.27'

Curve Table					
Curve #	R=	L=	Δ=	ChB=	ChD=
C1	15.00'	7.45'	028°28'11"	S75°46'55"W	7.38'
C2	20.83'	10.35'	028°28'11"	N75°46'55"E	10.25'
C3	20.83'	10.35'	028°28'11"	S75°44'54"E	10.25'
C4	15.00'	7.45'	028°28'11"	N75°44'54"W	7.38'
C5	145.00'	119.30'	047°08'20"	S66°26'50"W	115.96'
C6	120.00'	98.73'	047°08'20"	S66°26'50"W	95.97'
C7	95.00'	78.16'	047°08'20"	S66°26'50"W	75.97'
C8	14.00'	21.99'	090°00'00"	N87°52'40"E	19.80'
C9	14.00'	13.29'	054°24'08"	S19°55'16"E	12.80'
C10	53.00'	267.15'	288°48'17"	S42°52'40"W	61.70'
C11	14.00'	13.29'	054°24'08"	N74°19'24"W	12.80'
C12	200.50'	555.08'	158°37'15"	S08°07'12"E	394.04'
C13	14.00'	21.99'	090°00'00"	S02°07'20"E	19.80'
C14	275.00'	18.82'	003°55'17"	S49°04'58"E	18.82'
C15	300.00'	20.53'	003°55'17"	S49°04'58"E	20.53'
C16	325.00'	22.24'	003°55'17"	S49°04'58"E	22.24'
C17	232.50'	192.26'	047°22'44"	S62°38'45"W	186.83'



LOT SETBACK DETAIL
SCALE: 1" = 50'

SETBACKS
TYPICAL LOT
FRONT: 25'
REAR: 25'
SIDE: 8'

DOUBLE FRONTAGE
/CORNER LOT
FRONT: 25'
REAR: 25'
ROAD SIDE: 15'
LOT SIDE: 8'

LEGEND	
	SET SURVEY MONUMENT - 5/8" X 18" REBAR WITH 1-1/4" DIAMETER RED PLASTIC CAP STAMPED "R&R ENG PLS 34591"
	SET 1" DIAMETER BRASS PLUG STAMPED "R&R PLS 34591"
	FOUND SURVEY MONUMENT, AS NOTED
	SECTION CORNER, AS NOTED
	SURVEYED PROPERTY BOUNDARY LINE
	PARCEL LINE
	SECTION LINE (AS NOTED)
	RIGHT-OF-WAY LINE (R.O.W.)
	EASEMENT LINE (AS NOTED)
	BREAKLINE
	RIGHT-OF-WAY
	RADIUS
	ARC LENGTH
	CHORD BEARING
	CHORD DISTANCE
	INTERIOR ANGLE (DELTA)
	RECEPTION NUMBER
	IDENTIFICATION
	NUMBER
	SQ. FT.

R&R ENGINEERS-SURVEYORS, INC.
1635 W. 13TH AVENUE, SUITE 310
DENVER, COLORADO 80204
303-753-6730
www.rrengineers.com

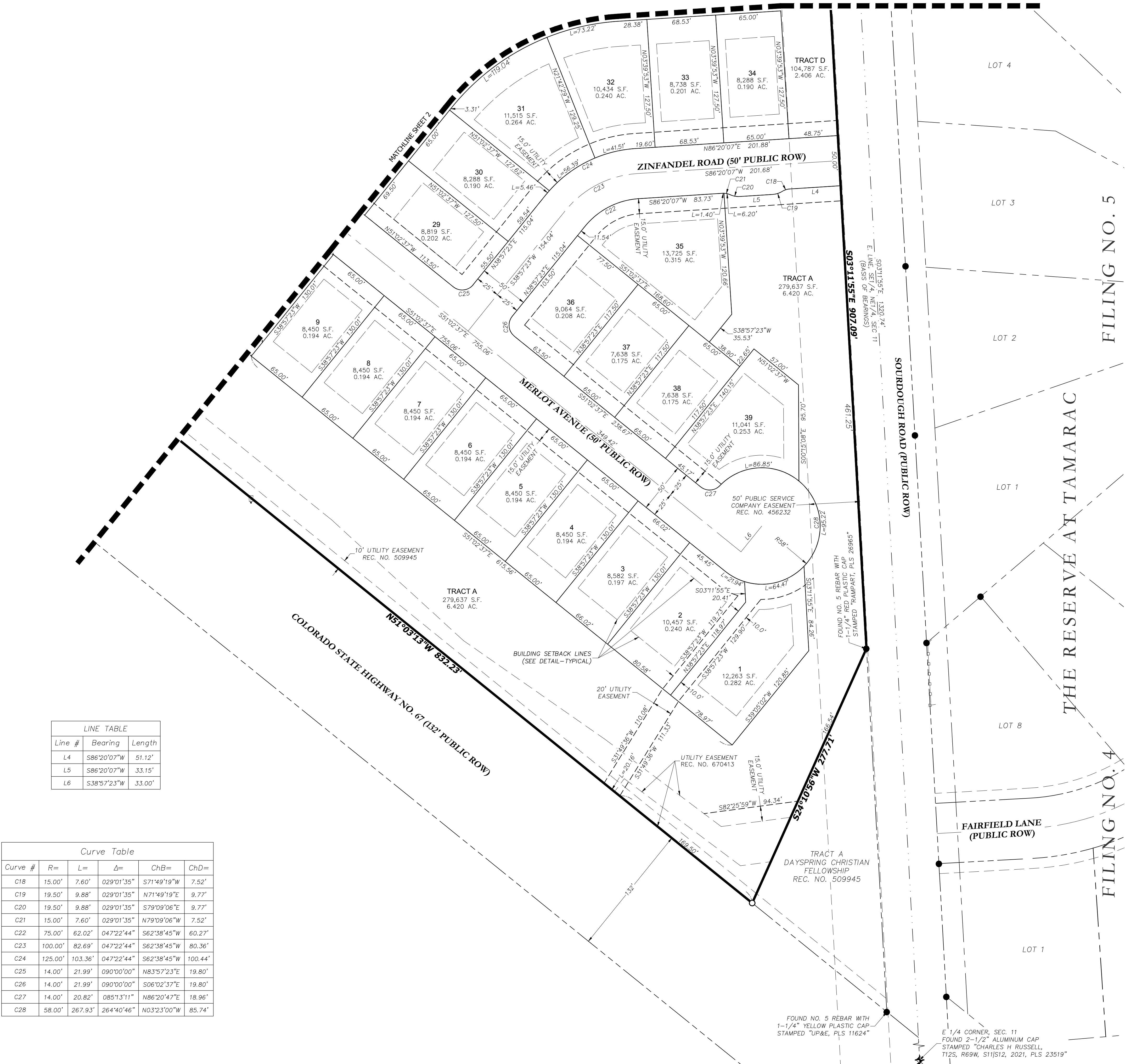
REVISIONS		File: VC25090-PLAT
10/1/2025	UPDATES PER CITY OF WOODLAND PARK COMMENTS	Orig. Issue Date: 7/31/2025
		Drawn By: MJP
		Checked By: KJK
		Project No. VC25090

PINES AT TAMARAC SUBDIVISION, FILING NO. 1
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
A PART OF THE NORTHEAST QUARTER OF SECTION 11,
TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH
PRINCIPAL MERIDIAN
CITY OF WOODLAND PARK, COUNTY OF TELLER,
STATE OF COLORADO

PINES AT TAMARAC SUBDIVISION, FILING NO. 1

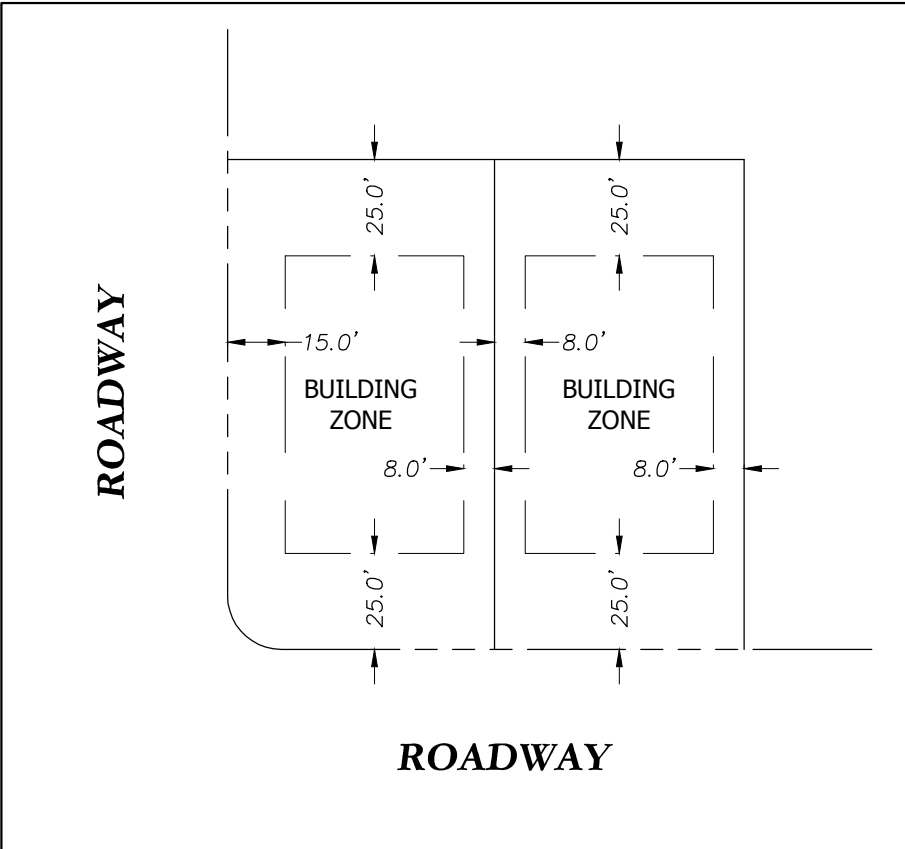
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP

A PART OF THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN
CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO



LINE TABLE		
Line #	Bearing	Length
L4	S86°20'07\"W	51.12'
L5	S86°20'07\"W	33.15'
L6	S38°57'23\"W	33.00'

Curve Table					
Curve #	R=	L=	Δ=	ChB=	ChD=
C18	15.00'	7.60'	029°01'35\"	S71°49'19\"W	7.52'
C19	19.50'	9.88'	029°01'35\"	N71°49'19\"E	9.77'
C20	19.50'	9.88'	029°01'35\"	S79°09'06\"E	9.77'
C21	15.00'	7.60'	029°01'35\"	N79°09'06\"W	7.52'
C22	75.00'	62.02'	047°22'44\"	S62°38'45\"W	60.27'
C23	100.00'	82.69'	047°22'44\"	S62°38'45\"W	80.36'
C24	125.00'	103.36'	047°22'44\"	S62°38'45\"W	100.44'
C25	14.00'	21.99'	090°00'00\"	N83°57'23\"E	19.80'
C26	14.00'	21.99'	090°00'00\"	S06°02'37\"E	19.80'
C27	14.00'	20.82'	085°13'11\"	N86°20'47\"E	18.96'
C28	58.00'	267.93'	264°40'46\"	N03°23'00\"W	85.74'



LOT SETBACK DETAIL
SCALE: 1" = 50'

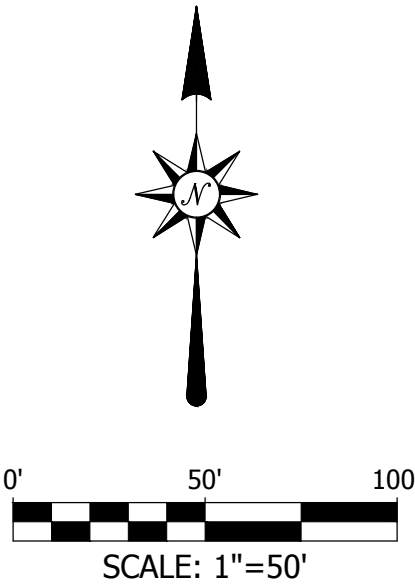
SETBACKS

TYPICAL LOT
FRONT: 25'
REAR: 25'
SIDE: 8'

DOUBLE FRONTAGE
/CORNER LOT
FRONT: 25'
REAR: 25'
ROAD SIDE: 15'
LOT SIDE: 8'

LEGEND

- SET SURVEY MONUMENT - 5/8" X 18" REBAR WITH 1-1/4" DIAMETER RED PLASTIC CAP STAMPED "R&R ENG | PLS 34591"
- ⊙ SET 1" DIAMETER BRASS PLUG STAMPED "R&R | PLS 34591"
- FOUND SURVEY MONUMENT, AS NOTED
- SECTION CORNER, AS NOTED
- SURVEYED PROPERTY BOUNDARY LINE
- PARCEL LINE
- SECTION LINE (AS NOTED)
- RIGHT-OF-WAY LINE (R.O.W.)
- - - EASEMENT LINE (AS NOTED)
- BREAKLINE
- RIGHT-OF-WAY
- R= RADIUS
- L= ARC LENGTH
- CHB CHORD BEARING
- CHD CHORD DISTANCE
- Δ INTERIOR ANGLE (DELTA)
- REC. RECEPTION NUMBER
- ID IDENTIFICATION NUMBER
- NO. NUMBER
- SQ. FT. SQUARE FEET



R&R ENGINEERS-SURVEYORS, INC.
1635 W. 13TH AVENUE, SUITE 310
DENVER, COLORADO 80204
303-753-6730
www.rrengineers.com

REVISIONS

10/19/2025	UPDATES PER CITY OF WOODLAND PARK COMMENTS

File: VC25090-PLAT
Orig. Issue Date: 7/31/2025
Drawn By: MJP
Checked By: KJK
Project No: VC25090

PINES AT TAMARAC SUBDIVISION, FILING NO. 1
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
A PART OF THE NORTHEAST QUARTER OF SECTION 11,
TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH
PRINCIPAL MERIDIAN
CITY OF WOODLAND PARK, COUNTY OF TELLER,
STATE OF COLORADO

OWNER /DEVELOPER:
THE PINES AT TAMARAC
951 SALIDA DEL SOL
PASO ROBLES, CA 93446
(805) 610-2177

APPLICANT:
KIMLEY-HORN AND ASSOCIATES INC.
2 N. NEVADA AVENUE, SUITE 900
COLORADO SPRINGS, CO 80903
(719) 248-7280

SURVEYOR:
ERIC SIMONSON
RAMPART SURVEYS, LLC
1050 TAMARAC PARKWAY,
WOODLAND PARK, CO 80863
(719) 687-0920

SHEET INDEX

1	COVER SHEET
2	LANDSCAPE PLAN
3	GRADING PLAN - NORTH
4	GRADING PLAN - SOUTH
5	CHARDONNAY ROAD PLAN AND PROFILE
6	MERLOT AVENUE PLAN AND PROFILE
7	ZINFANDEL ROAD PLAN AND PROFILE
8	SOURDOUGH ROAD PLAN AND PROFILE
9	UTILITY PLAN - NORTH
10	UTILITY PLAN - SOUTH
11	UTILITY PLAN - OFFSITE

LEGAL DESCRIPTION:
LOT 2, OF DAYSPRING CHRISTIAN FELLOWSHIP
PUD DESCRIPTION:

OPEN SPACE:
APPROXIMATELY FORTY-FOUR PERCENT (44.1%) OF THE 20.51-ACRE PINES TAMARAC (\$9.09 ACRES) IS SET ASIDE AND/OR PRESERVED AS OPEN SPACE AS TRACTS A, B AND C. PROPOSED OPEN SPACE INCLUDES OPEN SPACE AND DRAINAGE TRACTS. PLANNED PEDESTRIAN PATHS ARE PLANNED FOR THE SITE. OPEN SPACE HAS BEEN PROVIDED IN EXCESS OF THE REQUIRED 15% GROSS DEVELOPMENT AREA.

RESIDENTIAL USE & DIMENSIONAL STANDARDS:

1. THE MAXIMUM DENSITY IN THE PINES AT TAMARAC SHALL NOT EXCEED 2 DU/GROSS ACRE (41 DU MAX).
2. THERE SHALL ONLY BE ONE (1) PRINCIPAL (PRIMARY) USE OF SINGLE-FAMILY RESIDENCE CONDUCTED ON A LOT. GUEST HOUSES AND/OR ACCESSORY DWELLING UNITS SHALL NOT BE PERMITTED.
3. ALLOWED USES INCLUDE: SINGLE FAMILY RESIDENTIAL, MAIL KIOSKS, TRAIL CORRIDORS, DEVELOPMENT SIGNAGE, PEDESTRIAN WALKWAYS, ACCENT FENCING, UTILITIES, STORMWATER FACILITIES, DRAINAGE IMPROVEMENTS, OPEN SPACE AND LANDSCAPE IMPROVEMENTS.
4. MINIMUM LOT AREA: 7,800 SQUARE FEET. MINIMUM LOT SIZES ARE ESTABLISHED PER LOT AS DEPICTED ON THE PLAN; HOWEVER, NO LOT SHALL BE CREATED AND/OR AMENDED, REPLATTED, OR PORTIONS THEREOF CONVEYED WHICH WILL REDUCE THE LOT AREA BELOW THE MINIMUM 7,800 SF LOT AREA.
5. MAXIMUM IMPERVIOUS COVERAGE: A MAXIMUM 40% GROSS TOTAL LOT AREA MAY BE IMPERVIOUS. THE AREA OF AT GRADE PATIOS AND WALKS AND/OR PATHS SHALL NOT BE COUNTED TOWARD IMPERVIOUS COVERAGE. DRIVEWAYS SHALL BE INCLUDED IN THE MAXIMUM IMPERVIOUS AREA CALCULATION.
6. MAXIMUM STRUCTURAL HEIGHT: THIRTY FEET (35').
7. MINIMUM WIDTH OF LOT AT FRONT BUILDING SETBACK LINE: FORTY FEET (40') OR AS OTHERWISE DEPICTED BY THE PUD.
8. SETBACK REQUIREMENTS: (SEE DETAIL FOR TYPICAL LOT/YARD ORIENTATION)
 - a. FRONT YARD: TWENTY-FIVE FEET (25')
 - b. REAR YARD: TWENTY-FIVE FEET (25')
 - c. SIDE YARD: EIGHT FEET (8')
 - d. CORNER YARD: FIFTEEN FEET (15')
 - e. SEE DETAIL FOR TYPICAL LOT AND YARD ORIENTATION
 - f. PROJECTIONS INTO SIDE YARD SETBACKS: EAVES AND WINDOW WELLS, FASCIA, SOFFIT, AND RELATED FEATURES AND/OR APPURTENANCE MAY PROJECT A MAXIMUM OF THREE (3) FEET INTO AN ADJACENT YARD SETBACK.
9. PARKING: EACH LOT SHALL PROVIDE A MINIMUM OF TWO ON-SITE PARKING SPACES. SPACES MAY BE PROVIDED VIA GARAGE AND/OR ONSITE VIA PRIVATE DRIVEWAY. ON STREET PARKING SHALL BE SUBJECT TO THE PROVISIONS OF THE CITY OF WOODLAND PARK AND/OR FUTURE PINES AT TAMARAC HOME OWNERS ASSOCIATION.
10. WILDFIRE MITIGATION: SEE SHEET 2 FOR LANDSCAPE CROSS SECTION WITH MITIGATION ACTIVITIES AS WELL AS SEPARATELY SUBMITTED MITIGATION PLAN. PLAN TO BE RECORDED WITH FINAL PLAT

DEVELOPMENT SCHEDULE

DEVELOPMENT IS PLANNED TO OCCUR DURING THE FALL OF 2024-25 SUBJECT TO FINAL PLAT APPROVAL AND DEVELOPMENT AUTHORIZATION BY THE CITY OF WOODLAND PARK.

