City of Woodland Park
City Council

February 19, 2026 at 6:00 PM

AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **CEREMONIES, PRESENTATIONS AND APPOINTMENTS**
4. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
5. **CONSENT CALENDAR**
   - **A.** Approval of City Hall Roof Repair Contract between the City of Woodland Park and Garland/DBS Inc in the amount of $194,091. (A) (Presenter Assistant City Manager Rob Felts)
   - **B.** Approval of the February 5, 2026 City Council Meeting Minutes (A) (Presenter: City Clerk Mendoza)
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)
   - **A.** Approval of Ordinance No. 1521, Series 2026, An Ordinance of the City of Woodland Park Repealing and Replacing Title 16, Title 17, and Title 18 of the Woodland Park Municipal Code, Repealing Section 5.24, and Adopting a New Unified Development Code, on initial posting and set the public hearing for March 5, 2026. (L) (Presenter: Planning Director Karen Schminke, AICP)
9. **PUBLIC HEARINGS**
   (Public comment may be heard)
10. **NEW BUSINESS**
    (Public comment may be heard)
    - **A.** Public Hearing pursuant to Woodland Park Charter 15.2(b) to compensate for the value of 1,263 SF of Bergstrom Park Parcel land encroachment (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: Rob Felts, Assistant City Manager - Operations

DATE: February 19, 2026

SUBJECT: Approval of City Hall Roof Repair Contract between the City of Woodland Park and Garland/DBS Inc in the amount of $194,091. (A)
(Presenter Assistant City Manager Rob Felts)

BACKGROUND: City Hall Roof Repair — The current roof project serves to repair the middle section of City Hall's roof. This section of roof was prioritized based on past emergency repair costs, available funding, and assessment inspections of all city-owned buildings conducted by Garland in 2025. The project will provide a 10-year solution to the included area of the modified bitumen roof to include a 2-year workmanship and 10-year manufacturer warranties.

The City procured the project bids through Garland/DBS Inc's Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities).

The roof repair project was planned and budgeted in 2025 and is included in the 2026 Budget.

RECOMMENDATION: Approve Contract with Garland/DBS Inc in the amount of $194091 for the City Hall Roof Repair Project.

ATTACHMENTS: 1. Partially Signed Contract 251070 25

25-CO-251070

ROOFING CONTRACT

This **ROOFING CONTRACT** ("Contract" or "Agreement") is entered into this day of , 2026 by and between the City of Woodland Park, Colorado ("Owner") and Garland/DBS, Inc ("Contractor"). Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1. WORK

1.01 Contractor shall complete all work as specified or indicated in the Contract Documents (defined below). The work is generally described as follows:

Restoration of Mineral Modified Bitumen Surface Roof on the two western most sections of City Hall located at 220 W. South Ave. Woodland Park, CO

ARTICLE 2. THE PROJECT

2.01 The project for which the work under the Contract Documents may be the whole or only a part is generally described as follows:

City Hall Roof Repair Project (the "Project").

ARTICLE 3. ENGINEER

3.01 Assistant City Manager – Operations, shall serve as the Construction Management Engineer ("Engineer') who will act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer and Owner in the Contract Documents in connection with the completion of the work in accordance with the Contract Documents.

ARTICLE 4. CONTRACT TIME

4.01 Time is of the Essence

A. All time limits for milestones, if any, substantial completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Days to Achieve Substantial Completion and Final Payment

A. Contractor shall achieve Substantial Completion within 300 calendar days of the issuance by the Owner of a Notice to Proceed and shall finally complete the Work so that it is ready for final payment within 330 calendar days of the issuance by the Owner of a Notice to Proceed.

4.03 Liquidated Damages

A. Should the Contractor fail to complete the work, or any part thereof, in the time stipulated in the Agreement or within such extra time as may have been allowed for

delays by extensions granted as provided in the Contract Documents, the Contractor shall reimburse the Owner for the additional expenses and damages for each calendar day (Sundays and holidays excluded) that the Contract remains uncompleted after the Contract completion date. It is agreed that the amount of such additional expenses and damages, incurred by reason of failure to complete the work, shall be $1,500.00 per day and shall be doubled to $3,000.00 per day after 30 days. The said amounts are hereby agreed upon as liquidated damages for the loss to the Owner because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would, in such event, sustain.

B. It is expressly understood and agreed that this amount is not to be considered in the nature of a penalty, but as liquidated damages which have accrued against the Contractor and the Owner is authorized to deduct the amount of such damages from any monies due to the Contractor for Work performed or material furnished under this Agreement and the Contractor and his Sureties shall be liable for any excess. Owner shall have the right to sue for, and recover, compensation for damages for nonperformance of this Contract.

C. In the event no funds are due to the Contractor at a time when Contractor becomes liable to Owner for liquidated damages, Contractor agrees to pay all accrued liquidated damages to Owner on the first (1st) day and on the fifteenth (15th) day of each month when Contractor is liable to Owner for liquidated damages. Permitting Contractor to continue and finish the Work or any part thereof after the deadline for completion of the Work shall not act as a waiver of these liquidated damages provisions.

D. In the event that this section conflicts with any other provisions regarding liquidated damages within the Contract Documents, this section shall control.

4.04 Special Damages

A. In addition to the amount provided for liquidated damages, Contractor shall reimburse Owner: (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times; and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.

B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.

ARTICLE 5. CONTRACT PRICE

5.01 Owner shall pay Contractor One Hundred Ninety Four Thousand Ninety One Dollars and Zero Cents, $194,091.00 for completion of the Work in accordance with the Contract Documents, subject to mutually agreed upon written and executed adjustments under the terms of the Contract, at the prices stated in the Contractor's Bid attached hereto as **Exhibit A**.

ARTICLE 6. PAYMENT PROCEDURES

6.01 Submittal and Processing of Payments

A. Contractor shall submit Applications for Payment to the Owner on a monthly basis, which shall be processed by the Engineer.

6.02 Progress Payments; Retainage

A. Owner shall make progress payments towards the Contract Price, less five (5%) percent for retainage, on the basis of Contractor's Applications for Payment, as verified and recommended by Engineer, and provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract, on or about the twenty-fifth (25th) day of each month during performance of the Work. In the Engineer's discretion, the Owner may withhold some or all of a progress payment where the Contractor's Application for Payment does not reflect the actual amount of the Work completed.

B. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including, but not limited to liquidated damages, in accordance with the Contract.

1. Ninety-five percent (95%) of Work completed (with the balance being retainage).

6.03 Final Payment

A. Upon final completion and acceptance of the Work as recommended by the Engineer, Owner shall pay the remainder of the Contract Price, including any retainage previously withheld.

ARTICLE 7. PROJECT WARRANTIES

7.01 Contractor's warranties in respect of the Work (the "Project Warranties") are as follows: Contractor warrants to Owner that the Work shall be fit for its intended purposes, that materials and equipment furnished under this Agreement shall be of good quality and new, that all Work shall be free from defects and that all Work shall meet all of the requirements of this Agreement. Contractor shall furnish satisfactory evidence that it has met the Project Warranties. The Project Warranties shall commence on the date Contractor achieves final completion of the Work to the Owner's satisfaction. If at any time within two (2) years

after the date on which the Project Warranties commenced, any portion of the Work is found to be not in accordance with the Project Warranties, Contractor shall correct it promptly after receipt of notice from Owner to do so unless Owner has previously given Contractor a written acceptance of such condition.

ARTICLE 8. INSURANCE

8.01 Insurance Requirements: Contractor shall not commence work under this Agreement until Contractor has obtained, at its own expense, all insurance required under this Article and the insurance has been approved by the City Administrator or their designee. The City of Woodland Park, its elected officials, Officials, employees, and agents shall be named as an additional insureds on each policy of insurance and each policy shall contain a severability of interests provision. Certificates of insurance shall be issued prior to execution of the Notice to Proceed and shall identify this Agreement and shall provide that the coverage afforded under the policies shall not be cancelled, terminated, or materially changed until at least thirty (30) days' prior written notice has been given to Owner. Additionally, Contractor shall not allow any approved subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. For the duration of this Agreement, Contractor must continuously maintain the insurance coverage required herein with at least the minimum insurance coverage listed below:

A. **Commercial General Liability Insurance:** At a minimum, combined single limits of One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, completed operations, explosion, collapse, and underground hazards.

B. **Workers' Compensation and Employer's Liability:** Workers' compensation insurance to cover all obligations imposed by applicable law for all of Contractor's employees engaged in the performance of work under this agreement, including occupational disease coverage, in accordance with scope and limits as required by the State of Colorado.

C. **Comprehensive Automobile Liability Insurance:** Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars ($1,000,000.00) for each occurrence with respect to each of the Contractor's owned, hired, and non-owned vehicles assigned or used in performance of the Services. The policy shall contain a severability of interests provision. Such insurance coverage must extend to all levels of subcontractors. Such coverage must include all automotive equipment used in the performance of the Agreement, both on the work site and off the work site, and such coverage shall include non-ownership and hired cars coverage.

D. Builder's Risk Insurance: Builder's Risk Insurance with minimum limits of not less than the insurable value of the work to be performed under this contract at completion less the value of the materials and equipment insured under installation floater insurance. The policy shall be written in completed value form and shall protect Contractor and Owner against risks of damage to buildings, structures, and materials and equipment not otherwise covered under Installation Floater insurance from the perils of fire and lightning, the perils included in the standard coverage endorsement, and the perils of vandalism and malicious mischief. Equipment such as pumps, engine-generators, compressors, motors, switch-gear, transformers, panel-boards, control equipment, and other similar equipment shall be insured under Installation Floater insurance when the aggregate value of the equipment exceeds Ten Thousand Dollars ($10,000). The policy shall provide for losses to be payable to Contractor and the Owner as their interests may appear. The policy shall contain a provision that in the event of payment for any loss under the coverage provided, the insurance company shall have no rights of recovery against Contractor or the Owner.

E. Professional Liability/Errors and Omissions Insurance: If professional services such as architecture, engineering, design, etc. are provided, Professional Liability Insurance with limits of One Million Dollars ($1,000,000.00) per claim and Two Million Dollars ($2,000,000.00) aggregate. This policy shall remain in force for the period of design and construction and shall include a discovery period of three years to commence upon substantial completion of the Project.

ARTICLE 9. CONTRACTOR'S REPRESENTATIONS

9.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

A. Contractor has examined, carefully studied, and familiarized himself with the nature and extent of the Contract Documents and the other related data identified in the Bidding Documents as well as work, locality, and all local conditions and federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect the cost, progress, or performance of the works.

B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the work in addition to carefully studying all reports of investigations and tests of subsurface and latent physical conditions at the site, or otherwise, affecting the cost, progress, or performance of the Work which were relied upon by the Engineer in the preparation of the Contract Documents and which have been identified in the Special Conditions.

C. Contractor has obtained and carefully studied (or assumes responsibility for having done so) any examinations, investigations, explorations, tests, studies, and data concerning conditions at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor,

including applying the specific means, methods, techniques, sequences, and procedures of construction, if any, expressly required by the Contract Documents to be employed by Contractor, and safety precautions and programs incident thereto.

D. Contractor does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.

E. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

F. Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the work.

G. Contractor shall obtain and pay for the building permit and other permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the work.

H. Contractor has correlated the information known to Contractor, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.

I. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

J. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

K. Contractor warrants and guarantees to Owner and Engineer that all Work will be in accordance with the Contract Documents and will not be defective within two (2) years of Substantial Completion.

L. Contractor is organized, validly existing and in good standing under the laws of the State of Colorado and has all requisite power to own its properties and assets and carry on its business as now conducted or proposed to be conducted.

ARTICLE 10. CONTRACT DOCUMENTS

10.01 Contents

A. The Contract Documents that comprise the entire agreement between Owner and Contractor are attached to this Agreement, incorporated by reference as if fully set

forth herein, and consist of the following:

1. This Agreement;
2. Awarded Contractor Bid Documents (Exhibit A)
3. Bidding Documents;
4. Specifications;
5. Scope of Work;
6. Thermography Scan
7. Labor & Materials Payment Bond;
8. Performance Bond;
9. Any written amendments or work change orders which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto.

B. There are no Contract Documents other than those listed above in this Article.

C. The Contract Documents may only be amended, modified, or supplemented by written agreement signed by both parties.

ARTICLE 11. PERFORMANCE AND PAYMENT BONDS

11.01 All Performance and Payment Bonds required by this Article shall be in the form prescribed by Owner and shall be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff, Bureau of Governmental Financial Operations, U.S. Treasury Department. All bonds signed by an agent must be accompanied by a certified copy of such agent's authority to act. If the surety on any bond furnished by Contractor is declared bankrupt, becomes insolvent, or its right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of this paragraph, Contractor shall within 10 days thereafter substitute another bond and surety, both of which must be acceptable to Owner.

11.02 **Performance Bond:** Contractor shall provide the Owner with a Performance Bond in an amount at least equal to the full contract price as security for the faithful performance of all Contractor's obligations under this Agreement. Prior to execution of this Agreement, the Contractor shall provide the form of the Performance Bond to Owner for its review and approval. Owner shall be authorized to draw upon the Performance Bond to correct any default by Builder under this Agreement, which default shall be determined and substantiated by an Affidavit of Default signed by the Engineer. The Performance Bond shall be held by Owner through the two (2) year Project Warranties period specified in this Agreement.

11.03 **Payment Bond:** Contractor shall provide the Owner with a Payment Bond in an amount at least equal to the full contract price as security for payment of all Contractor's obligations under this Agreement. Prior to execution of this Agreement, the Contractor

shall provide the form of the Payment Bond to Owner for its review and approval. The Performance Bond shall be held by Owner through the two (2) year Project Warranties period specified in this Agreement.

ARTICLE 12. NO LIEN RIGHTS FOR PUBLIC WORKS CONTRACTS

12.01 This Article applies to Public Works Contracts over $50,000.

12.02 Contractor understands that this is a contract for the design, construction, repair, or remodel of a public building or public work and is therefore governed by C.R.S. §§ 38-26-105 through 107 as may be amended. Contractor further understands that these statutory provisions are in lieu of any lien rights. Contractor further understands that failure on the part of Contractor, any Subcontractor(s), or any other entity furnishing labor or supplies to the Project to follow the said statutory provisions in filing any claim for payment, and that failure on the part of any such claimant to comply with said statutory requirements shall relieve Owner from any liability for making payment to such claimant. Contractors agrees to include this provision in any and all Subcontracts.

ARTICLE 13. FINAL SETTLEMENT FOR PUBLIC WORKS CONTRACTS

13.01 This Article applies to Public Works Contracts over $50,000.

13.02 If, on the basis of Owner's observation of the Project during construction and final inspection, and Owner's review of the final invoice and accompanying documentation as required by this Agreement, Owner is satisfied that the Project has been completed and Contractor's other obligations under this Agreement have been fulfilled, Owner will, within ten days after receipt of the final invoice, schedule a date for final settlement, which date shall be within 60 days after the Work is completed satisfactorily and finally accepted by the City. The date of final settlement shall be duly advertised at least 10 days prior thereto by publication of notice thereof at least twice in a public newspaper of general circulation published in Arapahoe County. Alternatively, Owner will return the invoice to Contractor, indicating in writing the reasons for refusing to schedule final settlement, in which case Contractor shall make the necessary corrections and resubmit the invoice.

13.03 If Owner receives, at any time up to and including the date of final settlement, a notarized statement by any person, partnership, or corporation, or other entity that has furnished labor, materials, team hire, sustenance, provisions, provender, or other supplies used or consumed by Contractor or its Subcontractor(s) in or about the performance of the Project, or that supplies laborers, rental machinery, tools, or equipment to the extent used in the prosecution of the Project, whose claim therefor has not been paid by Contractor or any Subcontractor(s), Owner shall withhold from all payments to Contractor sufficient funds to insure the payment of said claims until the same have been paid or such claims as filed have been withdrawn, such payment or withdrawal to be evidenced by filing with Owner a receipt in full or an order for withdrawal in writing and signed by the person filing such claim or his duly authorized agent or assign. Such funds shall not be withheld longer than 90 days following the date of final settlement as published unless an action is commenced

within that time to enforce such unpaid claim and a notice of such pending action is filed with Owner.

13.04 At the expiration of such 90-day period, Owner shall pay to Contractor such monies and funds as are not the subject of suit and pending action notices and shall retain thereafter, subject to the final outcome thereof, only sufficient funds to ensure the payment of judgments that may result from such suit. At any time within 90 days following the date of final settlement as published, any claimant whose claims have not been paid by Contractor or any Subcontractor(s) may commence an action to recover the same, individually or collectively, against the surety on the bonds provided herein.

13.05 Whenever a notarized statement of a claim has been filed in accordance with this Section, Contractor may substitute a bond, pursuant to C.R.S. § 38-26-108, as may be amended at which time Owner shall release the funds being withheld pursuant to the notarized statement of claim on the same terms and conditions as if the notarized statement of claim had been released by the claimant.

ARTICLE 14. MISCELLANEOUS

14.01 Indemnification

A. The Contractor agrees to indemnify, save, and hold harmless the Owner, its officers, employees, and agents from any and all liability, loss, costs, charges, obligations, expenses, attorney's fees, litigation, judgments, damages, claims, and demands of any kind arising from or out of any negligent act, error, omission or other tortious conduct of the Contractor, its officers, subcontractors, employees, or agents in the performance or non-performance of its obligations under this Agreement.

14.02 Assignment of Contract

A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

14.03 Successors and Assigns

A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

14.04 Severability

A. Any provision or part of the Contract Documents held to be void or unenforceable by any court of competent jurisdiction shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who

agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

14.05 Independent Contractor

A. The Contractor shall perform the Services as an independent contractor and shall not be deemed by virtue of this Agreement to have entered into any partnership, joint venture, employer/employee relationship with the Owner other than as a contracting party and independent contractor/ The Owner shall not be obligated to secure, and shall not provide, any insurance coverage or employment benefits of any kind or type to or for the Contractor or the Contractor's employees, sub-consultants, contractors, agents, or representatives, including coverage benefits related but not limited to: local, state, or federal income or other tax contributions; insurance contributions (e.g., FICA); workers' compensation; disability, injury, or health; professional liability insurance, errors, and omissions insurance; or retirement account contributions.

14.06 Third Party Beneficiaries

A. Nothing contained in this Agreement is intended to, or shall create, a contractual relationship with, cause of action in favor of, or claim for relief for, any third party including any agent, sub-consultant, or subcontractor of Contractor. Absolutely no third-party beneficiaries are intended by this Agreement. Any third party receiving a benefit from this Agreement is an incidental and unintended beneficiary only.

14.07 No Waiver of Governmental Immunity

A. Nothing herein is intended as, nor shall it be construed as, a waiver of the protections and immunities afforded the Owner pursuant to the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, *et seq.*, or any other applicable laws.

14.08 Force Majeure

A. Neither party shall be held responsible for any delay or failure in performance hereunder to the extent such delay or failure is caused by fire, flood, explosion, war, strike, embargo, civil or military authority, act of God, act or omission of carriers or similar causes beyond its control ("force majeure conditions"). If any force majeure condition occurs, the party delayed or unable to perform shall give immediate notice to the other party.

14.09 Governing Law, Venue, and Enforcement

A. This Agreement shall be governed by and interpreted according to the law of the state of Colorado. Venue for any action arising under this Agreement shall be in the appropriate Court in Teller County, Colorado. The Parties hereby waive any and all right either may have to request a jury trial in any civil action relating primarily to the enforcement of this Agreement in order to reduce the cost of dispute resolution and to expedite the resolution of disputes under this Agreement. The parties agree that the rule providing ambiguities in a contract are to be construed against the drafting party shall not apply to the interpretation of this Agreement. If there is any conflict between the language of this Agreement and any exhibit or attachment, the

language of this Agreement shall govern.

14.10 Termination of Contract

A. Owner may, at any time, terminate this Contract for the Owner's convenience and without cause, upon 30 days written notice.

14.11 Notice and Communications

A. Any notice to the parties required under this Agreement shall be in writing, delivered to the person designated below for the parties at the indicated address unless otherwise designated in writing. Only mailing by United States Mail or hand deliver shall be utilized for notice required to be given under this Agreement. E-mail addresses are provided for convenience only. However, copies of mailed or hand-delivered notices may be sent to the parties via e-mail.

WOODLAND PARK:	**CONTRACTOR:**
City of Woodland Park, Colorado	Garland/DBS, Inc
220 W South Avenue	3800 E 91st St
Woodland Park, Colorado 80863	Cleveland, OH 44105
Attn: Robert Felts	Attn: Wyatt Robinson
Telephone: (719)680-5053	Telephone: (303) 912-5818
E-mail:rfelts@woodlandpark.gov	E-mail: wrobinson@garlandco.com

14.12 Survival of Terms and Conditions

A. The Parties understand and agree that all terms and conditions of the Agreement that require continued performance, compliance, or effect beyond the termination date of this Agreement shall survive such termination date and shall be enforceable in the event of a failure to perform or comply.

14.13 No Waiver of Rights

A. A waiver by any Party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either Party. The City's approval or acceptance of, or payment for, services shall not be construed to operate as a waiver of any rights or benefits to be provided under this Agreement. No covenant or term of this Agreement shall be deemed to be waived by the City except in writing signed by the City Council or by a person expressly authorized to sign such waiver, and any written waiver of a right shall not be construed to be a waiver of any other right or to be a continuing waiver unless specifically stated.

14.14 Other Provisions

A. Pursuant to C.R.S. § 24-91-103.6, the Owner has appropriated an amount equal to or in excess of the Contract amount. Owner shall not issue a Change Order, or other form of Order or directive requiring additional compensable work to be performed, which work causes the aggregate amount payable under the Contract to exceed the amount appropriated for the original Contract unless Contractor is given written assurance by the public entity that lawful appropriations to cover the costs of the

additional work have been made.

IN WITNESS WHEREOF, Owner and Contractor, or the Engineer on its behalf, have signed and executed this Agreement in duplicate on the date first written above. One counterpart each has been delivered to Owner, Contractor, and Engineer. All portions of the Contract Documents have been signed or identified by Owner and Contractor or on their behalf.

OWNER, CITY OF WOODLAND PARK	**GARLAND/DBS, INC**
By: _____	**By:** _____
Printed Name: Kellie Case	**Printed Name:** ~~Jarod Miller~~ Brian Lambert
Title: Mayor, City of Woodland Park	**Title:** ~~Project Manager~~ President
	1-16-2026
	License No. N/A

GARLAND/DBS, INC. CORPORATE SEAL 2009 DELAWARE

SECTION 07 56 00
FLUID APPLIED ROOFING RESTORATION

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Mineral Modified Bitumen Surface Roof Restoration

B. Accessories

C. Edge Treatment and Roof Penetration Flashings

1.2 REFERENCES

A. ASTM C 109 - Standard Test Method for Compressive Strength of Hydraulic Cement Mortars.

B. ASTM C 920 - Standard Specification for Elastomeric Joint Sealants.

C. ASTM C 1250 - Standard Test Method for Nonvolatile Content of Cold Liquid-Applied Elastomeric Waterproofing Membranes.

D. ASTM D 93 - Standard Test Methods for Flash Point by Pensky-Martens Closed Cup Tester.

E. ASTM D 562 - Standard Test Method for Consistency of Paints Measuring Krebs Unit (KU) Viscosity Using a Stormer-Type Viscometer.

F. ASTM D 624 - Standard Test Method for Tear Strength of Conventional Vulcanized Rubber and Thermoplastic Elastomers

G. ASTM D 1002 - Standard Test Method for Apparent Shear Strength of Single-Lap-Joint Adhesively Bonded Metal Specimens by Tension Loading (Metal-to-Metal).

H. ASTM D 1475 - Standard Test Method For Density of Liquid Coatings, Inks, and Related Products.

I. ASTM D 2369 - Standard Test Method for Volatile Content of Coatings.

J. ASTM D 3960 - Standard Practice for Determining Volatile Organic Compound (VOC) Content of Paints and Related Coatings.

K. ASTM D 4212 - Standard Test Method for Viscosity by Dip-Type Viscosity Cups.

L. ASTM D 4402 - Standard Test Method for Viscosity Determination of Asphalt at Elevated Temperatures Using a Rotational Viscometer.

M. ASTM D 5040 - Standard Test Methods for Ash Content of Adhesives.

N. SMACNA Architectural Sheet Metal Manual.

O. National Roofing Contractors Association (NRCA) - Roofing and Waterproofing Manual.

1.3 SYSTEM DESCRIPTION

A. Mineral Modified Bitumen Surface Roof Restoration: Renovation work includes:
   1. Surface preparation: Remove dirt, and debris.

2. Fascia Edges: Cut back edges. Prime, coat with mastic, cover with fabric.
3. Parapets and Vertical Surfaces: Cut back and replace fabric base flashings. Prime, coat with mastic, cover with fabric.
4. Metal Flashings: Repair/Replace metal flashings, pitch pockets, etc.
5. Roof Repairs: Repair blisters, stressed or cracked membrane. Cut back, patch with primer/mastic/membrane.
6. Primer: Prime surface.
7. Full Reinforcement: Apply base coat and Install full fabric reinforcement and topcoat over entire roof surface.
8. Coating: Apply coating over entire roof surface.
9. Install reflective surfacing coating. Cure for 30 days and then paint with reflective coating.

1.4 SUBMITTALS

A. Product Data: Manufacturer's data sheets on each product to be used, including:
   1. Preparation instructions and recommendations.
   2. Storage and handling requirements and recommendations.
   3. Installation methods.

B. Manufacturer's Certificates: Certify products meet or exceed specified requirements.

C. Manufacturer's Warranty Sample

D. Closeout Submittals: Provide manufacturer's maintenance instructions that include recommendations for periodic inspection and maintenance of all completed roofing work. Provide product warranty executed by the manufacturer. Assist Owner in preparation and submittal of roof installation acceptance certification as may be necessary in connection with fire and extended coverage insurance on roofing and associated work.

1.5 QUALITY ASSURANCE

A. Perform Work in accordance with manufacturer's current Application and Installation Guidelines and the NRCA Roofing and Waterproofing Manual.

B. Manufacturer Qualifications: Manufacturer: Company specializing in manufacturing products specified in this section with documented ISO 9001 certification and minimum twelve years and experience.

C. Installer Qualifications: Company specializing in performing Work of this section with minimum five years documented experience and a certified Pre-Approved Contractor of the manufacturer.

D. Installer's Field Supervision: Maintain a full-time Supervisor/Foreman on job site during all phases of roofing work while roofing work is in progress.

E. Product Certification: Provide manufacturer's certification that materials are manufactured in the United States and conform to requirements specified herein, are chemically and physically compatible with each other, and are suitable for inclusion within the total roof system specified herein.

F. Source Limitations: Obtain all components of roof system from a single manufacturer. Secondary products that are required shall be recommended and approved in writing by the roofing system Manufacturer. Upon request of the Architect or Owner, submit Manufacturer's written approval of secondary components in list form, signed by an authorized agent of the Manufacturer.

1.6 PRE-INSTALLATION CONFERENCE

A. Convene a pre-roofing conference approximately two weeks before scheduled commencement of roofing system installation and associated work.

B. Require attendance of installers of deck or substrate construction to receive roofing, installers of rooftop units and other work in and around roofing which must precede or follow roofing work including mechanical work, Architect, Owner, roofing system manufacturer's representative.

C. Objectives include:
   1. Review foreseeable methods and procedures related to roofing work, including set up and mobilization areas for stored material and work area.
   2. Tour representative areas of roofing substrates, inspect and discuss condition of substrate, roof drains, curbs, penetrations and other preparatory work.
   3. Review structural loading limitations of deck and inspect deck for loss of flatness and for required attachment.
   4. Review roofing system requirements, Drawings, Specifications and other Contract Documents.
   5. Review and finalize schedule related to roofing work and verify availability of materials, installer's personnel, equipment and facilities needed to make progress and avoid delays.
   6. Review required inspection, testing, certifying procedures.
   7. Review weather and forecasted weather conditions and procedures for coping with unfavorable conditions, including possibility of temporary roofing.
   8. Record conference including decisions and agreements reached. Furnish a copy of records to each party attending.

1.7 DELIVERY, STORAGE, AND HANDLING

A. Deliver and store products in manufacturer's unopened packaging with labels intact until ready for installation.

B. Store all roofing materials in a dry place, on pallets or raised platforms, out of direct exposure to the elements until time of application. Store materials at least 4 inches above ground level and covered with "breathable" tarpaulins.

C. Stored in accordance with the instructions of the manufacturer prior to their application or installation. Store roll goods on end on a clean flat surface. No wet or damaged materials will be used in the application.

D. Storage temperatures should be between 60 degrees F to 80 degrees F (15.6 degrees to 26.7 degrees C). Indoor ventilated storage is recommended. Ensure jobsite storage is in a shaded and ventilated area. Do not store in direct sunlight. Keep materials away from open flame or welding sparks.

E. Avoid stockpiling of materials on roofs without first obtaining acceptance from the Architect/Engineer.

1.8 PROJECT CONDITIONS

A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

B. Weather Condition Limitations: Product application must not be done when rain or other conditions such as fog or heavy dew are possible within a 24 hour period. Roof surface must be at least 6 Fahrenheit degrees or 3 Celsius degrees above the dew point and rising.

C. Proceed with roofing work only when existing and forecasted weather conditions will permit unit of work to be installed in accordance with manufacturer's recommendations and warranty requirements.

D. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed during same day.

E. When applying materials with spray equipment, take precautions to prevent over spray from damaging or defacing surrounding walls, building surfaces, vehicles or other property. Care should be taken to do the following:
   1. Close air intakes into the building.
   2. Have a dry chemical fire extinguisher available at the jobsite.
   3. Post and enforce "No Smoking" signs.

F. Avoid inhaling spray mist; take precautions to ensure adequate ventilation.

G. Protect completed roof sections from foot traffic for a period of at least 48 hours at 75 degrees F (24 degrees C) and 50 percent relative humidity or until fully cured.

H. Take precautions to ensure that materials do not freeze.

I. Minimum temperature for application for most products is 40 degrees F (4 degrees C) and rising for solvent based materials and 50 degrees F (10 degrees C) and rising for water based.

1.9 WARRANTY

A. Warranty Period: 10 years.
   1. Upon completion of the work, provide the Manufacturer's written and signed limited labor and materials Warranty, warranting that, if a leak develops in the roof during the term of this warranty, due either to defective material or defective workmanship by the installing contractor, the manufacturer shall provide the Owner, at the Manufacturer's expense, with the labor and material necessary to return the defective area to a watertight condition.
      a. Mineral Modified Bitumen Surface Roof Restoration:

B. Warranty Period: Installer is to guarantee all work against defects in materials and workmanship for a period indicated following final acceptance of the Work.
   1. Warranty Period:
      a. 2 years from date of acceptance.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Acceptable Manufacturer – Basis of Design : Garland Company, Inc. (The); 3800 E. 91st St., Cleveland, OH 44105. ASD. Toll Free: 800-321-9336. Phone: 216-641-7500. Fax: 216-641-0633. Web Site: http://www.garlandco.com.

B. Or equal

2.2 MINERAL MODIFIED BITUMEN SURFACE ROOF RESTORATION

A. Energizer LO or BK:
   1. Primer: Garla-Prime.
   2. Coating: Energizer LO.
   3. Flashing: Replace flashings.
   4. Reinforcement: full fabric reinforcement.

a. Grip Polyester Firm.

