



**PUBLIC NOTICE  
BOARD OF ADJUSTMENT  
Monday, January 26, 2026, 6:30 PM  
Council Chambers – 220 W. South Avenue  
Woodland Park, Colorado  
AGENDA**

*This is a hybrid Zoom and in-person meeting. To Zoom - link from the City calendar at the bottom of the front page of the City website ([www.city-woodlandpark.org](http://www.city-woodlandpark.org)). Public input is important to the Board and written comments are encouraged and should be submitted to the Secretary in advance of the meeting. Individuals wishing to be heard during the Public Hearing are encouraged to be prepared and will generally be limited to five (5) minutes, unless otherwise approved by the Chairman, in order to allow everyone the opportunity to be heard. Public comments are expected to be constructive. Please sign in to speak on a particular agenda item. For more information, call 719-687-5202.*

- 1. ORDER & ROLL CALL:**
- 2. MINUTES:** December 15, 2025
- 3. REQUESTS / PUBLIC HEARINGS:** None
- 4. ELECTION OF OFFICERS:** Chair and Vice-chair
- 5. REPORTS:**
- 6. ADJOURN:**

# WOODLAND PARK BOARD OF ADJUSTMENT

## MEETING MINUTES – December 15, 2025

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*City of Woodland Park, 220 W. South Avenue, Woodland Park, CO and by Zoom.*

*This meeting was a hybrid in-person and virtual electronic meeting. A Zoom link was posted on the front-page of the City website. Public input in the form of written comment submitted in advance of the meeting was encouraged and public comment in real time at the meeting was made.*

1. **ORDER AND ROLL CALL:** The meeting was called to order at 6:35 PM. The Pledge of Allegiance was recited.

Roll call was taken as follows:

Present	Vice Chair Nick Abercrombie
Present	Regular Member Valerie Lundy
Absent	Regular Member Kevin O'Neill
Present	Regular Member Louis Ramon
Absent	Alternate Member Marshall Caillouet
Present	Chair Jim Rumsey

Staff Present Planning Director/BOA Secretary Karen Schminke  
Senior Planner CJ Gates

2. **MINUTES: January 27, 2025**

**MOTION:** Member Ramon motioned and Vice Chair Abercrombie seconded to approve the minutes as amended for January 27, 2025, meeting. Motion passed unanimously.

3. **REQUESTS / PUBLIC HEARINGS:** None.

4. **NEW BUSINESS:** Update to the Board of Adjustment's Rules of Procedure

Director Schminke provided an overview of the meeting packet memo regarding the Board of Adjustment needing to update their bylaws to include establishing limits on the number of terms a member may serve. She explained that this update is necessary in order to comply with the recently amended City Charter Section 5.3. Her presentation included a review of the two options included in the packet that were prepared by the City Attorney. Option 1 had no limit on the number of terms and Option 2 was to set a limit on the number of terms a board member may serve.

She also presented the option that was developed by the Planning Commission, dubbed Option 2B, which read, "A Board of Adjustment member shall not serve more than [insert number] full consecutive terms on the Board of Adjustment. Partial terms do not count towards the number of terms an individual may serve on the Board of Adjustment." This option allows a board member to serve a couple of terms, take a break for several years, and then return to the board at a later date.

The Board members engaged in a discussion regarding the Charter change that occurred in 2020 (establishing term limits) and the recent change that directs the individual Boards and Commissions to set term limits. The discussion included consideration of the voters' intent, the merits of the three potential options, and what the appropriate limit to the number of terms should be. It was noted that any appointment was always at the discretion of the City Council. The consensus from the discussion was that Option 2B was optimal for this board and limiting the number of consecutive terms to three was appropriate.

**MOTION:** Vice Chair Abercrombie motioned to adopt option 2B in regard to term limits; Mr. Ramon seconded the motion. Option 2B reads: “A board of adjustment member shall not serve more than (insert full consecutive terms—to be decided next motion) on the BOA. Partial terms do not count towards the number of terms an individual may serve on the Board of Adjustment.” Motion passed unanimously.

**MOTION:** Mr. Ramon moved that the number of consecutive terms limits be set at three (3) that a member of the Board of Adjustment may serve; Mr. Abercrombie seconded the motion. The motion was approved unanimously.

**MOTION:** Mr. Abercrombie moved to amend the title of the rules of procedure to “Bylaws and Rules of Procedure”; Ms. Lundy seconded the motion. The motion was approved unanimously.

5. **REPORTS:** Director Schminke provided an update regarding the status of the Unified Development Code Project and thanked the Board members for their participation in this project over the past three years. She relayed that the document is currently available for public review with the purpose of the review period being to obtain public comment that will be considered in the preparation of the final document that will go forward for public hearing and adoption. She then noted this is scheduled for public hearing with Planning Commission on January 22, 2026, for their recommendation; City Council hold their own public hearing on February 19, 2026.
6. **ADJOURN:** Chair Rumsey adjourned the meeting at 7:18 PM.

Approved by:

\_\_\_\_\_ *Jim Rumsey, Chair*

\_\_\_\_\_ *Date*