IMPROVEMENTS

ALL OPEN SPACE AND LANDSCAPE TRACTS, PEDESTRIAN PATHS AND TRAILS, AND STORMWATER APPURTENANCE INCLUDING, BUT NOT LIMITED TO WATER QUALITY PONDS, ARE TO BE OWNED AND MAINTAINED BY THE PINES AT TAMARAC HOME OWNERS ASSOCIATION AND DELEGATED AGENTS, OR OTHER ENTITY APPROVED BY THE CITY OF WOODLAND PARK. ALL ROADS WILL BE DEDICATED TO THE CITY OF WOODLAND PARK FOR PUBLIC OWNERSHIP AND MAINTENANCE.

CURB AND GUTTER, PEDESTRIAN RAMPS, DRIVEWAY PANS, ETC. TO BE AS ILLUSTRATED ON THE PUD DEVELOPMENT PLAN SUBJECT TO FINAL REVIEW WITH FINAL GRADING AND CONSTRUCTION PLANS.

OWNERSHIP & MAINTENANCE

A HOMEOWNERS ASSOCIATION (FINES AT TAMARAC HOA) WILL BE FORMED FOR THE PURPOSES OF OWNING AND MAINTAINING COMMON ELEMENTS AND ASSOCIATED IMPROVEMENTS AND APPURTENANCE WITHIN THE PINES AT TAMARAC PUD AND SUBSEQUENT FINAL PLAT. DOCUMENTATION OF HOA FORMATION AND AUTHORITIES WILL BE PROVIDED FOR REVIEW WITH THE ASSOCIATED FINAL PLAT FOR THE PINES AT TAMARAC.

UTILITIES

WATER & WASTEWATER IS PLANNED TO BE PROVIDED VIA SERVICE CONNECTION WITH THE CITY OF WOODLAND PARK UTILITIES SUBJECT TO COMPLIANCE WITH PERMITTING REQUIREMENTS. ELECTRIC SERVICE WILL BE PROVIDED BY CORE ELECTRIC COOPERATIVE. NATURAL GAS WILL BE PROVIDED BY BLACK HILLS ENERGY. THE FRONT YARDS OF ALL LOTS SHALL BE PLATTED WITH A 15' PUBLIC UTILITY EASEMENT, AS DEPICTED ON THE TYPICAL LOT DETAIL.

STORMWATER RUNOFF

DEVELOPMENT OF THE PROPOSED SUBDIVISION PROJECT WILL INCLUDE SITE GRADING, UTILITIES, RESIDENTIAL CONSTRUCTION, AND RELATED SITE IMPROVEMENTS. THE GENERAL CONCEPT FOR MANAGEMENT OF ON-SITE DEVELOPED STORM RUNOFF IS TO ROUTE DEVELOPED FLOWS THROUGH AN ON-SITE STORMWATER DETENTION FACILITY TO MITIGATE THE IMPACT OF DEVELOPED DRAINAGE FROM THE SITE.

THE PROPOSED DETENTION POND FACILITIES HAVE BEEN DESIGNED BASED ON DESIGN PROCEDURES Delineated IN THE CITY OF WOODLAND PARK DRAINAGE CRITERIA MANUAL. THE TOTAL DEVELOPED STORM RUNOFF DOWNSTREAM OF THE SITE WILL BE MAINTAINED AT HISTORIC LEVELS BY ROUTING FLOWS THROUGH THE PROPOSED DETENTION POND. DETENTION POND A HAS BEEN DESIGNED AS A "FULL-SPECTRUM" DETENTION POND TO MITIGATE DEVELOPED DRAINAGE AND WATER QUALITY IMPACTS FROM THE SUBDIVISION.

THE PROPOSED POND OUTLET STRUCTURE HAS BEEN DESIGNED AS AN EXTENDED DETENTION BASIN (EDB), PROVIDING FOR A 40-HOUR RELEASE OF THE WQCV, AND OUTLET STRUCTURE SIZING TO MAINTAIN MAXIMUM ALLOWABLE RELEASE RATES FROM THE POND. A BURIED RIPRAP SPILLWAY WILL BE PROVIDED AS AN EMERGENCY OVERFLOW PATH FROM THE POND TO THE DOWNSTREAM ROADSIDE DITCH AND CULVERT.

FLOODPLAIN

THE PROJECT SITE IS NOT IMPACTED BY ANY 100-YEAR FLOODPLAIN LIMITS AS DELINEATED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA). THE FLOODPLAIN LIMITS IN THE VICINITY OF THE SITE ARE SHOWN IN FLOOD INSURANCE RATE MAP (FIRM) NUMBERS 08119C0139D DATED SEPTEMBER 25, 2009.

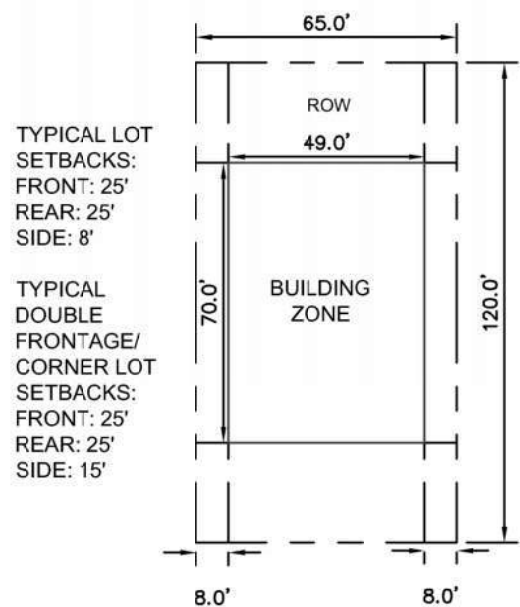
THE EXISTING LOY GULCH CHANNEL FLOWS NORTHWESTERLY ALONG THE WEST SIDE OF SH67 TO THE WEST OF THIS SITE. ACCORDING TO THE FLOOD INSURANCE STUDY, THE 100-YEAR FLOW IN THE LOY GULCH CHANNEL ON THE WEST SIDE OF SH67 IS 1,040CFS.

DATE OF PREPARATION
1/15/2024

WOODLAND PARK:

Approved by the City of Woodland Park August 14, 2025.

1. All street radii to meet local street criteria of 15'
2. This plan is hereby approved with the stipulation that all utilities are to be built within identified easements.



LOT TYPICAL NOTES:

1. CORNER LOT SIDE YARDS ADJACENT TO A ROAD SHALL HAVE A SIDE YARD SETBACK OF 15 FEET ADJACENT TO ANY R.O.W.

1

LOT TYPICAL DETAIL

N.T.S.

PINES AT TAMARAC PUD PRELIMINARY PLAT AMENDMENT LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP

SITUATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH P.M., CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO

EXISTING SITE DATA TABLE

TOTAL SITE ACREAGE	20.61 AC
PROPOSED SINGLE FAMILY DWELLING UNITS	26 DU
FINAL PROPOSED (GROSS) DENSITY	1.26 DU/AC
MAX BUILDING HEIGHT	35'
MIN LOT SIZE	16,000 SF

TYPE OF USE	# ACRES PROVIDED
SINGLE FAMILY RESIDENTIAL (39 LOTS)	12.99 AC±
OPEN SPACE, DRAINAGE AND UTILITY	5.05 AC±
PRIVATE STREETS	2.57 AC±
TOTAL:	20.61 AC±

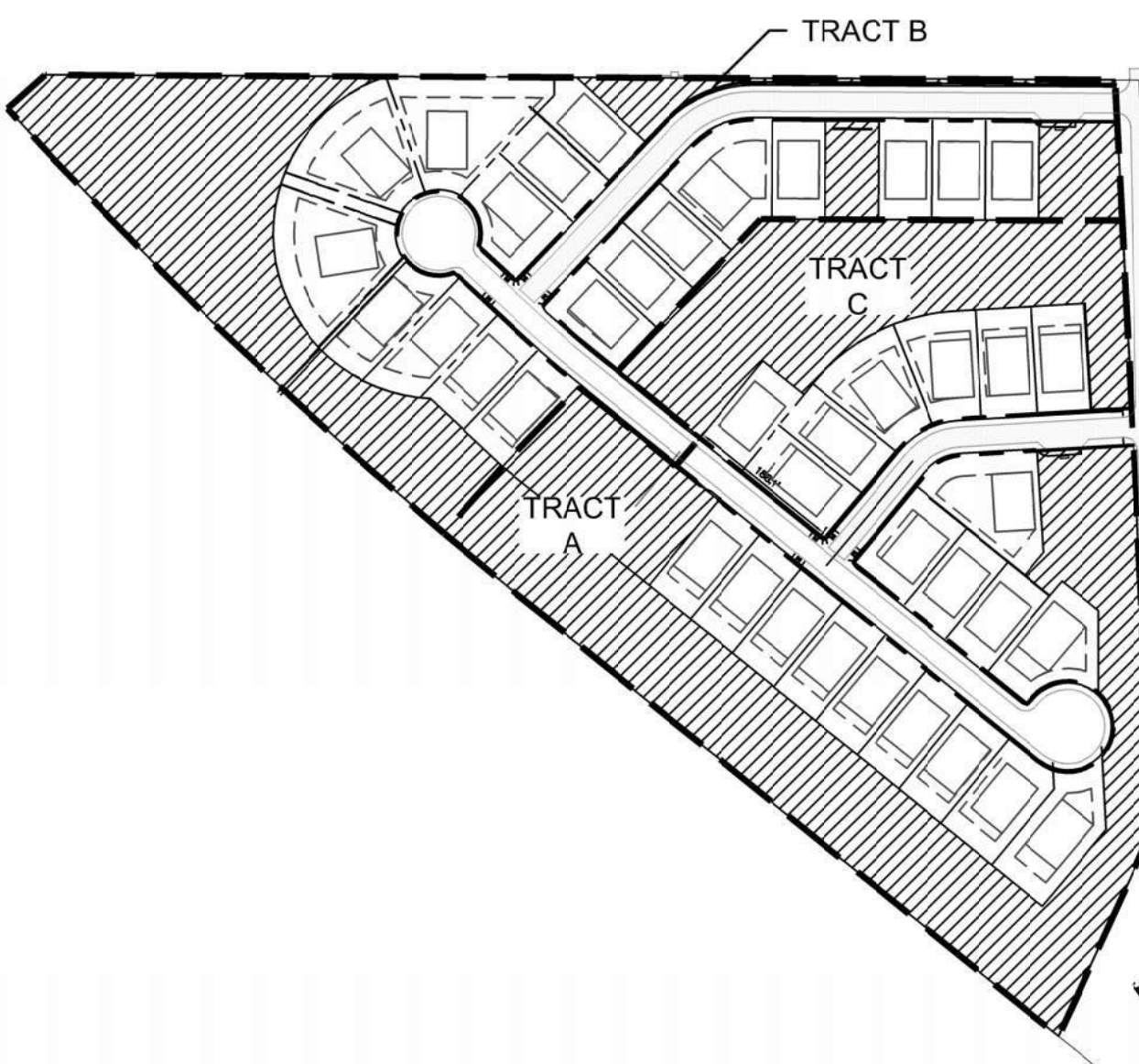
SITE DATA TABLE

TOTAL SITE ACREAGE	20.61 AC
PROPOSED SINGLE FAMILY DWELLING UNITS	39 DU
FINAL PROPOSED (GROSS) DENSITY	1.89 DU/AC
MAX BUILDING HEIGHT	35'
MIN LOT SIZE	7,800 SF

TYPE OF USE	# ACRES PROVIDED
SINGLE FAMILY RESIDENTIAL (39 LOTS)	8.99 AC±
OPEN SPACE, DRAINAGE AND UTILITY	9.09 AC±
PRIVATE STREETS	2.53 AC±
TOTAL:	20.61 AC±

TRACT TABLE

TRACT	PERMITTED USES	OWNERSHIP / MAINTENANCE	SQUARE FOOTAGE (ACREAGE)
A	OPEN SPACE, DRAINAGE & UTILITY, MAIL KIOSK, SIGNAGE	HOA	280,935 SF (6.44 AC)
B	OPEN SPACE, DRAINAGE & UTILITY	HOA	9,448 SF (0.22 AC)
C	OPEN SPACE, DRAINAGE AND UTILITY, MAIL KIOSK, SIGNAGE	HOA	105,734 SF (2.82 AC)
TOTAL SQUARE FOOTAGE / ACREAGE			± 396,117 SF (±9.09 AC)



CERTIFICATION: The undersigned hereby certifies that they are the owner of Lot 2, Dayspring Christian Fellowship (205 Sourdough Road), and that the undersigned shall abide by the provisions as specified upon The Pines at Tamarac PUD Final Development Plan and The Pines at Tamarac Preliminary Plat and any conditions and requirements as specified by the Woodland Park Planning Commission and the City of Woodland Park Council.
Date: _____ Landowner David & Susan Garrettson

APPROVALS: I hereby certify that I am the City Planner of the City of Woodland Park and hereby attest that The Pines at Tamarac PUD Final Development Plan and Preliminary Plat was approved subject to conditions contained herein by the Woodland Park Planning Commission on _____, 2023 and the City of Woodland Park Council on _____, 2023.
Date: _____ City Planner: CJ Gates, Senior Planner

CONDITIONS OF APPROVAL (SUBJECT TO CHANGE)

1. Prior to installation of infrastructure, the applicant shall submit and receive approval of a Zoning Development Permit for infrastructure, which application shall include:
 - Final utility plan with profiles for all water, storm and sewer systems; sanitary sewer profile for the sewer main serving for Lots 1-4 and Lots 23-26; water line profile showing the crossing of the drainage swale on Cabernet Way; a fire flow analysis for all water main line extensions; snow storage in the northern cul-de-sac that avoids driveway, and utilities; cul-de-sac radii large enough for snow trucks to make a 3-point turn around; verification that water main is outside of CDOT right-of-way on plan SS1, show water main on church site; a combined easement for drainage and sanitary sewer main running behind Lots 1-4 and Lots 23-26.
 - Final grading and erosion control plan for the entire site and off-site improvements
 - Final on- and off-site street plan with profiles with curb and gutter on both sides of Sourdough Road.
 - Final drainage plan and report
 - Approved CDOT Access Permit
 - Approved SWAP
2. Prior to construction of SH67 improvements, the applicant shall receive appropriate construction drawing approvals and permits as required by CDOT.
3. Prior to conveyance of any proposed lot, the applicant shall:
 - a. Record a Final Plat;
 - b. Repair/upgrade Sourdough Road to City standards for the full length along the eastern boundary of Lot 2 or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs for this installation shall be borne by the developer.
 - c. Construct the deceleration lane on SH67
4. Prior to recording the final plat, the applicant shall submit:
 - a. Covenants, which include deed restrictions that establish a homeowners association to guarantee the architectural and landscape design and maintenance of the private open space.
 - b. Park Development Fees in the applicable amount.

COVER SHEET
SHEET 1 OF 11

PINES AT TAMARAC PUD PRELIMINARY PLAT - CITY FILE NO. XXXX

PINES AT TAMARAC PUD
PRELIMINARY PLAT AMENDMENT
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP

SITUATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH
P.M., CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO

Land Owner Certification

In Witness Whereof: The aforementioned DAVID N. & SUSAN J. GARRETSON
has executed these presents this _____ day of _____, 20____ A.D.