5. Surfacing/Non-Slip/Reflective:
   a. Stratamax

2.3 ACCESSORIES:

A. Nails and Fasteners: Non-ferrous metal or galvanized steel, except that hard copper nails shall be used with copper; aluminum or stainless steel nails shall be used with aluminum; and stainless steel nails shall be used with stainless steel, Fasteners shall be self-clinching type of penetrating type as recommended by the deck manufacturer. Fasten nails and fasteners flush-driven through flat metal discs not less than 1 inch (25 mm) diameter. Omit metal discs when one-piece composite nails or fasteners with heads not less than 1 inch (25 mm) diameter are used.

B. Urethane Sealant - Tuff-Stuff MS: One part, non-sag sealant as approved and furnished by the membrane manufacturer for moving joints.
   1. Tensile Strength, ASTM D 412: 250 psi
   2. Elongation, ASTM D 412: 950%
   3. Hardness, Shore A ASTM C 920: 35
   4. Adhesion-in-Peel, ASTM C 92: 30 pli

C. Urethane Adhesive - Green-Lock Structural Adhesive: Single component, 100% solids

D. : Two-part, 100% solids, self-leveling, polyurethane sealant.

PART 3 EXECUTION

3.1 EXAMINATION

A. Do not begin installation until substrates have been properly prepared.

B. Verify that work penetrating the roof deck, or which may otherwise affect the roofing, has been properly completed.

C. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

3.2 ROOF PREPARATION AND REPAIR

A. General: All necessary field and flashing repairs must be done according to good construction practices, including the removal of all wet insulation and defective materials as identified through a moisture detection survey such as an infrared scan and replacement with like-materials.
   1. Remove damaged roof flashings from curbs and parapet walls down to the surface of the roof. Remove damaged existing flashings at roof drains and roof penetrations.
   2. Remove all wet, deteriorated, blistered or delaminated roofing membrane or insulation and fill in any low spots with like materials occurring as a result of removal work to create a smooth, even surface for application of new roof membranes.
   3. Install new wood nailers as necessary to accommodate insulation/recovery board or new nailing patterns.
   4. When mechanically attached, the fastening pattern for the insulation/recovery board shall be as recommended by the specific product manufacturer.
   5. Existing roof surfaces shall be primed as necessary and allowed to dry prior to installing the roofing system.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

C. Repair all defects such as deteriorated roof decks, saturated materials, loose or brittle membrane or membrane flashings, etc. Verify that existing conditions meet the following requirements:
   1. Existing membrane is either fully adhered or that the membranes mechanical fasteners are secured and functional.
   2. Application of roofing materials over a brittle, damaged or poor condition roof membrane is not permitted.

D. Remove all loose dirt and foreign debris from the roof surface. Do not damage roof membrane in cleaning process.

E. Clean and seal all parapet walls, gutters and coping caps, and repair any damaged metal where necessary. Seal watertight all fasteners, pipes, drains, vents, joints and penetrations where water could enter the building envelope.

F. Confirm local water run-off ordinances and restrictions prior to cleaning roof. Clean the entire roof surface by removing all dirt, algae, mold, moss, paint, oil, talc, rust or other foreign substance. Use a bio-degradable cleaner like Simple Green Oxy Solve when necessary and warm water. Scrub heavily soiled areas with a brush. Power wash roof thoroughly with an industrial surface cleaner equipped with one piece balanced spray rotating jets for streak free close contact cleaning. Rinse with fresh water to completely remove all residuals. Allow roof to dry thoroughly before continuing.

G. Repair existing roof membrane as necessary to provide a sound substrate for the liquid membrane. All surface defects must be repaired/renovated and be made watertight. Any repairs must be with be only with materials compatible with the fluid-applied roofing restoration system.

3.3 INSTALLATION

A. General Installation Requirements:
   1. Install in accordance with manufacturer's current Application and Installation Guidelines and the NRCA Roofing and Waterproofing Manual.
   2. Adequate coating thickness is essential to performance. If the applicator is unfamiliar in gauging application rates, we suggest that a controllable area be measured and the specified material be applied. In all cases, all minimum specified material must be applied and proper minimum dry film thicknesses must be achieved. Care must be taken to ensure that all areas completed including all flashings, roof penetrations, etc. are coated sufficiently to ensure a watertight seal.
   3. Cooperate with manufacturer, inspection and test agencies engaged or required to perform services in connection with installing the roof system.
   4. Insurance/Code Compliance: Where required by code, install and test the roofing system to comply with governing regulation and specified insurance requirements.
   5. Protect work from spillage of roofing materials and prevent materials from entering or clogging drains and conductors. Replace or restore adjacent work damaged by installation of the roofing system.
   6. All primers must be top coated within 24 hours after application, preferably immediately after drying. Clean and re-prime if more time passes after priming.
   7. Coordinate counter flashing, cap flashings, expansion joints and similar work with work specified in other Sections under Related Work.
   8. Coordinate roof accessories and miscellaneous sheet metal accessory items, including piping vents and other devices with work specified in other Sections under Related Work.

B. Mineral Modified Bitumen Surface Roof Restoration: Renovation work includes:
   1. Flashings:
      a. Fascia Edges: Cut back edges. Prime, coat with mastic, cover with membrane.

b. Parapets and Vertical Surfaces: Cut back and replace fabric base flashings. Prime, coat with mastic, cover with fabric.
c. Metal Flashings: Repair/Replace metal flashings, pitch pockets, etc.

2. Primer: Prime roof surfaces at a rate of 0.5 gallons per 100 SF.
3. Full Reinforcement with Base Coat: Install full fabric reinforcement in base coat on the entire roof surface.
   a. Begin reinforcement at flashing laps and penetration details.
   b. Where required to reduce the height of the overlaps, apply additional coating or a bead of Green Lock XL or Tuff-Stuff MS into side and end laps and allow to skin over.
   c. On field surfaces run fabric parallel to the low edge using a shingling method up the slope with minimum 3 inch fabric laps.
   d. After positioning reinforcement to roll out, apply Coating 40 inches wide to surface where reinforcement ply is to be applied at a rate of 3.5 gallons per 100 SF for mineral modified bitumen.
   e. Do not apply coating too far ahead of fabric so coating does not dry before fabric can be embedded.
   f. Immediately roll a 40 inch width of reinforcement into wet coating.
   g. Ensure roller is fully saturated with coating and backroll over the reinforcement surface to fully saturate fabric.
   h. Use care to lay the fabric tight to the roof surface without air pockets, wrinkles, fishmouths, etc.
   i. Lap adjacent rolls of reinforcement 3 inches and end laps 3 inches.
4. Coating: Apply coating to entire roof as soon as possible after embedding reinforcement. Use special attention to coating flashings and other critical areas to build adequate membrane thickness.
   a. Apply Energizer LO Coating to entire roof surface at 3.0-3.5 gallons per 100 SF.
5. Surfacing Reflective: Apply Stratamax surfacing in 2 coats; first coat at 1 gal per 100 SF over the entire roof surface and let dry 8 hrs min. When cured apply second coat at 1 gal per 100 SF over the entire roof surface in a crosshatch pattern.

3.4 REPAIR OF EDGE TREATMENT AND ROOF PENETRATION FLASHING

A. General
1. Repair flashing in accordance with the requirements/recommendations of the Membrane manufacturer and as indicated on the manufacturer's standard drawings. Provide system with base flashing, edge flashing, penetration flashing, counter flashing, and all other flashings required for a complete watertight system.
2. Install and repair flashings concurrently with the roofing as the job progresses.
3. Terminate flashings as required by the membrane manufacturer.

B. Repairs of Existing Roof Penetrations and Flashings
1. Roof Edge With Gutter:
   a. Inspect the nailer to assure proper attachment and configuration. Increase slope at metal edge by additional degree of slope in first board.
   b. Run one ply over the edge. Assure coverage of all wood nailers. Fasten plies with ring shank nails at 8 inches (203 mm) o.c.
   c. Install gutter and strapping.
   d. Install continuous cleat and fasten at 6 inches (152 mm) o.c.
   e. Install new metal edge hooked to continuous cleat and set in bed of roof cement. Fasten flange to wood nailer every 3 inches (76 mm) o.c. staggered.
   f. Prime metal edge at a rate of 100 square feet per gallon and allow to dry.
   g. Strip in flange with base flashing ply covering entire flange in bitumen with 6 inches (152 mm) onto the field of the roof. Assure ply laps do not coincide with metal laps.

h. Install a second ply of modified flashing ply in bitumen over the base flashing ply, 9 inches (228 mm) on to the field of the roof.

2. Scupper Through Wall:
   a. Inspect the nailer to assure proper attachment and configuration.
   b. Run one ply over nailer, into scupper hole and up flashing as in typical wall flashing detail. Assure coverage of all wood nailers.
   c. Install a scupper box in a 1/4 inch (6 mm) bed of mastic. Assure all box seams are soldered and have a minimum 4 inch (101 mm) flange. Make sure all corners are closed and soldered. Prime scupper at a rate of 100 square feet per gallon and allow to dry.
   d. Fasten flange of scupper box every 3 inches (76 mm) o.c. staggered.
   e. Strip in flange of scupper box with base flashing ply covering entire area with 6 inch (152 mm) overlap on to the field of the roof and wall flashing.
   f. Install a second ply of modified flashing ply in bitumen over the base flashing ply, 9 inches (228 mm) on to the field of the roof. Apply a three-course application of mastic and mesh at all seams.
3. Coping Cap:
   a. Minimum flashing height is 8 inches (203 mm) above finished roof height. Maximum flashing height is 24 inches (609 mm). Prime vertical wall at a rate of 100 square feet per gallon and allow to dry.
   b. Set cant in bitumen. Run all field plies over cant a minimum of 2 inches (50 mm).
   c. Install base flashing ply covering entire wall and wrapped over top of wall and down face with 6 inches (152 mm) on to field of the roof and set in cold asphalt. Nail membrane at 8 inches (203 mm) o.c.
   d. Install a second ply of modified flashing ply in bitumen over the base flashing ply, 9 inches (228 mm) on to the field of the roof. Apply a three-course application of mastic and mesh at all seams and allow to cure and aluminize.
   e. Install coping cap per manufacturer's recommendations.
4. Surface Mounted Counterflashing:
   a. Minimum flashing height is 8 inches (203 mm) above finished roof height. Maximum flashing height is 24 inches (609 mm). Prime vertical wall at a rate of 100 square feet per gallon and allow to dry.
   b. Set cant in bitumen. Run all field plies over cant a minimum of 2 inches (50 mm).
   c. Install base flashing ply covering wall set in bitumen with 6 inches (152 mm) on to field of the roof.
   d. Install a second ply of modified flashing ply in bitumen over the base flashing ply, 9 inches (228 mm) on to the field of the roof. Apply a three-course application of mastic and mesh at all vertical seams and allow to cure and aluminize.
   e. Apply butyl tape to wall behind flashing. Secure termination bar through flashing, butyl tape and into wall. Alternatively use caulk to replace the butyl tape.
   f. Secure counterflashing set on butyl tape above flashing at 8 inches (203 mm) o.c. and caulk top of counterflashing.
   g. .
5. Equipment Support:
   a. Minimum curb height is 8 inches (203 mm) above finished roof height. Prime vertical at a rate of 100 square feet per gallon and allow to dry.
   b. Set cant in bitumen. Run all field plies over cant a minimum of 2 inches (50 mm).
   c. Install base flashing ply covering curb set in bitumen with 6 inches (152 mm) on to field of the roof.
   d. Install a second ply of modified flashing ply in bitumen over the base flashing ply, 9 inches (228 mm) on to the field of the roof. Attach top of membrane to top

of curb and nail at 8 inches (203 mm) o.c. Apply a three-course application of mastic and mesh at all vertical seams and allow to cure and aluminize.

e. Install pre-manufactured cover. Fasten sides at 24 inches (609 mm) o.c. with fasteners and neoprene washers. Furnish all joint cover laps with butyl tape between metal covers.

f. Set equipment on neoprene pad and fasten as required by equipment manufacturer.

6. Roof Drain:
   a. Plug drain to prevent debris from entering plumbing.
   b. Taper insulation to drain minimum of 24 inches (609 mm) from center of drain.
   c. Run roof system plies over drain. Cut out plies inside drain bowl.
   d. Set lead/copper flashing (30 inch square minimum) in 1/4 inch bed of mastic. Run lead/copper into drain a minimum of 2 inches (50 mm). Prime lead/copper at a rate of 100 square feet per gallon and allow to dry.
   e. Install base flashing ply (40 inch square minimum) in bitumen.
   f. Install modified membrane (48 inch square minimum) in bitumen.
   g. Install clamping ring and assure that all plies are under the clamping ring.
   h. Remove drain plug and install strainer.
7. Roof Drain Alternate:
   a. Plug drain to prevent debris from entering plumbing.
   b. Taper insulation to drain minimum of 24 inches (609 mm) from center of drain.
   c. Install two base flashing plies (40 inch square minimum) in bitumen.
   d. Set lead/copper flashing (30 inch square minimum) in 1/4 inch (6 mm) bed of mastic. Run lead/copper into drain a minimum of 2 inches (50 mm). Prime lead/copper at a rate of 100 square feet per gallon and allow to dry.
   e. Run roof system plies over drain. Cut out plies inside drain bowl.
   f. Install modified membrane (48 inch square minimum) in bitumen.
   g. Install clamping ring and assure that all plies are under the clamping ring.
   h. Remove drain plug and install strainer.
8. Plumbing Stack:
   a. Minimum stack height is 12 inches (609 mm).
   b. Run roof system over the entire surface of the roof. Seal the base of the stack with elastomeric sealant.
   c. Prime flange of new sleeve. Install properly sized sleeves set in 1/4 inch (6 mm) bed of roof cement.
   d. Install base flashing ply in bitumen.
   e. Install membrane in bitumen.
   f. Caulk the intersection of the membrane with elastomeric sealant.
   g. Turn sleeve a minimum of 1 inch (25 mm) down inside of stack.
9. Heat Stack:
   a. Minimum stack height is 12 inches (609 mm).
   b. Run roof system over the entire surface of the roof. Seal the base of the stack with elastomeric sealant.
   c. Prime flange of new sleeve. Install properly sized sleeves set in 1/4 inch (6 mm) bed of roof cement.
   d. Install base flashing ply in bitumen.
   e. Install modified membrane in bitumen.
   f. Caulk the intersection of the membrane with elastomeric sealant.
   g. Install new collar over cape. Weld collar or install stainless steel draw brand.
10. Pitch Pocket:
   a. Run all plies up to the penetration.
   b. Place the pitch pocket over the penetration and prime all flanges.
   c. Strip in flange of pitch pocket with one ply of base flashing ply. Extend 6 inches (152 mm) onto field of roof.
   d. Install second layer of modified membrane extending 9 inches (228 mm) onto field of the roof.

e. Fill pitch pocket half full with non-shrink grout. Let this cure and top off with pourable sealant.
f. Caulk joint between roof system and pitch pocket with roof cement.

C. Liquid Flashing:
1. Mask target area on roof membrane with tape.
2. Clean all non-porous areas with isopropyl alcohol.
3. Apply 32 wet mil base coat of liquid flashing over masked area.
4. Embed polyester reinforcement fabric into the base coat of the liquid flashing.
5. Apply 48-64 wet mil top coat of the liquid flashing material over the fabric extending 2 inches (51 mm) past the scrim in all directions.
6. Apply minerals immediately or allow the liquid flashing material to cure 15-30 days and then install reflective coating.

3.5 CLEANING

A. Clean-up and remove daily from the site all wrappings, empty containers, paper, loose particles and other debris resulting from these operations.

B. Remove coating markings from finished surfaces.

C. Repair or replace defaced or disfigured finishes caused by Work of this section.

3.6 PROTECTION

A. Provide traffic ways, erect barriers, fences, guards, rails, enclosures, chutes and the like to protect personnel, roofs and structures, vehicles and utilities.

B. Protect exposed surfaces of finished walls with tarps to prevent damage.

C. Plywood for traffic ways required for material movement over existing roofs shall be not less than 5/8 inch (16 mm) thick.

3.7 FIELD QUALITY CONTROL

A. Require attendance of roofing materials manufacturers' representatives at site during installation of the roofing system.

B. Perform field inspection and as required

C. Correct defects or irregularities discovered during field inspection.

3.8 FINAL INSPECTION

A. At completion of roofing installation and associated work, meet with Contractor, Architect, installer, installer of associated work, roofing system manufacturer's representative and others directly concerned with performance of roofing system.

B. Walk roof surface areas, inspect perimeter building edges as well as flashing of roof penetrations, walls, curbs and other equipment. Identify all items requiring correction or completion and furnish copy of list to each party in attendance.

C. If core cuts verify the presence of damp or wet materials, the installer shall be required to replace the damaged areas at his own expense.

D. Repair or replace deteriorated or defective work found at time above inspection as required to a produce an installation that is free of damage and deterioration at time of Substantial Completion and according to warranty requirements.

E. Notify Architect upon completion of corrections.

F. Following the final inspection, provide written notice of acceptance of the installation from the roofing system manufacturer.

3.9 SCHEDULES

A. Primers:
1. Primer: Garla-Prime: Non-fibered, quick drying, asphalt based roof primer having the following characteristics:
a. Viscosity by Zahn Cup #2 ASTM D 4212: 18-21 sec
b. Flash Point: ASTM D 93 100 degrees F (37.70C)
c. Non-Volatile (ASTM D 2369): 47.6%
d. V.O.C. ASTM D 3960 470 g/l

B. Reinforcement:
1. Grip Polyester Firm: Strong, rigid polyester reinforcing fabric.
a. Tensile Strength ASTM D 3766, 75.3 lbs (34.2 kg).
b. Tear Strength, 17.4 lbs (7.89 kg).
c. Elongation ASTM D 3786, 44.25%
d. Weight per Area, 3 oz./sq yd. (102 g/m2)
e. Mullen Burst, ASTM D 3786: 139 lbs. (63 kg)

C. Coatings:
1. Coating: Stratamax

END OF SECTION

November 2025

City of Woodland Park
City Hall

1) Perform preventative maintenance and repairs over entire roof surface fixing any blisters, open seams, cuts, tears, voids, etc.
2) Remove and replace in-kind any areas with wet insulation as determined by the thermal scan on a per/sqft cost basis.
3) Remove roof of all debris and perform all general housekeeping of roof, flashings, mansard roofs, edge metal conditions and drainage systems.
4) Check and clean scuppers and repair membrane as needed.
5) Remove and properly dispose coping metal
6) Install new SBS mineral cap sheet membrane over all existing wall flashings in cold adhesive.
7) Pressure wash roof with water and simple green using 2,000 psi minimum to remove all dirt, debris, oils, and contaminates. Allow roof to dry 12 hrs minimum.
8) Prime entire roof at @ .5 gallon / 100 sq. ft. Coating must be done within 24 hrs of primer application. If 24hrs passes, another layer of primer must be installed.
9) Install base application of liquid waterproofing membrane at 3Gal. per 100sqft.
10) Immediately roll grip-polyester firm directly after base application
11) Install top application of Liquid Water Proofing Membrane at 3 Gal. per 100sqft. Allow 30 days to cure minimum.
12) Furnish and nstall new 24 gauge coping metal, color to be approved by owner.
13) Pressure wash roof to clean.
14) Tape edges of coping metal prior to coating. Contractor responsible for cleaning any coating off new cap metal.
15) Install elastomeric white coating @ 1 gallon / 100 sq. ft. Allow cure for 8 hrs minimum. Apply second coat in a cross-hatch pattern at 1 gallon/100 sq.ft.
16) Contractor to Provide 2-year Workmanship Warranty.
17) Provide 10-year MFG. warranty.
18) Remove all tools, trash, and associated debris leaving the jobsite in a clean and orderly fashion.
    a. **Line Item: Include unit cost for per sqft of replacing wet areas.**

MARTIN/MARTIN
CONSULTING ENGINEERS

October 30, 2025

Wyatt Robinson
The Garland Company, Inc.
3800 East 91st Street
Cleveland, Ohio 44105

Re: Woodland Park City Hall – Roof Thermography Scan
Martin/Martin, Inc. Project No.: 25.1526.S.01

Mr. Robinson:

In accordance with our Agreement dated September 16, 2025, Martin/Martin has completed our infrared (IR) thermography scan of the roof at the Woodland Park City Hall building located at 220 W South Avenue in Woodland Park, Colorado. We were hired to perform a site visit to scan the roof with our drone equipped with an infrared camera to identify locations of potential deterioration of the existing roofing assembly below the membrane.

BACKGROUND

The Woodland Park City Hall building contains city offices, court rooms, the parks and recreation department, and a garage. Public records do not indicate when the building was constructed. See Figure 1 below for an aerial view of the building and Figure 2 showing a roof plan.



Figure 1 – Aerial View of the Woodland Park City Hall Building

We were not given existing building drawings or information to review. Our visual observations on site show that all of the roof membranes are a modified bitumen membrane. We assume that the roof membranes are original to the building. Garland has reported that there is a history of leaks at many locations throughout the building, likely originating from the roof. We observed several repairs and patches throughout the roof sections.

Section 1 measures approximately 3,250 square feet. The roof is above a two-story office structure that has an antenna tower supported by cables. Garland cores confirmed the roof assembly below the membrane is gypsum cover board with polyiso insulation on a concrete deck. The roof slopes towards thru-wall scuppers at the east end.

Section 2 measures approximately 7,000 square feet. The roof is over a 1-story mixed-use structure. Garland cores confirmed the roof assembly below the membrane is gypsum coverboard with polyiso insulation on a wood deck. The roof slopes towards through-wall scuppers at the north end and area drains at the south end.

Section 3 measures approximately 850 square feet. The roof appears to be an infill between the main building and the garage. This roof is sloped towards a gutter at the north end and a small thru-wall scupper at the southwest corner of the roof. The roof assembly below the membrane in this section is unknown.

Section 4 measures approximately 3,000 square feet. The roof is over the garage. The roof slopes to thru-wall scuppers at the east and west ends. The roof assembly below the membrane in this section is unknown.

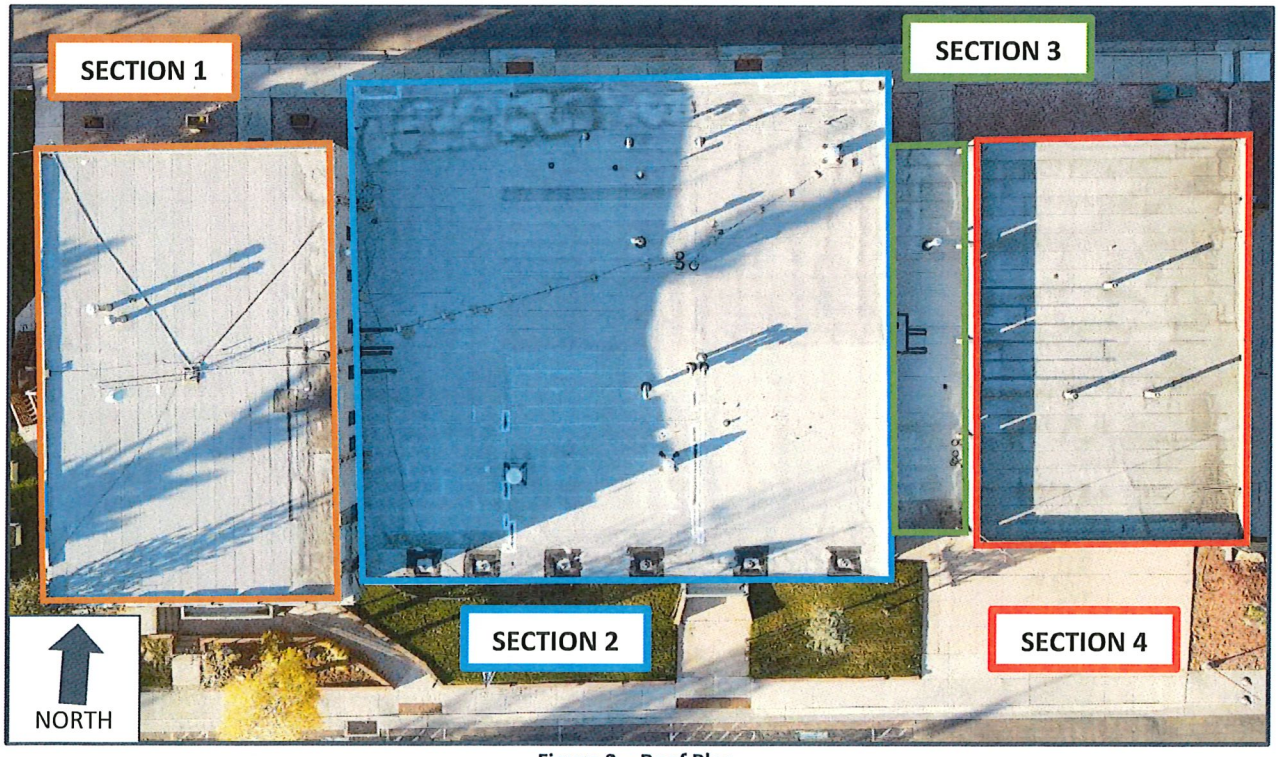


Figure 2 – Roof Plan

INFRARED ROOF SCAN

Martin/Martin visited the site from 5:30 PM to 8:00 PM on October 21, 2025, to capture overall visual and thermographic images of the roofs utilizing a Teledyne FLIR SIRAS drone equipped with an infrared (IR) camera. We were able to physically access the Section 2, 3, and 4 roofs to perform visual observations, which were meant to inform our infrared images. We were not hired to perform an assessment of the condition of the roofs.

Each of the IR photographs taken from our drone contains measurements displayed for one or more of the following temperature gradients: spot, line or boxed area. Then, a Delta tool is applied which calculates the temperature differential (ΔT) between nearby gradients. These tools are utilized to analyze the surface temperatures captured with each image to help interpret possible causes of any observed anomalies. The ambient air temperature during the thermographic survey was recorded as 44°F.

Thermography Test Method:
When performing infrared thermography on exterior roofs, we are looking for areas with surface temperatures that are elevated 1°F or greater than nearby surface temperatures. This ΔT indicates potential that moisture has infiltrated the assembly and has become absorbed within the protection board or insulation materials. Since water retains heat longer than common construction materials, it will increase the rate of heat transfer through a roof assembly if it is present and cause exterior surfaces to be warmer than those nearby that do not have any moisture present. Temperature differentials can also be the result of thermal bridging, which is an increase in the rate of heat transfer due to adjacent conductive materials (metal, concrete, etc.) that are not separated from each other with non-conductive materials (insulation, rubber isolation pads, thermal breaks, etc.). Common instances where these thermal bridges occur on a roof are around structural connections, parapet walls, equipment curbs, and roof penetrations for mechanical, plumbing or electrical items such as vents, conduits, pipes, light fixtures, etc.

We have indicated 7 thermal anomalies on the attached Roof Plan which are described below:

ROOF SECTION 1 (SEE PHOTOS 1.0V AND 1.0T):

1.1 Localized anomaly at east end of roof (See Photos 1.1T and 1.1V).

a. Measurement: The ΔT was measured as 15.5°F.
b. Probable cause: There is evidence that moisture has infiltrated the roof membrane and has saturated the roof assembly below.
c. Recommendation: Core the roof in this area to determine if the roofing assembly below is damaged, wet, or deteriorated. Remove and replace the damaged material.

ROOF SECTION 2 (SEE PHOTOS 2.0V AND 2.0T):

2.1 Localized anomaly at northeast corner of roof (See Photos 2.1V and 2.1T).

a. Measurement: The ΔT was measured at 31.7°F.
b. Probable Cause: There is evidence via IR images that moisture has infiltrated the roof membrane and has saturated the roof assembly below. Visual observations show rippled membrane and previous patches in this area.
c. Recommendation: Core the roof in this area to determine if the roofing assembly below is damaged, wet, or deteriorated. Remove and replace the damaged material.

2.2 Isolated anomaly between the drains at the south end of the roof (See Photos 2.2V and 2.2T).

a. Measurement: The ΔT was measured at 14.7°F.
b. Probable Cause: There is evidence that moisture has infiltrated the roof membrane and has saturated the roof assembly below. Visual observations show a previous patch made just north of the drains.
c. Recommendation: Core the roof in this area to determine if the roofing assembly below is damaged, wet, or deteriorated. Remove and replace the damaged material.

ROOF SECTION 3 (SEE PHOTOS 3.0V AND 3.0T):

3.1 Anomalies at north and south ends of roof between Section 2 and garage (See Photos 3.1V and 3.1T).

a. Observation: The ΔT was measured at 20.3°F.
b. Probable Cause: The shape is rectangular, indicating the anomaly is potentially due to less insulation in the 'hot spots' at the north and south than at the center portion of the roof.
c. Recommendation: Core roofing at 'hot' and 'cold' sections to measure insulation thickness. Coring may not indicate moisture, but we anticipate the thickness of the insulation layers will inform the cause of the anomaly.

ROOF SECTION 4 (SEE PHOTOS 3.0V AND 3.0T):

4.1 Isolated anomaly at east end of roof (See Photos 4.1V and 4.1T).

a. Observation: The ΔT was measured as 21.3°F.
b. Probable Cause: There is evidence that moisture has infiltrated the roof membrane and has saturated the roof assembly below. Visual observations show ripples in the roof membrane.
d. Recommendation: Core the roof in this area to determine if the roofing assembly below is damaged, wet, or deteriorated. Remove and replace the damaged material.

4.2 Isolated anomaly at west end of roof (See Photos 4.2V and 4.2T).

a. Observation: The ΔT was measured as 13.7°F.
b. Probable Cause: There is evidence that moisture has infiltrated the roof membrane and has saturated the roof assembly below. Visual observations show previous patches at the roof seams in the vicinity of the anomaly.
c. Recommendation: Core the roof in this area to determine if the roofing assembly below is damaged or if the insulation is wet or deteriorated. Remove and replace the damaged material. Perform uplift calculation to determine attachment requirements for roofing in this perimeter zone.

4.3 Isolated anomaly at south end of roof (See Photos 4.3V and 4.3V).

a. Observation: The ΔT was measured as 20.2°F.
b. Probable Cause: There is evidence that moisture has infiltrated the roof membrane and has saturated the roof assembly below. Visual observations show ripples and piles of granules in the vicinity of the anomaly.
c. Recommendation: Core the roof in this area to determine if the roofing assembly below is damaged or if the insulation is wet or deteriorated. Remove and replace the damaged material. Perform uplift calculation to determine attachment requirements for roofing in this perimeter zone.

CONCLUSIONS AND RECOMMENDATIONS

Based on our visual observations and professional experience, it is our opinion that there are several areas within the existing roof assembly that appear compromised. The thermographic survey revealed several instances of potential water infiltration and/or thermal deficiency. By comparing surface temperature readings from specific locations at the roof membrane, we were able to find ΔT numbers ranging between 13.7°F – 31.7°F revealing assembly deficiencies throughout the roof.

Garland conveyed that the city is interested in prolonging the lifespan of the roofs over Sections 1 and 2 at for a few years until the city ultimately plans to demolish the building. There is significant damage located at the Section 1 roof, measuring approximately 33% of the surface area of the roof. The damage at the Section 2 roof measured approximately 12%. Visual observations show ponding staining, membrane ripples, granule loss, and poor drainage at each of the section 1 and 2 roofs. Therefore, we anticipate that significant repairs will need to be made before the roof is considered for a re-cover or a coating.

The deficiencies we located during our IR thermography observation are of unknown severity; therefore, we recommend that the areas identified in this report be cored to determine the extents of damage. If moisture is found within the assembly, it has compromised the material. The deteriorated existing assembly components should be removed and replaced with new.

LIMITATIONS

Our investigation was limited solely to the roof of the Woodland City Hall building at 220 W South Avenue in Woodland Park Colorado and is based on conditions that were readily observable at the time of our site visit. We did not confirm condition of the roof below MEP equipment. Original drawings were not provided for review, and no invasive testing was performed. Neither the investigation nor this report is intended to cover mechanical, electrical, architectural, or other features beyond those described above. Martin/Martin, Inc. does not accept responsibility for deficiencies not evident during an observation of this type.

We appreciate this opportunity to be of service. Please contact us if you have any questions regarding this report or if you require further assistance.

Sincerely,
Martin/Martin, Inc.

Robert B. Garneau
Building Envelope Consultant
Investigative Engineering

Reviewed By:

Michael Schulz, AIA
Associate
Investigative Engineering

Roof Plan
Photographs 1.0V – 4.3T

G:\PROJECTS\25.1526.S.01-Woodland Park City Office - Roof Thermography Scan\Formal Issued Docs\2025-10-30_WoodlandParkCityHall - Roof IR Report.docx

ROOF PLAN
NOT TO SCALE

NORTH

SHEET TITLE:
ROOF
IR PLAN

SHEET NUMBER:
T-100

PROJECT NO: 25.1526.S.01
DATE: 10/30/2025
© MARTIN/MARTIN 2022

REVISIONS		
NO.	ISSUE	DATE

WOODLAND PARK CITY HALL
- ROOF IR SCAN

220 WEST SOUTH AVENUE
WOODLAND PARK, COLORADO 80863

MARTIN/MARTIN
CONSULTING ENGINEERS
12499 WEST COLFAX AVENUE, LAKEWOOD, COLORADO 80215
MAIN 303.431.6100 MARTINMARTIN.COM

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PRINCIPAL: KEVIN DUNHAM, PE
EOR: ROBERT B. GARNEAU
PROJECT MANAGER: MICHAEL SCHULZ, AIA
LEAD REVIT TECH: MS