Authorized Owner/Representative

STATE OF COLORADO)
)SS.
EL PASO COUNTY)

The above and foregoing statement was acknowledged before me this _____ day of _____, 20____ A.D. by

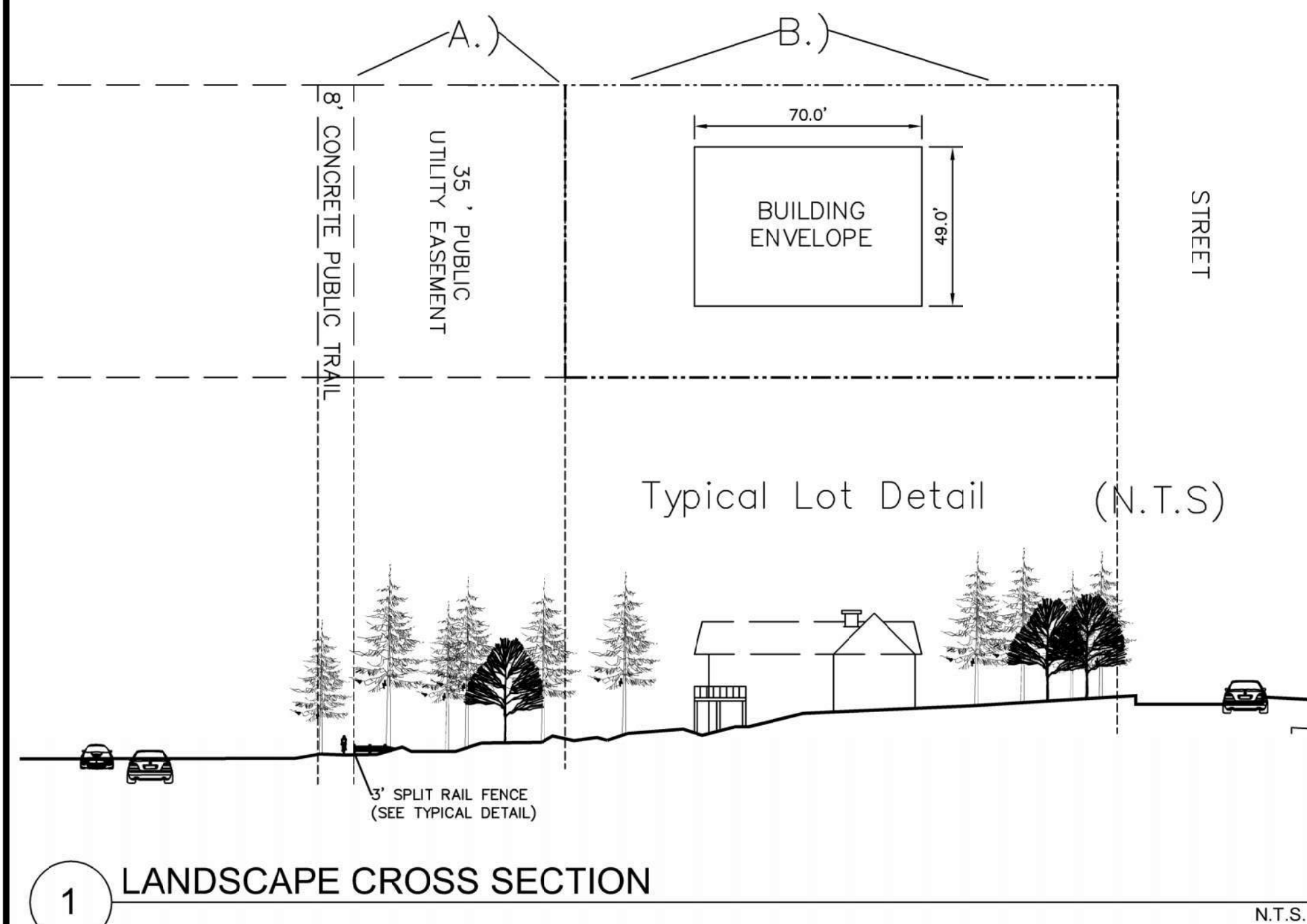
_____, Witness my Hand and SEAL:

Notary Public

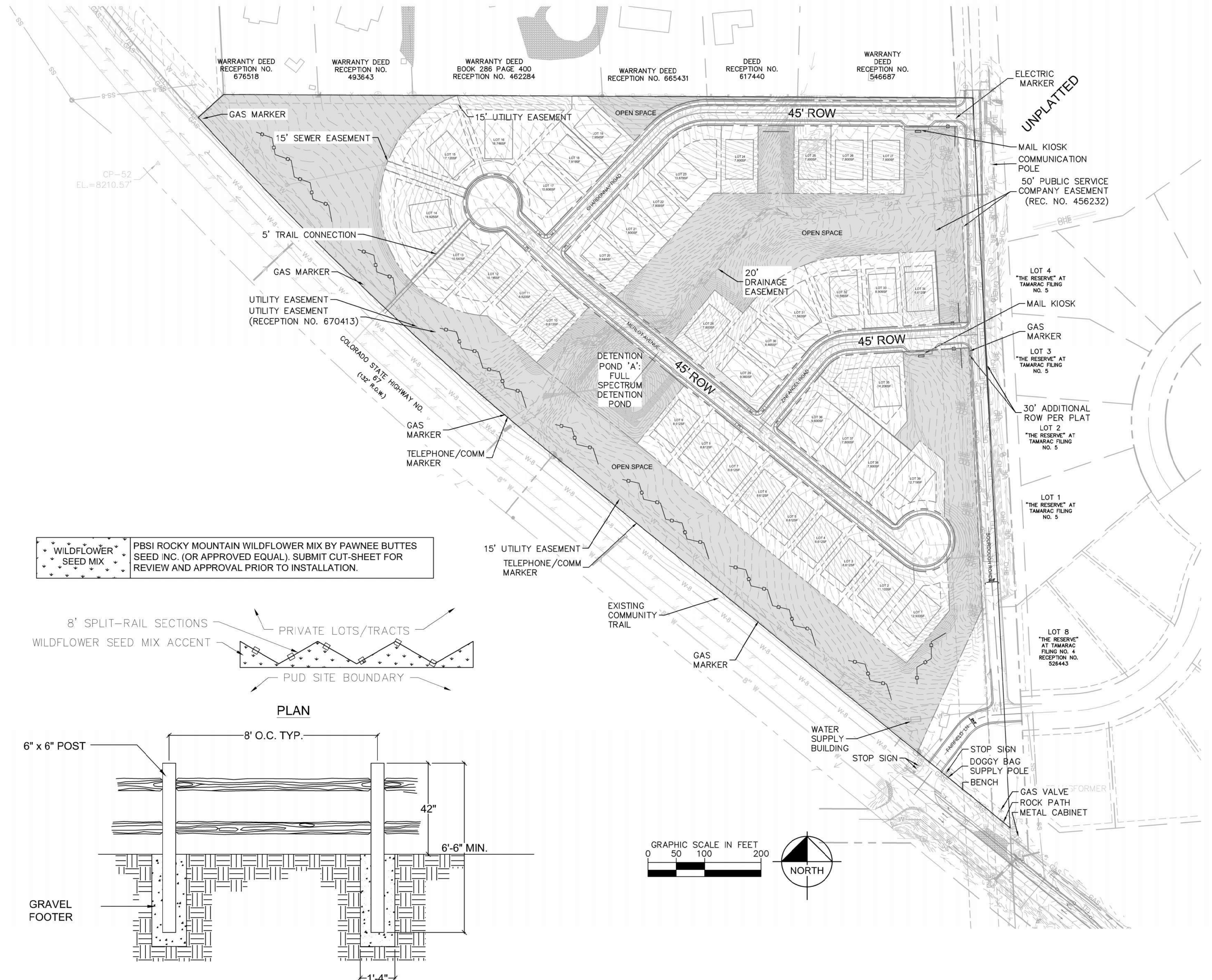
My Commission Expires: _____

LANDSCAPE ACCENT PROGRAM WITH FIRE MITIGATION ACTIVITIES*

- A) PUBLIC EASEMENT & PRESERVATION AREA
- DEVELOPER OBLIGATION DURING SUBDIVISION CONSTRUCTION PHASE
 - RESPONSIBILITIES INCLUDE:
 - WILDFIRE MITIGATION (PRE-DEVELOPMENT)
 - MAINTENANCE
 - PRESERVATION OF DEFENSIBLE ZONES AS DEFINED IN WILDFIRE MITIGATION PLAN
 - FORESTRY MANAGEMENT
 - EROSION CONTROL/FUEL MANAGEMENT
 - LANDSCAPING TO CONSIST OF:
 - WILDFLOWERS
 - NATIVE GRASSES
 - ORNAMENTAL FENCE ACCENTS
- B) PRIVATE OPEN SPACE/BUILDABLE (LOT) AREA
- BUILDER (HOMEOWNER) OBLIGATION DURING LOT IMPROVEMENT/HOME BUILDING PHASE
 - RESPONSIBILITIES INCLUDE:
 - MAINTENANCE
 - FUEL MANAGEMENT
 - PRESERVATION/MAINTENANCE OF DEFENSIBLE SPACE ZONES AS DEFINED IN WILDFIRE MITIGATION PLAN
 - FORESTRY MANAGEMENT
 - EROSION CONTROL/FUEL MANAGEMENT
 - LANDSCAPE CONSISTS OF:
 - WILDFLOWERS
 - NATIVE GRASSES



* SEE WILDFIRE MITIGATION PLAN SUBMITTED TO CITY OF WOODLAND PARK IN SUPPORT OF THIS PUD PLAN FOR ADDITIONAL DETAILS AND RECOMMENDATIONS.



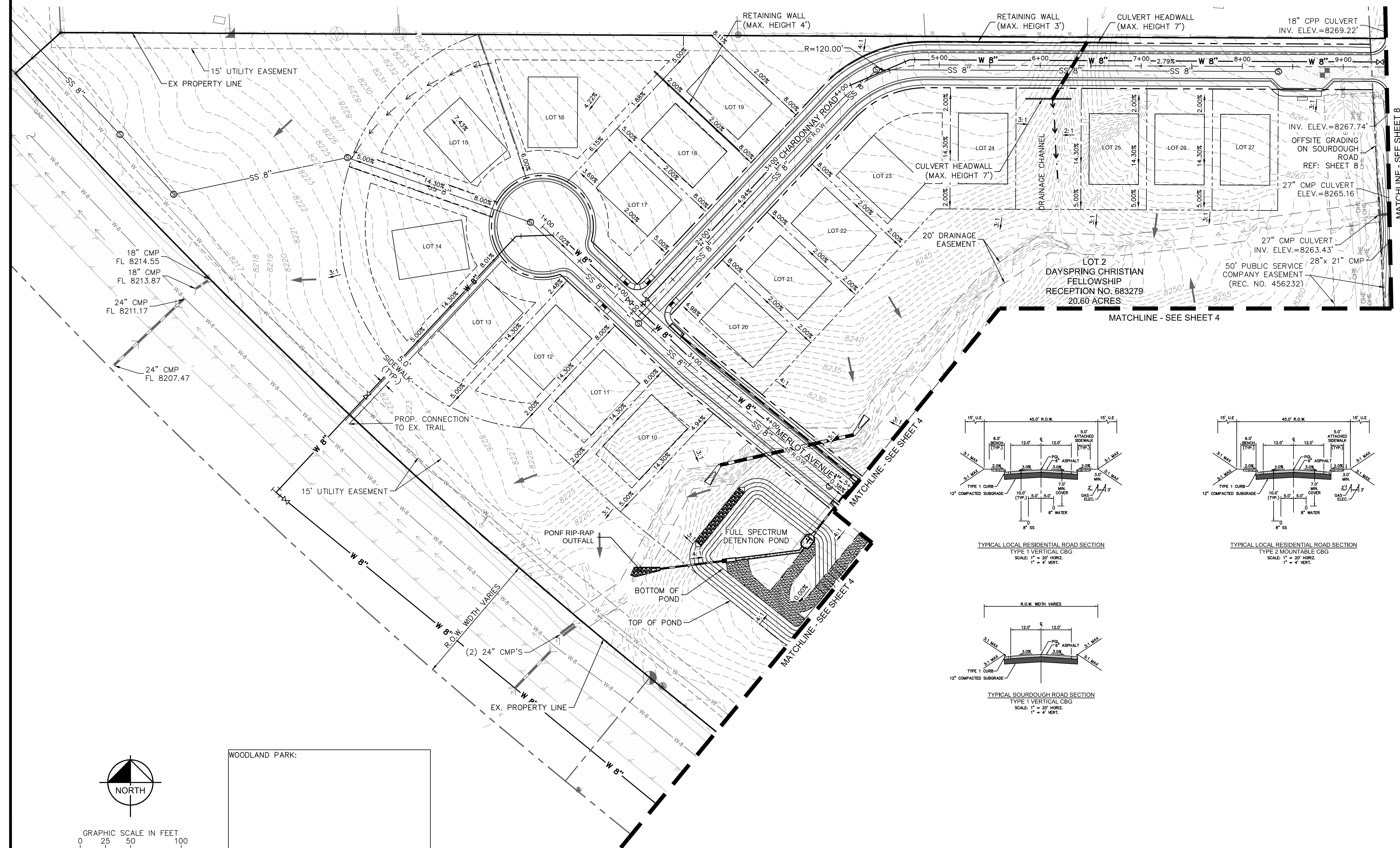
2 SPLIT-RAIL ACCENT FENCE

N.T.S.

LANDSCAPE PLAN
SHEET 2 OF 11

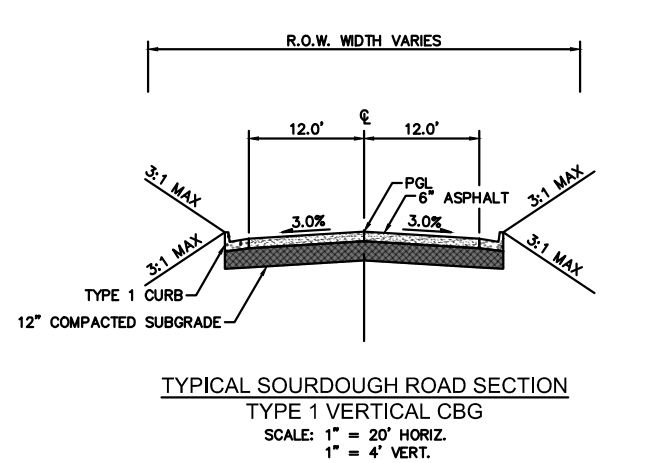
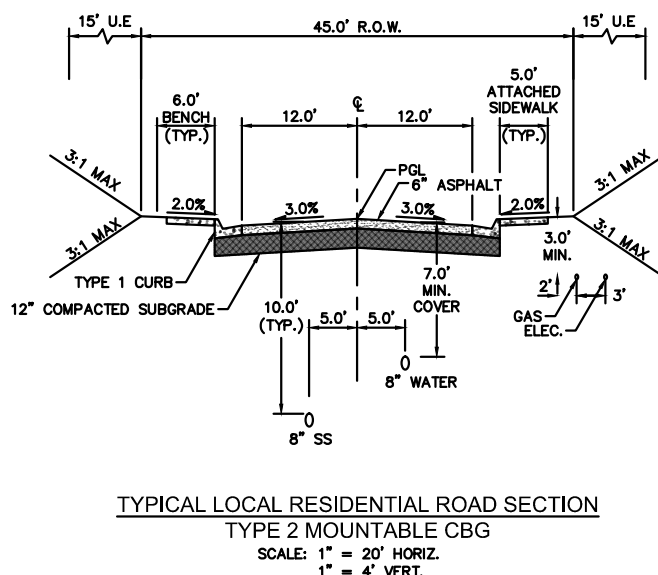
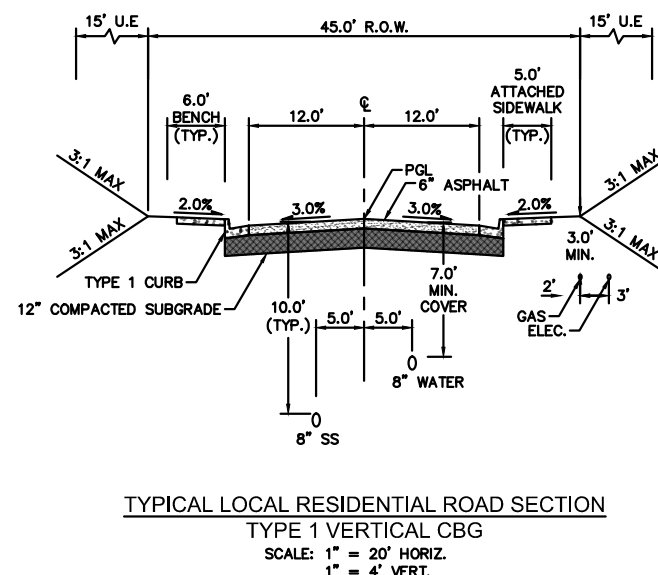
PINES AT TAMARAC PUD PRELIMINARY PLAT - CITY FILE NO. XXXX

PINES AT TAMARAC PUD
PRELIMINARY PLAT AMENDMENT
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
SITUATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH
P.M., CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO



LEGEND

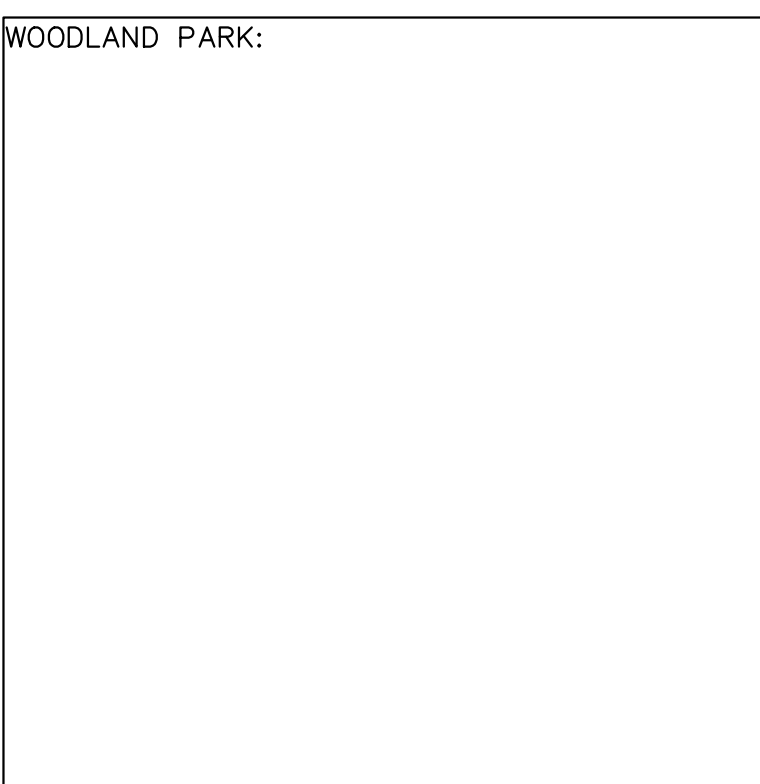
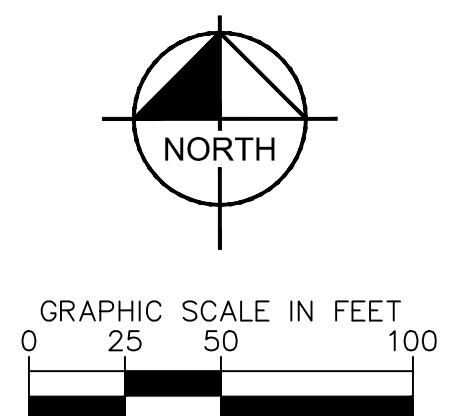
	PROPERTY LINE
	DRAINAGE EASEMENT LINE
	PROPERTY SETBACK LINE
	PROPOSED DITCH/SWALE CL
	PROPOSED SLOPE/FLOW
	PROPOSED STORM PIPE
	PROPOSED CURB INLET
	PROPOSED HEADWALL
	PROPOSED RETAINING WALL
	PROPOSED ASPHALT ROAD
	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	EXISTING FLOW
	EXISTING DITCH/SWALE CL
	EXISTING TELEPHONE LINE
	EXISTING GAS LINE
	EXISTING OVERHEAD ELECTRIC
	EXISTING UNDERGROUND ELECTRIC
	EXISTING WATER MAIN
	EXISTING WIRE FENCE
	EXISTING BARB WIRE FENCE