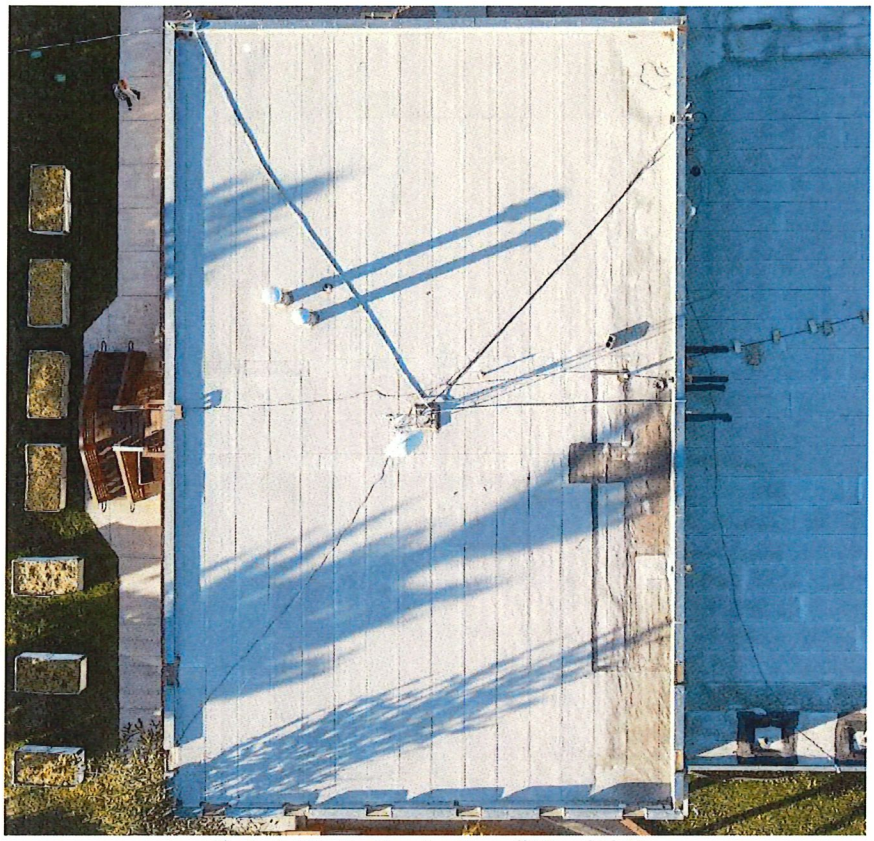


Photo 1.0V – Section 1 – Overall Visual Photo

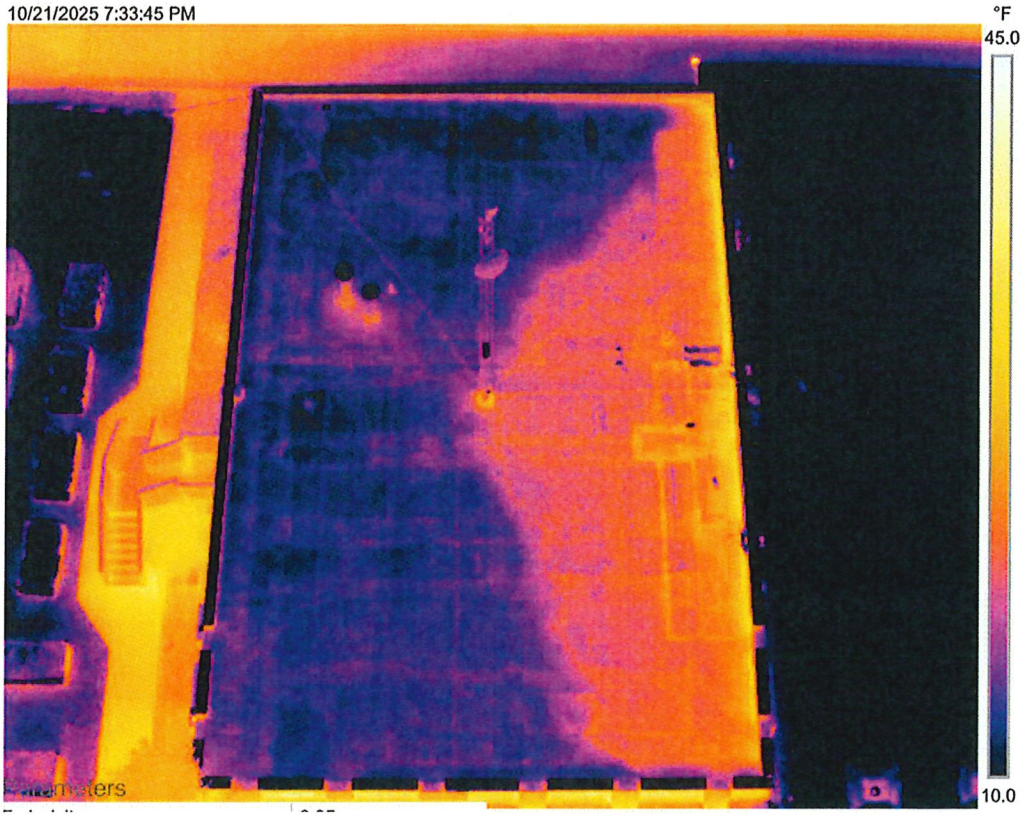


Photo 1.0T – Section 1 – Overall IR Photo

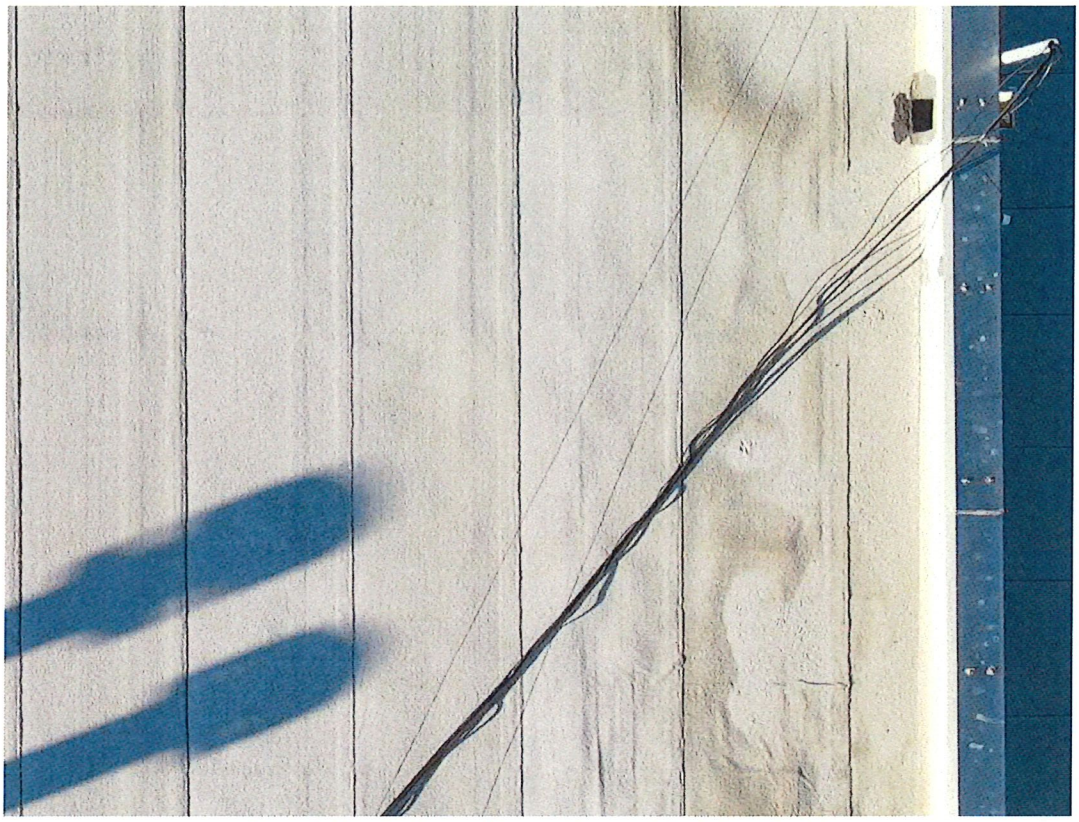


Photo 1.1V – Section 1 - Thermal Anomaly 1 – Visual Photo

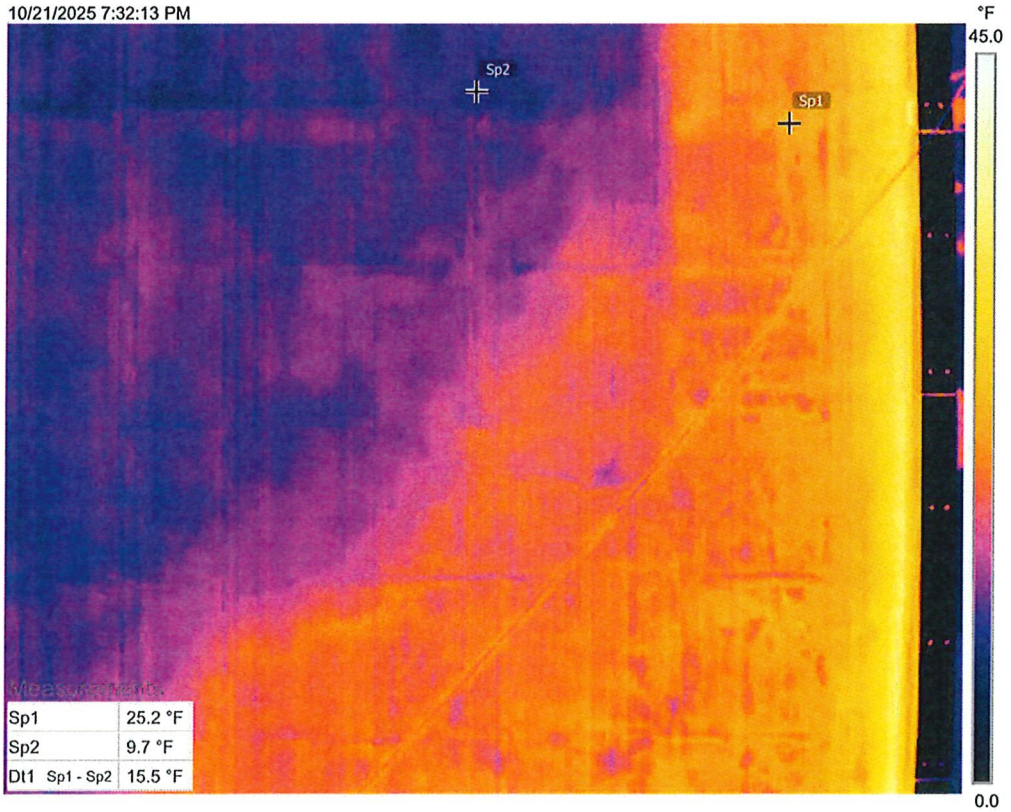


Photo 1.1T – Section 1 - Thermal Anomaly 1 – IR Photo

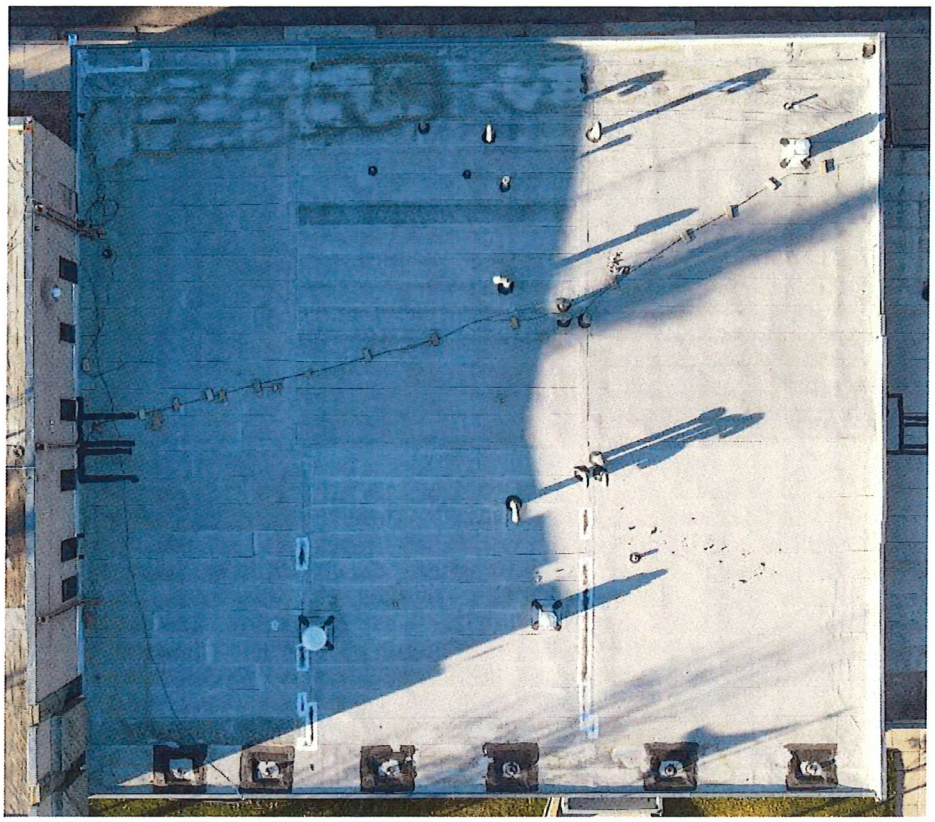


Photo 2.0V – Section 2 – Overall Visual Photo

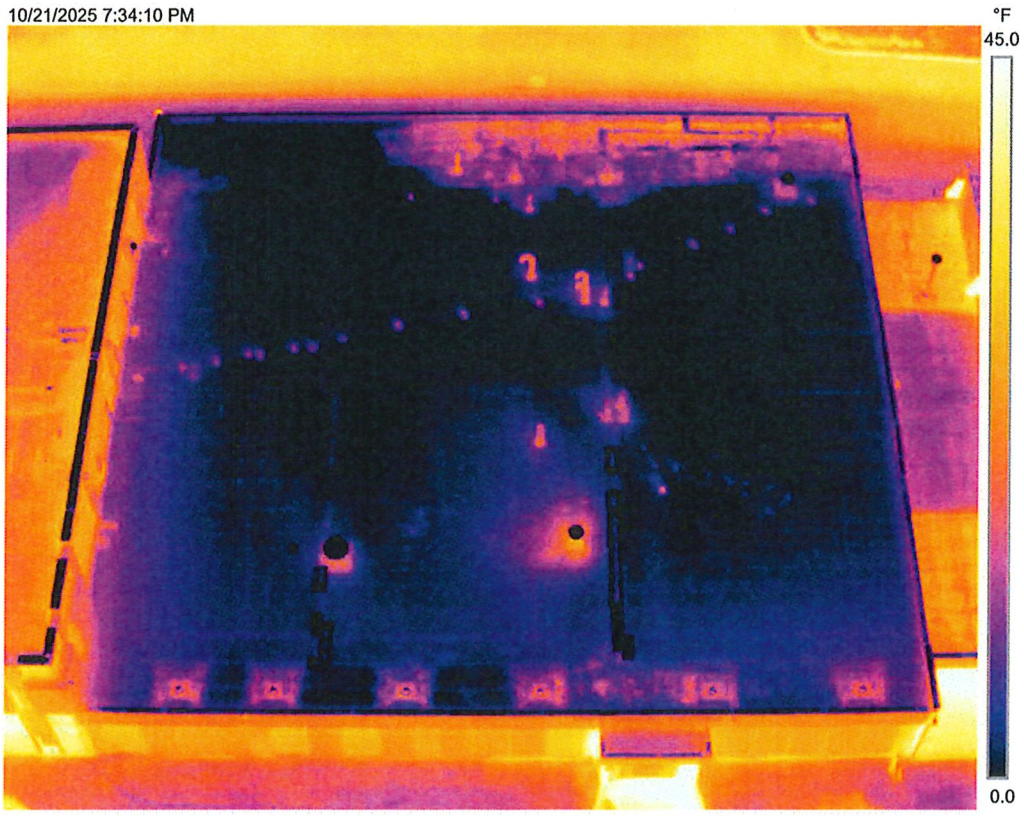


Photo 2.0T – Section 2 – Overall IR Photo



Photo 2.1V – Section 1 - Thermal Anomaly 2 – Visual Photo

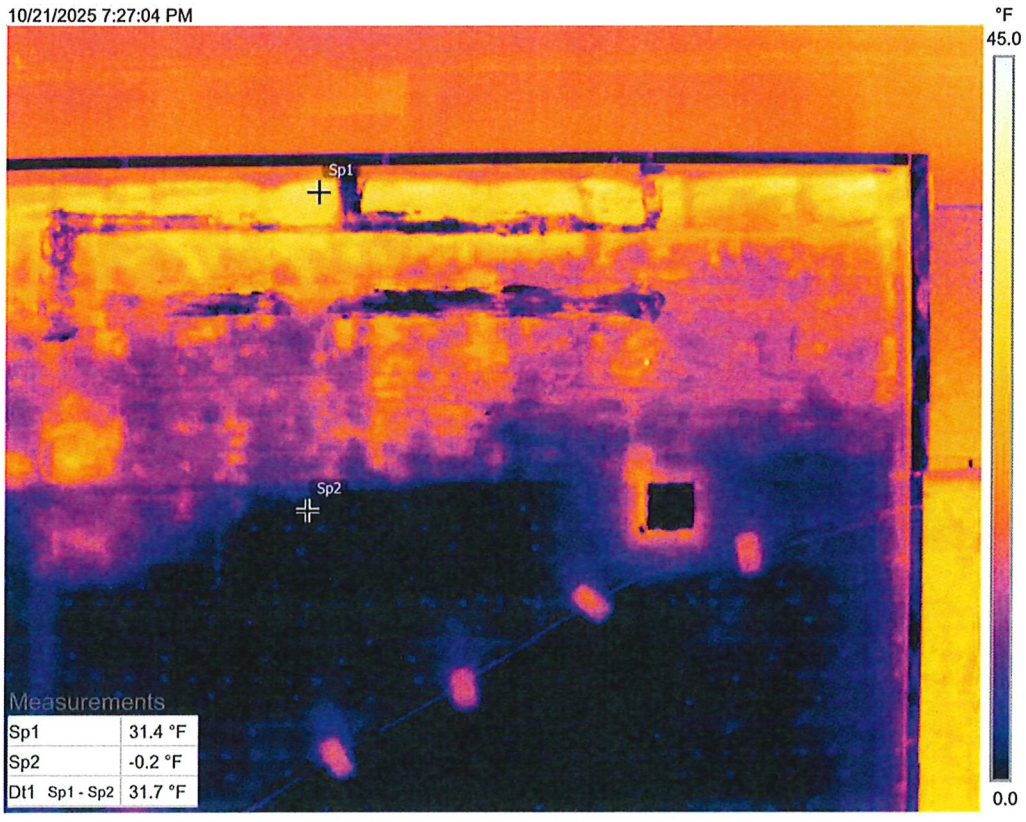


Photo 2.1T – Section 2 - Thermal Anomaly 2 – IR Photo

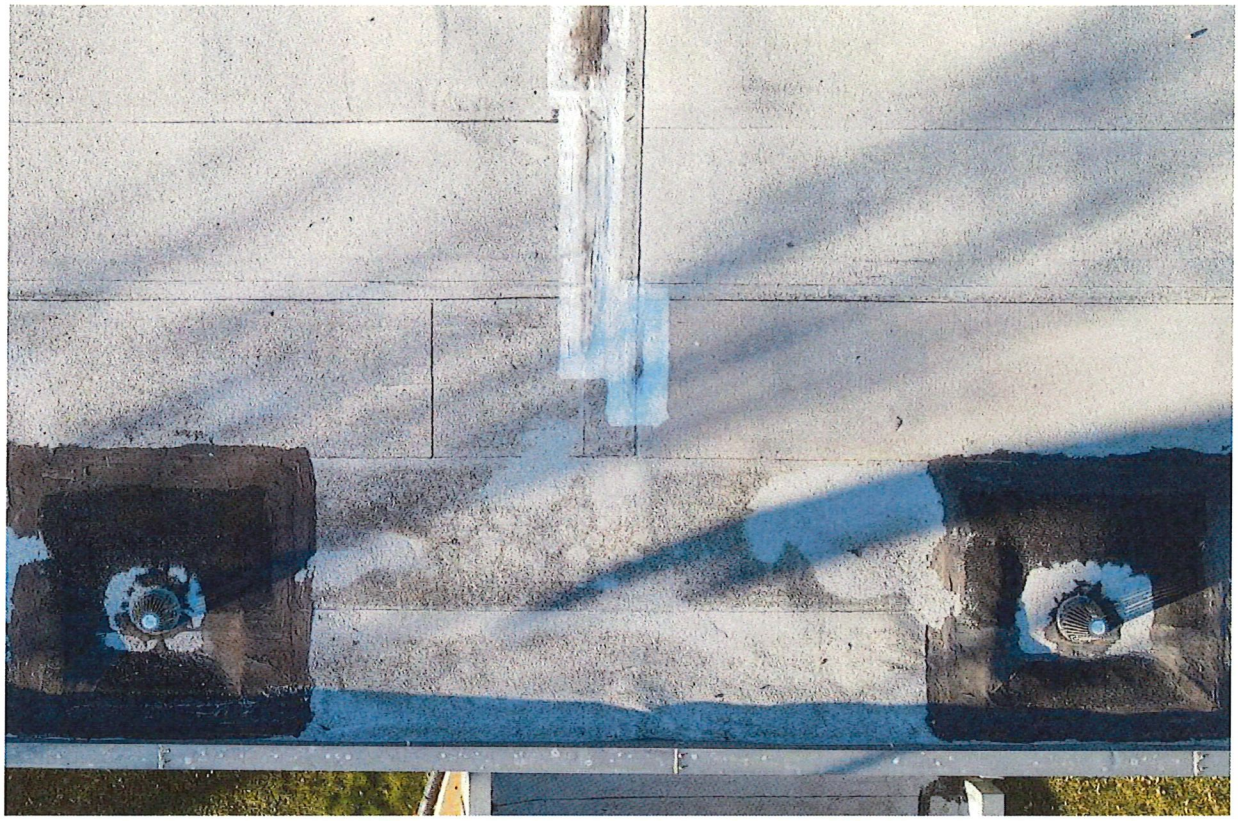


Photo 2.2V – Section 2 - Thermal Anomaly 3 – Visual Photo

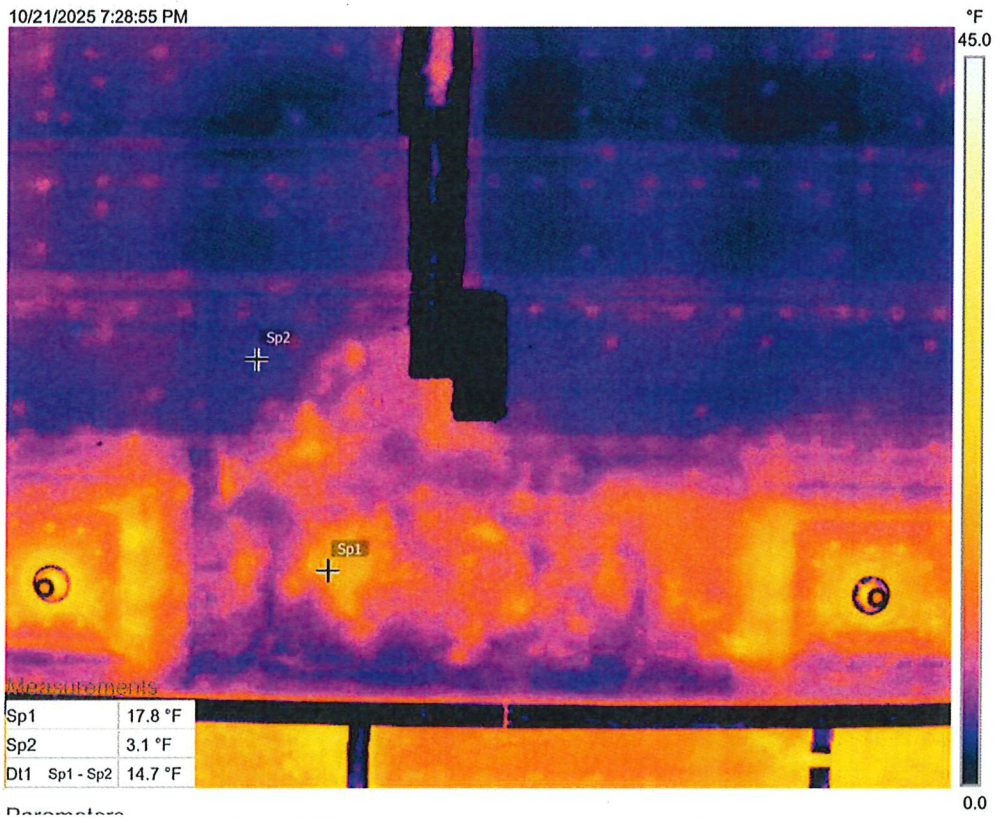


Photo 2.2T – Section 2 - Thermal Anomaly 3 – IR Photo

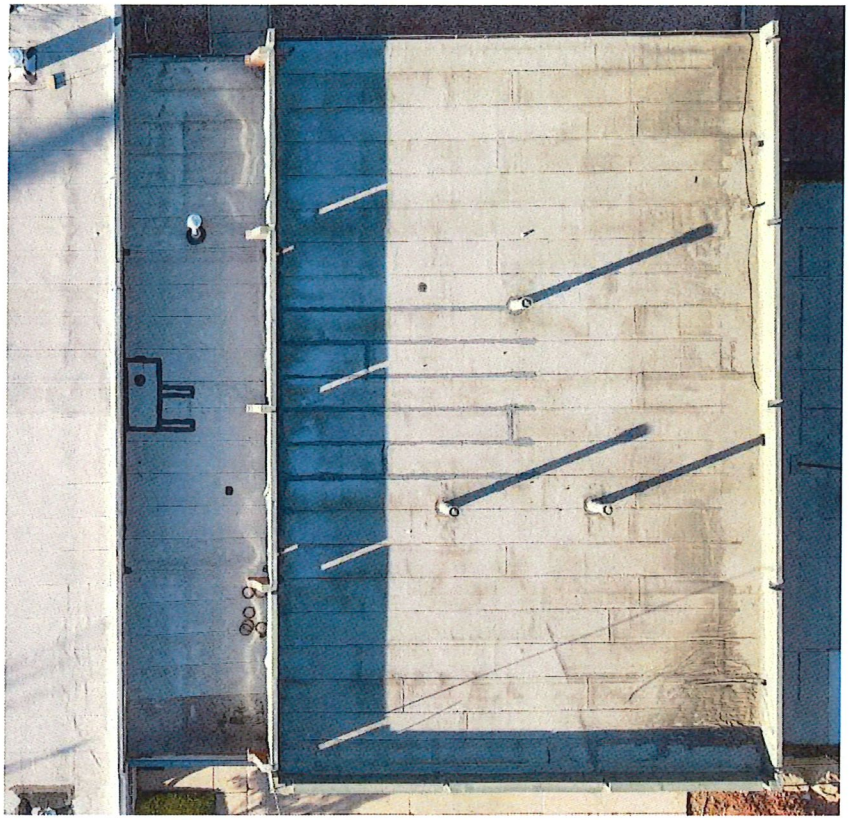


Photo 3.0V – Section 3 & 4 – Overall Visual Photo

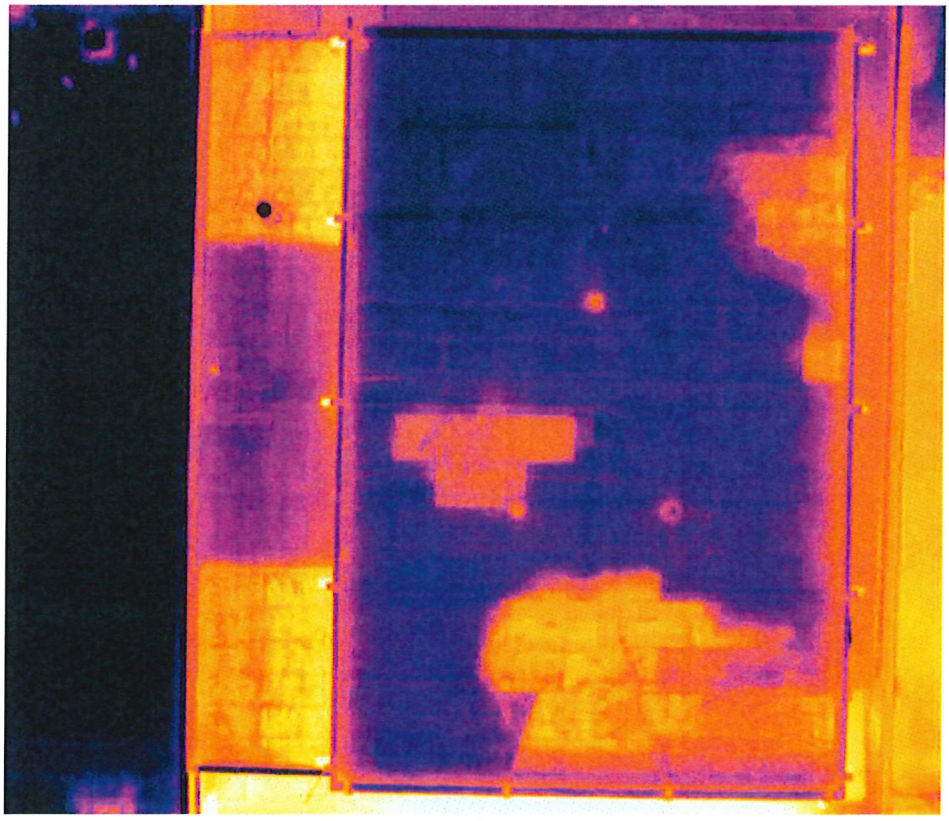


Photo 3.0T – Section 3 & 4 – Overall Thermal Photo



Photo 3.1V – Section 3 - Thermal Anomaly 4 – Visual Photo

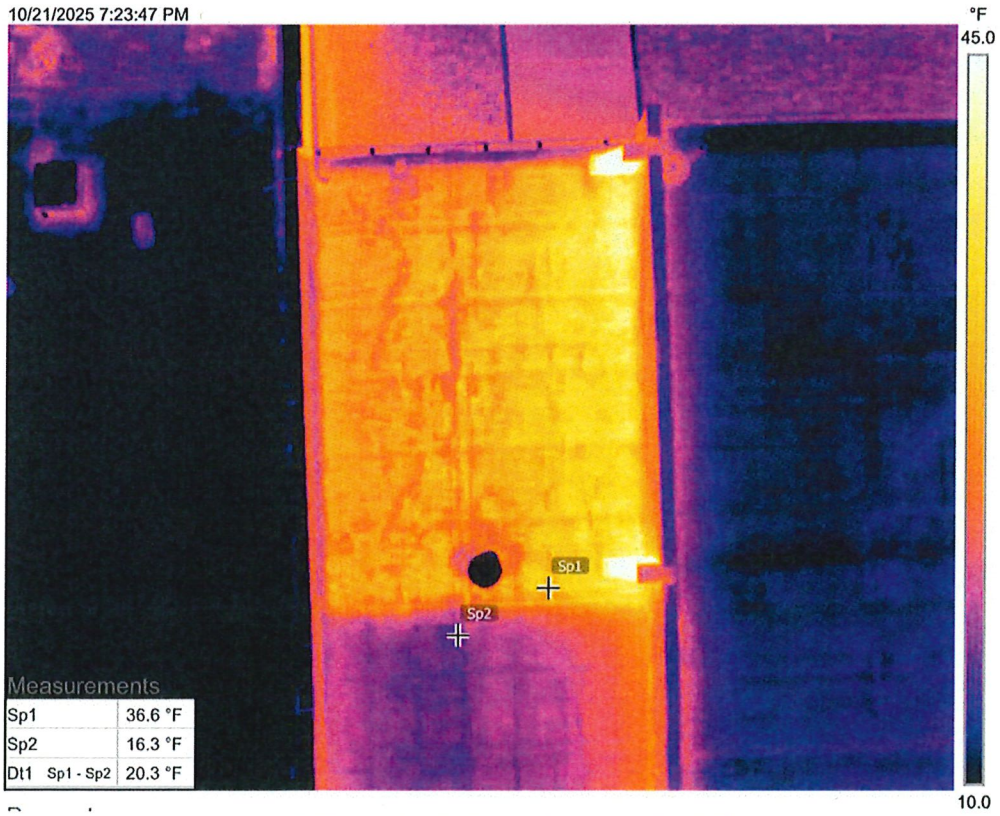


Photo 3.1T – Section 3 - Thermal Anomaly 4 – IR Photo

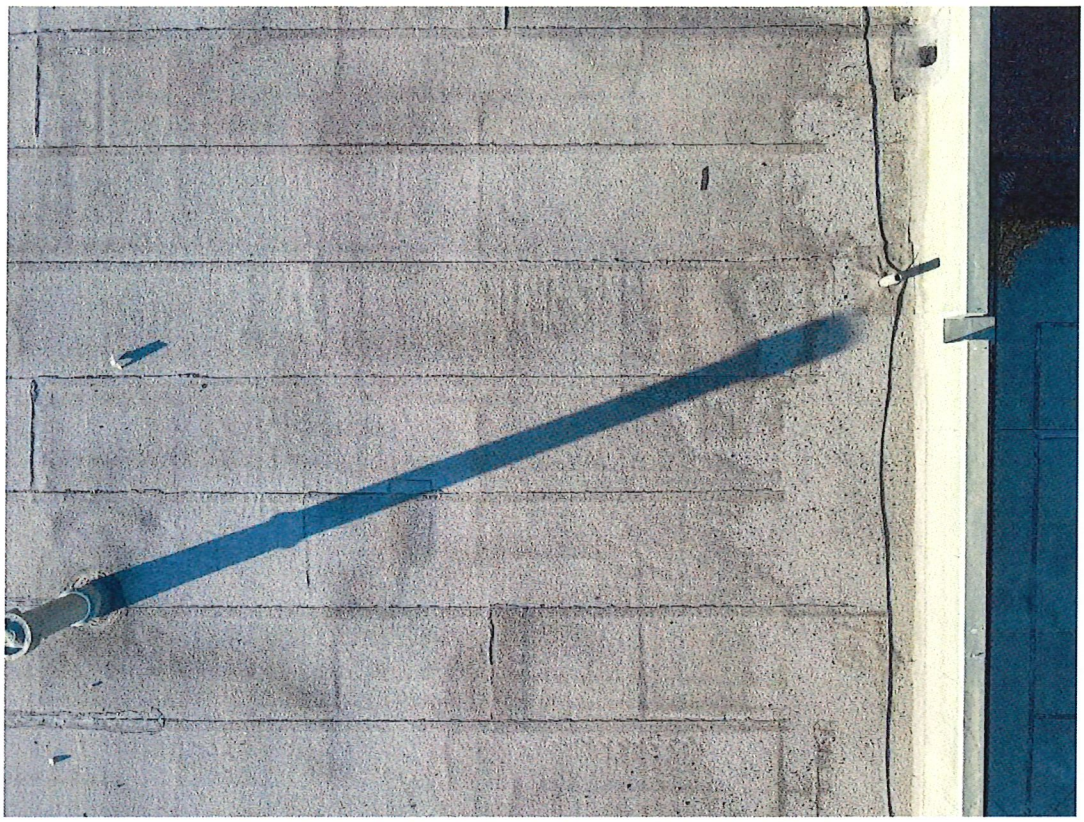


Photo 4.1V – Section 4 - Thermal Anomaly 4.1 – Visual Photo

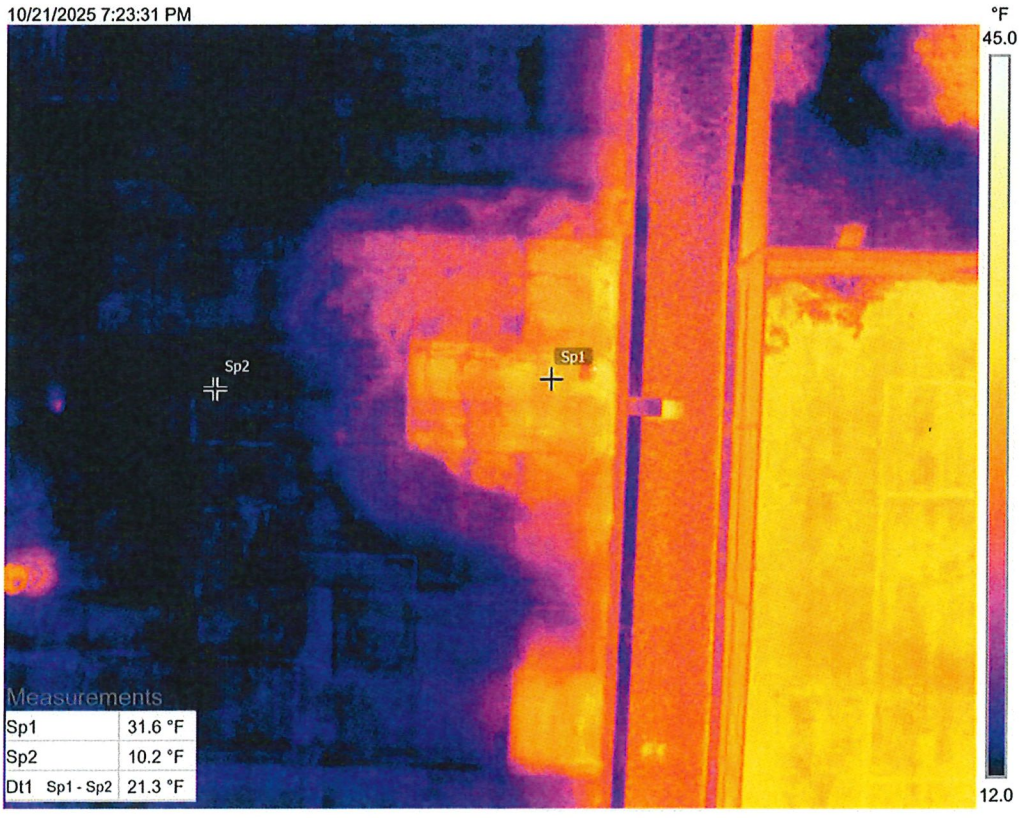


Photo 4.1T – Section 4 - Thermal Anomaly 4.1 – IR Phot

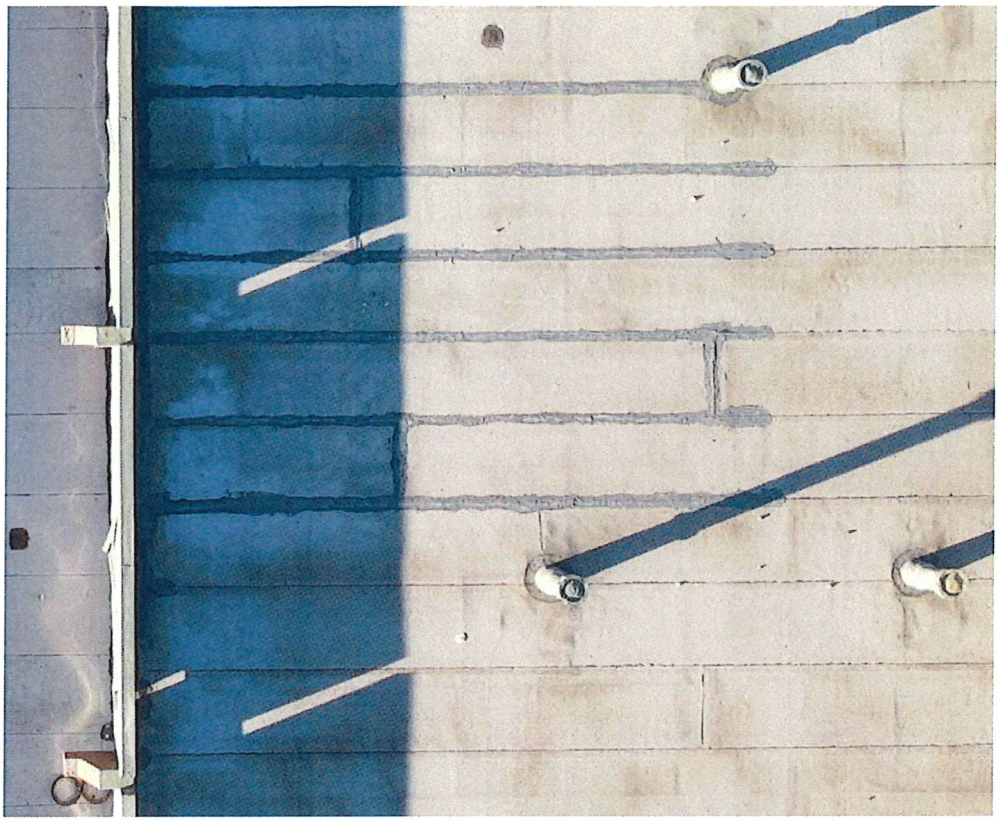


Photo 4.2V – Section 4 - Thermal Anomaly 4.2 – Visual Photo

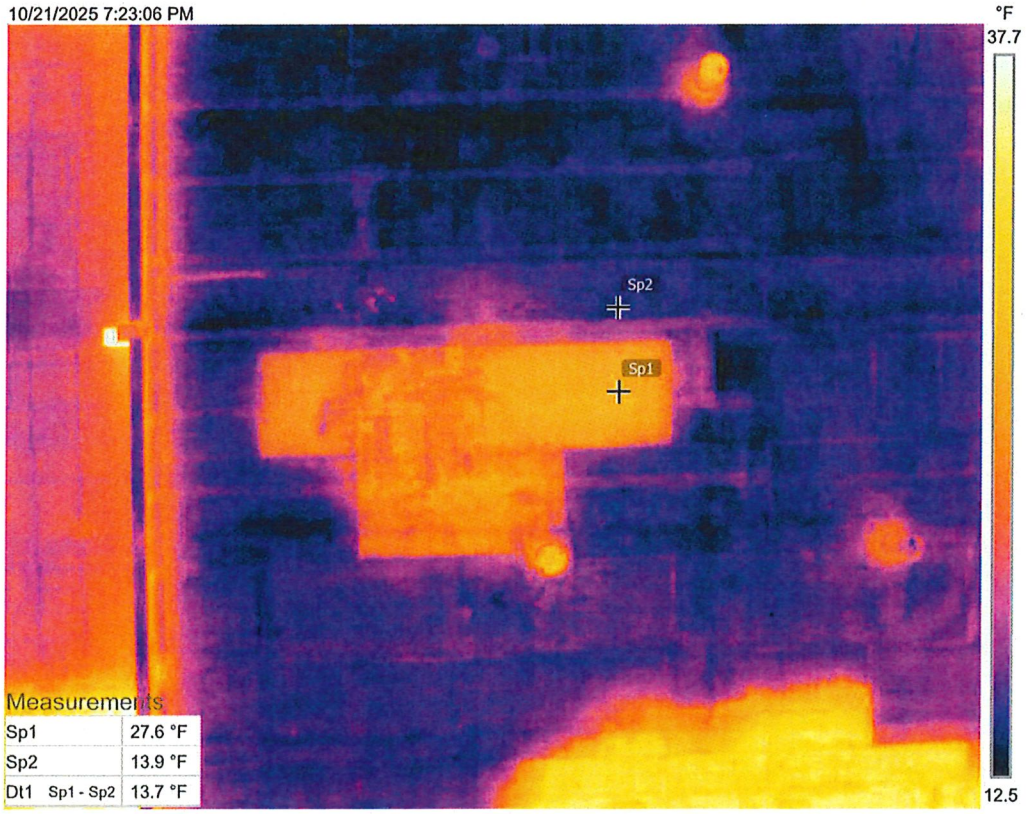


Photo 4.2T – Section 4 - Thermal Anomaly 4.2 – IR Photo

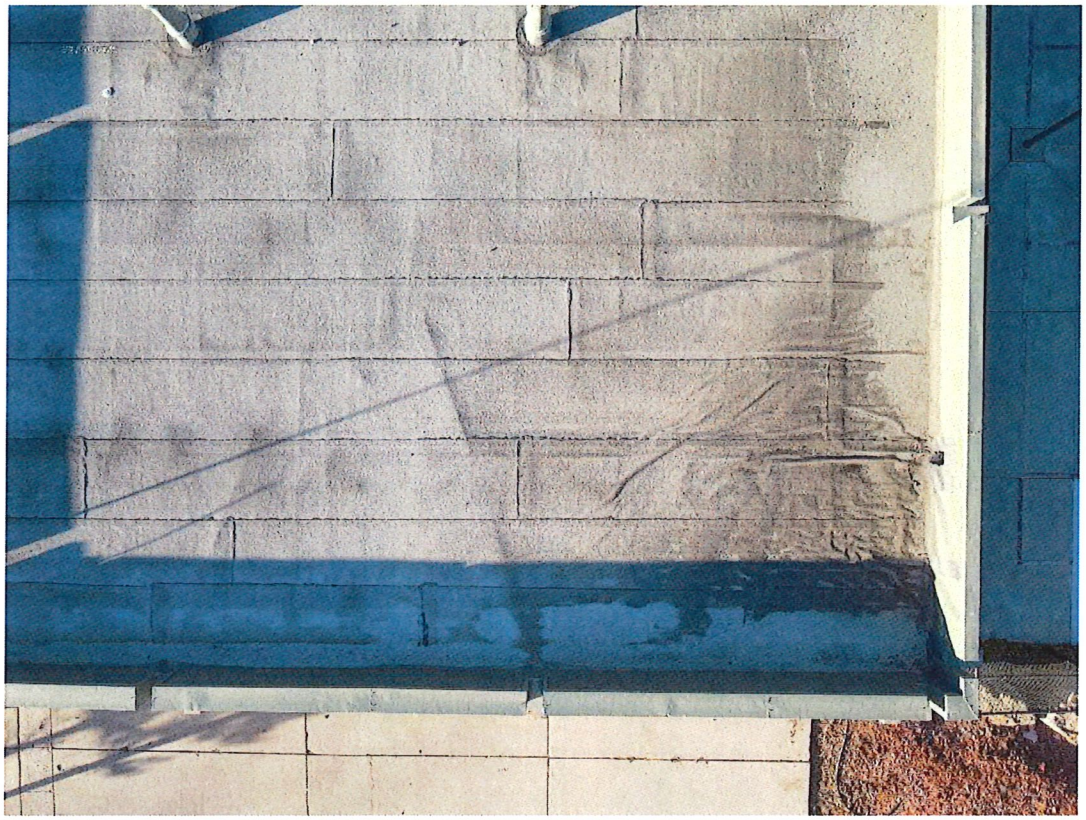


Photo 4.3V – Section 4 - Thermal Anomaly 4.3 – Visual Photo

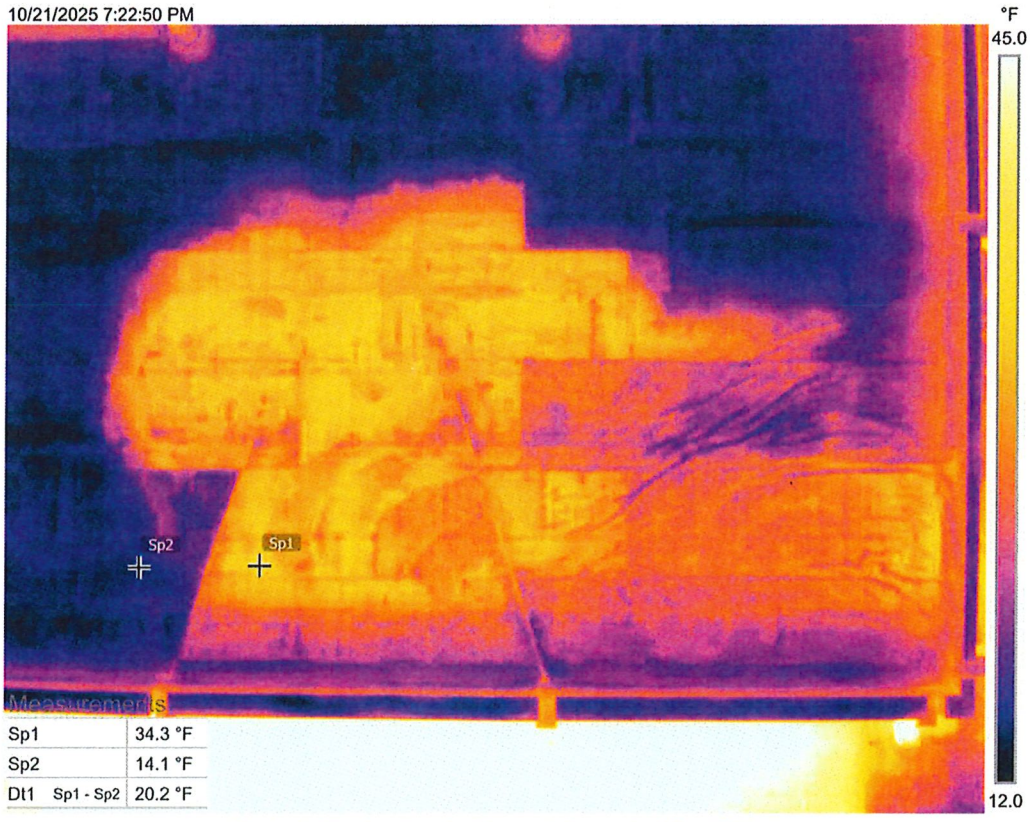


Photo 4.3T – Section 4 - Thermal Anomaly 4.3 – IR Photo

Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055

ROOFING MATERIAL AND SERVICES PROPOSAL

City of Woodland Park
City Hall
220 W South Avenue
Woodland Park, CO 80866

Date Submitted: 11/18/2025
Proposal #: 25-CO-251070
MICPA # PW1925
Colorado General Contractor License #: NOT REQUIRED

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work:

1. Perform preventative maintenance and repairs over entire roof surface fixing any blisters, open seams, cuts, tears, voids, etc.
2. Remove and replace in-kind any areas with wet insulation as determined by the thermal scan on a per/sqft cost basis.
3. Remove roof of all debris and perform all general housekeeping of roof, flashings, mansard roofs, edge metal conditions and drainage systems.
4. Check and clean scuppers and repair membrane as needed.
5. Remove and properly dispose coping metal
6. Install new SBS mineral cap sheet membrane over all existing wall flashings in cold
7. Pressure wash roof with water and simple green using 2,000 psi minimum to remove all dirt, debris, oils, and contaminates. Allow roof to dry 12 hrs minimum.
8. Prime entire roof at @ .5 gallon / 100 sq. ft. Coating must be done within 24 hrs of primer application. If 24hrs passes, another layer of primer must be installed.
9. Install base application of liquid waterproofing membrane at 3Gal. per 100sqft.
10. Immediately roll grip-polyester firm directly after base applicatio
11. Install top application of Liquid Water Proofing Membrane at 3 Gal. per 100sqft. Allow 30 days to cure minimum.
12. Furnish and nstall new 24 gauge coping metal, color to be approved by owner.
13. Pressure wash roof to clean.

14. Tape edges of coping metal prior to coating. Contractor responsible for cleaning any coating off new cap metal.
15. Install elastomeric white coating @ 1 gallon / 100 sq. ft. Allow cure for 8 hrs minimum. Apply second coat in a cross-hatch pattern at 1 gallon/100 sq.ft.
16. Contractor to Provide 2-year Workmanship Warranty.
17. Provide 10-year MFG. warranty.
18. Remove all tools, trash, and associated debris leaving the jobsite in a clean and orderly fashion.
    a. Line Item: Include unit cost for per sqft of replacing wet areas.

Proposal Price Based Upon Market Experience: Base bid	**$**	**194,091**

Garland/DBS Price Based Upon Local Market Competition:

RoofCraft LLC	**$**	**194,091**
LE Roofing LLC	$	197,293
Lallier	$	203,602
LCS Services LLC	$	235,283

Proposal Price Based Upon Market Experience: Base bid Low Voc Alternate	**$**	**265,117**

Garland/DBS Price Based Upon Local Market Competition:

RoofCraft LLC	**$**	**265,117**
LE Roofing LLC	$	268,408
Lallier	$	274,892
LCS Services LLC	$	307,453

Proposal Price Based Upon Market Experience: West Section Add Alt	**$**	**117,326**

Garland/DBS Price Based Upon Local Market Competition:

RoofCraft LLC	**$**	**117,326**
Lallier	$	132,915
LE Roofing LLC	$	163,315
LCS Services LLC	$	183,691

Proposal Price Based Upon Market Experience: West Section Low Voc Alternate	**$**	**155,859**

Garland/DBS Price Based Upon Local Market Competition:

RoofCraft LLC	**$**	**155,859**
Lallier	$	178,601
LE Roofing LLC	$	207,065
LCS Services LLC	$	230,573

RoofCraft LLC- Unforeseen Site Conditions:

Wood Blocking (Nailer) Replacement	$	3.71	per Ln. Ft.
Additional Insulation Replacement	$	208.80	per Sq. Ft.
Decking Replacement	$	105.56	per Sheet.

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Sales and use taxes are included.
2. Permits are excluded. If permits are required this will be addressed via change order.
3. Bonds are excluded.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is included to which it obtains to the scope of work.
6. Interior Temporary protection is excluded.
7. Prevailing Wages are excluded.
8. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Nathan Parker

Nathan Parker
Garland/DBS, Inc.
(216) 302-3791

MINUTES

1. CALL TO ORDER AND ROLL CALL

Following a City Council Work Session on the Unified Development Code, Mayor Case called the regularly scheduled City Council Meeting to order with the following Councilmembers in attendance: Mayor Case, Mayor Pro-tem Nakai, Councilmember Bryant, Councilmember Geer, Councilmember Jones and Councilmember Smith.

The following staff members were in attendance: City Manager Vassalotti, City Attorney Wilson, City Clerk Mendoza, Planning Director Schminke, Assistant City Manager Felts, Utilities Director Wiley.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

A. Presentation to Council by SSR Mining Cripple Creek and Victor Gold Mine (A) (Presenter: SSR Mining)

Shelby Mullin from SSR Mining Inc. gave a presentation to Council on the updates at the Cripple Creek and Victor Gold Mines.

B. Appointment to Keep Woodland Park Beautiful (A) (Presenter: City Clerk Mendoza)

City Clerk Mendoza advised Council there was an application received by Amy Moore to serve on the Keep Woodland Park Beautiful Committee. Amy Moore was in attendance and expressed her strong feelings to help this wonderful community by volunteering.

Motion: To appoint Amy Moore to the Keep Woodland Park Beautiful Committee. Bryant/Nakai. Motion carried 6-0.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

A. Approval of the January 15, 2026 City Council Meeting Minutes (A) (Presenter: City Clerk Mendoza)

B. Approval of Legal Agreement with Wilson Williams Felllman Dittman (A) (Presenter: City Attorney)

Council approved the Consent Calendar which included the January 15, 2026 Minutes and the Legal Agreement with Wilson Williams Fellman Dittman.

Motion: To approve the Consent Calendar. Geer/Jones. Motion carried 6-0.

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

Bill Mackler, 214 Willow Drive, commented on the loud music at AJ's Pizza. He asked for Council's help in resolving the issue noting he felt like he talked to several people at the City and nothing has been done.

7. UNFINISHED BUSINESS

(Public Comment may be heard)

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

A. Approval of Ordinance No. 1520, Series 2026, on initial posting, An Ordinance Rezoning 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 Colorado) from Central Business District (CBD) to Urban Residential (UR) and Set the Public Hearing for February 19, 2026. (QJ) (Presenter: Planning Director Karen Schminke)

The Mayor stated after further consideration she didn't feel they should single out this individual property and rather look at the neighborhood.

Motion: Approval of Ordinance No. 1520, Series 2026, on initial posting, An Ordinance Rezoning Lot 1, Block 12 Fosters Addition including the Adjacent West 1/2 of Vacated Scott Avenue as described at Reception #483423 and the Adjacent North 1/2 of Vacated Alley as described at Reception #590996 of Woodland Park, Teller County (A.K.A 309 Willow Street, Woodland Park, Colorado) from Central Business District (CBD) to Urban Residential (UR) and Set the Public Hearing for February 19, 2026. Case/Jones. Motion Failed 6-0.

9. PUBLIC HEARINGS

(Public comment may be heard)

A. Approval of a new Hotel & Restaurant Liquor License for Tava House located at 120 S. Center Street, Woodland Park, CO 80863. (QJ) (Presenter: City Clerk Mendoza)

City Clerk Mendoza presented the new Hotel & Restaurant Liquor License for Tava House, noting they met all the requirements and recommended approval. The applicant, Mary Sekowski et al. for Tava House Enterprises, LLC dba Tava House was present.

Mayor Case opened the public comment portion of the public hearing. Seeing no one wanting to speak, she closed the public comment portion of the public hearing. Geer/Smith. Motion carried 6-0.

B. Approval of Ordinance No. 1519, Series 2026, An Ordinance Declaring the Instrument for Public Notification Process and Method for the City of Woodland Park for the Year of 2026. (A) (Presenter: City Clerk Mendoza)

City Clerk Mendoza presented the Ordinance to Council on second reading declaring the instrument for publishing notice, which is on the city website.

Mayor Case opened the public comment portion of the public hearing. Seeing no one present, she closed the public hearing portion of the public hearing.

Motion: Approval of Ordinance No. 1519, Series 2026, An Ordinance Declaring the Instrument for Public Notification Process and Method for the City of Woodland Park for the Year of 2026. Jones/Geer. Motion carried 6-0.

10. NEW BUSINESS

(Public comment may be heard)

A. Approval of Resolution No. 940, Series 2026, a Resolution Establishing the Single Family Residential Water Tap Allotment for 2026. (A) (Presenter: Utilities Director Wiley)

Utilities Director Wiley presented the Resolution to Council regarding the Single Family Residential Water Taps for 2026.

Motion: Approval of Resolution No. 940, Series 2026, An Ordinance Declaring the Instrument for Public Notification Process and Method for the City of Woodland Park for the Year of 2026. Nakai/Geer. Motion carried 6-0.

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

Mayor Case shared the events for the upcoming two weeks.

B. Council Reports

Councilmember Bryant noted the City is always seeking new members on the Keep Woodland Park Beautiful Committee.

Councilmember Geer commented on the Historic Preservation Committee and the presentation on the history of Woodland Park.

Councilmember Jones stated that Main Street and the DDA are partnering on micro-grant programs.

Councilmember Smith commented to Amy Moore the new KPWB Committee member how supportive this community is and thanked her for volunteering.

C. City Attorney's Report

City Attorney Wilson thanked Council for approving their contract.

D. City Manager's Report

Chief Diesler advised the Council the Police Department Annual Report will be coming soon and proudly noted a 22% reduction in crime, fewer traffic crashes and fewer injuries.

City Clerk Mendoza gave an update on the election, noting the one candidate for Mayor and the five candidates for four city council seats. She noted the Ballot Lot Drawing event and has finalized the ballot.

City Manager Vassalotti advised Council that the bids for the golf course have been released.

12. ADJOURNMENT

The regularly scheduled meeting adjourned at 6:37 p.m.

Respectfully submitted:

Monica Mendoza CMC, City Clerk

APPROVED THIS ____ DAY OF _____, 2025

Kellie Case, Mayor

STAFF REPORT

TO: Mayor Case and City Council

FROM: Karen Schminke, Director of Planning & Building Services

DATE: February 19, 2026

SUBJECT: Approval of Ordinance No. 1521, Series 2026, An Ordinance of the City of Woodland Park Repealing and Replacing Title 16, Title 17, and Title 18 of the Woodland Park Municipal Code, Repealing Section 5.24, and Adopting a New Unified Development Code, on initial posting and set the public hearing for March 5, 2026. (L) (Presenter: Planning Director Karen Schminke, AICP)

BACKGROUND: See the attached detailed memo along with the summary of substantive changes (including Appendix A and B).

RECOMMENDATION: Approve on Initial Posting Ordinance No. 1521, Series 2026, An Ordinance of the City of Woodland Park Repealing and Replacing Title 16, Title 17, and Title 18 of the Woodland Park Municipal Code, Repealing Section 5.24, and Adopting a New Unified Development Code and set the public hearing for March 5, 2026.