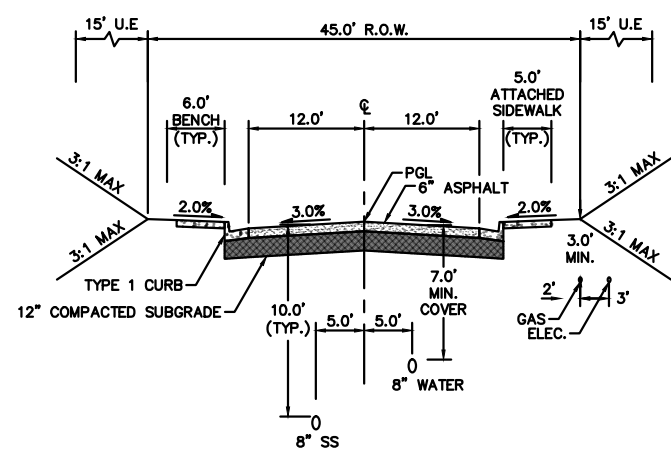
ONSITE	
CUT	32,316.26(CY)
FILL	33,005.57(CY)
NET	689.31(CY)

OFFSITE	
CUT	156.84(CY)
FILL	164.56(CY)
NET	7.73(CY)

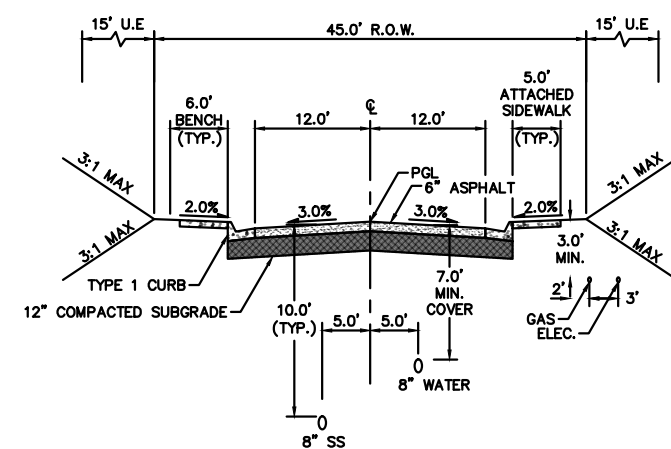
TOTAL	
CUT	32,316.26(CY)
FILL	33,005.57(CY)
NET	689.31(CY)



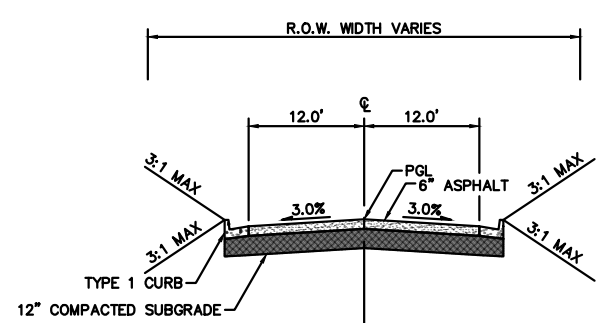
PINES AT TAMARAC PUD
PRELIMINARY PLAT AMENDMENT
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
SITUATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH
P.M., CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO



TYPICAL LOCAL RESIDENTIAL ROAD SECTION
TYPE 1 VERTICAL CBG
SCALE: 1" = 20' HORIZ.
1" = 4' VERT.



TYPICAL LOCAL RESIDENTIAL ROAD SECTION
TYPE 2 MOUNTABLE CBG
SCALE: 1" = 20' HORIZ.
1" = 4' VERT.



TYPICAL SOURDOUGH ROAD SECTION
TYPE 1 VERTICAL CBG
SCALE: 1" = 20' HORIZ.
1" = 4' VERT.

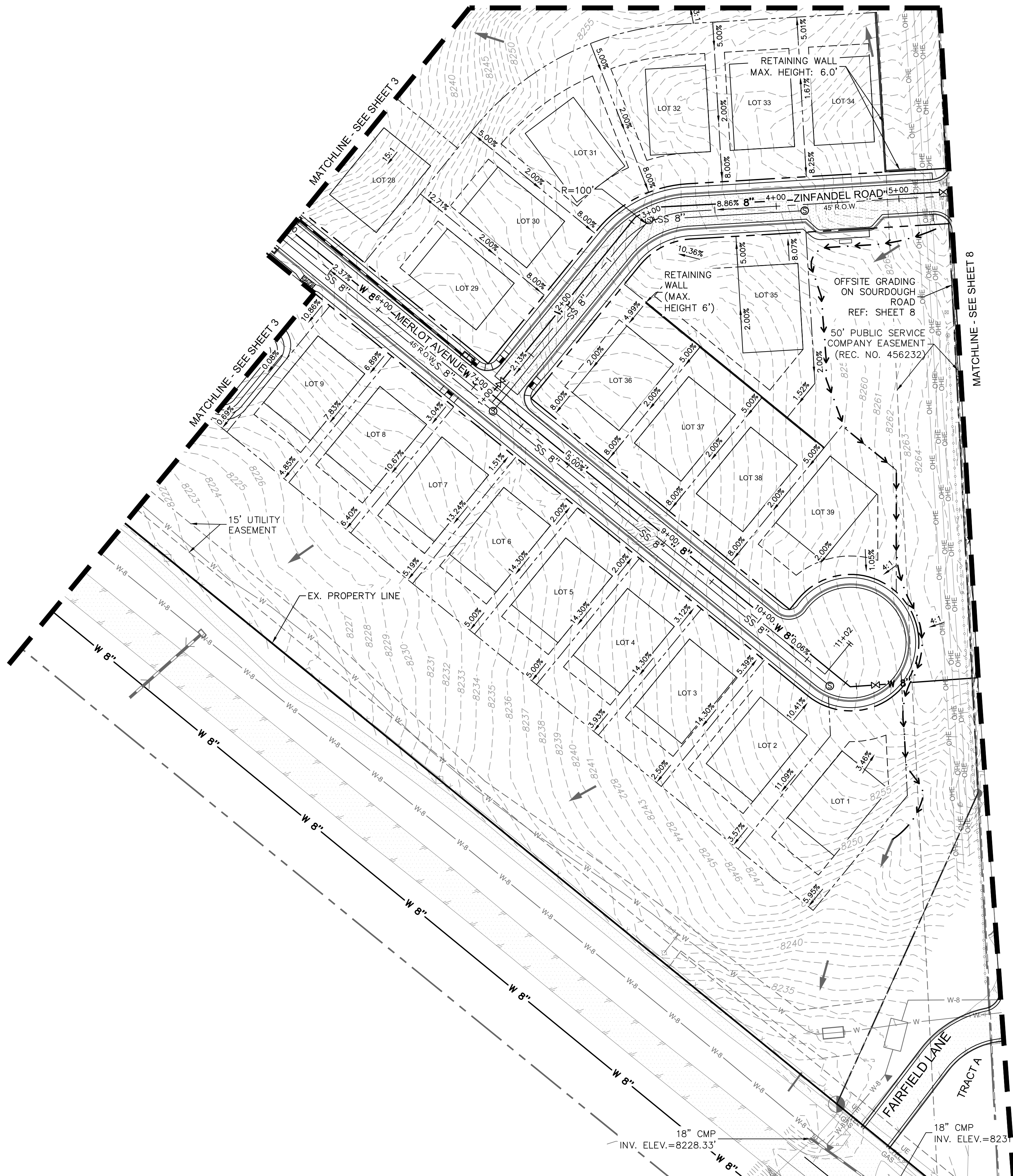
LEGEND

- PROPERTY LINE
- DRAINAGE EASEMENT LINE
- PROPERTY SETBACK LINE
- PROPOSED DITCH/SWALE CL
- PROPOSED SLOPE/FLOW
- PROPOSED STORM PIPE
- PROPOSED CURB INLET
- PROPOSED HEADWALL
- PROPOSED RETAINING WALL
- PROPOSED ASPHALT ROAD
- PROPOSED MAJOR CONTOUR
- PROPOSED MINOR CONTOUR
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- EXISTING FLOW
- EXISTING DITCH/SWALE CL
- EXISTING TELEPHONE LINE
- EXISTING GAS LINE
- EXISTING OVERHEAD ELECTRIC
- EXISTING UNDERGROUND ELECTRIC
- EXISTING WATER MAIN
- EXISTING WIRE FENCE
- EXISTING BARB WIRE FENCE

ONSITE	
CUT	32,316.26(CY)
FILL	33,005.57(CY)
NET	689.31(CY)

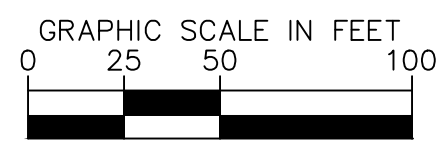
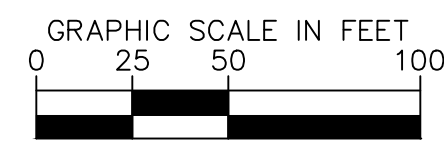
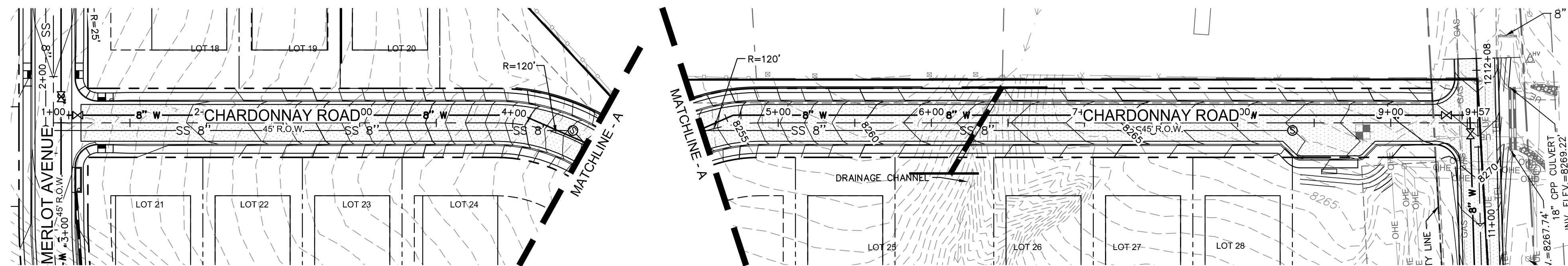
OFFSITE	
CUT	156.84(CY)
FILL	164.56(CY)
NET	7.73(CY)

TOTAL	
CUT	32,316.26(CY)
FILL	33,005.57(CY)
NET	689.31(CY)



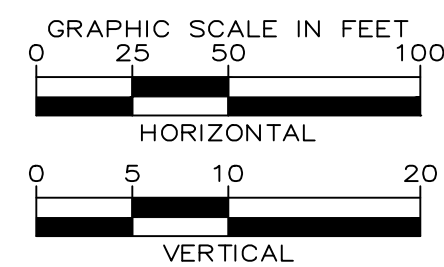
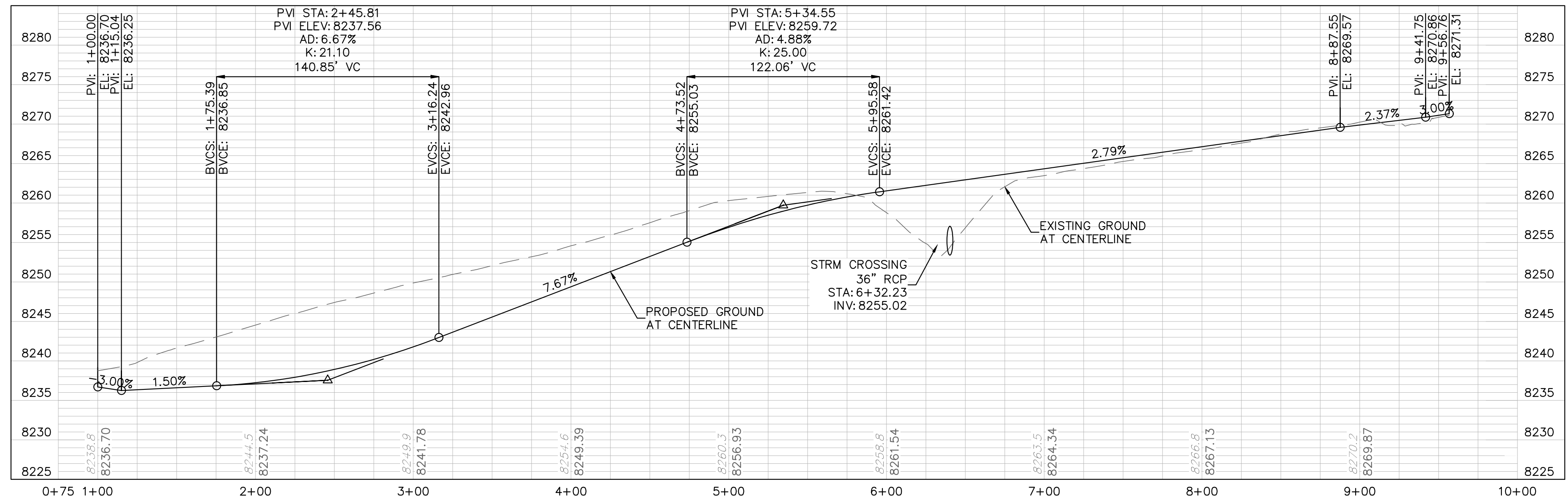
GRADING PLAN - SOUTH
SHEET 4 OF 11

PINES AT TAMARAC PUD
PRELIMINARY PLAT AMENDMENT
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
SITUATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH
P.M., CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO

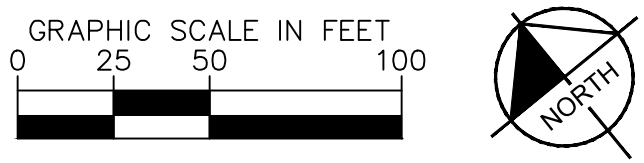
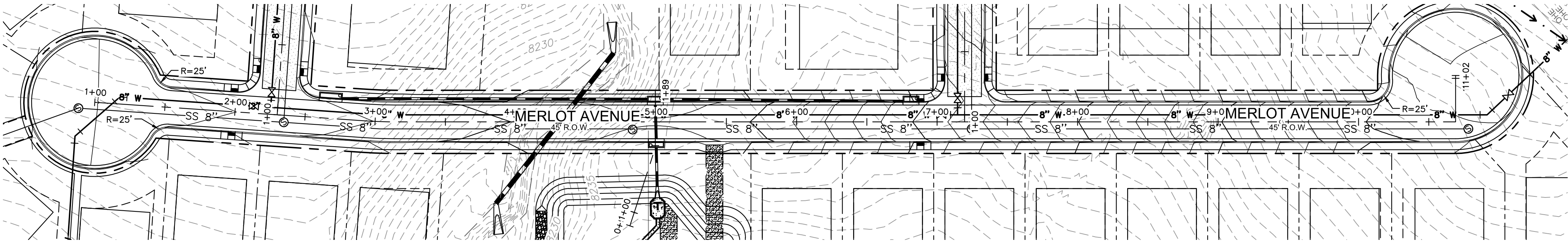


LEGEND	
	PROPERTY LINE
	DRAINAGE EASEMENT LINE
	PROPERTY SETBACK LINE
	PROPOSED DITCH/SWALE CL
	PROPOSED SLOPE/FLOW
	PROPOSED STORM PIPE
	PROPOSED CURB INLET
	PROPOSED HEADWALL
	PROPOSED RETAINING WALL
	PROPOSED ASPHALT ROAD
	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	EXISTING FLOW
	EXISTING DITCH/SWALE CL
	EXISTING TELEPHONE LINE
	EXISTING GAS LINE
	EXISTING OVERHEAD ELECTRIC
	EXISTING UNDERGROUND ELECTRIC
	EXISTING WATER MAIN
	EXISTING WIRE FENCE
	EXISTING BARB WIRE FENCE