ATTACHMENTS:

1. Memo to CC 2026-0219
2. UDC Substantive Changes Memo with Appendix A and B
3. Ordinance 1521, Series 2026 - UDC Adoption
4. Exhibit A-1, Ord 1521: UDC Chapter 1 General Provisions
5. Exhibit A-2, Ord 1521: UDC Chapter 2 Zone Districts
6. Exhibit A-3, Ord 1521: UDC Chapter 3 Development Standards
7. Exhibit A-4, Ord 1521: UDC Chapter 4 Use Standards
8. Exhibit A-5, Ord 1521: UDC Chapter 5 Subdivision Standards
9. Exhibit A-6, Ord 1521: UDC Chapter 6 Administration
10. Exhibit A-7, Ord 1521: UDC Chapter 7 Definitions

Memo for City Council
Ordinance 1521, Series 2026
Initial Posting: February 19, 2026

Requested Public Hearing Date: March 5, 2026

Agenda Item	Department	Presenter
8A	Planning	Karen Schminke, AICP Planning Director

AGENDA ITEM 8A

Unified Development Code: Ordinance No. 1521, Series 2026, An Ordinance of the City of Woodland Park Repealing and Replacing Title 16, Title 17, and Title 18 of the Woodland Park Municipal Code, Repealing Section 5.24, and Adopting a New Unified Development Code, approve on initial posting and set the public hearing for March 5, 2026. (L)

BACKGROUND

As allowed by Colorado state law, the City of Woodland Park has regulated the use of land since 1969. The regulations found in Title 16 – Mobile Homes, were first adopted in 1969. The information found in Title 18 – Zoning, was also initially adopted in 1969. Regulations pertaining to the division of land found in Title 17 – Subdivisions, were adopted in 1979.

These regulations have evolved over the past 57 years through a variety of ordinances that have added and amended various provisions with the majority of the amendments occurring in Title 18 – Zoning. The result of these amendments is the integrity of the original format or structure of the regulations has long since eroded and the current regulations are often confusing and difficult to navigate.

The primary purpose of this project was to do a wholesale restructuring of Title 16 – Mobile Homes, Title 17 – Subdivision, Title 18 – Zoning, and Section 5.24 – Wireless Communication Facilities (WCFs) into one Unified Development Code (UDC). The City contracted with Logan Simpson (LS) for assistance on this project.

PROJECT

Project Objectives. The primary objective of this project was to do a wholesale restructuring of Title 16 – Mobile Homes, Title 17 – Subdivision, Title 18 – Zoning, and Section 5.24 – Wireless Communication Facilities (WCFs) into one Unified Development Code (UDC) for easier use. Additional objectives included:

- Updated language to modernize terminology, ensure plain English, and include purpose statements
- Consolidated and updated definitions
- Centralized and clarified application procedures
- Detailed review and approval authority responsibilities

- Modernized terminology in the Use Table and updated use specific standards
- Updated the Parking Table to correspond with the terminology in the Use Table
- Incorporated recently adopted ordinances on Short Term Rentals, Natural Medicine Businesses, and Water Requirements for Development

Process. The initial phase of this Unified Development Code project began in early 2021 as the Comprehensive Plan update project was being completed. The comprehensive plan, which after a robust process with extensive community engagement, was adopted in October 2021. It is an aspirational document that guides the future development and growth of Woodland Park.

This initial phase of the Unified Development Code project focused on a preliminary analysis of four existing titles to understand the City of Woodland Park's priorities:

Title 16 – Mobile Homes

Title 17 – Subdivisions

Title 18 – Zoning

That portion of Title 5 regarding Wireless Communication Facilities (WCFs)

The number one priority identified for this project was a structural overhaul of the regulations. It also identified the need to completely update the administrative provisions that govern the processing of applications.

This led to Phase 2 of the project which involved combining the existing Zoning, Subdivision, Mobile Home, and Wireless Communication Facilities provisions into a single Unified Development Code, otherwise known as the UDC.

The Planning Commission, and any members of City Council and Board of Adjustment who wished to participate, functioned as an advisory committee. Beginning in October 2022, this group held more than 20 work sessions and did a very slow crawl through the proposed draft that LS developed.

The proposed document is comprised of seven chapters, each of which serves a distinct purpose, while working together. Those chapters are:

Chapter 1- General Provisions provides the legal framework for the UDC.

Chapter 2 – Zone District Standards describes the purpose of each of the City's zone districts.

Chapter 3 – Development Standards contains the regulation and standards applicable to most development.

Chapter 4 – Use Standards contains details for where land uses may be located and any additional standards a specific use must meet.

Chapter 5 – Subdivision Standards are the regulations that must be meet as a part of subdividing land.

Chapter 6 – Administration is the central location where all application procedures are located.

Chapter 7 – Definitions includes definitions of land uses and other terms used in this UDC.

After the in-depth review of each of the proposed chapters, the work group had opportunity to review the entire proposed document and provide comments for additional revisions. The next step in the process involved a legal review of the proposed document to ensure compliance with state and federal laws.

The result of these reviews was a proposed UDC that was then made available to the entire community for their review and comment. Every comment submitted was considered. The final proposed document was posted to the City website on January 7, 2026.

Items Not Updated. The priority for this project was to restructure the current regulations into a more user-friendly format. As a result, the UDC project steered clear of updating existing specific metrics and provisions. The list of items NOT updated includes:

- Sign regulations
- Marijuana and Adult Business standards
- Landscape, fencing, and lighting standards
- Street design standards
- Architectural design guidelines
- Park land dedication and open space requirements
- Lot coverage standards

Additionally, lot coverage, setback, lot size, density, and building height standards remain the same. Title 19 – Vested Property Rights and Title 20 – Flood Regulations remain separate titles. It is also important to note, the requirements for operating short-term rentals remain the same as what our citizens approved in Ordinance 1469 in December 2023.

Items Requiring Changes. Only necessary changes were incorporated into the proposed UDC. Attached to this memo is a Summary of Substantive Changes which provides a list of those items.

Future Updates. Through this process items were identified that would benefit from an additional in-depth review at a later date. Those items include:

- Architectural design guidelines
- Landscaping standards including water wise limitations
- Lighting – possible ‘dark-sky’ type regulations
- Manufactured/modular/tiny home location clarification
- Mobile Home Park Regulations need a full rewrite
- Overlay zone maps – remove from code and relocate to official zone map
- Parks definitions review & update
- Parking metrics updates
- Residential uses in commercial zone districts and accessory dwelling units
- Sign standards – cleanup for Federal compliance and expand sign measurement to include circles and unusual shapes
- Special Use Permit (SUP) section listed uses needs to be reconciled with use table (ex. mineral extraction, recycling facility, solid waste facility, etc.)
- Use table and associated standards refinement – consider adding uses for Powersports dealers, Energy Related Uses and Standards (Solar Generation and Wind Generation)

- Outdoor storage metrics – additional review since 2000 SF (44' by 44') seemed to be a small area for contractor storage of materials and supplies
- WP Engineering Specifications document update, especially Chapter 1 which provides policies. This project will also require some updates to Ch 5 of the UDC.

NOTIFICATIONS AND PUBLIC COMMENT

Despite a significant snowstorm that caused the public presentation of the proposed UDC to be rescheduled, the public presentation occurred on December 11, 2025.

A public review period on the proposed document occurred from December 8, 2025, through January 6, 2026. Information regarding this review period was publicized in the Pikes Peak Courier on November 26, December 3, 10, 17, 24, & 31, 2025, as well as through a 'News Flash' on the City's website. Over 250 comments were submitted and every comment was reviewed.

In compliance with the Municipal Code, notice of the Planning Commission public hearing on this proposed UCD, as well as the upcoming March 5, 2026, City Council public hearing, was published in the Pikes Peak Courier on December 31, 2025. The final document for the Planning Commission public hearing was made available for public inspection by posting to the City's website on January 7, 2026.

In coordination with the City Council's public hearing and ordinance adoption process, the complete ordinance for this proposed Code change, Ordinance 1521, Series 2026, as well as the associated exhibits A1 – A7, was made available for public inspection by posting to the City's website on February 12, 2026. That information can be found under the Planning Department section of the City's website at: Unified Development Code | Woodland Park, CO

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on this proposed UDC on January 22, 2026. At the conclusion of the hearing, the Planning Commission found that the proposed Unified Development Code meets the objectives of the project, is legally sound, and provides a functional structure for the City's zoning and subdivision regulations. With a correction of a typographic error in Table 4.03-1 Table of Allowed Uses, they recommended that City Council **approve** the proposed Ordinance repealing Title 16 Mobile Homes, Title 17 Subdivisions, Title 18 Zoning, and Section 5.24 Wireless Communication Facilities, of the Woodland Park Municipal Code and to reestablish and adopt said regulations as the Unified Development Code for the City of Woodland Park, Colorado.

ATTACHMENTS

Summary of Substantive Changes with Appendix A and B

Woodland Park Unified Development Code

Summary of Substantive Changes

This document summarizes the purpose of each chapter and the few substantive changes to language or metrics aside from general reorganization.

Chapter 1

Purpose: The primary function of this General Provisions chapter is to provide a central location that documents the foundational rules and overarching terms that govern the entire document.

Changes:

- Added UDC structure section.
- Added section to address language construction and identification of mandatory terms such as “shall” and “must”.
- Added language to distinguish between non-conforming uses and non-conforming structures.
- Violations and enforcement sections compiled from multiple locations and consolidated here.

Chapter 2

Purpose: The purpose of Chapter 2 is to identify the Zone Districts established by the City of Woodand Park and describe the purpose of each district along with dimension standards applicable to each district.

Changes:

- General standards that were common to all zone districts previously appeared in each individual zone district. That information is now addressed in Section 2.05.
- Dimensional standards for each zone district are now in Table format rather than individual paragraphs.
- Several nonresidential zone districts included “Land use intensity ratios”. This was labeled incorrectly since the information in these sections limited the number of accessory buildings. The limit on the number of accessory buildings remains the same, but this information now appears in the dimension standards table for the respective zone district and is labeled as “Accessory Building Limits”.

- Lots for single-family dwellings referenced a land use intensity ratio section in Title 17 that has now been moved to Chapter 3 and titled Lot Coverage Standards.

Chapter 3

Purpose: The purpose of Chapter 3 is to provide development standards, performance standards, and design guidance for the development and redevelopment of property. The intent is to facilitate the creation and maintenance of safe, functional, and aesthetically pleasing development throughout the community.

Changes:

- Vision Clearance Standards – previously appeared in Fencing and Screening but had been applied to any obstruction on any corner. Now it is a distinct section.
- Exterior Lighting – documented what had been applied consistently: 3000 Kelvin or less and full cutoff fixtures were added requirements.
- Fences – added requirement for the finished side of the fence to face the street
- Outdoor storage –standards are now applied uniformly
- Parking requirements – relabeled uses to align with Chapter 4 use table and updated required parking ratios for the following uses:

Use Category	Original Requirement	Proposed Requirement	Change Summary
Health Club / Fitness Center	Not explicitly listed (typically fell under recreation or commercial at 1 per 200 sf)	1 per 250 sf	Reduced parking requirement
Medical Clinic	1 per 150 sf (option) or 2 per bed (whichever greater)	1 per 200 sf	Reduced parking requirement
Personal Services (general)	1 per 200 sf	1 per 150 sf	Increased parking requirement
Bar / Lounge / Nightclub (principal or accessory)	Typically grouped under eating/drinking uses at 1 per 100 sf or seats	1 per 100 sf	Clarified but no numerical change
Brewery / Distillery / Winery	Typically treated as eating/drinking or retail at 1 per 200 sf	1 per 200 sf	New use
Funeral Services – Crematory	Mortuary: 1 per 4 seats or 1 per 200 sf	1 per 200 sf	Seats option removed, sf retained
Manufactured Home Sales	Not separately listed (retail default 1 per 200 sf)	1 per 1,000 sf	Significant reduction in parking
Equipment Rental or Sales	1 per 200 sf	1 per 600 sf	Reduced parking requirement
Schools (K-12)	2 per classroom (elementary) / 5 per classroom (secondary)	2 per classroom (Pre-K–12)	Reduced parking for secondary schools
Recycling Facility	1 per 200 sf (floor/outside)	1 per 200 sf (floor only)	Outside area removed from calculation
Vehicle Fueling Station	1 per 200 sf + 2 spaces per pump	1 per 200 sf only	Reduced parking requirement

- Lot Coverage Standards – Previously titled “site density and open space”. Metrics are the same but this section now address maximum area of a lot allowed to be covered instead of requiring minimum area on the lot to remain open. Land use intensity ratio metrics that apply to residential zone districts was previously located in Title 17 has been relocated to this section.

Chapter 4

Purpose: The purpose of Chapter 4 is to provide regulations for how uses are allocated within each zone district, including use-specific design standards as applicable.

Changes:

- Use labels were updated, consolidated, and modified to reflect industry best practices.
- Cleaned up dwelling types.
- Retail uses were removed from the HSCLI zone
- A new use specific standards section added to capture standards peppered throughout the use table and definitions in the existing code.
- Group Home use was added to comply with State Law.
- Wireless Communication Facilities (WCFs) were relocated from Title 5 with updates required by new legislation.
- Accessory Dwelling Units – eliminated annual registration requirement.
- Removed the following obsolete uses:
    - Public parks and playground facilities
    - Garage, private residential
    - Telephone business office
    - Mixed use business
    - Professional/business/office/storage warehouse (covered by other storage and warehousing uses)
- Planning Commission revised some use allocations throughout (“P” vs “C”), as highlighted in Appendix A.
- PC (permitted conditionally) is now primarily P (permitted)
- A summary of changes to use terminology and “P” versus “C” allocation changes can be found in Appendix A.

Chapter 5

Purpose: As identified by the title, Chapter 5 pertains to subdivision standards and provides regulations specific to the physical design of subdivisions and the required infrastructure.

Changes:

- The distinction between subdivision types was clarified to include a maximum number of lots in a minor subdivision.
    - Major subdivision creates four or more pieces of land, or less than four pieces of land when public infrastructure must be constructed.
    - Minor subdivision creates less than four pieces of land and no public infrastructure must be constructed.
    - Exempt subdivisions include correction plats, boundary or lot line adjustments with no increase in the number of lots, and consolidation of contiguous lots.
- Extensive research was done to clarify the provisions that pertain to dedication of park land, payment in lieu of park land dedication, required park fees paid at the time the subdivision plat is recorded, and open space.
- Land use intensity ratio information remains the same but is now in Chapter 3 and included in the section titled Lot Coverage Standards.

Chapter 6

Purpose: The purpose of Chapter 6 is to provide regulations for the administration of the Unified Development Code, including identification of decision-making bodies and their associated roles as it pertains to this Code, details of review procedures that are common to all applications, and detailed procedures for each of the City's development application types.

Changes:

- This is a completely new chapter. Administration provisions had previously been dispersed throughout the current Titles. Application submittal requirements and review criteria were carried forward wherever possible. New review criteria were added when necessary.
- Identifies each decision-making authority and lists their respective powers and duties.
- Public hearing notice requirements were updated for consistency per Appendix B. Per Planning Commission recommendation, the length of notice requirements for posting a sign on the subject property and sending mailed notice to surrounding property owners was extended from 10 days to 20 days for most application types.
- Clarified and updated PUD process terminology per the following:

    - The existing PUD preliminary and final development plan terms were eliminated and replaced with the PUD Concept Plan and PUD General Development Plan.
    - A new PUD concept plan (sketch plan) was added for administrative review as an initial step in the process.
    - PUD General Development Plan is established concurrently with, and adopted by Ordinance, when the zoning is changed to PUD. At a minimum, the General Development Plan identifies uses (both Permitted and Conditional) and bulk requirements for land within the PUD.
    - Land within a PUD zone is still subject to subdivision regulations and additional permitting requirements such as Conditional Use Permits (CUPs) and Zoning Development Permits (ZDPs).
- Added specific language regarding how Parks and Recreation Advisory Board (PRAB) fits into the review process. They provide comment earlier in the process starting at Sketch Plan.
- Added section titled “subdivisions generally” to clarify subdivision types.
- Townhome and Condo plats now two distinct sections.
- Grading permits – added Type C and language clarification to more easily distinguish between permit types.
- Added language and established tiered process for extensions of prior approvals.
- Submittal requirements – updated to require all digital submittal and eliminate need for 25 blue-line copies.

Chapter 7

Purpose: The purpose of Chapter 7 is to provide definitions for certain words, phrases, and uses found throughout the Unified Development Code.

Changes:

- Added reference for use of other resources when term not located in this chapter.
- Definitions have been included for all uses consistent with Chapter 4 Use Standards.
- Many use terms were changed slightly to modernize terms in which case they have not been flagged as “removed in the list below. One example is “Supermarket” which carries the same intent but has been renamed to “Grocery Store, Large”.
- The following terms were deleted as they were obsolete for a variety of reasons as listed below:
    - Amusement, recreational and entertainment activities – obsolete due to use recategorization

    - Business unit - obsolete
    - Charitable recycling collection center - obsolete
    - Clustered dwellings or residences – obsolete due to clarification of clustered residential development
    - Energy dissipater – obsolete
    - Fuel, accessory retail sales
    - Health service clinic – obsolete
    - Health services - obsolete
    - Lodges and inns – obsolete due to use recategorization
    - Local government – obsolete
    - Noncharitable recycling collection center – obsolete due to use recategorization
    - Person conducting land-disturbing activity - obsolete
    - Phase of grading - obsolete
    - Private residential garage - obsolete due to use recategorization
    - Townhouse building – modernized with single-household attached
    - Townhouse tract – obsolete
    - Traditional/family restaurants - obsolete due to use recategorization
    - Two-family dwelling or residence – modernized with duplex
    - Unified business development - obsolete
    - Site Plan, Preliminary, and Final Plat – not terms as much as a process
- Added terms that are not in the code currently or where terminology changed to consolidate or modernize.
- Wireless Communication Facility (WCF) terms were relocated from Title 5.
- Terms that were added for clarification include:
    - Cemetery
    - Double frontage lot
    - Dwelling, Park Model
    - Dwelling, Single-Household Attached
    - Dwelling, Tiny House
    - Household
    - Household Living
    - Referral Agency
    - Sight Triangle
    - Spot Zoning
    - Vehicle
    - Vehicle, Passenger

Appendix A – Proposed Use Table Comparison to Existing Use Terms

Use Table Key:

P = Permitted Use.

C = Conditional Use. 6.06.090 – Conditional Use Permit.

S = Special Use.

T = Temporary Use.

G = PUD General Development Plan.

Blank cell = the use is not allowed in the respective zone district.

Proposed Use	Existing/Notes	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Accessory and Temporary Uses														
Accessory Use or Structure	No change	P	P	P	P	P	P	P	P	P	P	P	P	P
Home Occupation	Moved from Financial, Professional, and Business Service use category	P	P	P	P	P						P		P
Keeping of Chicken or Domestic Fowl	Chicken Coops	P	P											~~PC~~ G
Outdoor Vending	No change						~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T
Special Events	No change	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T	~~P~~T
Agricultural Uses														
Farming or Ranching	Added as a specific type of agricultural use											P		G
Greenhouse, Commercial or Plant Nursery	No change						C	C	P	C	~~C~~P	P		~~PC~~ G
Stable, Commercial	Separated Private and Public Stables	~~PC~~	~~PC~~									~~PC~~ P		G
Stable, Private		~~PC~~ P	~~PC~~ P									~~PC~~ P		G
Amusement and Recreation Uses														
Arts and Culture Facility	Art shows and special events of community interest, etc.						P	P	P	P	~~P~~	~~P~~	P	~~PC~~ G
Golf Course and Clubhouse	No change												P	~~PC~~ G
Health Club or Fitness Center	No change						P	P	P	P			P	~~PC~~ G
Recreational Entertainment, Indoor	Amusement, recreational, and entertainment activities carried on within a permanently enclosed building, etc.						C	C	P	C			P	~~PC~~ G

Proposed Use	Existing/Notes	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Recreational Entertainment, Outdoor	Combined "golf or baseball driving range, miniature golf course and par-3 golf course" and "recreation grounds, tennis courts"	Recreation grounds, tennis courts, etc., were listed as "P" in residential zone districts but are not appropriate as a commercial use so therefore removed					C	~~C~~ P	P	C	P	P	P	~~PC~~ G
Animal Care Uses														
Kennel, Commercial	Commercial dog kennel								C			C		~~PC~~ G
Kennel, Private	Private dog kennel	C	C									C		G
Pet Shop or Grooming	No change						P	P	P	P				~~PC~~ G
Veterinary Facility	Veterinary clinic with all activities conducted within an enclosed building, etc.						P	P	P	P		C		~~PC~~ G
Automotive Uses														
Car Wash (passenger)	Automobile was service,						C	C	P	C				~~PC~~ G
Truck and Utility Vehicle Rental	Truck and trailer rental as an accessory use to an automobile service station							C	P	~~C~~	P			~~PC~~ G
Vehicle Body, Paint, and Collision Repair	Repair of motor vehicles, farm machinery, and heavy equipment including paint spraying and body repair – Separated into two distinct uses										C			G
Vehicle Fueling Station	Gasoline service station, standards moved to section 4.04							C	P	C				~~PC~~ G
Vehicle Rental and Sales (passenger)	Combined "sales of new or used automobiles" and "automobile rental"						C	C	P	C				~~PC~~ G
Vehicle Repair and Service, Heavy	Heavy repair services								C		~~P~~C			G
Vehicle Repair and Service, Light	Automotive and vehicle repair and maintenance shops, etc.							C	C	C	P			~~PC~~ G
Communication Uses														
Radio or Television Broadcasting Station	No change						C	C	C	C	C			~~PC~~ G
WCF, Base Station	Relocated from Title 5.24	P	P	P	P	P	P	P	P	P	P	P	P	P

Proposed Use	Existing/Notes	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
WCF, Alternative Tower Structure on Private Property	Relocated from Title 5.24	P	P	P	P	P	P	P	P	P	P	P	P	P
WCF, Alternative Tower Structure within Right-of-Way	Relocated from Title 5.24	P	P	P	P	P	P	P	P	P	P	P	P	P
WCF, Towers	Relocated from Title 5.24. "S" allocation added per Chapter 18.62 – Special Uses	S	S	S	S	S	S	S	S	S	S	S	S	S
Financial Professional and Business Service Uses														
Business Service	Professional, administrative and business office						P	P	P	P	P			~~PC~~ G
Financial Institution	Banks, brokerage companies, mortgage companies, credit bureaus, and other financial services						P	P	P	P				~~PC~~ G
Office	Combines existing lists of office type uses into a single use						P	P	P	P				~~PC~~ G
Health Service Uses														
Ambulance Service Business	No change							C	P	P			C	G
Care Facility	Nursing home, convalescent home, rest home, and home for the aged			C	C		C	C	C	C				~~PC~~ G
Hospital	No change						~~C~~	~~C~~	~~P~~S	~~P~~S			~~C~~S	~~PC~~ G
Medical Clinic	Health service clinics including pharmacy as an accessory use						P	P	P	P				~~PC~~ G
Medical, Dental, or Optical Laboratories, and Fabrication	No change						C	C	P	C	P			~~PC~~ G
Pharmacy	No change						P	P	P	P				~~PC~~ G

Proposed Use	Existing/Notes	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Industrial Uses														
Contractor and Construction Services with Outdoor Storage	Building, well drilling, landscaping, electrical, and plumbing contractors with all outside storage of goods, materials, and equipment screened from public view, etc.							C	C		P			~~PC~~ G
Contractor and Construction Services without Outdoor Storage	Contractor's offices with no outside storage of goods, materials, or equipment						P	P	P	P				~~PC~~ G
Equipment Rental or Sales	Sales of heavy equipment and vehicles such as farm equipment, etc.								C		P			G
Equipment Repair or Service	Light repair services conducted in a wholly enclosed building, etc.						C	C	C	C	C			~~PC~~ G
Junkyard	New use													
Manufacturing and Industry, Light	No change								C		P			~~PC~~ G
Manufacturing and Industry, Heavy	New use to clarify existing manufacturing and industrial standards								C		C			G
Mineral Extraction	Added to table from Chapter 18.62 – Special Uses													
Recycling Facility	Added to table from Chapter 18.62 – Special Uses						C	C	C	C	C	C	C	G
Solid Waste Facility	Added to table from Chapter 18.62 – Special Uses													
Transfer Station	Added to table from Chapter 18.62 – Special Uses													
Water Intensive Industrial Use	New use													
Institutional, Public, and Semipublic Uses														
Cemetery	No change, standards moved to section 4.04											~~C~~ S	~~P~~ S	~~PC~~ G
Child Care Center	No change						P	P	P	C	P		P	~~PC~~ G
Child Care, Family Home	No change	P	P	P	P	P	P	P	P	P		P	P	P
Civic Space	Added to table from Chapter 18.62 – Special Uses	S	S	S	S	S	S	S	S	S	S	S	S	G

Proposed Use	Existing/Notes	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Cultural Facility	Libraries, art gallery, museum, community center, legitimate theater, performing arts center, and other similar cultural uses						P	P	P	P			P	~~PC~~ G
Essential Services and Utilities	No change. "S" allocation added per Chapter 18.62 – Special Uses	S	S	S	S	S	S	S	S	S	S	S	S	G
Government Administration Use	No change. "S" allocation added per Chapter 18.62 – Special Uses	S	S	S	S	S	S	S	S	S	S		S	G
Government Operations Use	No change. "S" allocation added per Chapter 18.62 – Special Uses	S	S	S	S	S	S	S	S	S	S		S	G
Private Club or Lodge	Lodges, fraternal, and social organizations, etc., standards moved to section 4.04							C	P	C				~~PC~~ G
Religious Land Use	Churches, synagogues and other places of worship	C	C	C	C	C	C	C	C	C	C	C	C	~~PC~~ G
School, Pre-K through 12	Private and parochial elementary and secondary schools. "S" allocation added per Chapter 18.62 – Special Uses	S	S	S	S	S	S	S	S	S	S	S	S	~~PC~~ G
School, Technical or Vocational	Trade or vocational schools. "S" allocation added per Chapter 18.62 – Special Uses	S	S	S	S	S	S	S	S	S		S	S	~~PC~~ G
School, University or College	New use. "S" allocation added per Chapter 18.62 – Special Uses	S	S	S	S	S	S	S	S	S	S	S	S	G
Public Utility Provider Facilities	Transmission substations, distribution stations, pump stations, etc.	S	S	S	S	S	S	S	S	S	S	S	S	~~PC~~ G
Lodging Uses														
Bed and Breakfast	No change, standards moved to section 4.04						C	C	P	P				~~PC~~ G
Campground	Moved from Amusement and Recreation Uses and separated from RV Parks							C	C					~~PC~~ G
Hotel or Motel	No change							C	P	P				~~PC~~ G

Proposed Use	Existing/Notes	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Recreational Vehicle Park	Moved from Amusement and Recreation Uses and separated from Campgrounds							C	C					~~PC~~ G
Short-Term Rental Unit, Non-Primary Residence	No change						P	P	P	P				
Short-Term Rental Unit, Primary Residence	No change	P	P				P	P	P	P		P		P
Marijuana and Natural Medicine Uses														
Marijuana Cultivation Facility	No change													
Marijuana Center, Medical	No change													
Marijuana, Membership Club	No change													
Marijuana Product Manufacturing Facilities	No change													
Marijuana, Retail Stores	No change													
Marijuana Testing Facility	No change													
Natural Medicine Healing Centers	No change						P	P	P					
Natural Medicine Businesses Other Than Natural Medicine Healing Centers	No change							C	C		P			
Parking, Transit, and Transportation Uses														
Airport, Heliport, or Helistop	Added to table from Chapter 18.62 – Special Uses							S	S	S	S	S	S	G
Parking Facilities, Commercial	Public, private, and/or commercial of-street parking lots							C	C	C	C		C	~~PC~~ G
Transit Facilities	Stations and terminals for bus passenger service				C	C			C	C				~~PC~~ G
Transportation Dispatching Station	Taxi stands and dispatching stations				C	C			P	C	P			~~PC~~ G

Proposed Use	Existing/Notes	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Personal and Consumer Service Uses														
Adult Oriented Businesses	Sexually oriented business								P		P			
Bar, Lounge, or Nightclub as Principal Use	No change						C	~~P~~ C	P	P				~~PC~~ G
Bar, Lounge, as Accessory Use	Bars and lounges incidental to the operation of a hotel, motel, suite, lodge, inn and/or restaurant						C	C	P	P				~~PC~~ G
Brewery, Distillery, or Limited Winery	New use to capture existing facilities						C	P	P	P	C			G
Funeral Services Facility	No change						~~P~~ C	P	P	P				~~PC~~ G
Personal Services	Combined barber shops, shoe repair, interior decorator, repairs to small appliances, etc.						P	P	P	P				~~PC~~ G
Restaurant, with Drive-Thru Food Service	Fast food restaurants and other food serving establishments with drive-in food service							C	P	P				~~PC~~ G
Restaurant, without Drive-Thru Food Service	Traditional/family restaurants selling food and drink for immediate consumption on the premises and excluding all types of drive-in food service						C	P	P	P				~~PC~~ G
Residential Dwelling Uses														
Accessory Dwelling Unit	No change	~~PC~~ P	~~PC~~ P				~~PC~~ P	~~PC~~ P		~~PC~~ P				G
Clustered Residential Development	No change	~~PC~~ C	~~PC~~ C											G
Dwelling, Duplex	One or two dwelling units per existing platted lot within a single structure in a commercial zone of NC, CC, and CBD. Allowed as "C" per two-family dwelling unit designation			C	C		~~PC~~ P	~~PC~~ P		~~PC~~ P				G
Dwelling, Mobile Home	Separated "manufactured (HUD) homes and mobile homes (pre-1976)"					P								G
Dwelling, Manufactured Home (HUD)						P								G

Proposed Use	Existing/Notes	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Dwelling, Multi-Household Attached	Combines "multi-family dwelling units (3+units)" and "apartment buildings on a single lot"			C	C		C	C	C	C				G
Dwelling, Single-Household Attached	Two-family dwelling units subject to chapter 17.32 Condominiums and Townhouses			C	C		C	C	C	C				G
Dwelling, Single-Household Detached	One single-family dwelling unit on a single platted lot. "P" allocations added in commercial zones per 18.09.090 N.6.	P	P			P	~~PC~~ P	~~PC~~ P		~~PC~~ P		P		G
Group Home	Residence care homes – moved from Health Services use category	C	C	C	C	C								G
Retail Sales Uses														
Agricultural and Gardening Sales	Farm, ranch, lawn, and garden supplies							C	C	C	P	C		~~PC~~ G
Convenience Store	Minimart							C	P	C				~~PC~~ G
Grocery Store, Small-Scale	Grocery stores requiring less than two acres, etc.						C	P	P	P				~~PC~~ G
Grocery Store, Large-Scale	Supermarket								P					~~PC~~ G
Liquor Store, with Drive-Thru Service	New use							C	P	P				G
Liquor Store, without Drive-Thru Service	New use						P	P	P	P				G
Manufactured Home Sales	Moved from automotive uses category. Renamed from "mobile home sales"								C					
Retailer, Large	Combined several existing uses								C	C				~~PC~~ G
Retailer, Small	Combined several existing uses						P	P	P	P				G
Wholesale Trade, Distribution, Warehousing, and Storage Uses														
Mini-Storage or Self-Storage	Self-storage warehouses							C	C		~~PC~~ P			~~PC~~ G
Warehousing and Distribution	Commercial warehousing and storage							C	C	C	C			~~PC~~ G
Wholesale Trade and Distribution Establishment	No change						C	C	C	C	P			~~PC~~ G

Appendix B – Public Notification Table Changes

Application Type	Publication	Sign Posting	Adjacent Property Owner Letter
	(All listed as calendar days prior to public hearing unless otherwise noted)		
Preliminary Plat	~~7~~ 10	~~10~~ 20	~~10~~ 20
Final Plat	~~7~~ 10	~~10~~ 20	~~10~~ 20
Condominium Plat (notice shall be given prior to administrative decision)	NA	~~15~~ 20	~~7~~ 20
Townhome Plat	NA	~~15~~ 20	~~7~~ 20
~~PUD Preliminary Development Plan~~ PUD General Development Plan	10	~~10~~ 20	~~10~~ 20
Conditional Use Permit	10	~~10~~ 20	~~10~~ 20
Floodplain Permit (Title 20)	7	~~10~~ 20	~~10~~ 20
Historic Landmark Designation (Title 2)	7	NA	15
Special Use Permit	10	~~10~~ 20	~~10~~ 20
Vacation of ROW (12.08.080)	7	10	10
Vacation of Easements (processed as Vacation of ROW)	~~7~~ 10	~~10~~ 20	~~10~~ 20
UDC Text Amendment	15	20	NA
Zone District Change (Charter 15.7.B.1)	10	~~10~~ 20	~~10~~ 20
Appeal (BOA)	~~7~~ 10	~~10~~ 20	~~10~~ 20
Variance (BOA)	~~7~~ 10	~~10~~ 20	~~10~~ 20
Exemption Plat (administrative)	NA	20	20
Temporary Use Permit	NA	~~10~~ 20	NA

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1521
(Series of 2026)

AN ORDINANCE OF THE CITY OF WOODLAND PARK REPEALING AND REPLACING TITLE 16, TITLE 17, AND TITLE 18 OF THE WOODLAND PARK MUNICIPAL CODE, REPEALING SECTION 5.24, AND ADOPTING A NEW UNIFIED DEVELOPMENT CODE

WHEREAS, the City of Woodland Park, Colorado (the "City") has been duly organized and is validly existing as a Home Rule City under the Colorado Constitution and the Home Rule Charter of the City; and

WHEREAS, the City Council has authority to regulate land use, subdivision, and development within the City, and to adopt and amend provisions of the Woodland Park Municipal Code; and

WHEREAS, the City has undertaken a comprehensive update to its land use and development regulations to improve clarity, consistency, administration, and alignment with current community goals and applicable law; and

WHEREAS, the City has prepared a Unified Development Code (the "UDC") intended to consolidate and modernize the City's zoning, subdivision, and development standards and procedures into one integrated code; and

WHEREAS, the UDC is intended to replace the regulations currently codified in Title 16, Title 17, and Title 18 of the Woodland Park Municipal Code, and to replace the City's regulations for wireless communication facilities currently codified in Section 5.24 of the Woodland Park Municipal Code; and

WHEREAS, the City Council finds that adopting the UDC as new Title 18 of the Woodland Park Municipal Code will make the City's development regulations easier to locate, use, administer, and enforce; and

WHEREAS, the City Council conducted review of the proposed UDC through a public process, including Planning Commission consideration and public hearings, and has held a public hearing on this ordinance in accordance with applicable requirements; and

WHEREAS, the City Council finds and determines that adoption of the UDC, and repeal and replacement of the prior provisions identified above, is in the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO, AS FOLLOWS:

Section 1. The City Council incorporates the foregoing recitals as conclusions, facts, determinations, and findings by the City Council.

Section 2. *Repeal of Title 16, Title 17, Title 18, and Section 5.24.* The following provisions are repealed in their entirety:

1. Title 16 (Mobile Homes).

2. Title 17 (Subdivisions).

3. Title 18 (Zoning).

4. Section 5.24 (Wireless Communication Facilities) of Title 5.

Section 3. *Adoption by reference of Unified Development Code as new Title 18.* The City Council hereby adopts, by reference, the Unified Development Code for the City of Woodland Park, Colorado (the "UDC") as Title 18 of the Woodland Park Municipal Code, comprised of the following seven chapters, each attached to this ordinance and incorporated by reference as a separate exhibit:

1. Exhibit A-1: Unified Development Code, Chapter 1 (General Provisions)

2. Exhibit A-2: Unified Development Code, Chapter 2 (Zone District Standards)

3. Exhibit A-3: Unified Development Code, Chapter 3 (Development Standards)

4. Exhibit A-4: Unified Development Code, Chapter 4 (Use Standards)

5. Exhibit A-5: Unified Development Code, Chapter 5 (Subdivision Standards)

6. Exhibit A-6: Unified Development Code, Chapter 6 (Administration)

7. Exhibit A-7: Unified Development Code, Chapter 7 (Definitions)

Section 4. *Conforming amendments to short-term rental licensing code.* Amend the code as follows:

1. Amendment to Section 5.22.030(b)(3). Section 5.22.030(b)(3) of the Woodland Park Municipal Code is hereby amended by deleting the reference to "Section 18.09.090" and substituting in its place "Section 4.03

(Use Table, Table 4.03-1)" and by deleting the reference to "Section 18.78.050" and substituting in its place "Section 4.05.34".

2. Amendment to Section 5.22.030(c)(6). Section 5.22.030(c)(6) of the Woodland Park Municipal Code is amended by deleting the reference to "Section 18.09.090" and substituting in its place "Section 4.03 (Use Table, Table 4.03-1)" and by deleting the reference to "Section 18.78.050" and substituting in its place "Section 4.05.34".

Section 5. *Severability*. The provisions of this ordinance are severable and the invalidity of any section, phrase, clause, or portion of the ordinance as determined by a court of competent jurisdiction shall not affect the validity or effectiveness of the remainder of the ordinance.

Section 6. *Effective Date*. This ordinance shall be in full force and effect on March 23, 2026, following its final passage and publication as required by law.

Section 6. *Codification.* In coordination with City of Woodland Park staff, the codifier of the City's Municipal Code, Municipal Code Corporation, is hereby authorized to make such numerical and formatting changes as may be necessary to incorporate the provisions of this Ordinance within the Woodland Park Municipal Code.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2026.

City of Woodland Park

_____

Kellie Case, Mayor

ATTEST:

_____

City Clerk, Monica Mendoza

Exhibit A-1:

Exhibit A-2:

Exhibit A-3:

Exhibit A-4:

Exhibit A-5:

Exhibit A-6:

Exhibit A-7:

Ordinance 1521, Series 2026

Exhibit A-1

Unified Development Code, Chapter 1 (General Provisions)

Chapter 1: General Provisions

Table of Contents:

1.01 Title and Effective Date
1.02 Purpose
1.03 Unified Development Code Structure
1.04 Authority
1.05 Compliance
1.06 Applicability
1.07 Relationship to Other Ordinances
1.08 Interpretation of Conflicting Provisions
1.09 Transition from Prior Regulations
1.10 Nonconformities
1.11 Violations and Enforcement
1.12 Penalties

1.01 Title and Effective Date

A. These regulations shall be known and may be cited as the "Unified Development Code of the City of Woodland Park." They may be referred to throughout this document as the "Unified Development Code" or as the "UDC."
B. This Unified Development Code shall become effective on the date of adoption by City Council, [INSERT DATE WHEN ADOPTED].

1.02 Purpose

The Unified Development Code is designed and enacted to implement the mission of the adopted City of Woodland Park Comprehensive Plan to protect, promote, and enhance the general well-being of the mountain community of Woodland Park through an unwavering commitment to excellence that strengthens public trust and is designed:

A. To protect and provide for the public health, safety, and general welfare of the City;
B. To establish a variety of zone district classifications according to the use of land and buildings with varying intensities of uses and standards;
C. To establish standards for adequate light, air, privacy, fire safety, flood, and other dangers:

PROPOSED

D. To prevent overcrowding of the land, undue congestion of population and traffic, poor quality development, waste and inefficiency in land use, and uses or development that might be detrimental to the stability and livability of the City;
E. To protect and conserve the value of land throughout the City and the value of buildings and improvements upon the land;
F. To regulate the location, use, and appearance of buildings, structures and land for residence, business, trade, industry, or other purposes;
G. To regulate the size of buildings and structures including their distance from any street, highway, property line, or adjacent building or structure, the percentage of each lot that may be occupied by buildings and structures, and size and quality of yards, courts, landscaped areas, and other open spaces;
H. To promote good design and arrangement of buildings through quality site planning, architecture, and landscaping including circulation within and transportation to the site:
I. To encourage the redevelopment, infill, and renewal of developed spaces in a manner that protects the City's existing development context;
J. To ensure adequate provision of transportation by facilitating the most beneficial relationship between the uses of land and building and the circulation of traffic throughout the City including pedestrian and bicycle (non-motorized) traffic movements appropriate to the various uses of land and buildings;
K. To establish reasonable standards of design and procedures for all development, to further the orderly layout and use of the land;
L. To ensure that public facilities are available and will have sufficient capacity to serve the proposed development, including the provision for open spaces, trails, and trail connections through the most efficient design and layout of the land; and
M. To prevent the pollution of air, streams, and ponds, assure the adequacy of drainage facilities, safeguard the water table, and to encourage the wise use and management of natural resources throughout the City to preserve the integrity, stability and beauty of the community.

1.03 Unified Development Code Structure

A. This UDC is divided into seven chapters that each address a single, general topic to avoid repetition where possible. Each chapter is designed to work with the others in an integrated manner, organized into sections, and subsections with a consistent numbering and

PROPOSED

formatting convention used throughout to help orient the user to the organization of information. Below is a list of Chapters and their associated titles:

Chapter 1 – General Provisions
Chapter 2 – Zone District Standards
Chapter 3 – Development Standards
Chapter 4 – Use Standards
Chapter 5 – Subdivision Standards
Chapter 6 – Administration
Chapter 7 – Definitions

B. Each section number shall consist of three (3) component parts separated by a period. The first figure shall refer to the Chapter number, the second figure shall refer to the Section number, and the third figure shall refer to the Subsection number. Subsequent figures refer to clauses within the Subsection. The following further illustrates this organization:
   1. Chapter 1
   2. Section 1.01
   3. Subsection 1.01.01
   4. Clause 1.01.01.A

1.04 Authority

The City Council of Woodland Park has the authority to adopt this UDC pursuant to the Colorado Constitution; Title 31, Article 2 of the Colorado Revised Statutes, the Home Rule Charter of Woodland Park, Colorado, and such other authorities and provisions as are established in the statutory and common law of the State of Colorado.

1.05 Compliance

A. Any building or structure proposed to be erected, converted, enlarged, reconstructed, or altered, or any land use proposed to be changed, shall be in accordance with all applicable regulations established by this UDC.
B. Any lot of record that did not exist on the effective date of this UDC shall only be created, by subdivision or otherwise, in conformance with the applicable requirements of this UDC.
C. All proposed uses of land to be authorized by permit or approval shall conform to this UDC, regulations created under this UDC, and the terms and conditions of other applicable permits and approvals issued under this UDC. A permit or approval issued in violation of this UDC is void.

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D. Prior to any building being erected on any lot or a building permit being issued for a building, the owner must establish, to the approval and acceptance of the City, that connection and availability of water exists as evidenced by 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 intended uses and structures of such lot(s).

1.06 Applicability

A. The provisions of this UDC are the minimum requirements adopted for the promotion of the public health, safety, and welfare. These regulations are applicable to all land, buildings, structures, and uses located within the following described areas:
   1. All land located within the corporate limits of the City of Woodland Park;
   2. All land located within three miles of the corporate limits of the City of Woodland Park and not located in any other municipality for the purposes of control with reference to the street element of the comprehensive plan of the City;
   3. Land in process of annexation.

1.07 Relationship to Other Ordinances

The standards of this UDC are in addition to all other standards, guidelines, policies, and Municipal Code requirements otherwise applicable to land use and development.

1.08 Interpretation and Conflicting Provisions

In the interpretation and application of the provisions of these regulations, the following provisions shall govern:

A. In their interpretation and application, the provisions of these regulations shall be regarded as the minimum requirement for the protection of public health, safety, comfort, convenience, prosperity, and welfare.
B. Whenever the requirements of these regulations conflict with any other municipally adopted rules, regulations, building codes, fire codes or ordinances, the more restrictive or those imposing the higher standards shall govern.
C. These regulations are not intended to replace any permits, easements, or covenants issued before the effective date of these regulations.
D. No plat of any subdivision within the application of these regulations shall be filed or recorded or have any validity until such plat has been prepared, approved, and acknowledged in the manner prescribed by these regulations.

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E. Should any chapter, section, clause, or provisions of this UDC be declared by the court to be invalid, the same shall not affect the validity of the UDC as a whole or any part thereof, other than the part so declared to be invalid.

F. For the purposes of this UDC and when not inconsistent with the context:
   1. The particular controls the general.
   2. The words "shall" and “must” are always mandatory and not directory. The word "may" is permissive.
   3. Words used in the present tense include the future, unless the context clearly indicates the contrary.
   4. Words used in the singular number include the plural, and words used in the plural number include the singular, unless the context clearly indicates the contrary.
   5. When a specific position is referred to, such as Planning Director, it is intended to mean that position or assigned designee.

1.09 Transition from Prior Regulations

1.09.01. Applications Commenced or Approved Under Previous Ordinances

A development application submitted prior to the effective date of this UDC, shall be governed only by the laws and regulations in effect at the time the complete application is submitted, including the approval, conditional approval, or denial of said application.

1.09.02. Violations From Previous Ordinances

Any violation of the previous Titles 16, 17, and 18 prior to the effective date of this UDC, shall continue to be a violation under this UDC and shall be subject to the penalties and enforcement in Section 1.11 – Violations and Enforcement of This UDC and Section 1.12 - Penalties of Violating This UDC. Payment shall be required for any civil penalty assessed under the previous code, even if the original violation is no longer considered a violation under this UDC.

1.09.03. Uses, Structures, and Lots Rendered Nonconforming

A. When a building, structure, or lot is used for a purpose that was a lawful use before the effective date of this UDC, and this UDC no longer classifies such use as an allowed use in the zone district in which it is located, such use shall be considered nonconforming and shall be controlled by Section 1.10 – Nonconforming Structures and Nonconforming Uses.

B. Where any building, structure, or lot that legally existed on the effective date of this UDC does not meet all standards set forth in this UDC, such building, structure, or lot shall be

PROPOSED

considered nonconforming and shall be controlled by Section 1.10 –Nonconforming Structures and Nonconforming Uses.

1.10 Nonconforming Structures and Nonconforming Uses

1.10.01. Continuation and Exceptions

A. Any nonconforming structure or nonconforming use may be continued in conformance with this Section 1.10 – Nonconforming Structures and Nonconforming Uses. This applies to uses in districts hereafter changed.

B. Any nonconforming structure remains vacant or nonconforming use that ceases operation for a period of one (1) year or more shall lose its legal nonconforming status and shall be brought into conformance with the applicable provisions of this UDC.

C. The continuation of nonconforming structures or nonconforming uses shall not apply to:
   1. Obsolete and deteriorated signs of all types;
   2. Obsolete or deteriorated fencing;
   3. Obsolete and abandoned structures;
   4. Obsolete, inoperative, dismantled or partially dismantled machinery, vehicles or implements that are parked, stored, or located in or on any street, right-of-way, easement, or setback.

1.10.02. Extension and Removal of Nonconforming Buildings

A. Any building that does not conform with the provisions of this UDC following the effective date, may be continued in conformance with this section provided no structural alterations, except those required by law or ordinance, are made therein. If such nonconforming building is removed, the future use of the land shall be brought into conformance with the provisions of this UDC.

B. An extension to a nonconforming building may be permitted by the City Manager or Planning Director to comply with the provisions of the Americans with Disabilities Act (ADA or Act), provided that it is demonstrated that the only way to comply with the Act would be through an extension which increases the structure's nonconformity, and that the extension is the minimum necessary to comply with the Act.

1.10.03. Restoration of Nonconforming Uses

Nothing in this section shall be deemed to prevent the restoration or use of a building destroyed to the extent of not more than sixty-five (65) percent of its market value by casualty.

PROPOSED

1.11 Violations and Enforcement

1.11.01. Violation

A. It is unlawful to violate any of the provisions of this UDC or to erect, construct, reconstruct, alter, maintain, or use any building or structure or to use any land in violation of any provision of this Chapter. Any person, firm, co-partnership, association, or corporation, as owner, lessee, occupant, or otherwise, who violates or fails to comply with any provision of this UDC shall be punished pursuant to Section 1.12 – Penalties. All remedies provided for in this UDC or this Municipal Code are cumulative, and are not exclusive and shall be in addition to any other remedies provided by law.

B. Complaint of Violation. Whenever a violation of the UDC occurs, or is alleged to have occurred, any person may file a written complaint. The complaint, stating fully the causes and basis thereof, shall be filed with the Planning Director who shall properly record the complaint, investigate it as soon as practicable, and take action on it as provided by this UDC. The foregoing shall not preclude the City from independent enforcement of this UDC.

C. Continuing Violations.
   1. Each day that a violation is committed or permitted to exist or to continue shall constitute a separate offense.
   2. The sale of each and every lot sold in violation of this UDC shall be considered a separate offense.

1.11.02. Enforcement

The Planning Director shall be charged with the responsibility of enforcing the provisions of this UDC, including reviewing complaints and performing such other tasks necessary to ensure compliance with the provisions of this UDC. In the event there is a violation of this UDC, the Planning Director shall issue a written order by mail to the violator, lessee, occupant, or property owner indicating the nature of the violation, detailing the required remedy, and assessing the penalty should the violation not be remedied.

1.11.03. Termination of Violation by City

In the event that there is any violation of this UDC which, in the opinion of the Planning Director or the legally constituted officials of the City, jeopardizes the health, safety, or welfare of the people, the officials shall restrict, terminate, or otherwise prevent such violation from continuing and shall levy such costs incurred in this action against the violator, occupant, lessee, or property owner.

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1.11.04. Approval Required for Recordation

No plat of any subdivision within the application of this UDC shall be entitled to be filed or recorded in the office of the Clerk and Recorder or have any validity until such plat has been prepared, approved, and acknowledged in the manner prescribed by this UDC.

1.11.05. Sale of Unapproved Land Prohibited

It is unlawful to sell, trade, or otherwise convey any lot or parcel of land as a part of or in conformity with any plat, or replat of any subdivision within the area subject to application of this UDC unless said plat, or replat has been approved as prescribed by this UDC and filed and recorded in the office of the Clerk and Recorder.

1.12 Penalties

1.12.01. General Penalty

Any person, firm, co-partnership, association, or corporation, as owner, lessee, occupant, or otherwise who violates, disobeys, omits, neglects, or refuses or fails to comply with or who resists the enforcement of any of the provisions of this UDC shall be punished by a fine of not more than two thousand six hundred and fifty dollars ($2,650), for each offense. Additional penalties may be assessed as set forth in Section 1.12 – Penalties and Chapter 1.12 – General Penalty of the Woodland Park Municipal Code, and pursuant to the fine schedule adopted by resolution of the City Council, as amended from time to time.

1.12.02. Penalties For Violations of Sign Regulations

A. Violations of Section 3.09 – Signs, are punishable by fine only and not punishable by imprisonment and are deemed decriminalized.
B. Upon determination by the Planning Director that a violation exists, a phone call or personal visit from the Planning Director to the violator will be made and a written notice of noncompliance will be mailed or hand-delivered. If after a reasonable period of time a resolution cannot be reached and/or the violation continues, a written notice of violation and assessment of fine detailing the violation and the consequences of noncompliance with Section 3.09 – Signs, will be mailed to the owner and lessee of the sign at the last address shown in the Teller County Assessor's real property records and the City's business license records for the address at which the sign is located. If thereafter the violation continues, the violator may be subject to the following administrative fines in addition to any other fines imposed pursuant to this Section.

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1. A fine of up to one hundred (100) dollars for each violation on the eighth (8) calendar day following the date of mailing the written notice of violation on which the violation(s) continue(s);
2. A fine of up to two hundred (200) dollars for each violation on the ninth (9) calendar day following the date of mailing the written notice of violation on which the violation(s) continue(s);
3. A fine of up to three (300) hundred dollars for each violation on the tenth (10) calendar day and any subsequent twenty-four (24) hour period following the date of mailing the written notice of violation on which the violation(s) continue(s);
4. Nothing herein is intended as nor shall it be construed as a limitation on the City's power to enforce the provisions of Section 3.09 – Signs, in the municipal court or through any other means of enforcement. In the event that any fine remains unpaid for a period of fourteen days from the date of the written notice of violation and assessment of fine sent to the owner and lessee at the last address shown in the Teller County Assessor's real property records and the City's business license records for the address at which the sign is located, the City Clerk may certify the delinquent payment to the Teller County Treasurer to be placed upon the tax list for the current year and to be collected in the same manner as taxes, plus a charge thereon to defray the costs of collection or the municipal court may order payment of such fines in addition to any other fines imposed pursuant to this section. The City shall be entitled to recover all costs and expenses including reasonable attorney fees incurred in enforcement, prosecution and/or litigation of any person found to have violated any requirement of Section 3.09 – Signs, and
5. Should a similar violation occur subsequently while the sign is under the same ownership or management, the notice of noncompliance need not be preceded by a phone call or personal visit.
6. As an additional remedy, the continued use of any sign or failure to maintain any sign in violation of any provision of Section 3.09 – Signs, and which causes discomfort or annoyance to reasonable persons or normal sensitiveness or which endangers the comfort, repose, health or peace of motorists or adjacent residents, shall be deemed, and is declared to be, a public nuisance and may be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction.

PROPOSED

Ordinance 1521, Series 2026

Exhibit A-2

Unified Development Code, Chapter 2 (Zone District Standards)

Chapter 2: Zone District Standards

Table of Contents:

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2.01 Purpose

This Chapter identifies the Zone Districts established by the City of Woodland Park and describes the purpose of each district along with dimensional standards applicable to each district.

2.02 Applicability

The provisions of this Chapter apply to all land within the corporate limits of the City.

2.03 Zone Districts Established

The entire City is divided into zone districts with overlay districts hereby established as follows:

Table 2.03-1

Zone District	Reference Section
Residential Zone Districts	
Suburban Residential - ***SR***	Subsection 2.06.01
Urban Residential - ***UR***	Subsection 2.06.02
Multiple Dwelling Suburban Residential - ***MDS***	Subsection 2.06.03
Multiple Dwelling Urban Residential - ***MDU***	Subsection 2.06.04
Manufactured Home Park - ***MHP***	Subsection 2.06.05

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Zone District	Reference Section
Nonresidential Zone Districts	**Section 2.07**
Neighborhood Commercial - ***NC***	Subsection 2.07.01
Community Commercial - ***CC***	Subsection 2.07.02
Service Commercial - ***SC***	Subsection 2.07.03
Central Business - ***CBD***	Subsection 2.07.04
Heavy Service Commercial / Light Industrial - ***HSCLI***	Subsection 2.07.05
Miscellaneous Zone Districts	**Section 2.08**
Agriculture - ***AG***	Subsection 2.08.01
Public / Semi-Public Land – ***P/SPL***	Subsection 2.08.02
Planned Unit Development - ***PUD***	Subsection 2.08.03
Overlay Districts	**Section 2.09**
Woodland Station Overlay District	Subsection 2.09.01
Electronic Message Display Overlay District	Subsection 2.09.02
Special Downtown Area Overlay District	Subsection 2.09.03

2.04 Official Zoning Map

2.04.01. Zoning Map Incorporated

A. The Official Zoning Map of the City of Woodland Park is incorporated into this Unified Development Code. The location and boundaries of the zone districts and overlay zone districts established by this UDC are shown on said map.

B. The Official Zoning Map shall be maintained by the Planning Director and shall be available to the public at City Hall.

2.04.02. Zone District Boundary Determination

A. Where uncertainty exists as to zone district boundaries, the following rules shall apply:

1. Where districts are bounded approximately by street or alley lines, the centerline of streets or alleys shall be construed to be the boundaries.
2. Where districts are bounded approximately by lot lines, the lot lines shall be construed to be the boundaries.
3. Where districts are bounded approximately by neither streets, alleys, or lots, boundaries shall be determined by the use of the scale contained on said map.
4. Whenever any street, alley, or other public way is officially vacated, the zone district on either side shall be automatically extended to the centerline of the vacation.

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5. Any change in dimensional standards in this Chapter or development standards in Chapter 3 shall not change any existing district boundaries.

2.05 General Standards Applicable to all Zone Districts

A. All districts, buildings, structures, and land may be used for any of the purposes allowed in Chapter 4 – Use Standards.

B. All development of a site is subject to the standards found in Chapter 3 – Development Standards.

2.06 Residential Zone Districts

2.06.01. Suburban Residential (SR) District

A. Purpose

1. This zone district provides for detached single-household dwellings at a low density. These areas are primarily located on the periphery of the established urban areas. These areas shall be fully serviceable by municipal water and/or sewer facilities. It is intended to create a suburban character in these areas through design requirements that provide for pedestrian friendly walkways, buffering, and retention of open space areas and protection of natural features.

B. Dimensional Standards

1. The following dimensional standards apply to the SR residential district.

Table 2.06.01-1

Dimensional Standards	Residential
	SR
Minimum Lot Size	15,000 sf
Minimum Lot Frontage	40 ft.
Front Setback	25 ft.
Rear Setback	25 ft. for main building 4 ft. for accessory buildings
Side Setback [1]	8 ft. for main building
	4 ft. for accessory buildings
Maximum Building Height	30 ft. for main building 20 ft. for accessory buildings
Maximum Density	1 dwelling unit per acre

1. In the case of reverse corner lots that face an intersecting street, the side abutting the street shall maintain the front setback.

C. Additional Standards

1. Lot Coverage shall adhere to Subsection 3.10.01 – Lot Coverage Standards.

PROPOSED

2.06.02. Urban Residential (UR) District

A. Purpose.

1. This zone district provides for detached single-household dwellings at a higher density than the Suburban Residential (SR) zone district. The purpose of this district is to allow in-fill development within areas served by existing water and sewer infrastructure, thus reducing the need for development and infrastructure sprawl into the outlying areas.

B. Dimensional Standards

1. The following dimensional standards apply to the UR residential district.

Table 2.06.02-1

Dimensional Standards	Residential
	UR
Minimum Lot Size	7,500 sf [2]
Minimum Lot Frontage	40 ft.
Front Setback	25 ft.
Rear Setback	25 ft. for main building 4 ft. for accessory buildings
Side Setback [1]	8 ft. for main building 4 ft. for accessory buildings
Maximum Building Height	30 ft. for main building 20 ft. for accessory buildings
Maximum Density	2 dwelling units per acre [2]

1. In the case of reverse corner lots that face an intersecting street, the side abutting the street shall maintain the front setback. For lots 60 feet wide or less, roof overhangs, gutters, eaves, and other similar roof features for the main building may pierce the side setback by no more than two feet.
2. Those previously platted lots of record that existed prior to January 1, 2001, within the UR district are exempt from the seven thousand five hundred square foot and density requirement.

C. Additional Standards

1. Lot Coverage shall adhere to Subsection 3.10.01 – Lot Coverage Standards.

PROPOSED

2.06.03. Multiple Dwelling Suburban Residential (MDS) District

A. Purpose.

1. This zone district provides for attached residential dwelling units with residential density levels higher than the Suburban Residential (SR) and Urban Residential (UR) zone districts. These areas shall be fully served by municipal water and sewer and be located in areas that can mitigate projected impacts concerning traffic, pedestrian access, parks, schools, commercial centers and places of employment.

B. Dimensional Standards.

1. The following dimensional standards apply to the MDS residential zone district.

Table 2.06.03-1

Dimensional Standards	Residential
	MDS
Minimum Lot Size	N/A
Minimum Lot Frontage	40 ft.
Front Setback	25 ft.
Rear Setback	25 ft. for main building 4 ft. for accessory buildings
Side Setback [1]	8 ft. for main building 4 ft. for accessory buildings
Maximum Building Height	30 ft. for main building 20 ft. for accessory buildings
Maximum Density	8 dwelling units per acre

1. In the case of reverse corner lots that face an intersecting street, the side abutting the street shall maintain the front setback.

C. Additional Standards

Reserved.

PROPOSED

2.06.04. Multiple Dwelling Urban Residential (MDU) District

A. Purpose

1. This zone district provides for attached residential dwelling units with residential density levels higher than the Suburban Residential (SR), Urban Residential (UR) and Multiple Dwelling Suburban Residential (MDS) zone districts. These areas shall be fully served by municipal water and sewer and be located in areas that can mitigate projected impacts concerning traffic, pedestrian access, parks, schools, commercial centers and places of employment.

B. Dimensional Standards

1. The following dimensional standards apply to the MDU residential zone district.

Table 2.06.04-1

Dimensional Standards	Residential
	MDU
Minimum Lot Size	N/A
Minimum Lot Frontage	40 ft.
Front Setback	25 ft.
Rear Setback	25 ft. for main building 4 ft. for accessory buildings
Side Setback [1]	8 ft. for main building 4 ft. for accessory buildings
Maximum Building Height	30 ft. for main building 20 ft. for accessory buildings
Maximum Density	20 dwelling units per acre

1. In the case of reverse corner lots that face an intersecting street, the side abutting the street shall maintain the front setback.

C. Additional Standards

Reserved.

PROPOSED

2.06.05. Manufactured Home Park (MHP) District

A. Purpose

1. This zone district supports manufactured housing opportunities located exclusively in manufactured home parks. Municipal water and sewer and accessibility to adequate transportation routes must be available to all areas considered for development of this type and density.
2. These regulations are designed to protect against undue loss of property values, from diseases resulting from unsanitary conditions, and from unnecessary fire hazards.

B. Dimensional Standards

1. The following dimensional standards apply to the MHP zone district.

Table 2.06.05-1

Dimensional Standards	Residential
	MHP
Minimum Lot or Space Size	3 acres for park 2,100 sf for individual lots or spaces[1]
Minimum Lot Frontage	30 ft. for individual lots
Unit Separation Requirements	15 ft. spacing between manufactured homes (10 ft. clearance if parked end-to-end)
Property Setback [2]	10 ft. from any service road 50 ft. from exterior boundary of park
Maximum Building Height	20 ft.
Maximum Density	10 dwelling units per acre

1. The required area for each manufactured home space or lot shall not include additional area required for service roads, off-street parking, service buildings, recreation areas, office, and similar manufactured home park needs.
2. Enclosed additions shall be considered a part of the manufactured home in measuring setback distance.

C. Permits and Inspection:

1. Notice of Sale Required. It is unlawful for any person to construct, maintain, operate or alter any manufactured home park within the incorporated area of the City, unless they hold a valid permit for the specific manufactured home park. All applications for permits shall be in conformance with this Subsection 2.06.05 – Manufactured Home Park District and of any other applicable legal requirements. No permit shall be transferable. Every person holding such a permit shall give notice in writing within seventy-two (72) hours

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after having sold, transferred, given away, or otherwise disposed of interest in or control of any manufactured home park. The notice shall include the name and address of the persons succeeding to the ownership or control of the manufactured home park.