CHARDONNAY ROAD

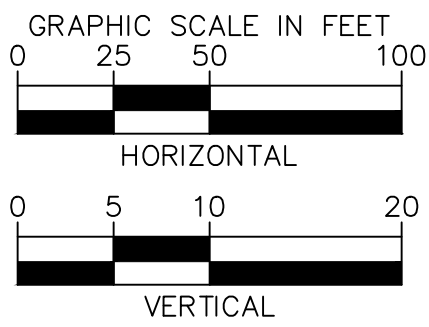
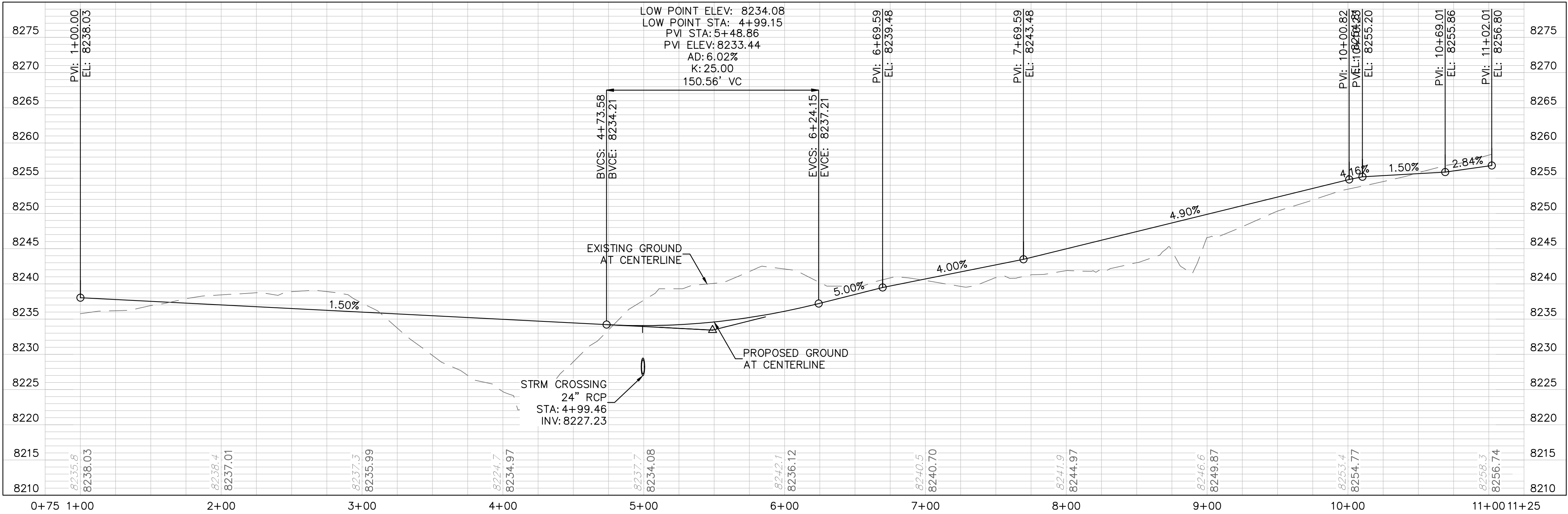


PINES AT TAMARAC PUD
PRELIMINARY PLAT AMENDMENT
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
SITUATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH
P.M., CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO

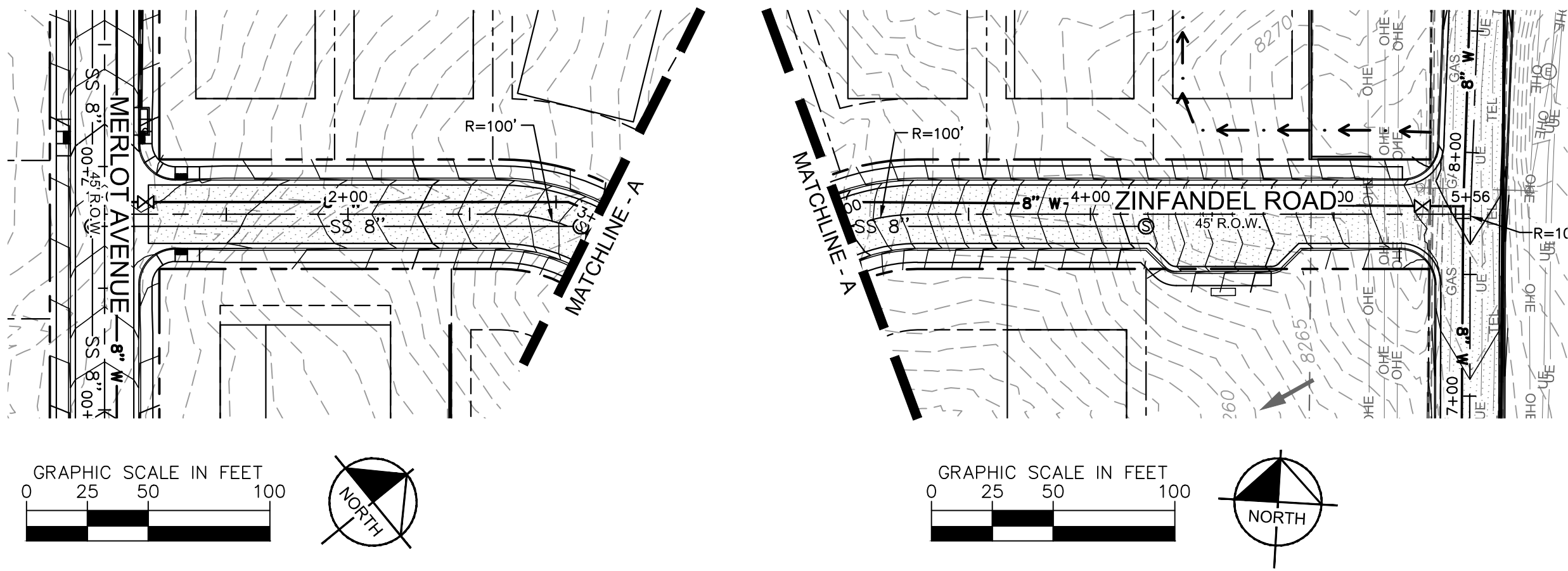


LEGEND	
	PROPERTY LINE
	DRAINAGE EASEMENT LINE
	PROPERTY SETBACK LINE
	PROPOSED DITCH/SWALE CL
	PROPOSED SLOPE/FLOW
	PROPOSED STORM PIPE
	PROPOSED CURB INLET
	PROPOSED HEADWALL
	PROPOSED RETAINING WALL
	PROPOSED ASPHALT ROAD
	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	EXISTING FLOW
	EXISTING DITCH/SWALE CL
	EXISTING TELEPHONE LINE
	EXISTING GAS LINE
	EXISTING OVERHEAD ELECTRIC
	EXISTING UNDERGROUND ELECTRIC
	EXISTING WATER MAIN
	EXISTING WIRE FENCE
	EXISTING BARB WIRE FENCE

MERLOT AVENUE

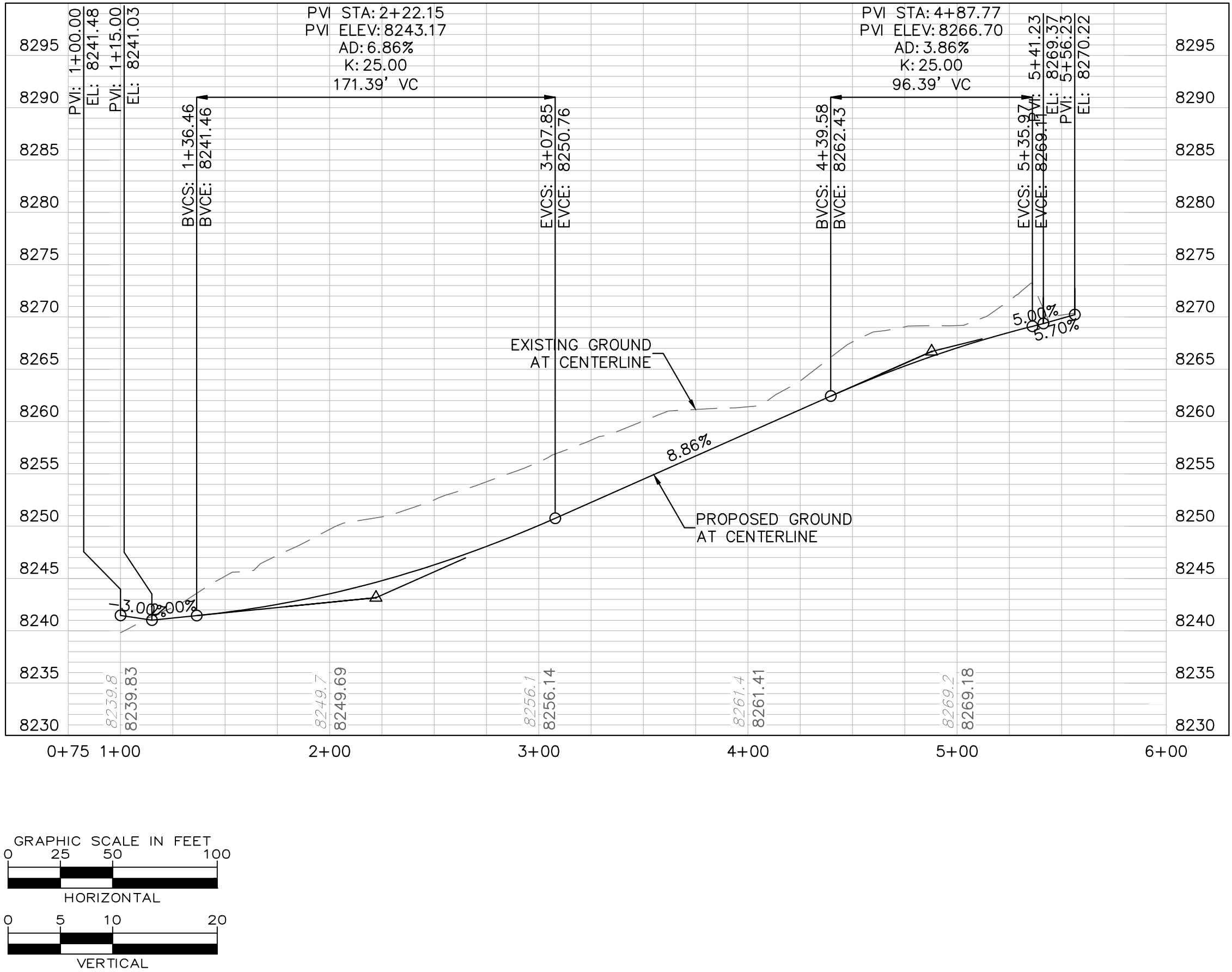


PINES AT TAMARAC PUD
PRELIMINARY PLAT AMENDMENT
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
SITUATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH
P.M., CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO



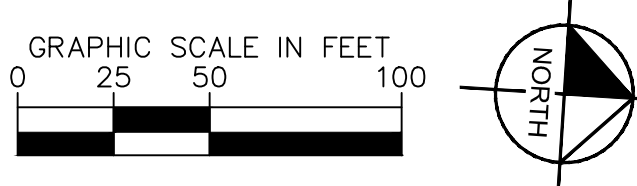
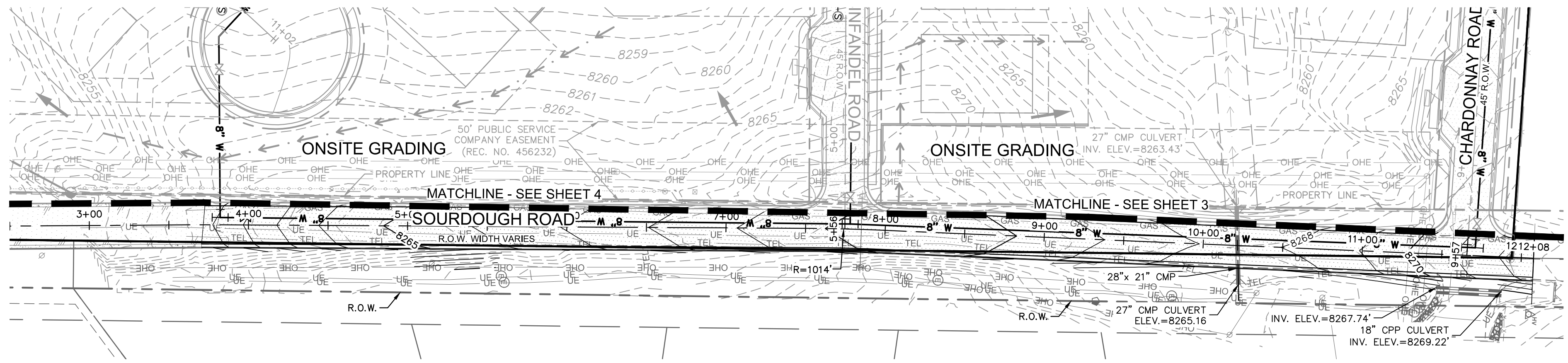
LEGEND	
	PROPERTY LINE
	DRAINAGE EASEMENT LINE
	PROPERTY SETBACK LINE
	PROPOSED DITCH/SWALE CL
	PROPOSED SLOPE/FLOW
	PROPOSED STORM PIPE
	PROPOSED CURB INLET
	PROPOSED HEADWALL
	PROPOSED RETAINING WALL
	PROPOSED ASPHALT ROAD
	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	EXISTING FLOW
	EXISTING DITCH/SWALE CL
	EXISTING TELEPHONE LINE
	EXISTING GAS LINE
	EXISTING OVERHEAD ELECTRIC
	EXISTING UNDERGROUND ELECTRIC
	EXISTING WATER MAIN
	EXISTING WIRE FENCE
	EXISTING BARB WIRE FENCE

ZINFANDEL ROAD



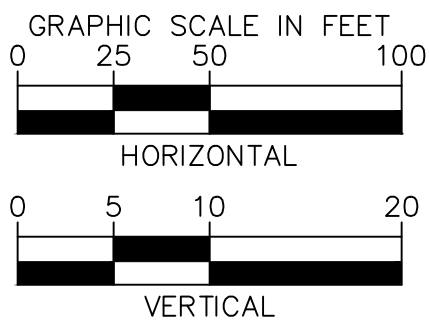
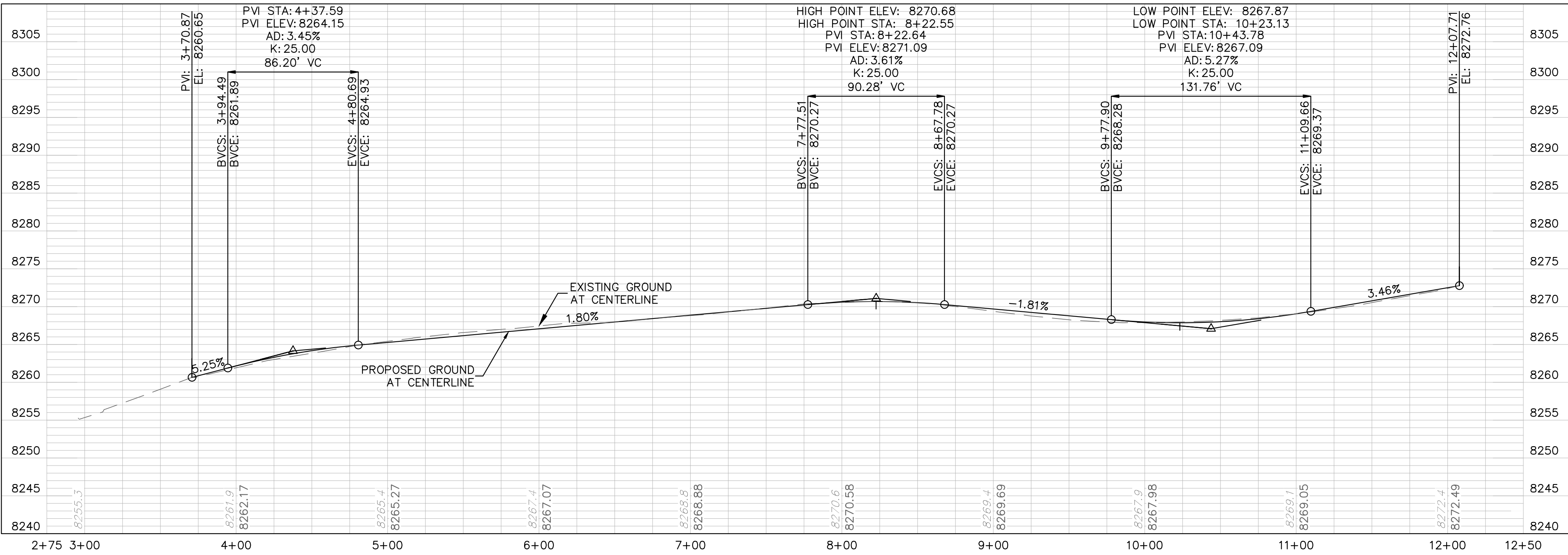
WOODLAND PARK:

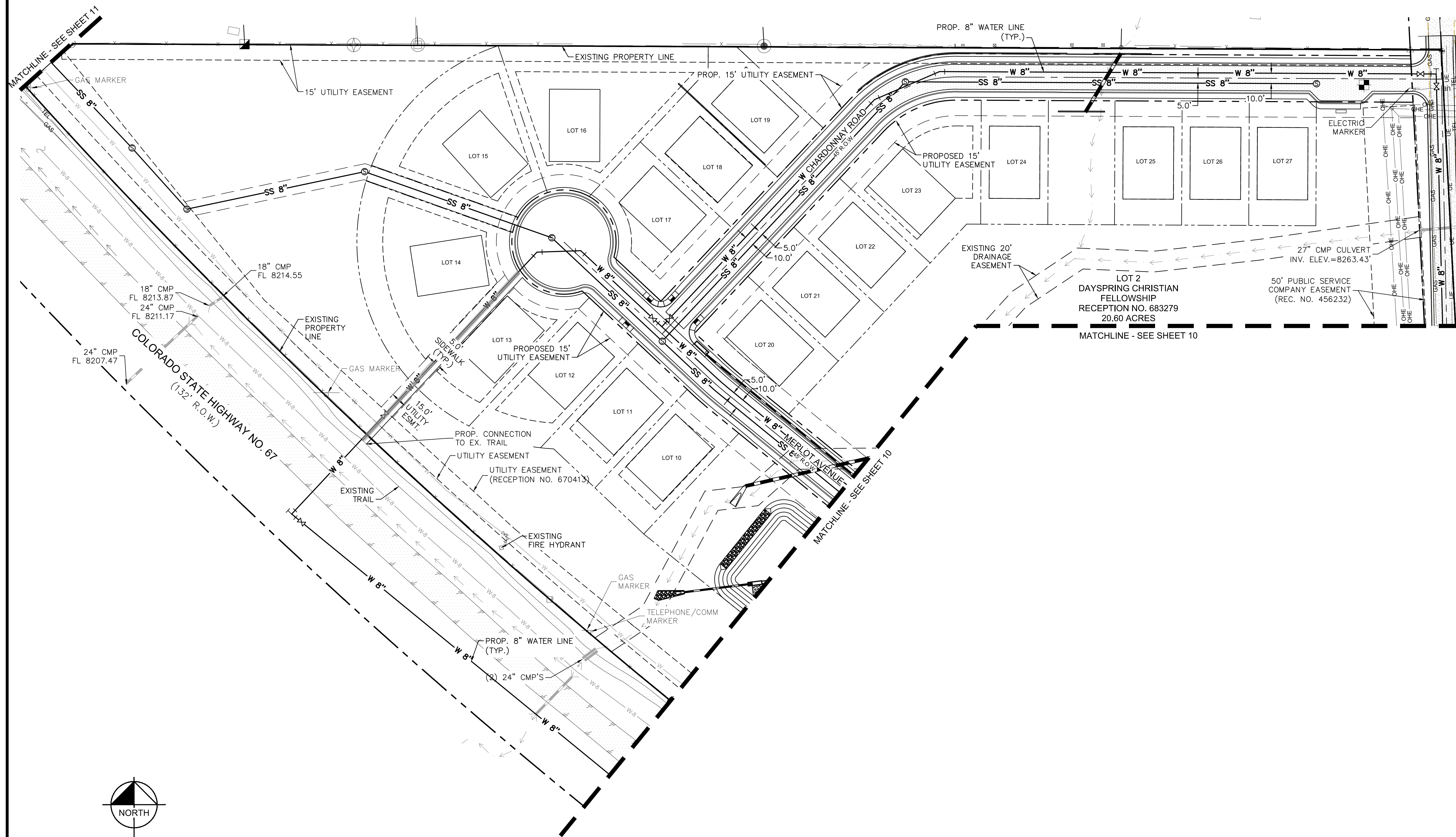
PINES AT TAMARAC PUD
PRELIMINARY PLAT AMENDMENT
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
SITUATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH
P.M., CITY OF WOODLAND PARK, COUNTY OF TELLER, STATE OF COLORADO



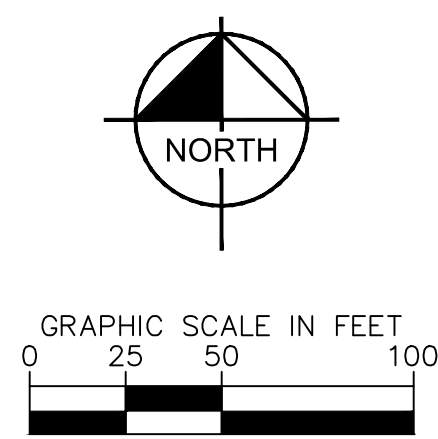
LEGEND	
	PROPERTY LINE
	DRAINAGE EASEMENT LINE
	PROPERTY SETBACK LINE
	PROPOSED DITCH/SWALE CL
	PROPOSED SLOPE/FLOW
	PROPOSED STORM PIPE
	PROPOSED CURB INLET
	PROPOSED HEADWALL
	PROPOSED RETAINING WALL
	PROPOSED ASPHALT ROAD
	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	EXISTING FLOW
	EXISTING DITCH/SWALE CL
	EXISTING TELEPHONE LINE
	EXISTING GAS LINE
	EXISTING OVERHEAD ELECTRIC
	EXISTING UNDERGROUND ELECTRIC
	EXISTING WATER MAIN
	EXISTING WIRE FENCE
	EXISTING BARB WIRE FENCE

SOURDOUGH ROAD



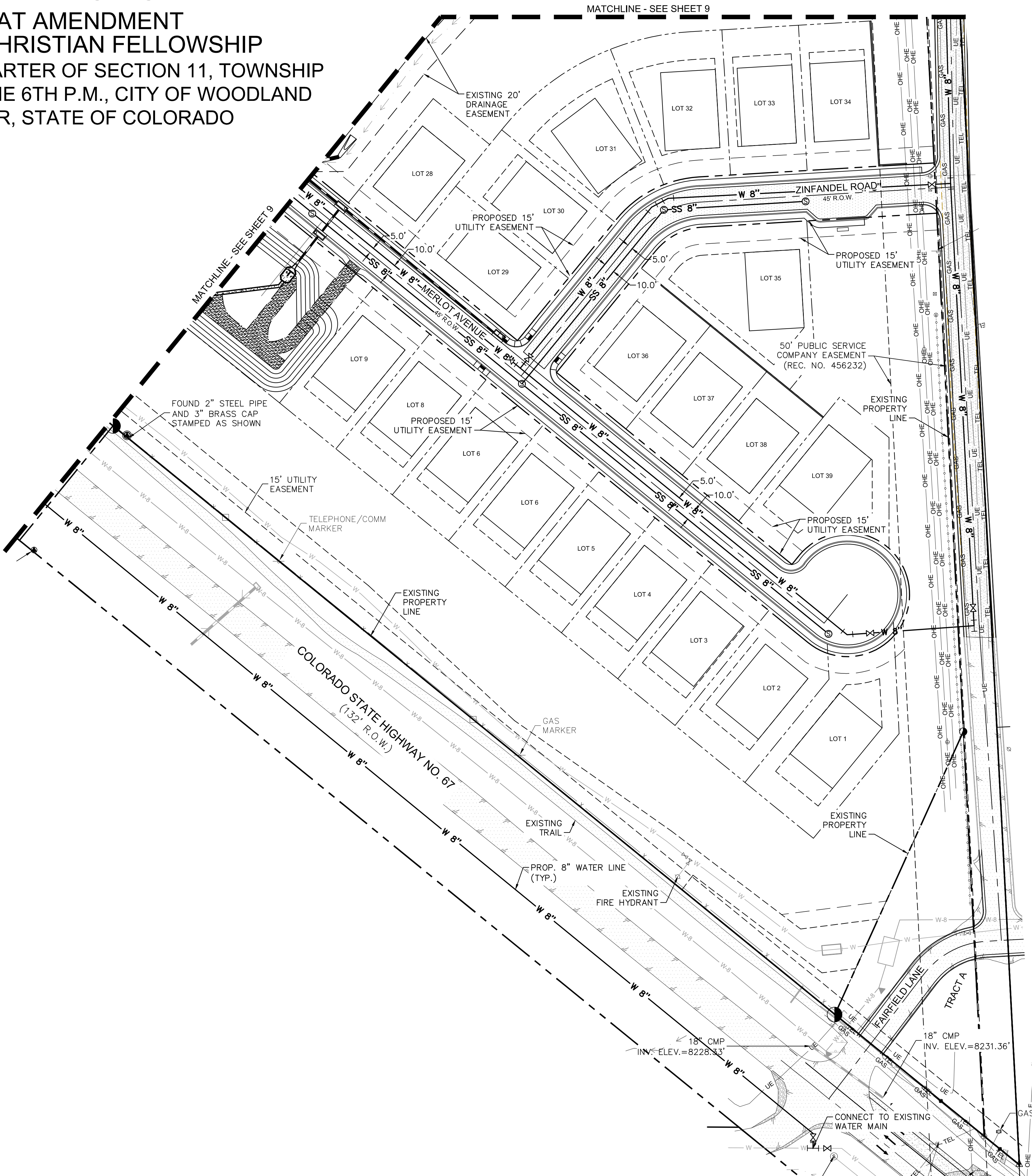


LEGEND	
	PROPERTY LINE
	DRAINAGE EASEMENT LINE
	PROPERTY SETBACK LINE
	PROPOSED UTILITY EASEMENT
	PROPOSED 8" WATER LINE
	PROPOSED GATE VALVE
	PROPOSED TEE
	PROPOSED BEND
	PROPOSED 8" SEWER LINE
	PROPOSED SEWER MANHOLE
	PROPOSED STORM PIPE
	PROPOSED CURB INLET
	PROPOSED HEADWALL
	PROPOSED RETAINING WALL
	PROPOSED ASPHALT ROAD
	EXISTING SS MAIN
	EXISTING WATER MAIN
	EXISTING STORM PIPE
	EXISTING SWALE FLOW
	EXISTING TELEPHONE LINE
	EXISTING GAS LINE
	EXISTING OVERHEAD ELECTRIC
	EXISTING UNDERGROUND ELECTRIC
	EXISTING WIRE FENCE
	EXISTING BARB WIRE FENCE

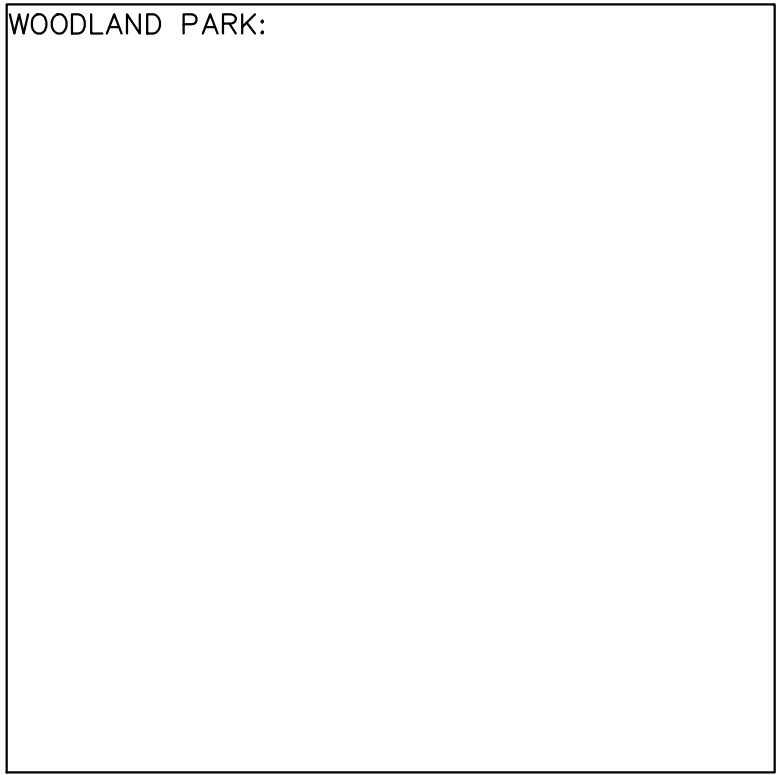
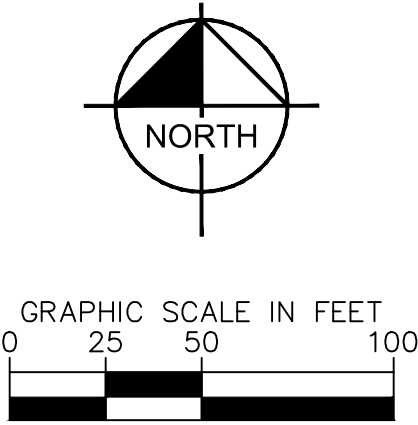


UTILITY PLAN - NORTH
SHEET 9 OF 11

PINES AT TAMARAC PUD
PRELIMINARY PLAT AMENDMENT
LOT 2 OF DAYSPRING CHRISTIAN FELLOWSHIP
SITUATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP
12 SOUTH, RANGE 69 WEST OF THE 6TH P.M., CITY OF WOODLAND
PARK, COUNTY OF TELLER, STATE OF COLORADO



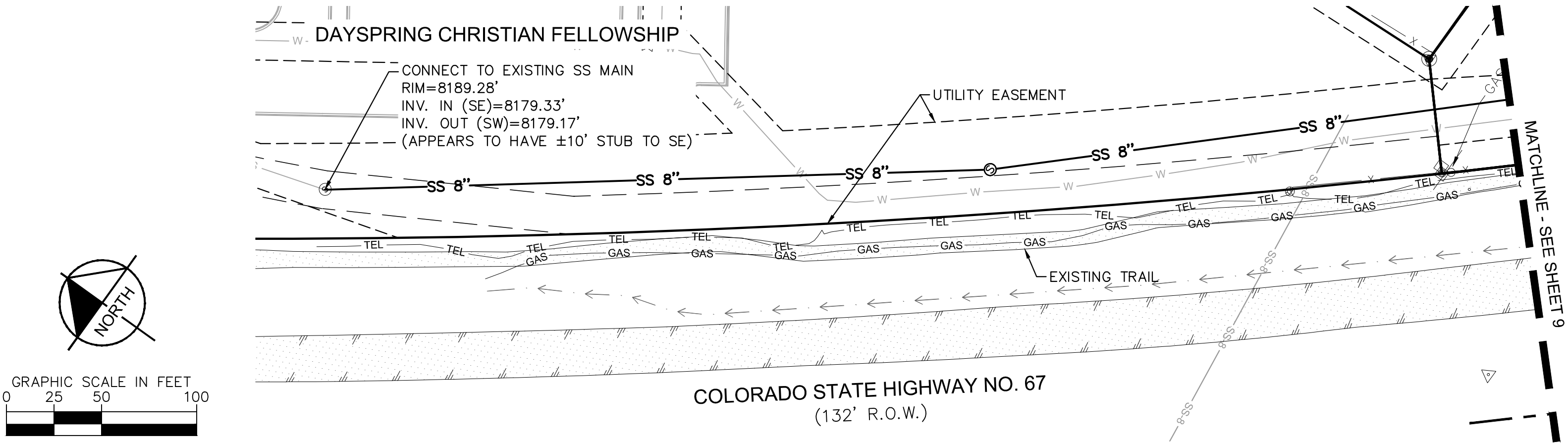
LEGEND	
	PROPERTY LINE
	DRAINAGE EASEMENT LINE
	PROPERTY SETBACK LINE
	PROPOSED UTILITY EASEMENT
	PROPOSED 8" WATER LINE
	PROPOSED GATE VALVE
	PROPOSED TEE
	PROPOSED BEND
	PROPOSED 8" SEWER LINE
	PROPOSED SEWER MANHOLE
	PROPOSED STORM PIPE
	PROPOSED CURB INLET
	PROPOSED HEADWALL
	PROPOSED RETAINING WALL
	PROPOSED ASPHALT ROAD
	EXISTING SS MAIN
	EXISTING WATER MAIN
	EXISTING STORM PIPE
	EXISTING SWALE FLOW
	EXISTING TELEPHONE LINE
	EXISTING GAS LINE
	EXISTING OVERHEAD ELECTRIC
	EXISTING UNDERGROUND ELECTRIC
	EXISTING WIRE FENCE
	EXISTING BARB WIRE FENCE



UTILITY PLAN - SOUTH
SHEET 10 OF 11

MATCHLINE - SEE SHEET 4

LEGEND	
	PROPERTY LINE
	DRAINAGE EASEMENT LINE
	PROPERTY SETBACK LINE
	PROPOSED UTILITY EASEMENT
	PROPOSED 8" WATER LINE
	PROPOSED GATE VALVE
	PROPOSED TEE
	PROPOSED BEND
	PROPOSED 8" SEWER LINE
	PROPOSED SEWER MANHOLE
	PROPOSED STORM PIPE
	PROPOSED CURB INLET
	PROPOSED HEADWALL
	PROPOSED RETAINING WALL
	PROPOSED ASPHALT ROAD
	EXISTING SS MAIN
	EXISTING WATER MAIN
	EXISTING STORM PIPE
	EXISTING SWALE FLOW
	EXISTING TELEPHONE LINE
	EXISTING GAS LINE
	EXISTING OVERHEAD ELECTRIC
	EXISTING UNDERGROUND ELECTRIC
	EXISTING WIRE FENCE
	EXISTING BARB WIRE FENCE



CITY OF WOODLAND PARK, COLORADO
RESOLUTION NO. 922, SERIES 2024

**A RESOLUTION APPROVING AN AMENDMENT TO THE PINES AT
TAMARAC PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN
AND A PRELIMINARY PLAT AMENDMENT TO INCREASE THE
NUMBER OF RESIDENTIAL LOTS FROM 26 TO 39 ON 20.61 ACRES**

WHEREAS, the subject property is located on the east side of Colorado State Highway 67, and to the northwest of the Reserve at Tamarac subdivision, and is legally described as Lot 2, Block 1, Dayspring Christian Fellowship (205 Sourdough Road) and the Property is owned by Pines at Tamarac, LLC; and

WHEREAS, the original Pines at Tamarac PUD Master Plan and Preliminary Plat was approved by the City Council on July 18, 2019 and included 26 single-family lots; and

WHEREAS, pursuant to Municipal Code §18.30.050, failure to begin construction within a two-year period shall void the PUD unless a request for extension of time is granted by recommendation of the Planning Commission and by resolution of City Council; and

WHEREAS, pursuant to Municipal Code §17.20.090, approval of the preliminary plat shall be valid for no longer than twenty-four months, however one-year extensions of time may be applied for in writing to the planning commission; and

WHEREAS, the City Council approved a two-year extension of the Pines at Tamarac PUD Master Plan to July 18, 2023 and a one-year extension of the Pines at Tamarac Preliminary Plat to July 18, 2022; and

WHEREAS, on August 25, 2022, the Planning Commission approved another one-year extension of the Preliminary Plat to July 18, 2023; and

WHEREAS, on August 17, 2023, City Council approved a two-year extension of the Pines at Tamarac PUD Master Plan to July 18, 2025 and a one-year extension of the Pines at Tamarac Preliminary Plat to July 18, 2024; and

WHEREAS, the applicant submitted a request to amend both the PUD Master Plan and the Preliminary Plat on February 1, 2024; and

WHEREAS, pursuant to Municipal Code Sections 18.30, 18.72.060 and 17.20 and Charter Sections 7.6 and 15.7.b.1, a notice of the public hearings was published, a sign was posted, and letters were mailed to adjacent property owners; and

WHEREAS, the Woodland Park Planning Commission considered the request on March 28, 2024 and April 25, 2024 and recommended approval based on evidence contained in the staff report and presented at public hearing; and

WHEREAS, City Council considered the request, the Planning Commission recommendation, the staff recommendation, and after holding a public hearing on May 16, 2024, hereby finds that based on evidence contained in the staff report and presented at the public hearing, the request meets the standards for granting an amendment to the Pines at Tamarac

Planned Unit Development (PUD) master plan, including dimensional standards, and an amendment to the Pines at Tamarac Preliminary.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND PARK:

Section 1. The Pines at Tamarac Planned Unit Development (PUD) Master Plan for the development of 39 single-family lots on 20.61 acres, including the dimensional standards as shown in PUD 2024-03 (and as subject to conditions below in Section 2.) for the property legally described as Lot 2, Block 1, Dayspring Christian Fellowship (205 Sourdough Road) is hereby approved.