2. Original Permit Application. Application for original manufactured home park permits shall be in writing, signed by the applicant, and shall contain the following:
   a. The name and address of the applicant;
   b. The interest of the applicant in and the location and legal description of the manufactured home park;
   c. A complete plan of the manufactured home park, showing compliance with all applicable provisions of this Subsection 2.06.05 – Manufactured Home Park District and regulations promulgated;
   d. Such additional information as may be requested by the Planning Director to enable determination that the proposed manufactured home park will comply with legal requirements.
3. Renewal Application. Applications for renewal of manufactured home park permits shall be made in writing by the holder of the permit and shall contain the following:
   a. Any change in the information submitted since the time the original permit was issued or the latest renewal granted;
   b. Such other information as the administrative official, or health officer, may require.
4. Complete Plan Required. A complete plan, for the purpose of obtaining a manufactured home park permit to be issued by the administrative official shall show:
   a. The area and dimensions of the tract of land;
   b. The number, location, and size of all manufactured home spaces;
   c. The location and width of roadways and sidewalks;
   d. The location and size of vehicular parking lots and recreation areas;
   e. The location of service buildings and any other proposed structures;
   f. Source of water supply, and methods to be used for sewage and garage disposal;
   g. Plans and specifications of all buildings, utilities, and other improvements constructed or to be constructed within the manufactured home park.
5. Zoning Regulation Compliance
   a. The site for a manufactured home park shall be subject to all applicable zoning regulations.
6. Uniform Code Compliance

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a. All buildings and utilities to be constructed, altered, or repaired in a manufactured home park shall comply with all applicable codes of the City and the state, including building, electrical, plumbing, liquefied petroleum gases and similar codes, and shall require a permit.

7. Fees
   a. The annual manufactured home park permit fee shall be fifteen dollars, and shall be paid by the manufactured home park owner on or before January 1st of each and every year.
8. Inspection and Building Permit Fees
   a. Special inspection fees and building permit fees shall be as authorized by a schedule of such fees as adopted by the board of trustees.
9. Administrator Inspection Responsibilities
   a. The administrative official is authorized and directed to determine the condition of manufactured home parks located within the incorporated area of the City in order that the official may perform his duty of safeguarding the health and safety of occupants of manufactured homes and manufactured home parks and of the general public. The administrative official shall have the power to enter at a reasonable time upon any private or public property for the purpose of inspecting and investigating conditions relating to the enforcement of Subsection 2.03.05 or of regulations promulgated under it.

D. Location and Land Area:
   1. Requirements. Any existing regulation concerning manufactured home parks shall be considered prior to selection of the site for a manufactured home park. The site shall contain at least three acres, and shall provide for manufactured home spaces at a density of not more than ten spaces per gross acre. The site should be accessible to public utilities, including water, sewer, electricity and natural gas. The manufactured home park shall be buffered by a greenbelt planting strip, or other suitable means, for the benefit of occupants of manufactured homes as well as other permitted uses adjacent to the park.
   2. Location. The manufactured home park shall be located on a well-drained site, and shall be so located that its drainage will not endanger any water supply. Manufactured home park sites shall be in areas free from marshes, swamps or other potential breeding places for insects or rodents. Manufactured home park sites shall not be subject to

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flooding, fire or safety hazards, and shall not be exposed to chronic nuisances, such as noise, smoke, fumes or odors.

3. Area Requirement. The area of the manufactured home park shall be large enough to accommodate:
   a. The designated number of manufactured home spaces;
   b. Necessary streets and roadways;
   c. Parking areas for motor vehicles.
4. Recreation Areas. Recreation areas shall be provided to meet the anticipated needs of the people the manufactured home park is designed to serve.

E. Site Layout and Improvements:
1. Front Yard Requirements. It is unlawful to park a manufactured home with less than the minimum front setback as prescribed by the zoning ordinance, or so that any part of the manufactured home will obstruct any roadway or walkway in a manufactured home park.
2. Location on Space Required. It is unlawful to allow any manufactured home to be occupied in a manufactured home park unless the manufactured home is situated on a manufactured home space.
3. Walks, Paving, and Lighting. Walkways not less than four feet wide shall be provided from manufactured home spaces to the service buildings. All service roads and walkways within the park shall be hard surfaced and lighted at night with a minimum illumination of at least 0.6 footcandles. Twenty-five (25) watt lamps spaced at intervals of not more than one hundred feet shall meet the requirements.

F. Off-Street and On-Street Parking. Areas shall be provided for the parking of motor vehicles. Such areas shall accommodate at least the number of vehicles equal to the number of manufactured home spaces provided. No motor vehicles will be permitted to be parked between manufactured homes, except for specially designed and constructed parking facilities. On-street parking may be permitted by widening service roads to provide such parking space as follows:

Orientation	Road width
Parallel parking, one side	30 feet
Parallel parking, two sides	36 feet
45 degree; angle parking, both sides	50 feet
60 degree; angle parking, both sides	55 feet
Perpendicular parking, both sides	60 feet

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1. Recreation Areas. Each manufactured home park shall provide one or more locations, protected from the main highway and from parking areas, for recreational use. The area or areas set aside for such purpose shall be restricted for recreation only and shall contain at least two hundred square feet per manufactured home space in the manufactured home park.
2. Fire Protection. Every manufactured home park shall be equipped at all times with fire extinguishing equipment in good working order of such type, size and number and so located within the park as prescribed by the local fire-prevention authority, or to satisfy reasonable fire regulations. Fires shall be made only in stoves, incinerators and other equipment intended for such purposes.
3. Animals and Pets. No owner or person in charge of any dog, cat, or other pet animal shall permit it to run at large in the manufactured home park. Restricted enclosures for such animals shall be maintained in a sanitary condition at all times.

G. Service Buildings:
1. Lavatories. Every manufactured home park that accommodates manufactured homes may provide sanitary facilities for emergency use in a service building or office building. These facilities, when provided, shall consist of at least one flush-type toilet and one lavatory for each sex.
2. Business Sales. Business sales in a manufactured home park are subject to applicable zoning and use regulations.
3. Requirements. Service buildings, when provided shall:
   a. Be located thirty feet or more from any manufactured home space;
   b. Be of permanent construction, and be adequately lighted;
   c. Be of moisture-resistant material, to permit frequent washing and cleaning;
   d. Have adequate heating facilities to maintain a temperature of seventy degrees Fahrenheit during cold weather, and to supply adequate hot water during time of peak hour demands;
   e. Have all rooms well ventilated, with all openings effectively screened;
   f. Provide separate compartments for each bathtub or shower and flush-toilet, and a sound resistance wall to separate male and female toilet facilities.

H. Water Supply.
1. Requirements. Where a public supply of water of such quality is available, connection shall be made thereto and its supply shall be used exclusively for domestic consumption.

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I. Sewage Disposal.

1. System. Manufactured home park shall be served by a public sewer system, or by a private disposal system. The development of a private disposal system to serve a manufactured home park shall be made only after plans and specifications for the disposal system have been approved. All sewage disposal apparatus, including appurtenances thereto, shall be provided, maintained, and operated so as not to create a nuisance or health hazard.
2. Plumbing. All plumbing in the manufactured home park shall comply with state and local plumbing laws and regulations. Each independent manufactured home space shall be provided with at least a three-inch sewer connection. The sewer connection shall be provided with suitable fittings, so that watertight connection can be made between the manufactured home drain and the sewer connection. Such individual manufactured home connections shall be so constructed that they can be closed when not linked to a manufactured home and shall be capped so as to prevent any escape of odors.
3. Drains. The manufactured home drain shall be watertight and self-draining. This drain shall be constructed of smooth plastic pipe or of other material approved by the State Plumbing Code.

J. Refuse Disposal.

1. Requirements. The storage, collection, and disposal of refuse in the manufactured home park shall be so managed as to create no health hazards, rodent harborage, insect-breeding areas, accident hazards, or air pollution. All refuse shall be stored in fly-tight, watertight, rodent-proof containers, which shall be provided in sufficient number and capacity to prevent any refuse from overflowing. Satisfactory container racks or holders shall be provided at permanent locations convenient to manufactured home spaces, in areas that are rodent-proof and animal-proof. Incinerators shall not be used for refuse disposal. Methods of storage, collection and disposal are subject to approval of the administrative official.

K. Electricity.

1. Requirements. An electrical outlet supplying at least 120 volts, or 120/240 volts for utility company three-wire meters, shall be provided for each manufactured home space. The installation shall comply with all State Electrical Regulations. Such electrical outlets shall be weatherproof, and all power lines and service connections shall be located in safe conduits below the surface of the ground.

L. Gas, Fuel, and Oil.

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1. Liquefied Petroleum Gas Inspections. Manufactured homes using liquefied petroleum gas for cooking and heating units are subject to inspection for compliance with the state law on liquefied petroleum gases. These units may be converted to use natural gas. For the safety of occupants, it shall be the responsibility of the manufactured home park owner or operator to ensure that no gas heating units in a manufactured home are connected or used until such gas heating units are inspected and approved by the administrative official.
2. Fuel Storage. All piping from outside fuel storage tanks or cylinders to heating units in manufactured homes shall be copper or other acceptable metallic tubing and shall be permanently installed and securely fastened in place. All fuel storage tanks or cylinders shall be securely fastened in place and shall not be located inside or beneath the manufactured home or less than five (5) feet from any manufactured home exit.
3. Oil Storage. Oil storage shall be permitted in tanks or containers, not exceeding one hundred twenty gallons in capacity, mounted on an incombustible frame at the rear of the manufactured home. The container shall be vented and provided with a stopcock at the outlet of the container and another stopcock on the fuel line just before it enters the manufactured home.

M. Alterations and Additions.
1. Requirements. Porches, cabanas, or awnings, open in the front and on at least one side, may be added to manufactured homes. No enclosed addition shall be built onto, nor become a part of any manufactured home, without approval of the administrative official and a building permit. Enclosed additions shall be considered a part of the manufactured home in measuring setback distance. Skirting of manufactured homes is permissible, but such skirting shall not permanently attach the manufactured home to the ground, provide a harborage for rodents, or create a fire hazard. Jacks or stabilizers may be placed under the frame of the home to prevent movement on the springs while the home is parked and occupied.

N. Registration of Occupants and Report of Communicable Disease
1. Registration. Every manufactured home park owner or operator shall maintain a register containing a record of all manufactured homes and occupants using the park. The register shall be available to any authorized person inspecting the park and shall be preserved for a period of three years. The register shall contain:
   a. The names and addresses of all manufactured home occupants stopping in the manufactured home park;

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b. The make, model and license number of each motor vehicle and manufactured home;
c. The state, territory or country issuing the manufactured home license;
d. The dates of arrival and departure of each manufactured home.

O. Individual Units.
1. On Public Right-of-Way. No manufactured home shall be parked or permitted to stand upon any public street, highway, road, alley or other such right-of-way more than a twenty-four-hour period. If so parked for less than a twenty-four-hour period, it shall be parallel to the edge of the right-of-way out of the flow of moving traffic. Further, the parking of manufactured homes shall be prohibited from parking areas where truck parking is prohibited.
2. Storage. No manufactured home shall be stored in any front yard as specified for principal buildings by applicable zoning regulations, but an unoccupied manufactured home may be stored in a rear or side yard, provided all side and rear setbacks of applicable zoning regulations are met.
3. Use or Occupancy Confined to Manufactured Home Park. No manufactured home may be used or occupied as a living unit except in an authorized manufactured home park.

P. Administration and Penalties
1. Compliance Required. A person to whom a permit for a manufactured home park is issued shall at all times operate the park in compliance with this Subsection 2.06.05 – Manufactured Home Park District and regulations issued hereunder, and shall provide adequate supervision to maintain the park, its facilities and equipment in good repair and in clean and sanitary condition at all times. The permit issued shall be conspicuously posted in the office or on the premises of the manufactured home park at all times.
2. Revocation of Permit. The Planning Director may revoke any permit to maintain and operate a manufactured home park when the permittee has been found guilty by a court of competent jurisdiction of violating any provisions of this UDC. After such conviction, the permit may be reissued if the circumstances leading to conviction have been remedied and the park is being maintained and operated in full compliance with the law.
3. Guarantee of Completion. To ensure that the improvements in the manufactured home park are completed in accordance with the standards of this UDC, all of the required improvements for the area to be occupied by the mobile homes shall be installed prior to the issuance of a manufactured home park permit or the selling of a lot. In lieu of such

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prior construction, the City Council may accept a surety bond or certified check sufficient to cover the estimated cost of all required improvements.

4. Violation Penalty. Penalties of violating this UDC shall be assessed as detailed in UDC Section 1.12 – Penalties, and Woodland Park Municipal Code Chapter 1.12 – General Penalty.

2.07 Nonresidential Zone Districts

2.07.01. Neighborhood Commercial (NC) District

A. Purpose

1. This zone district provides suitable locations for general retail, personal service, office establishments, and other commercial uses that serve specific residential neighborhoods, points of neighborhood entrance, and/or portions of the City or growth management area that are not more readily served by service commercial land use areas. Efficient and safe transportation and pedestrian access will be a primary consideration where neighborhood commercial areas are located. Site design issues shall focus on the elimination or reduction of commercial strip development with careful consideration given to access control, roadway capacity and landscape design criteria.

B. Dimensional Standards

1. The following dimensional standards apply to the NC district.

Table 2.07.01-1

Dimensional Standards	Nonresidential
	NC
Minimum Lot Size	N/A
Minimum Lot Frontage	40 ft.
Front Setback	25 ft.
Rear Setback	25 ft. for main building 4 ft. for accessory buildings
Side Setback	8 ft. for main building; 4 ft. for accessory buildings 15 ft. where a side abuts a residentially zoned lot
Maximum Building Height	35 ft.
Maximum Density	N/A
Accessory Building Limits	Max 2 accessory buildings on a lot associated with principal building

C. Additional Standards

Reserved.

PROPOSED

2.07.02. Community Commercial (CC) District

A. Purpose

1. This zone district provides suitable locations for those types of general retail, office and community service businesses that serve the Woodland Park community specifically. It may provide for more intense commercial activity than neighborhood commercial designations but not as intense as the service commercial designation which serves the commercial needs of the local region. Specific design and buffer requirements must be met for those community commercial areas located adjacent to neighborhoods.

B. Dimensional Standards

1. The following dimensional standards apply to the CC district.

Table 2.07.02-1

Dimensional Standards	Nonresidential
	CC
Minimum Lot Size	N/A
Minimum Lot Frontage	50 ft.
Front Setback	25 ft.
Rear Setback	25 ft. for main building 4 ft. for accessory buildings
Side Setback	8 ft. for main building; 4 ft. for accessory buildings 15 ft. where a side abuts a residentially zoned lot
Maximum Building Height	35 ft.
Maximum Density	N/A
Accessory Building Limits	Max 2 accessory buildings on a lot associated with principal building

C. Additional Standards

Reserved.

PROPOSED

2.07.03. Service Commercial (SC) District

A. Purpose

1. Commercial activity located in this zone district services the entire community both locally and regionally. These land use areas will provide a range of retail, service and office opportunities. Facilities that house service commercial commerce will be located along major transportation corridors that can accommodate large parking areas and associated high traffic counts. Critical consideration will be given to the design of these facilities so that they do not result in a commercial strip corridor and whereby access control and corridor improvement are given a high priority.

B. Dimensional Standards

1. The following dimensional standards apply to the SC district.

Table 2.07.03-1

Dimensional Standards	Nonresidential
	SC
Minimum Lot Size	N/A
Minimum Lot Frontage	50 ft.
Front Setback	50 ft.
Rear Setback	0 ft. 25 ft. when a rear yard abuts a residentially zoned lot
Side Setback	15 ft. for main building 4 ft. for accessory buildings
Maximum Building Height	35 ft.
Maximum Density	N/A
Accessory Building Limits	Max 2 accessory buildings on a lot associated with principal building

C. Additional Standards

Reserved.

PROPOSED

2.07.04. Central Business (CBD) District

A. Purpose

1. This zone district encompasses what is considered the downtown area of the City with associated commercial activity that can be accessed by pedestrians as well as the motoring public. Density is considered high and design issues relate to on-street U.S. highway corridor improvements, including efficient off-street parking, landscaping and pedestrian mobility to and from local businesses. Residential activity is appropriate in this area particularly at second or third story levels, above offices or commercial shops.

B. Dimensional Standards

1. The following dimensional standards apply to the CBD district.

Table 2.07.04-1

Dimensional Standards	Nonresidential
	CBD
Minimum Lot Size	N/A
Minimum Lot Frontage	25 ft.
Front Setback	10 ft. or 2 ft. for roof overhangs, cornices, and other cantilevered architectural projections
Rear Setback	0 ft. 25 ft. when a rear yard abuts a residentially zoned lot
Side Setback	0 ft. 15 ft. when a side yard abuts a residentially zoned lot 6 ft. (minimum 10 ft. from any platted street) when building is not located on the property line
Maximum Building Height	35 ft.
Maximum Density	N/A
Accessory Building Limits	Max 2 accessory buildings on a lot associated with principal building

C. Additional Standards

Reserved.

PROPOSED

2.07.05. Heavy Service Commercial / Light Industrial (HSCLI) District

A. Purpose

1. This zone district provides suitable locations for intensive commercial activity as well as light industrial and/or light manufacturing facilities. Heavy service commercial and light industrial activity shall provide adequate ingress and egress for the amount of traffic generated and shall not create a negative impact on adjoining land use activity particularly residential uses. Through proper design, such land use designation can be effectively buffered from potentially conflicting land use activities and provide valuable services to the Woodland Park community.

B. Dimensional Standards

1. The following dimensional standards apply to the HSCLI district.

Table 2.07.05-1

Dimensional Standards	Nonresidential
	HSCLI
Minimum Lot Size	N/A
Minimum Lot Frontage	50 ft.
Front Setback	25 ft.
Rear Setback	50 ft. when property abuts a residentially zoned lot
Side Setback	
Maximum Building Height	35 ft.
Maximum Density	N/A
Accessory Building Limits	Max 2 accessory buildings on a lot associated with principal building

C. Additional Standards

Reserved

PROPOSED

2.08 Miscellaneous Zone Districts

2.08.01. Agriculture (AG) District

A. Purpose.

1. These areas are primarily for the keeping or maintenance of plants and animals limited to sod crops, grains, and seed crops; canines, dairy animals and dairy products; livestock including beef cattle, sheep, llamas, horses, ponies, mules, and goats or any hybrids thereof. Such keeping or maintenance is limited to the breeding and natural grazing of any or all such animals. Natural grazing shall be limited by the natural carrying capacity of the land. Bees and apiary products; trees and forest products; fruit, vegetables, nursery, floral, ornamental, and greenhouse products; or lands devoted to soil conservation or forestry management program are allowed along with associated accessory uses such as veterinary clinics, kennels, farmers markets, and riding areas.

B. Dimensional Standards

1. The following dimensional standards apply to the AG district.

Table 2.08.01-1

Dimensional Standards	Miscellaneous
	AG
Minimum Lot Size	10 acres
Minimum Lot Frontage	N/A
Front Setback	25 ft. for residential buildings or detached residential garages (private) 100 ft. for accessory buildings or structures
Rear Setback	
Side Setback	
Maximum Building Height	35 ft. for main building; 25 ft. for detached residential garage (private) 30 ft. for accessory buildings
Maximum Density	10-20 acres: 1 dwelling unit permitted and 1 dwelling unit conditional 20.01-30 acres: 1 dwelling unit permitted and 2 dwelling unit conditional 30.01 to 35 acres: 2 dwelling unit permitted and 1 conditional 35+ acres: 3 dwelling units permitted

C. Additional Standards

Reserved.

PROPOSED

2.08.02. Public / Semi-Public Land (P/SPL) District

A. Purpose

1. This zone district provides for public and semi-public uses which are purely governmental, including City parks and semi-public uses, as well as joint public and private facilities. The location of these areas and the necessary utilities to serve them are dependent on the function each facility serves.

B. Dimensional Standards

1. The following dimensional standards apply to the P/SPL district.

Table 2.08.02-1

Dimensional Standards	Miscellaneous
	P/SPL
Minimum Lot Size	N/A
Minimum Lot Frontage	25 ft.
Front Setback	25 ft.
Rear Setback	25 ft. for main building 4 ft. for accessory buildings
Side Setback	8 ft. for main building 4 ft. for accessory buildings [1]
Maximum Building Height	30 ft. for main building 20 ft. for accessory buildings
Maximum Density	N/A

1. In the case of reverse corner lots that face an intersecting street, the side abutting the street shall maintain the front setback.

C. Additional Standards

Reserved.

PROPOSED

2.08.03. Planned Unit Development (PUD) District

A. Purpose.

1. The purpose of the PUD district is to provide more flexibility and latitude of design, to provide for a greater variety of principal and accessory uses in the development or redevelopment of lands, to meet the technological changes in concepts, and to encourage initiative and more efficient allocation and creative development of parks, recreation areas and open space.
2. To best accomplish these objectives, and to develop an acceptable plan that is in keeping with other chapters of this UDC, it is essential that the proponents coordinate their development with the Planning Department.

B. Dimensional Standards

1. The following dimensional standards apply to the PUD district.

Table 2.08.03-1

<table>
<tr><th rowspan="2">Dimensional Standards</th><th>Miscellaneous</th></tr>
<tr><th>PUD</th></tr>
<tr><td>Minimum Lot Size</td><td>The lot area per dwelling unit within a Planned Unit Development, exclusive of the area occupied by streets, shall be in harmony with the surrounding areas, the intent and purpose of this Chapter, and as determined by serviceability.</td></tr>
<tr><td>Minimum Lot Frontage</td><td rowspan="6">All other dimensional standards, including the maximum percentage of lot coverage by buildings, structures and impervious surface, the maximum height of buildings and structures, the minimum frontage of lots, and the minimum front, side and rear building and structural setback requirements, shall be as described in the PUD General Development Plan.</td></tr>
<tr><td>Front Setback</td></tr>
<tr><td>Rear Setback</td></tr>
<tr><td>Side Setback</td></tr>
<tr><td>Maximum Building Height</td></tr>
<tr><td>Maximum Density</td><td>2 dwelling units per gross acre</td></tr>
</table>

C. Additional Standards

1. Common Open Space Requirement. Open space shall be required at the rates per Table 2.08.03-2 – PUD Open Space Requirements, and may include park land dedication areas, trail networks, and/or other public/private recreational areas. Open space requirements shall not include roadways, associated drainage, utility easements and other infrastructure areas incidental to the project unless a specific public good can be demonstrated which benefits the community at large.
2. The following shall be considered when reviewing the proposed common open space:

PROPOSED

a. The size and character of the dwellings to be constructed within the planned development;
b. The character of surrounding development;
c. The topography and existing amenities of the open area, including existing trees, groundcover and other natural features;
d. The manner in which the open area is to be improved and maintained for recreational or amenity purposes;
e. The existence of public parks or other public recreational facilities in the vicinity;
f. The relationship of the area in open space to the number of dwelling units.
g. Open space requirement determined by gross land acreage:

Table 2.08.03-2 – PUD Open Space Requirements

Size of Development	Percentage of Open Space Required
10—20 acres	10% open space
20.1—40 acres	15% open space
40.1—60 acres	20% open space
60.1—80 acres	25% open space
80.1—100 acres	30% open space
100.1—200 acres	35% open space
200.1—500 acres	40% open space
500.1 acres and greater	50% open space

2.09 Overlay Zone Districts

2.09.01. Woodland Station Overlay District

A. Purpose.

1. The purpose of the Woodland Station Overlay District and these regulations is to guide the architectural and site planning components of development within the Woodland Station Overlay District to achieve the following:
   a. A scale and quality of development consistent with the key location of Woodland Station in the heart of the Central Business District.

PROPOSED

b. Promote important community qualities within Woodland Station Overlay District by allowing flexibility in applying the Central Business District standards and the design standards contained in Chapter 3 of this UDC to help achieve desired attributes. Flexibility may be allowed with respect to scale, mass, architectural design and overall site design.
c. Require future development within the Woodland Station Overlay District to be designed in a manner that will protect and promote the character and sense of this critical area.
d. Allow for a variety of design, while still protecting the character of the area.

B. Uses within the Woodland Station Overlay District
1. Buildings, structures, and land within the Woodland Station Overlay District may be used for any of the purposes designated under "CBD" in Section 4.03 – Table of Allowed Uses.
2. In addition, buildings, structures, and land within the Woodland Station Overlay District may be used for:
a. Residential dwelling units provided such residential dwelling units are located on the upper floors of a mixed-use building;
b. Farmer's markets; and
c. Amusement and recreation uses.

C. Standards within the Woodland Station Overlay District. The overall appearance and function of the development within the Woodland Station Overlay District should be:
1. Compatible with any existing structures in the area and the community's general mountain and historic environment.
2. In harmony with the character of Woodland Park; and
3. Meet the purpose of this Subsection 2.09.01 - Woodland Station Overlay District.

D. Typical zoning standards within this area, including but not limited to, the maximum percentage of lot coverage by buildings, structures, the maximum height of buildings and structures, the minimum front, side and rear building and structural setback requirements, shall be proposed by the applicant of the development and administratively reviewed and approved as set forth in Chapter 6 of this UDC.

E. Building and Improvement Design Review and Approval Process.
1. Building and improvement designs must be submitted to the City of Woodland Park Downtown Development Authority's Design Review Committee for approval prior to construction.

PROPOSED

2. After the Design Review Committee has approved the building and improvement designs, the applicant shall submit building and improvement designs to the City for administrative review and approval in accordance with Chapter 6 of this UDC.

F. Signage. Section 3.09 – Signs, shall apply in the Woodland Station Overlay District
   1. The following signs are prohibited:
      a. Detached freestanding signs;
      b. High-profile signs;
      c. Low-profile signs, unless located at the Woodland Station entrances and support the overall development as approved by the Woodland Park Downtown Development Authority Design Review Committee;
      d. Internally illuminated signs;
      a. Poster frame signs;
      b. Manual changeable copy signs;
      c. Roof signs; and
      d. Temporary signs (e.g., banners and attention getting devises), except that banners not larger than thirty-six (36) square feet may be used for grand openings or similar special events but for no more than fourteen (14) days per calendar year.
   2. Window signs shall not exceed twenty-five (25) percent of the overall window area.
   3. Temporary signs related to the development, sale, and rental of real property are allowed except that they shall not exceed sixteen (16) square feet in sign area.
   4. Flags are allowed as approved by the Woodland Park Downtown Development Authority Design Review Committee and that only one (1) flag pole location will be permitted within Woodland Station. Noncommercial flags are allowed to be mounted on buildings (e.g., flags attached to a building and not on a flag pole set in the ground) in accordance with Section 3.09 – Signs, without review by the Design Review Committee.
   5. Portable sidewalk signs are limited to six (6) square feet whether the sidewalk sign is located on private property or within public right-of-way.
   6. Standards applicable to the Special Downtown Area Overlay shall apply to the Woodland Station Overly District.

G. All signs requiring a Zoning Development Permit shall be reviewed by and are subject to the approval of the Woodland Park Downtown Development Authority Design Review Committee.