Section 2. The Pines at Tamarac Preliminary Plat (SUB2024-03) for the development of 39 single-family residential lots on 20.61 acres on Lot 2, Dayspring Christian Fellowship (205 Sourdough Road) in the PUD zone, is hereby approved subject to the following conditions:

1. Prior to installation of infrastructure, the applicant shall obtain a Zoning Development Permit for infrastructure, which application shall include:
 - a. Final utility plan with profiles for all water, stormwater, and sanitary sewer
 - b. Final grading and erosion control plan for the entire site and off-site improvements
 - c. Final on/off-site street plan with profiles with curb and gutter on both sides of Sourdough Road Final drainage plan and report
 - d. Approved CDOT Access Permit
 - e. Approved SWMP
2. Applicant must resubmit Preliminary Plat addressing, to the satisfaction of the City, all comments within the City-Redline Comment packet for approval.
3. Applicant must adhere to all CDOT requirements and gain necessary permits/approvals with CDOT.
4. Prior to conveyance of any proposed lot, the applicant shall
 - a. Record a Final Plat;
 - b. Complete installation of all required improvements or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs associated with constructing the required improvements shall be borne by the developer.
 - c. Repair/upgrade Sourdough Road to City standards for the full length along the eastern boundary of Lot 2 or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs for this installation shall be borne by the developer;
 - d. Comply with CDOT requirements regarding the deceleration lane on Highway 67.
 - e. Establish access to the Centennial Trail.

- f. Change the wording on Page 1 of the 11 page PUD Amendment, Note # 8.f., to reduce the allowed projection into a side yard from of a maximum of three feet to a maximum of two-feet in to the required setback.
- 5. Prior to recording the Final Plat, the applicant shall submit:
 - a. Covenants, satisfactory to the City, which include deed restrictions that establish a homeowners association to guarantee the architectural and landscape design and maintenance of the common open space; and
 - b. Park Development Fees in the applicable amount.

Section 3. The recitals contained in this Resolution constitute the findings of City Council and are incorporated herein by reference.

ADOPTED THIS 16th DAY OF May, 2024.



Mayor Kellie Case

ATTEST: 

City Clerk Suzanne Leclercq

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1511, SERIES 2025

AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2026 BUDGET YEAR FOR GENERAL FUND (100)

WHEREAS, the City of Woodland Park, Colorado (the “City”) has been duly organized and is validly existing as a home rule city under Article XX, Section 6 of the Colorado Constitution and the City Charter;

WHEREAS, the City may acquire property and pursuant to the City Charter, Article XV

WHEREAS, it is not only required by the City Charter, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the City.

NOW, THEREFORE THIS ORDINANCE:

THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO
ORDAINS;

That an Ordinance entitled “AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2026 BUDGET YEAR FOR GENERAL FUND (100).” be and the same is hereby adopted as follows:

Section 1. That the following sums are appropriated from the revenue or fund balance of each fund to each fund, for the purpose stated:

GENERAL FUND

Budgeted Revenue	<u>\$ 13,077,259</u>
Current Operating Expenditures	
Elected Officials	32,600
City Manager	600,040
City Clerk	473,841
Municipal Court	153,984
Planning and Building	667,870
Inter/Nondepartmental	1,317,650
Education Support	0
Finance	743,226
Parks, Buildings and Grounds	1,323,397
Information Technology	495,800
Police	3,698,965

Public Works Administration	365,616
Fleet Maintenance	593,339
Street Operations	885,354
, Total Current Operating Expenditures	11,651,721
Debt Service Expenditures	705,687
Capital Outlay Expenditures	247,100
Transfers Out	<u>1,056,949</u>
Total General Fund Expenditures and Transfers Out	<u>\$ 13,361,458</u>

Section 2. This Ordinance shall be in full force and effect on and after January 1, 2026 after adoption and publication required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS 4th DAY OF DECEMBER 2025.

Kellie Case, Mayor

ATTEST:

Suzanne Leclercq, City Clerk

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1512, SERIES 2025

AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2026 BUDGET YEAR FOR ALL FUNDS EXCEPT THE GENERAL FUND (100).

WHEREAS, the City Council has adopted the annual budget in accordance with the City Charter on December 4, 2025; and

WHEREAS, the City Council has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures in each fund as set forth in said budget or has made appropriations to expend a portion of fund balance for capital outlays, acquisitions, and improvements; and

WHEREAS, it is not only required by the City Charter, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the City.

NOW, THEREFORE THIS ORDINANCE:

THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO
ORDAINS;

That an Ordinance entitled “AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2026 BUDGET YEAR FOR ALL FUNDS EXCEPT THE GENERAL FUND (100).” be and the same is hereby adopted as follows:

Section 1. That the following sums are appropriated from the revenue or fund balance of each fund to each fund, for the purpose stated:

DOWNTOWN DEVELOPMENT AUTHORITY

Budgeted Revenues	\$ 1,104,938
Total Sources	<u>\$ 1,104,938</u>
Current Operating Expenditures	\$ 727,088
Debt Service Expenditures	<u>365,218</u>
Total Downtown Development Authority Fund Expenditures	<u>\$ 1,092,306</u>

CULTURE AND RECREATION FUND

Budgeted Revenues	\$ 2,543,849
Current Operating Expenditures	
Parks and Recreation	\$ 490,977
Cultural Center	265,451
Aquatic Center	1,038,193
Golf Course	749,229
Total Culture and Recreation Fund Expenditures	\$ 2,543,849

LODGING TAX FUND

Budgeted Revenues	\$ 235,000
Use of Fund Balance	86,770
Total Sources	<u>\$ 321,770</u>
Transfer to General Fund	\$ 321,770
Total Lodging Tax Fund Transfer Out	<u>\$ 321,770</u>

CONSERVATION TRUST FUND

Budgeted Revenues	\$ 75,300
Use of Fund Balance	0
Total Sources	<u>\$ 75,300</u>
Transfer to General Fund	\$ 0
Transfer to Culture and Recreation Fund	75,000
Total Conservation Trust Fund Transfer Out	<u>\$ 75,000</u>

STREET CAPITAL IMPROVEMENT FUND

Budgeted Revenues	\$ 3,388,700
Use of Fund Balance	1,811,544
Total Sources	<u>\$ 5,200,244</u>
Capital Outlay Expenditures	\$ 4,585,000
Transfers Out	615,244
Total Street Capital Improvement Fund Expenditures and Transfers Out	<u>\$ 5,200,244</u>

STORMWATER MANAGEMENT FUND

Budgeted Revenues	\$ 185,000
Use of Fund Balance	0
Total Sources	<u>185,000</u>
Capital Outlay Expenditures	\$ 2,400

Transfer Out	<u>165,675</u>
Total Stormwater Management Fund Expenditures	<u>\$ 168,075</u>

WATER UTILITY ENTERPRISE FUND

Budgeted Revenues	\$ 3,005,001
Use of Funds Available	<u>4,139,579</u>
Total Sources	<u>\$ 7,144,580</u>
 Current Operating Expenditures	 \$ 2,279,580
Capital Outlay Expenditures	4,865,000
 Total Water Utility Enterprise Fund Expenditures	 <u>\$ 7,144,580</u>

WASTEWATER UTILITY ENTERPRISE FUND

Budgeted Revenues	\$ 3,099,259
Use of Funds Available	<u>0</u>
Total Sources	<u>\$ 3,099,259</u>
 Current Operating Expenditures	 \$ 1,784,690
Capital Outlay Expenditures	535,000
Debt Service Expenditures	<u>451,216</u>
Total Wastewater Utility Enterprise Fund Expenditures	<u>\$ 2,770,906</u>

Section 2. This Ordinance shall be in full force and effect on and after January 1, 2026 after adoption and publication required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS 4th DAY OF DECEMBER 2025.

Kellie Case, Mayor

ATTEST:

Suzanne Leclercq, City Clerk

ORDINANCE NO. 1513, 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 CONCERNING A STIPEND FOR THE MAYOR AND CITY COUNCIL

WHEREAS, Charter Section 3.6 provides that “the members of the Council shall receive such compensation, and the Mayor such additional compensation, as may be prescribed by referred ordinance”; and

WHEREAS, a modest stipend is commonly provided to municipal mayors and councilmembers across Colorado, in recognition of the substantial time contributed by such officials, both in and out of Council meetings, to public service; and

WHEREAS, the Charter Review Committee has reviewed the stipends provided by numerous Colorado municipalities of similar population to the City of Woodland Park; and

WHEREAS, the stipend proposed in this referred ordinance is in the middle of the range of such stipends; and,

WHEREAS, the City Council has determined that Woodland Park voters should be asked whether they approve of the stipends provided for in this Ordinance.

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

Section 1: Pursuant to the Charter of the City of Woodland Park, and the Constitution of the State of Colorado, all action heretofore taken (not inconsistent with the provisions of this ordinance) by the City and the officers thereof, directed towards the election and the objects and purposes herein stated is hereby ratified, approved and confirmed. This proposal shall hereby be submitted to the voters of the City, shall become effective if, and only if, it is approved by the majority of the voters at the regular municipal election to be held April 7th, 2026.

Section 2: That the following ballot language is hereby referred to the voters at said election:

PROPOSED BALLOT QUESTION REGARDING PROVISION OF A STIPEND TO THE
MAYOR AND COUNCILMEMBERS OF THE CITY.

SHALL THE CITY OF WOODLAND PARK CODE BE AMENDED TO PROVIDE FOR A STIPEND OF \$800. /MO. FOR THE MAYOR, \$700. /MO. FOR THE MAYOR PRO TEM, AND \$600. /MO. FOR MEMBERS OF THE CITY COUNCIL?	YES ____ NO ____
--	---------------------

Section 3: Should the above question be approved by the electorate of the City of Woodland Park at the regular City election held on April 7th, 2026, the Woodland Park City Code will be amended by the addition of a new Chapter 2.02, to read as follows:

Chapter 2.02- Mayor and Council Stipend.

Beginning with terms of office which commence following the April 2026 regular City election, the Mayor, Mayor pro-tem and members of Council will receive the following monthly stipend:

- a) Mayor: \$800. /mo.
- b) Mayor pro-tem: \$700. /mo.
- c) Council members: \$600. /mo.

Section 4. The City Clerk of the City of Woodland Park shall cause public notice of the election on such measure to be given in accordance with Section 31-2-210(4) of the Colorado Revised Statutes.

Section 5. All acts, orders, resolutions, ordinances, or parts thereof, in conflict herewith shall be repealed at the time the amendments provided for herein take effect. However, no such repeal shall be construed to destroy any property right, contract right, or right of action of any nature or kind, vested in or against the City by virtue of any such act, order, resolution, ordinance, or part thereof, theretofore existing or otherwise accruing to the City.

Section 6. If any portion of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the constitutionality or validity of the remaining portions of this ordinance.

Section 7. The officers of the City are authorized to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

Section 8. This Ordinance shall take effect pursuant to the home rule Charter of the City of Woodland Park, Colorado, upon approval by a majority of those City electors casting ballots at the April 7th, 2026 regular City election.

INTRODUCED, PASSED, APPROVED AND ADOPTED this 20th day of November 2025, the vote upon roll call being as follows:

Ayes:

Nays:

Absent /Abstain:

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS [REDACTED] DAY OF [REDACTED], 2025.

Ayes:

Nays:

Absent /Abstain:

Honorable Mayor Kellie Case

ATTEST:

Suzanne Leclercq, City Clerk

Approved as to Form:

Geoff Wilson, City Attorney

ORDINANCE NO. 1514, 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 MAKE NON-SUBSTANTIVE EDITS TO AND REMOVE OUTDATED LANGUAGE FROM THE CITY CHARTER

WHEREAS, Charter Section 3.5, concerning Council vacancies, contains punctuation errors and redundant language; and

WHEREAS, Charter Section 16.6 concerns duties of the City Manager upon initial adoption of the Charter and is thus now outdated; and

WHEREAS, the proposed amendment would correct Section 3.5 and delete Section 16.6; and,

WHEREAS, the City Council has determined that Woodland Park voters should be asked whether they support amending the charter to make these changes.

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

Section 1: Pursuant to the Charter of the City of Woodland Park, and the Constitution of the State of Colorado, all action heretofore taken (not inconsistent with the provisions of this ordinance) by the City and the officers thereof, directed towards the election and the objects and purposes herein stated is hereby ratified, approved and confirmed. This proposal shall hereby be submitted to the voters of the City, and shall become effective if, and only if, it is approved by the majority of the voters at the regular municipal election to be held April 7th, 2026.

Section 2: That the following ballot language is hereby referred to the voters at said election:

PROPOSED BALLOT QUESTION REGARDING AMENDING THE CHARTER TO AMEND THE CITY CHARTER TO MAKE NON-SUBSTANTIVE EDITS AND TO REMOVE OUTDATED LANGUAGE FROM THE CITY CHARTER.

SHALL SECTION 3.5 OF THE CITY OF WOODLAND PARK CHARTER, CONCERNING COUNCIL VACANCIES BE AMENDED TO CORRECT DRAFTING ERRORS, AND SHALL SECTION 16.6, CONCERNING DUTIES OF THE MANAGER UPON INITIAL ADOPTION OF THE CHARTER, BE REPEALED AS OUTDATED?	YES _____ NO _____
--	-------------------------------------

Section 3: Should the above question be adopted by the electorate of the City of Woodland Park at the regular election, the Woodland Park Charter sections 3.5 and 16.6 will be amended as follows:

Section 3.5 - Vacancies

(b) A vacancy shall be filled by a majority vote of the Mayor and/or the remaining Council after such vacancy occurs, provided there will not be a regular municipal election within ninety (90) days of such vacancy. To fill a vacancy, the Mayor and/or the remaining Council members may: (i) appoint any qualified person; (ii) conduct an open application process; (iii) appoint the person who received the next highest vote total in the last municipal election should the vacancy occur within six (6) months of said election. The person appointed shall serve in that office until the next regular election.

~~Section 16.6 – City Manager's Transitional Exception~~

~~The City Manager first appointed under the provisions of this Charter shall hereby be authorized to serve additionally as Supervisor of the Woodland Park Sanitation District, until such time as said District is dissolved in accordance with Colorado Statutes. Following said dissolution, the City Manager shall faithfully observe the requirements of Section 4.1(b) of this Charter.~~

Section 4. No amendments are proposed by this ordinance to those sections, subsections, paragraphs, or subparagraphs of the Charter which do not appear in Section 3 of this ordinance.

Section 5. The City Clerk of the City of Woodland Park shall cause public notice of the election on such measure to be given in accordance with Section 31-2-210(4) of the Colorado Revised Statutes.

Section 6. Within twenty (20) days after approval of any of the Charter amendments, the City Clerk shall file with the Secretary of State a certified copy of each amendment. The amendments shall take effect on the date of such filing.

Section 7. All acts, orders, resolutions, ordinances, or parts thereof, in conflict herewith shall be repealed at the time the amendments provided for herein take effect. However, no such repeal shall be construed to destroy any property right, contract right, or right of action of any nature or kind, vested in or against the City by virtue of any such act, order, resolution, ordinance, or part thereof, theretofore existing or otherwise accruing to the City.

Section 8. If any portion of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the constitutionality or validity of the remaining portions of this ordinance.

Section 9. The officers of the City are authorized to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

Section 10. This Ordinance shall take effect pursuant to the home rule Charter of the City of Woodland Park, Colorado.

INTRODUCED, PASSED, APPROVED AND ADOPTED this 20th day of November, 2025, the vote upon roll call being as follows:

Ayes:

Nays:

Absent /Abstain:

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2025.

Ayes:

Nays:

Absent /Abstain:

Honorable Mayor Kellie Case

ATTEST:

Suzanne Leclercq, City Clerk

Approved as to Form:

Geoff Wilson, City Attorney

ORDINANCE NO. 1515, 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 ADDITIONAL TIME FOR THE INCUMBENT TO RESIGN, BEFORE THE CITY IS REQUIRED TO CONDUCT A RECALL ELECTION.

WHEREAS, Charter Section 8.3 provides that an incumbent who is the target of a recall may resign within five days of the petition being determined sufficient by the City Clerk, which decision means the City is not required to conduct a recall election; and,

WHEREAS, this five day period is unnecessarily short and forces the incumbent to make a decision of important consequence to the City and its voters; and

WHEREAS, extending the allowed time for resignation may help the City avoid the \$30,000.00 cost of a special election, a cost that must be borne by City taxpayers; and

WHEREAS, the proposed amendment would give the incumbent up to fourteen days following the City Clerk's determination of petition sufficiency within which to resign; and,

WHEREAS, the City Council has determined that Woodland Park voters should be asked whether they support amending the charter to make this change in the City's recall procedures.

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

Section 1: Pursuant to the Charter of the City of Woodland Park, and the Constitution of the State of Colorado, all action heretofore taken (not inconsistent with the provisions of this ordinance) by the City and the officers thereof, directed towards the election and the objects and purposes herein stated is hereby ratified, approved and confirmed. This proposal shall hereby be submitted to the voters of the City, shall become effective if, and only if, it is approved by the majority of the voters at the regular municipal election to be held April 7th, 2026.

Section 2: That the following ballot language is hereby referred to the voters at said election:

**PROPOSED BALLOT QUESTION REGARDING AMENDING CHARTER SECTION 8.3
TO PERMIT MORE TIME FOR AN INCUMBENT TO RESIGN, BEFORE THE CITY IS
REQUIRED TO CONDUCT A RECALL ELECTION.**

SHALL SECTION 8.3 OF THE CITY OF WOODLAND PARK CHARTER BE AMENDED TO PERMIT MORE TIME FOR AN INCUMBENT TO RESIGN BEFORE THE CITY IS REQUIRED TO CONDUCT A RECALL ELECTION.	YES _____ NO _____
--	----------------------------------

Section 3: Should the above question become ratified by the electorate of the City of Woodland Park at the regular election, the Woodland Park Charter section 8.3 shall be amended as follows:

Section 8.3 – Recall

(c) If the officer sought to be recalled resigns within ~~five (5)~~ fourteen (14) days after the City Clerk determines the petition sufficient, the petition shall not be adopted, and no recall election shall be had.

Section 4. No amendments are proposed by this ordinance to those sections, subsections, paragraphs, or subparagraphs of the Charter which do not appear in Section 3 of this ordinance.

Section 5. The City Clerk of the City of Woodland Park shall cause public notice of the election on such measure to be given in accordance with Section 31-2-210(4) of the Colorado Revised Statutes.

Section 6. Within twenty (20) days after approval of any of the Charter amendments, the City Clerk shall file with the Secretary of State a certified copy of each amendment. The amendments shall take effect on the date of such filing.

Section 7. All acts, orders, resolutions, ordinances, or parts thereof, in conflict herewith shall be repealed at the time the amendments provided for herein take effect. However, no such repeal shall be construed to destroy any property right, contract right, or right of action of any nature or kind, vested in or against the City by virtue of any such act, order, resolution, ordinance, or part thereof, theretofore existing or otherwise accruing to the City.

Section 8. If any portion of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the constitutionality or validity of the remaining portions of this ordinance.

Section 9. The officers of the City are authorized to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

Section 10. This Ordinance shall take effect pursuant to the home rule Charter of the City of Woodland Park, Colorado.

INTRODUCED, PASSED, APPROVED AND ADOPTED this 20th day of November 2025, the vote upon roll call being as follows:

Ayes:

Nays:

Absent /Abstain:

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2025.

Ayes:

Nays:

Absent /Abstain:

Honorable Mayor Kellie Case

ATTEST:

Suzanne Leclercq, City Clerk

Approved as to Form:

Geoff Wilson, City Attorney



STAFF REPORT

TO: Mayor Case and City Council

FROM: Karen Schminke, Director of Planning & Building Services

DATE: December 4, 2025

SUBJECT: Council Initiated Zone District Change for 309 Willow Street, Woodland Park, CO

BACKGROUND: The Woodland Park City Charter, Section 15.7(a), entitled "Zoning," allows either City Council or the Planning Commission to initiate a change or modification of the zoning of property that was previously zoned. To confirm the Council's intent to begin this process, we recommend, out of an abundance of caution and transparency, for the Council to indicate this intention through formal action at a regular meeting, where the item is agendaized. At the meeting, the property to be considered should be identified, as should the potential new zone district.

After the Council has made clear their desire to consider a zone district change, City Staff will begin processing the proposal and will post the required notices for public hearings before both the Planning Commission (for recommendation) and City Council (for decision on the matter). It is at those noticed public hearings where the merits of the zone change proposal will be reviewed and public comment heard.

RECOMMENDATION: Should Council desire to initiate a change of zoning to a property previously zoned, Council should: move to initiate the zone change process as allowed by City Charter Section 15.7(a) – Zoning, to change the zoning from Central Business District (CBD) to Urban Residential (UR) for the subject property legally described as Lot 1, Block 12 Fosters Addition including the adjacent west ½ of vacated Scott Avenue as described at Reception #483423 and the adjacent north ½ of vacated alley as described at Reception #590996 of Woodland Park, Teller County (a.k.a. 309 Willow Street, Woodland Park, CO).

ATTACHMENTS: None



STAFF REPORT

TO: Mayor Case and City Council

FROM: Karen Schminke, Director of Planning & Building Services

DATE: December 4, 2025

SUBJECT: Approval of the Board of Review's Bylaws and Rules of Procedure (A) (Presenter Planning Director Karen Schminke, AICP)

BACKGROUND: Please see attached detailed report.

RECOMMENDATION: Approval of the Board of Review's Bylaws and Rules of Procedure as presented.

ATTACHMENTS:

1. Memo to CC 2025-1204
2. BOR Rules of Procedures Rev. 11.20.2025 (w signature)



City of Woodland Park Memo for City Council

Meeting Date: December 4, 2025

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
10 B.	Planning	Karen Schminke, AICP Planning Director

AGENDA ITEM 10 B.

This past year City Council convened a committee to review the City's charter and identify provisions that should be considered for amendment. Charter Section 5.3(a) which limited the number of terms a volunteer may serve on a City Board or Commission was identified for amendment. The following question then appeared on the November 4, 2025 ballot and was approved by voters:

Shall Section 5.3 of the City of Woodland Park Charter be amended to make Boards and Commissions subject to term limits established in their by-laws?

As a result, City Council adopted the following amendment to Section 5.3(a) of the Charter regarding the Composition of Boards and Commissions:

Section 5.3 – Composition of Boards and Commissions.
(a) Initial appointments by the Council to any Board, Commission, or Committee shall specify the term of office of each member in order to achieve overlapping terms, and thereafter all appointments shall be for the full term specified. ANY LIMITS ON TERMS SHALL BE AS PROVIDED IN THE BY-LAWS OF THE PARTICULAR BOARD OR COMMISSION, AS APPROVED BY THE CITY COUNCIL. ~~No non-City staff Board, Commission, or Committee member may serve more than the lesser of two (2) consecutive terms or eight (8) years on a specific Board, Commission, or Committee.~~ Members of such Boards, Commissions, and Committees shall serve without compensation, but shall be paid their authorized expenses actually incurred in the discharge of their official duties. Council shall also make appointment to fill vacancies for unexpired terms. Appointees shall be subject to removal upon two thirds (2/3) majority vote of the Mayor and City Council.

The Board of Review (BOR) met on November 20, 2025, and reviewed the following options for setting term limits for the members of this Board:

Option 1:

Section 1.2 Terms. Terms shall be for three years, except that in order to achieve terms that are staggered, two of the members originally appointed shall serve a term of three years, two of the members originally appointed shall serve a term of two years, and one member originally appointed shall serve a term of one year. Appointments shall be made

by the City Council at the Council's second meeting in January or as determined by City Council.

While each regular term of office for a Board of Review member is three years, there is no limit to the number of terms a Board of Review member may serve, either consecutively or non-consecutively. Likewise, there is no limit to the number of partial terms a Board of Review member may serve.

Option 2:

Section 1.2 Terms. Terms shall be for three years, except that in order to achieve terms that are staggered, two of the members originally appointed shall serve a term of three years, two of the members originally appointed shall serve a term of two years, and one member originally appointed shall serve a term of one year. Appointments shall be made by the City Council at the Council's second meeting in January or as determined by City Council.

A Board of Review member shall not serve more than [insert number] terms total on the Board of Review. Partial terms do not count towards the total number of terms an individual may serve on the Board of Review. There is no limit to the number of partial terms a Board of Review member may serve.

After consideration and discussion, the BOR selected Option 1, which does not limit the number of terms a board member may serve.

The Board also approved a change in their regular meeting date and time. Instead of meeting the third (3rd) Thursday of the month at 3:30 PM, they will now be meeting the second (2nd) Tuesday of the month at 2:30 PM. This new meeting date and time should eliminate schedule conflicts for using the Council Chambers.

Additionally, the title of this document was amended from the Board of Review's Rules of Procedure to "By-laws and Rules of Procedure" to comply with the amendment to Charter § 5.3(a).

Recommendation

The Board of Review respectfully request City Council approve the amended Bylaws and Rules of Procedure for the Board of Review.

Attachment

Board of Review – Bylaws and Rules of Procedure

BYLAWS AND RULES OF PROCEDURE BOARD OF REVIEW

These Bylaws and Rules of Procedure shall govern the Board of Review upon their adoption in accordance with the provisions of City Charter Section 5.3, and Section 15.01.010 of the City of Woodland Park Municipal Code.

SECTION 1.0 ESTABLISHMENT AND MEMBERSHIP.

The City Council of the City of Woodland Park established the Board of Appeals (a.k.a. Board of Review) on December 5, 2013, pursuant to Ordinance No. 1198, Series 2013, of the City of Woodland Park

1.1 **Membership.** The Board shall consist of five regular members and two alternate members appointed by the City Council. Members of the Board may be residents of the City, but residency is not required to serve on the Board. Members of the Board must demonstrate qualifications by experience and training to pass on matters pertaining to building construction. No member of the Board shall be an employee of the City.

1.2 **Terms.** Terms shall be for three years, except that in order to achieve terms that are staggered, two of the members originally appointed shall serve a term of three years, two of the members originally appointed shall serve a term of two years and one member originally appointed shall serve a term of one year. Appointments shall be made by the City Council at the Council's second meeting in January or as determined by the City Council.

While each regular term of office for a Board of Review member is three years, there is no limit to the number of terms a Board of Review member may serve, either consecutively or non-consecutively. Likewise, there is no limit to the number of partial terms a Board of Review member may serve.

1.3 **Alternate Members.** Alternate members shall meet the membership qualifications as stated above. Terms shall be for three years except that in order to achieve terms that are staggered, one alternate member originally appointed shall serve a term of 2 years and the other alternate member originally appointed shall serve a term of 1 year. In the absence of a regular member, the Chairperson of the Board shall designate at the commencement of the meeting or hearing an alternate member to serve as, and fulfill the responsibility of, the regular member during his absence. Once so designated, the alternate member shall not be replaced by a returning member other than at the commencement of a different item.

1.4 **Compensation.** All members and alternate members of the Board shall serve without compensation.

1.5 **Removal and Vacancy.** A regular member or alternate member of the Board, once qualified, shall be removed during his term of office for just cause and upon two-thirds majority vote of the City Council. Unexcused absence by a regular member from three consecutive meetings shall be deemed just cause. In the event of the death, resignation, or removal of any regular member or alternate member before the expiration of his term, a successor shall be appointed by the City Council for the unexpired portion of such term.

SECTION 2.0 OFFICERS.

The Board of Review shall select from its membership two officers: A Chairperson and Vice Chairperson.

- 2.1 **Selection.** At the first meeting of the calendar year, the Board will select its officers from its regular membership. All officers are eligible for reelection.
- 2.2 **Tenure.** The Chairperson and Vice Chairperson shall take office immediately following their election and shall hold office for a term of one-year or until their successors are selected and assume office.
- 2.3 **Duties.** The Chairperson shall preside at all meetings and hearings of the Board, shall decide all points of order or procedure, and shall appoint any committees that may be found necessary. The Vice Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson.
- 2.4 **Secretary to the Board.** The Secretary will be the Building Department Permit Technician or as designated by the Planning Director and the City Clerk's official designee. The Secretary shall conduct all official correspondence subject to these rules of procedure at the direction of the Board, send out all notices required, keep the minutes of the Board's proceedings, keep a file on each case that comes before the Board, be in charge of issuing the proper application forms and insure that information is compiled and ready for Board's review; and perform such other duties as determined by the Board.

SECTION 3.0 MEETINGS.

The following rules shall apply to the scheduling and the conducting of Board of Review meetings.

- 3.1 **Regular Meetings.** Regular meetings shall be held on the second (2nd) Tuesday of each month at 2:30 p.m. when a request is submitted requires Board action, or at the call of the Chairperson, or as determined by a majority of the regular members.
- 3.2 **Special Meetings.** Special meetings may be called by the Chairperson, or at the request of three regular members of the Board, or at the request of the Building Official or at the request of the Planning Director.
- 3.3 **Notice of Meetings.** Notice of meetings shall be given by the Secretary to the members of the Board at least six days prior to meetings and shall state the purpose, time, and place of the meeting, except if a special meeting is called, in which case notice shall be given as soon as practicable.
- 3.4 **Quorum.** A quorum of the Board shall consist of three (3) members.
- 3.5 **Public.** All meetings, public hearings, and records shall be open to the public.

3.7 **Order of Business.** The Secretary shall prepare an agenda for each meeting and send it to each Board member as part of the notification process. The order of business may be as follows:

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. CONSIDERATION OF THE MINUTES OF PREVIOUS MEETING
- IV. VARIANCE OR APPEALS HEARINGS
- V. COMPLAINTS
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
- VIII. DISCUSSION OR COMMENT
- IX. ADJOURNMENT

3.8 **Voting.** Voting will be by voice with yeas, or nays. All regular members of the Board present, including the Chairperson, are required to cast a vote for each motion, subject to the provisions of the conflict of interest Rule 3.9 of these rules of procedure.

3.9 **Conflict of Interest.** Any member of the Board who has an interest, other than the common public interest, in any property or in the decision relating to such property, may notify the Chairperson in advance of any discussion of the agenda item, and may be disqualified from participating in the discussion, decision, or proceedings of the Board in connection therewith. When a conflict is determined then the disqualified member shall recuse themselves and vacate the hearing room unless the regular member is the applicant or representative for the applicant and must assume the role to testify on the case. An alternate member shall be appointed by the Chairperson of the Board of Review to serve in place of that regular member having a conflict of interest, for only the purpose and time of resolving the question in which the conflict of interest for that regular member exists.

3.10 **Unfinished Business.** Where all applications cannot be disposed of on the day set, due to length of meeting or extenuating circumstances, the Board may adjourn to a time and place certain or until the next regular or special meeting, as the Board may decide.

SECTION 4.0 POWERS AND DUTIES.

The Board of Review shall have the following powers and duties.

4.1 **Powers.** The Board shall have the authority granted by Ordinance No. 1198, Series 2013, as the same may be amended from time to time.

4.2 **Duties.** The Board shall have the following duties in duly exercising their powers.

- A. **Appeals.** Any person aggrieved by any order, decision, or determination of the Building Official may appeal to the Board of Appeals (a/k/a Board of Review). Such appeal shall be filed within ten days after the date of the order, decision, or determination by filing with the Board of Appeals and the Building Official a written notice of appeal specifying the grounds for the appeal, and by paying a filing fee, as established by Resolution of the City Council and subsequent amendments thereof, at the time the notice is filed. The Building Official shall forthwith transmit to the Board certified copies of all the papers constituting the record of the matter, together with a

copy of the order, decision or determination from which such appeal is taken. (Section 15.01.030 of Woodland Park Municipal Code.)

B. Variances. The Board of Review may grant minor variances from the provisions of the Building Code provided the Board finds that at least one of the following conditions exists:

- a. The true intent of the applicable code has been incorrectly interpreted.
- b. The provisions of the applicable code do not fully apply.
- c. An equally good or better form of construction is proposed.

(Section 15.01.020 of the Woodland Park Municipal Code.)

C. Complaints. The Board of Review may act upon a complaint by issuing an incident report, letter of reprimand, six month suspension of the contractor's license or revocation of the contractor's license in accordance with Section RBC201.11 of the Pikes Peak Regional Building Code 2011 Edition, adopted by Ordinance No. 1198, Series 2013. The Board of Review may also decide to take no action.

SECTION 5.0 PROCEDURES FOR HEARING CASES, RENDERING DECISIONS, DETERMINATION OF FINDINGS, AND THE APPEAL OF BOARD DECISIONS.

The following procedural rules shall apply to all requests coming before the Board of Review:

5.1 **Application.** Application shall be made in accordance with Section 15.01.030 of the Woodland Park Municipal Code. The applicant shall cause to be filed with the Planning Director upon application forms provided by the Planning and Building Department.

5.2 **Public Hearing Requirements.** The Board of Review shall hold a public hearing on all applications subject to the notice provisions established by these Rules of Procedures.

5.3 **Public Hearing Rules and Order.** The public hearing of the Board of Review shall be held subject to the following general rules and order.

- A.) At the time of the public hearing the applicant shall appear in his/her own behalf or be represented by an agent or counsel.
- B.) Generally, the order of the hearing will be as follows:
 1. The Chairperson presents the order of the hearing, introduces the application and opens the Public Hearing.
 2. The applicant states his/her reason and justification for the application.
 3. The Building Department staff reviews the application, regulation provisions, City policy, impacts, correspondence, and may offer his/her concerns, opinions and recommendations.
 4. Any interested person may offer their concerns and opinions
 5. The applicant offers rebuttal.
 6. The Board entertains discussion and may seek answers to questions raised by the presentation, at any time.
 7. The Chairperson shall close the public comment portion of the hearing and Board shall deliberate the application.
 8. The Chairperson shall request the Board to render a decision in the form of a motion with a stated justification and vote.
 9. Prior to the vote, the Chairperson may solicit the majority and minority rationales for discussion.

5.4 **Applicant May Withdraw Application.** The applicant or appellant may withdraw his/her application at any time prior to the decision by the Board of Review.

5.5 **Rehearing (tabling) of Application.** A rehearing of any decision of the Board may be made if the following occur during the same meeting or no later than the next regular meeting after the decision is issued: The motion to reconsider is made by a member of the Board and carried by a majority of votes and the case is put on the agenda for rehearing at the next Board meeting.

SECTION 6.0 STAY OF PROCEEDING.

Stays shall be as provided in Section 15.01.040 of the Woodland Park Municipal Code.

SECTION 7.0 INFORMAL ADVICE.

The Board or individual members will not consider a request, informal or not, for advice on theoretical or actual situations which potentially may later come before the Board as an application for an appeal or a variance.

SECTION 8.0 AMENDMENTS.

A majority vote of all the members of the Board shall be necessary to amend these supplemental Bylaws and Rules of Procedure. Such proposed amendments must be presented in writing at any regular meeting of the Board of Review.

These Bylaws and Rules of Procedure may be amended by majority vote of approval by the Board of Review at any regular meeting, followed by majority vote of approval by the City Council.

In Witness Whereof, the City of Woodland Park Board of Review has Approved, Adopted and Signed these Rules of Procedure of the City of Woodland Park Board of Review Upon the Day, Month and Year Specified Below.

Approved and Adopted by the Board of Review this 20th day of Nov, 2025.

Mac McVicker
Chairperson

Passed by the City Council:

This _____ day of _____, 2026

Mayor

Attest:

City Clerk

CITY OF WOODLAND PARK, COLORADO
RESOLUTION NO. 937, SERIES 2025

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR OF 2025, TO HELP DEFRAID THE COST OF GOVERNMENT FOR THE CITY OF WOODLAND PARK, COLORADO, FOR THE 2026 BUDGET YEAR.

WHEREAS, the City Council of the City of Woodland Park has determined the amount of general ad valorem taxes required for the budget year 2026; and,

WHEREAS, the mill levy total of 15.75 mills for the City of Woodland Park has remained unchanged since 2020; and,

WHEREAS, the 2025 Assessed Valuation for the City of Woodland Park as certified by the Teller County Assessor is \$176,512,702.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND PARK:

Section 1. That for the purpose of meeting the General Fund operation expenses of the City of Woodland Park during the 2026 budget year, there is hereby levied a tax of 15.75 mills upon each dollar of the total assessed valuation of all taxable property within the City for the year 2025.

Section 2. That the Mayor is hereby authorized and directed to immediately certify to the County Commissioners of Teller County, Colorado, the mill levy total of 15.75 mills for the City of Woodland Park for the 2026 budget year.

The foregoing Resolution was adopted at a regular meeting of the City Council, held in Woodland Park, Colorado on the 4th day of December, 2025.

Kellie Case, Mayor

ATTEST:

Suzanne Leclercq, City Clerk