PROPOSED

2.09.02. Electronic Message Display Overlay District (Signage)

A. Purpose

1. The Electronic Message Display Overlay District is to define the areas where electronic message displays are allowed.

B. Applicability

1. Electronic message displays are allowed in areas per Exhibits A, B and C.

2.09.03. Special Downtown Area Overlay District (Signage)

A. Purpose

1. To establish signage standards specific to Downtown Woodland Park.

B. Applicability

1. Signage shall be restricted in the areas per Exhibit D.

PROPOSED

Exhibit A

Hwy 24 Electronic Message Display Overlay Map

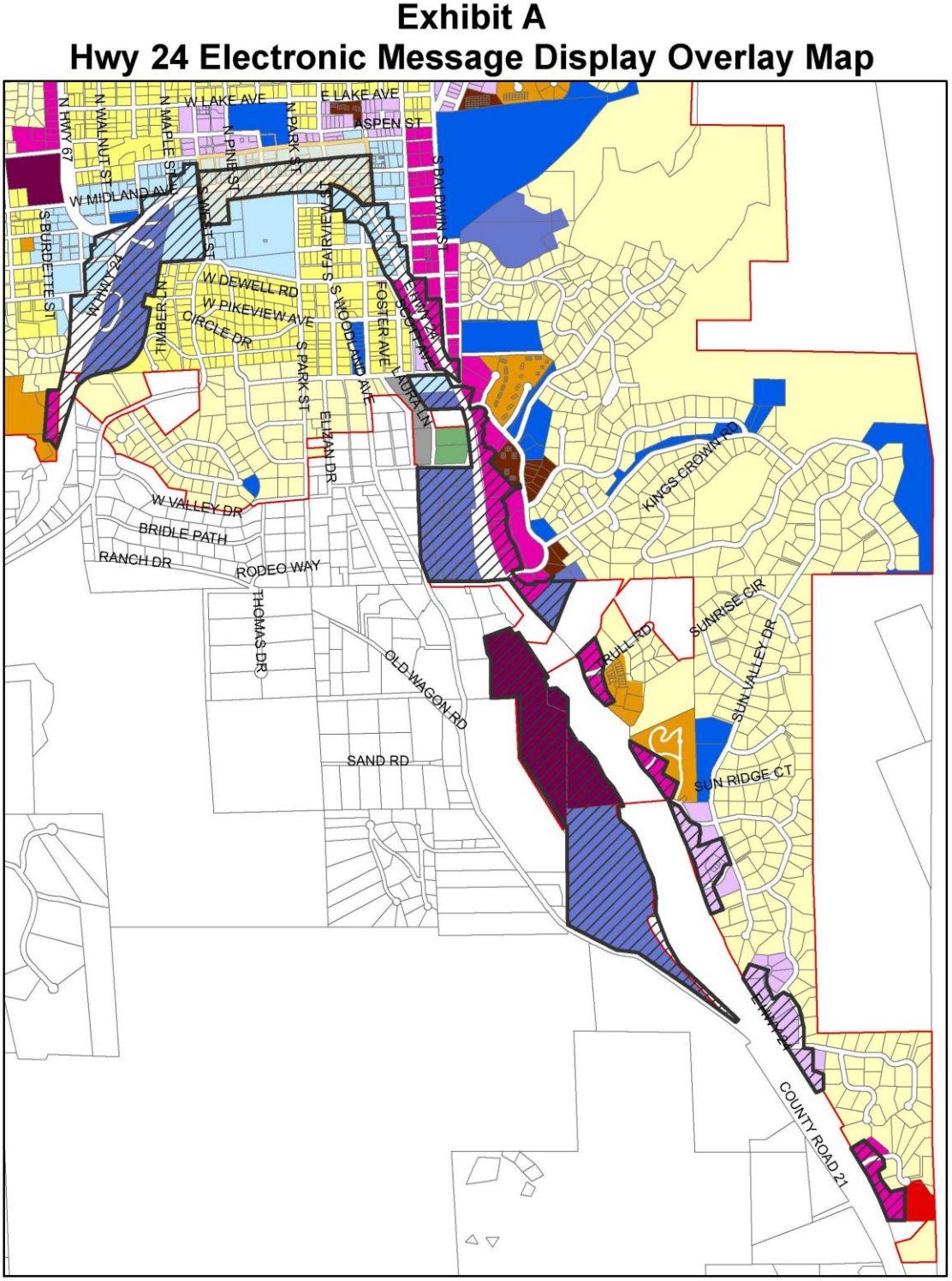


Exhibit B

Hwy 67 Electronic Message Display Overlay Map

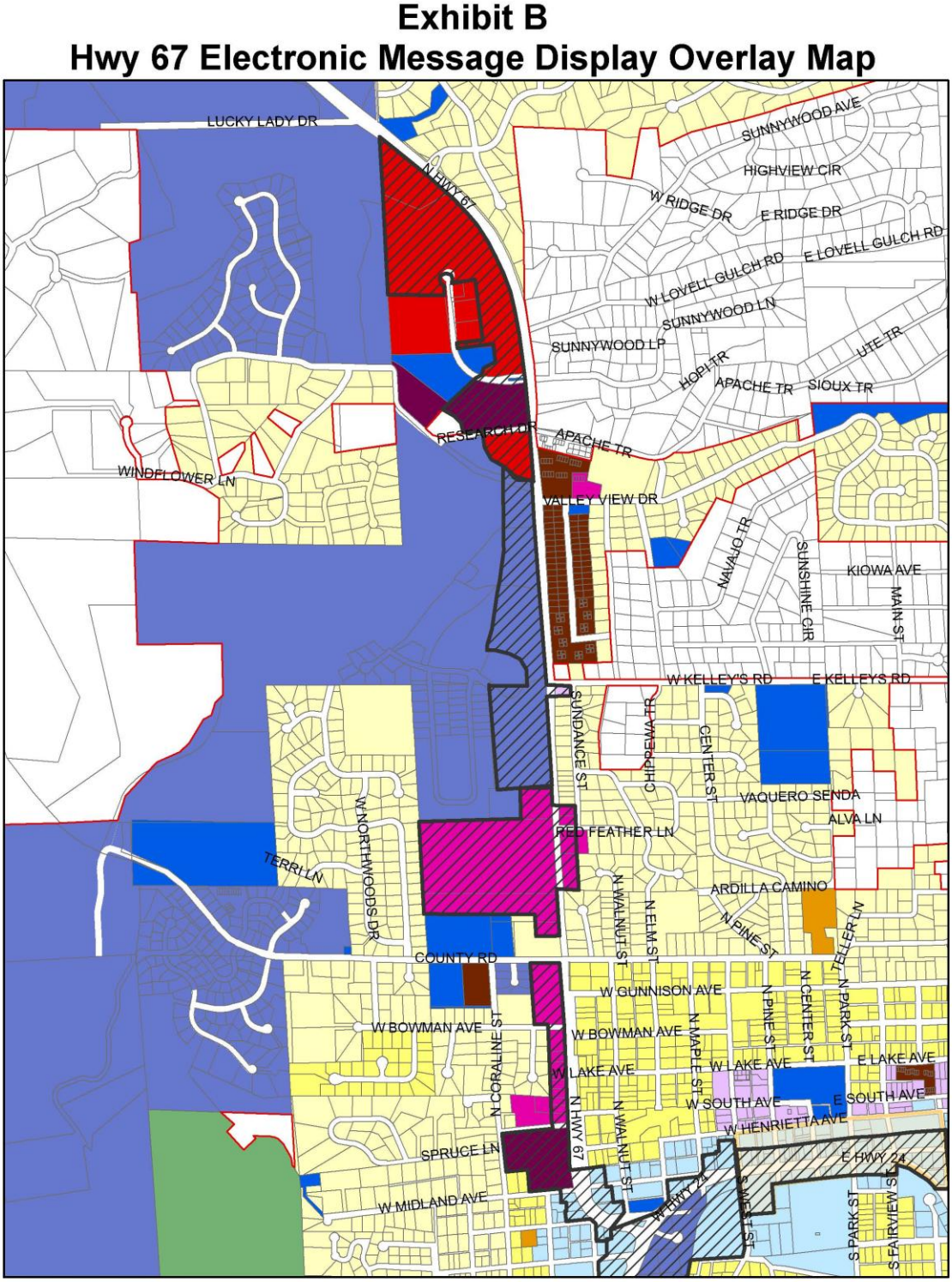


Exhibit C

Baldwin St. Electronic Message Display Overlay Map

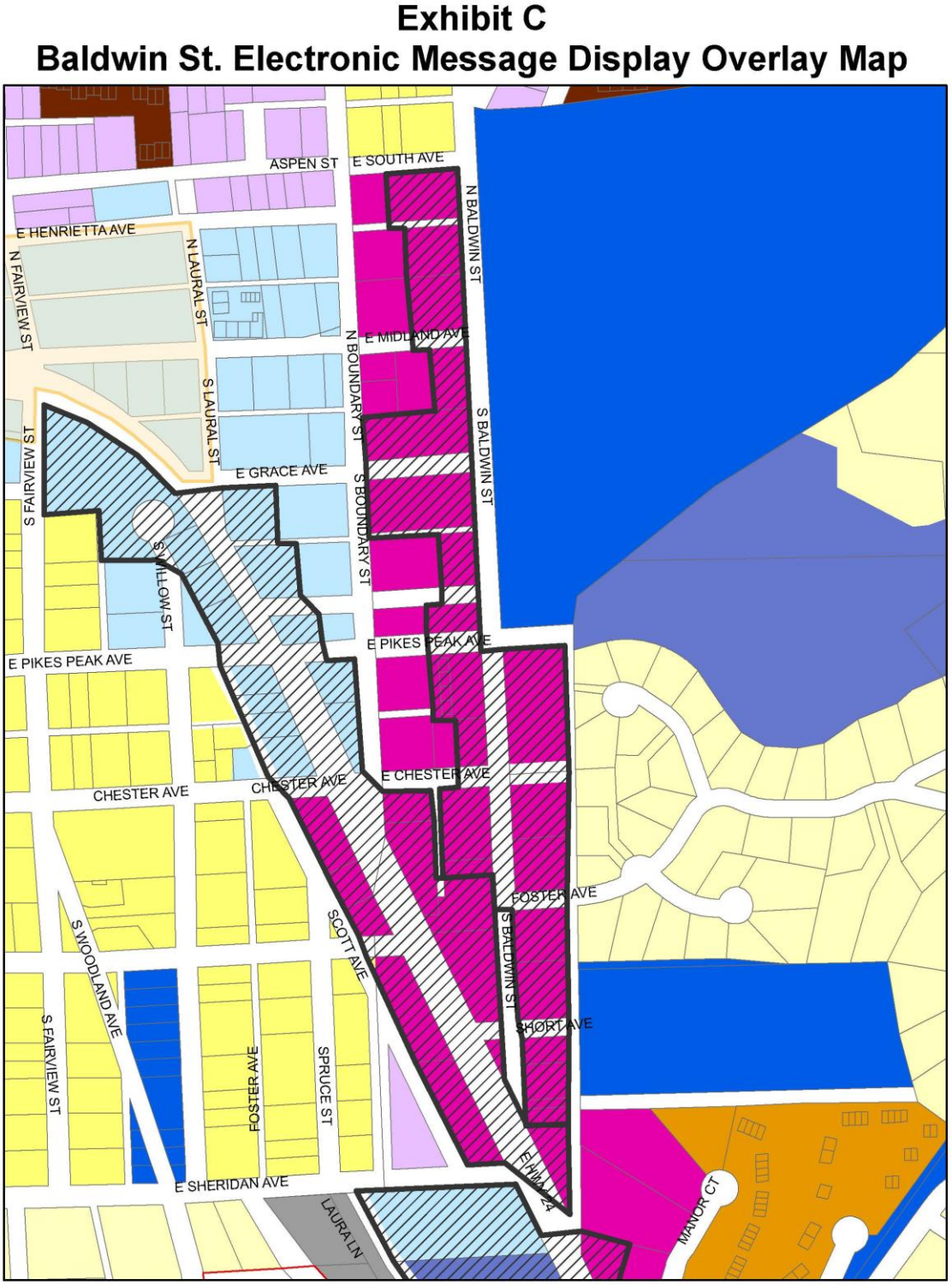
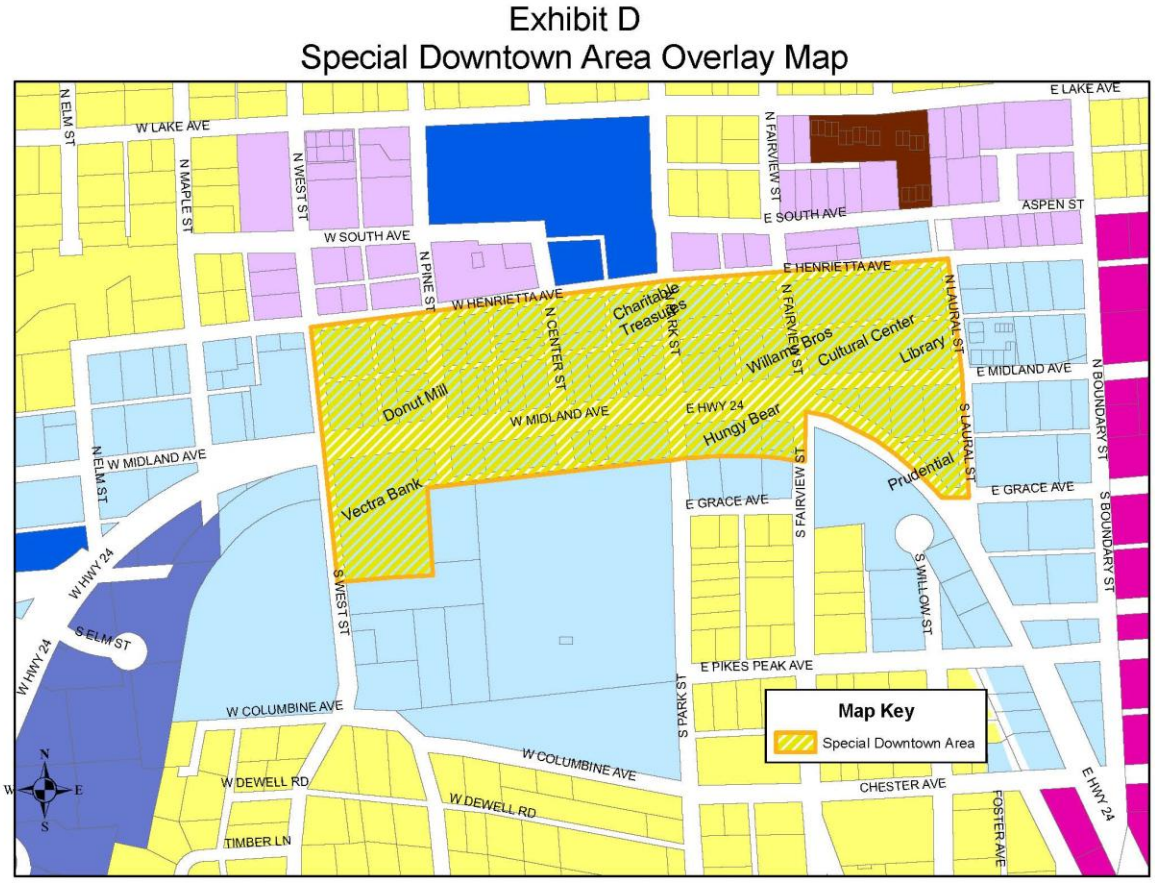


Exhibit D

Special Downtown Area Overlay Map



PRC

Ordinance 1521, Series 2026

Exhibit A-3

Unified Development Code, Chapter 3 (Development Standards)

Chapter 3: Development Standards

Table of Contents:

3.01 Purpose
3.02 Applicability
3.03 Vision Clearance Standards
3.04 Erosion and Sedimentation
3.05 Exterior Lighting
3.06 Fencing and Screening
3.07 Landscaping
3.08 Parking Requirements
3.09 Signs
3.10 Site and Building Design Standards

3.01 Purpose

These development standards provide performance standards and design guidance for the development and redevelopment of property. The purpose is to facilitate the creation and maintenance of safe, functional and aesthetically pleasing development throughout the community. These standards contribute to safe surroundings for the community, enhance the livability of residential neighborhoods, improve the appearance of developed land and customer attraction to commercial areas, increase property values, enhance the compatibility of adjacent land uses, screen undesirable views, reduce air, water and noise pollution, and contribute to the overall image and appeal for residents and visitors.

3.02 Applicability

Chapter 3 of the Unified Development Code shall apply to all new or substantial improvement to existing development of real property.

3.03 Vision Clearance Standards

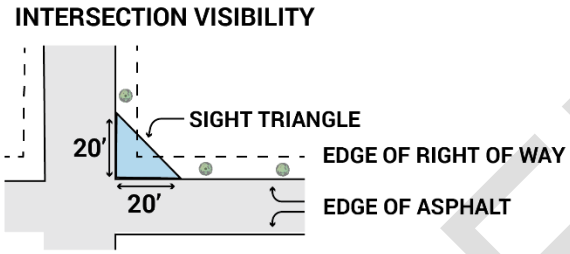
3.03.01. Purpose

A. To ensure safe visibility for motorists, pedestrians, and cyclists, a vision clearance area shall be maintained at the intersection of all streets, common driveways, and alleys.

PROPOSED

3.03.02. Standard

A. The sight triangle is the triangular area formed by two intersecting streets at the edge of asphalt (or curb if closer to the property line) and by the line drawn between points on the edge of asphalt (or curb if closer to the property line) twenty (20) feet distant from their intersection as shown in the figure below.



B. No structure, fence, wall, sign, or vegetation shall be placed or maintained within a site triangle that obstructs sight distance between a height of three (3) feet and eight (8) feet above the adjacent roadway grade.

3.04 Erosion and Sedimentation

3.04.01. Purpose

A. To protect life and property from all potentially hazardous conditions particular to hillsides such as rock falls, stormwater runoff and mass movements.

B. To preserve and enhance the scenic and environmental resources of the landscape by encouraging the maximum retention of prominent natural topographic features, such as drainage swales, streams, slopes, ridgelines, rock outcroppings, vistas, natural plant formations and trees.

C. To encourage innovative design and planning in order that the development adapts to the natural terrain and is harmonious with the character of the area.

D. To minimize grading and cut and fill operations in order to retain the natural character of the hillside.

E. To minimize stormwater runoff and erosion problems incurred by the development on and off the lot.

F. To preserve, where possible, the natural streams, ponds and associated riparian vegetation.

G. To reduce the elimination of trees and other vegetation which stabilizes steep hillsides, retains moisture, prevents erosion and enhances the natural scenic beauty.

PROPOSED

3.04.02. Applicability

A. This Section 3.04 – Erosion and Sedimentation, shall apply to land-disturbing activities undertaken on a property or in any instance where extensive control measures are deemed necessary, with the following exclusions:
   1. Those undertaken on agricultural land for the production of plants and animals useful to man, including but not limited to: forage and sod crops, grain and feed crops, dairy animals and dairy products, poultry and poultry products, livestock, including beef cattle, sheep, swine, horses, ponies, mules, goats, including the breeding and grazing of all such animals, bees and apiary products, fur animals; and
   2. Those undertaken on forest land for the production and harvesting of timber and timber products;
   3. Cleared land forming the future basin of a planned reservoir or retention or detention facility; and
   4. Land-disturbing activity over which the state by statute has exclusive regulatory jurisdiction, which are those;
      a. Conducted by the state,
      b. Conducted by the United States,
      c. Conducted by persons having the power of eminent domain,
      d. Conducted by the City,
      e. Licensed by the state or the United States,
      f. Funded in whole or part by the state or the United States.

3.04.03. General Requirements

A. Plan Required. A Grading Permit per Chapter 6 of this UDC shall be required for:
   1. All land-disturbing activity which disturbs seven thousand five hundred (7,500) square feet or more; and
   2. Any land-disturbing activity for the purpose of constructing a road.
B. Protection of Property. Persons conducting any land-disturbing activity shall take all reasonable measures to protect all public and private property from damage caused by such activity.
C. More Restrictive Rules Shall Apply. Whenever conflicts exist between federal, state, or local laws, ordinances, or rules, the more restrictive provision shall apply.

PROPOSED

3.04.04. Basic Control Objectives

The basic control objectives which are to be considered in developing and implementing erosion and sedimentation control plans are to:

A. Identify Critical Areas. On-site areas which are subject to severe erosion, and off-site areas which are especially vulnerable to damage from erosion or sedimentation, are to be identified and receive special attention.

B. Limit Time of Exposure. All land-disturbing activity is to be planned and conducted to limit exposure to the shortest feasible time.

C. Limit Exposed Areas. All land-disturbing activity is to be planned and conducted to minimize the size of the area to be exposed at any one time.

D. Control Surface Water. Surface water runoff originating upgrade of exposed areas should be controlled to reduce erosion and sediment loss from the site during the period of exposure.

E. To prevent unnecessary removal of native trees by identifying land disturbance areas at planning stages.

3.04.05. Mandatory Standards for Land-Disturbing Activity

A. Land-disturbing activity subject to the control of this Section 3.04 – Erosion and Sedimentation, shall be in accordance with the following mandatory standards:

1. Buffer Zone. No land-disturbing activity shall be permitted in proximity to a lake or natural watercourse unless a buffer zone is provided along the margin of the watercourse of sufficient width to confine visible siltation within the twenty-five (25) percent of the buffer zone nearer the land-disturbing activity.
2. Graded Slopes and Fills. The angle for graded slopes and fills shall be no greater than the angle which can be retained by vegetative cover or other adequate erosion control devices or structures. In any event, slopes left exposed will within thirty (30) days of completion of any phase of grading, be planted or otherwise provided with groundcover, devices or structures sufficient to restrain erosion.
3. Groundcover.
    a. Sedimentation and erosion control devices shall be installed sufficient to retain the sediment generated by the land-disturbing activity within the boundaries of the lot during construction, and shall plant or otherwise provide a groundcover sufficient to restrain erosion after completion of construction or development within thirty (30) days, weather permitting or no later than one hundred twenty (120) days following completion.

PROPOSED

b. For areas disturbed in the construction of any public road, (all side ditches, cut slopes, fill slopes, shoulders, etc.), a permanent groundcover shall be required immediately upon completion of final grade.

3.04.06. Design and Performance Standards

A. Erosion and sedimentation control measures, structures, and devices shall be planned, designed, and constructed to provide protection from the calculated maximum peak rate of runoff from the five-year storm. Runoff rates shall be calculated using the procedures in the USDA, Soil Conservation Service's "National Engineering Field Manual for Conservation Practice," or other acceptable calculation procedures.

B. Permanent Downstream Protection of Stream Banks and Channels
   1. Stream and watercourse banks and channels downstream from any land-disturbing activity shall be protected from increased degradation by accelerated erosion caused by increased velocity of runoff from the land-disturbing activity.
   2. The land-disturbing activity shall be planned and conducted such that the velocity of stormwater runoff in the receiving watercourse at the point of discharge resulting from a five-year storm after development.

C. Borrow and Waste Areas.
   1. When the person conducting the land-disturbing activity is also the person conducting the borrow or waste disposal activity, areas from which borrow is obtained shall be considered as part of the land-disturbing activity where the borrow material is being used or from which the waste material originated. When the person conducting the land-disturbing activity is not the person obtaining the borrow or disposing of the waste, these areas shall be considered a separate land-disturbing activity.

D. Access and Haul Roads.
   1. Temporary access and haul roads, other than public roads, constructed or used in connection with any land-disturbing activity shall be considered a part of such activity, and are subject to the requirements which pertain to road building as set forth this Section 3.04 – Erosion and Sedimentation.

E. Operation in Lakes or Natural Watercourses.
   1. Land-disturbing activity in connection with construction in, on, over, or under a lake or natural watercourse shall be planned and conducted in such a manner as to minimize the extent and duration of disturbance of the channel. The relocation of a stream, where relocation is an essential part of the proposed activity, shall be planned and executed to

PROPOSED

minimize changes in the stream flow characteristics, except when justification for significant alteration to flow characteristics is provided.

F. Responsibility for Maintenance
   1. During the development of a site, all temporary and permanent erosion and sedimentation control measures shall be maintained as required by the approved Grading Permit.
   2. After site development, all necessary permanent erosion and sediment control measures shall be maintained by the property owner, except those measures installed within a road or street right-of-way or easement accepted for maintenance by a governmental agency.

G. Additional Measures
   1. Whenever the City determines that significant off-site sedimentation is occurring as a result of a land-disturbing activity, despite application and maintenance of protective practices, the person conducting the land-disturbing activity will be required to and shall take additional protective action.

3.04.07. Grading Standards

A. Any land-disturbing activity whose design requires the grading of slopes, shall meet the following specific standards:
   1. All unarmored and structurally unretained graded slopes and fills shall be limited to a maximum slope of three feet horizontal to one foot vertical (3:1), except as otherwise approved by the City Engineer.
   2. Any graded or fill slope which exceeds a 3:1 slope shall be required to use universally accepted armoring techniques, or retaining structures as approved by the City Engineer or, at the developers expense, certification by a licensed professional engineer stating that the slopes can be stabilized by plantings, vegetative seeding, mulching. In the instance of slope cuts that involve rock formations it may be required to be certified by a registered geologist.
   3. Any retaining structures exceeding four (4) feet in height shall be certified by a licensed professional engineer to have been built in accordance with the approved plan.
   4. Any graded or fill slope which exceeds a 3:1 grade shall be terraced at twenty-foot (20) vertical intervals with a minimum bench width of five (5) feet.

PROPOSED

5. Any graded slope which exceeds a 3:1 grade shall be grade staked before grading process begins. The City Engineer shall be notified immediately after slope has been staked and prior to grading for inspection.
6. Maximum slopes proposed within a minimum of twenty feet (20) of an established property line or any required setback adjacent to a property line shall be 3:1 tying into existing grades along perimeter or property line of the site or retained via retaining walls or other acceptable measures. Encroachment of grading onto adjacent lots will not be allowed except where easements have been obtained prior to the grading.
7. Field stakes sufficient to delineate property boundary, shall be in place at the time the grading plan is submitted for review.

B. Construction Sequence. A construction sequence outlining the proposed time-table for completion of each phase of site grading work may be required to be submitted in conjunction with the grading plan.

C. Where practical, construction of all slopes and retaining structures shall be completed and approved by inspection and certification prior to initiating any approved building construction. Practicality shall be determined on a case specific basis by the City Engineer.

3.05 Exterior Lighting

3.05.01. Purpose

To provide standards for exterior lighting that both create a safe environment and protect the night sky.

3.05.02. General Standards

A. On-site lighting for parking areas, buildings, and commercial display areas shall be limited to fixtures that do not cast direct light beyond the limits of the property.

B. Lighting standards shall not exceed the lesser of five (5) feet taller than the principal building height or twenty-five (25) feet.

C. All lighting within the City boundaries shall be a color temperature of 3,000 Kelvin or less and shall contain full cutoff fixtures that allow no light trespass.

PROPOSED

3.06 Fencing and Screening

3.06.01. Purpose

To provide design and construction standards for all fencing and screening installed in the City of Woodland Park and required by this UDC.

3.06.02. Classification of Fences

A. Solid fences shall include masonry walls, hedges, wood, or other materials which are less than eighty percent open. All solid fences must be constructed with the fence finishing facing the exterior of the lot towards the property boundaries and public rights-of-way rather than the interior of the lot.

B. Open fences shall include all fences which are greater than or equal to eighty (80) percent open.

3.06.03. General Standards

A. Height of Fences.

1. Any solid fence within the front yard shall have a maximum height of thirty-six (36) inches if on or within the front setback and a maximum of seventy-two (72) inches otherwise.
2. Any open fence within the front yard shall have a maximum height of seventy-two (72) inches.
3. Maximum height of any fence, solid or open in the side or rear yards shall be seventy-two (72) inches, with the exception of barbed wire fences in commercial, industrial, and agricultural districts for the purpose of security which shall not exceed ninety-six (96) inches in height.
4. Double frontage lots with one frontage on a major arterial (State Highway 67 or U.S. Highway 24) may have fences solid or open up to seventy-two (72) inches in height on the property line located along the major arterial.
5. The side setback which is adjacent to the street on a reverse corner lot shall conform to the requirements for front setbacks.
6. Public tennis courts, baseball field, and other similar public recreation uses shall be exempt from the seventy-two (72) inch height limitation.

B. Electrical Fences.

PROPOSED

1. Low amperage, low voltage "pet" electric fences may be used in any district upon approval of the installation by the Building Department. All other electric types of fencing are prohibited.

C. PUD Districts.
   1. Fences within a Planned Unit Developments may vary from the standards of this Section 3.06 – Fencing and Screening, but in such case they must be in conformance with the fencing plan for the development.

D. Commercial and Industrial District Screening.
   1. This Section 3.06 – Fencing and Screening shall be applicable to any new construction in the commercial zone or any remodeling in the commercial zone where said remodeling cost is at least fifty (50) percent of the original building value.
   2. All commercial and industrial lots which have a lot line which abuts a residential lot shall install a solid fence with a height of seventy-two (72) inches along that abutting lot line.
      a. A fence plan shall be submitted along with the Building Permit application and installation of said fence by the commercial property owner shall be a prerequisite to issuance of a certificate of occupancy.

E. Administration Exemption.
   1. Where an extraordinary or exceptional situation or condition peculiar to a piece of property exists that would result in exceptional, demonstrable unnecessary hardship due to the strict application of any provision of this Section 3.06 – Fencing and Screening, the Planning Director may grant an administrative adjustment.

F. Vision at Corners and Intersections.
   1. Trees, shrubs, signs, fences, or any portion thereof, or any type of obstacle shall not be planted, placed, or retained in such a manner which would obstruct the site triangle at street corners and intersections of streets, alleys, and driveways per Section 3.03 – Vision Clearance Standards.

G. Fencing and Landscaping within Easements.
   1. No fencing shall be permitted within utility easements, drainage easements, or easements dedicated for other public use purposes, except with the written permission of the Planning Director per the following:
      a. Gates shall be installed where fences are located within or across easements when to provide access to and along an easement for purposes of installing, inspecting, and maintaining utilities and drainage facilities.

PROPOSED

b. Where fencing or landscaping exists or are installed within an easement, the City or utility provider may remove the same as necessary for the purpose of installing, inspecting, and maintaining utilities and drainage facilities. The property owner shall be responsible for replacing said structures at their own expense and shall be required to reimburse the City or utility provider for removal costs as well.

3.06.04. Screening Required for Outdoor Storage Areas

A. Any outside commercial storage of supplies, goods, vehicles, equipment, including commercial waste dumpsters, or other materials normally stored outdoors shall be required to be effectively screened from view from any public rights-of-way and adjacent property with a less intense use.
B. Such screening, approved by the Planning Director, shall be accomplished using a seventy-two-inch (72) high solid fence or wall.
C. The following uses are exempted from this provision:
    1. Structures and projects under construction,
    2. Establishments providing for the rental of equipment,
    3. Short-term sales for goods and merchandise (i.e. a sidewalk sale),
    4. Campgrounds,
    5. Automobile or truck motor vehicle sales or rental,
    6. Special event parking lots,
    7. Agricultural operations,
    8. Open air markets,
    9. Transportation terminals, and
    10. Commercial garden shops, nurseries and greenhouses.

3.07 Landscaping

3.07.01. Purpose

To provide standards for landscaping to ensure reduction in heat island effect as well as provide for beautification of development sites.

3.07.02. Landscape Standards and Specifications

A. All landscaped materials must meet the minimum standards in Table 3.07-1 at the time of planting.

Table 3.07.02-1 Landscape Material Sizing Standards

PROPOSED

Material	Standard
Deciduous trees	2" caliper – diameter measured at 4.5’ above grade (DBH)
Evergreen trees	6' in height
Ornamental trees	1.5" caliper - diameter measured at 4.5’ above grade (DBH)
Shrubs	5 gallon size
Wood chip mulch	3" depth
Rock or stone mulch	2" size – 3" depth

B. Landscape Planting and Maintenance
   1. Landscaping shall not be installed or maintained in any location which constitutes a hazard or infringement to the public health, safety and welfare.
   2. Planting areas adjacent to parking or vehicular circular circulation areas shall be protected from vehicular intrusion or damage from excessive vehicular lubricant or fuels.
   3. Landscaping shall be regularly maintained. Dead, diseased or missing plants must be replaced with the same type as provided in the approved landscape plan. Replacement must occur within the next planting season, not to exceed twelve months.

3.07.03. Tree Retention, Protection, and Replacement

A. All sites shall be designed to maximize the retention of existing healthy trees.
B. Healthy existing significant trees shall be preserved to the extent reasonably feasible on all development sites and may be used to satisfy landscaping and open space requirements as provided herein.
   1. Significant trees are those measuring six (6) inches or greater in diameter four and one-half (4.5) feet above grade (DBH).
   2. Such trees shall be retained and protected on the site in accordance with all applicable provisions of this Section.
   3. When required, landscape plans shall identify the location, species, size, and condition of all significant trees, as well as the applicant's intent to preserve, transplant or protect.
C. Priority Areas for Tree Retention. The following criteria shall be used to determine areas of greatest priority for retention of trees on all development sites:
   1. Trees located in sensitive environmental areas including floodplains, stream corridors, wetlands and steep slopes (grade of 3:1 or greater), and natural drainage features.
   2. Trees that provide cover, food or other wildlife habitat amenities.
   3. Outstanding tree specimens due to size, species, form or appearance.

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4. Trees located in proposed street yards or along property perimeters that will serve as natural landscape, buffer, open space, screening or transition areas.
5. Trees located within proposed parking areas that will provide shade and wind protection, or aesthetic value for the proposed use.

D. Tree Protection Standards. The following standards shall be used to the maximum extent feasible for all projects during construction:
1. Prior to and during construction, all protected trees shall be marked with surveyor's ribbon and protected by barriers. Said barriers to be of orange fencing a minimum of four (4) feet in height, secured with metal t-posts, no closer than six (6) feet or the outer drip line of the tree, whichever is greater.
2. Within the dripline of any protected tree, there shall be no cut or fill over a four (4) foot depth unless a qualified arborist or forester has evaluated and approved the disturbance.
3. Within the dripline of any protected tree, there shall be no operation of heavy equipment, no cleaning of equipment or material or storage and disposal of waste material such as paints, oils, solvents, asphalt, concrete, motor oil or any other material harmful to the life of a tree.
4. Large areas containing protected trees and separated from construction or land clearing areas may be designated by surveyor's ribbon and metal t-post only rather than the protective barriers described herein.

E. Exemptions from Requirements. Trees that meet one or more of the following criteria shall be exempt from the requirements of this Subsection 3.07.03 – Tree Retention, Protection, and Replacement:
1. Dead, dying or naturally fallen trees, or trees found by the City to be a threat to the public health, safety and welfare.
2. Trees determined by the City to obstruct clear site distance visibility at driveways and intersections.
3. Trees that constitute a public nuisance or threat to adjacent woodlands due to species, location, disease, infestation, fire hazard or overcrowding.
4. Trees located within recreation areas, utility easements, on-site septic systems, roadways, or other special feature areas as designated on approved site plans or approved subdivision development plans.

F. Multi-Household, Commercial, and Industrial Developments.
1. Removal of trees from a development site may occur within the building envelope and vehicle accommodation area and may include a thirty-foot (30) fire safety zone around

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the approved building envelope except as provided in this Subsection 3.07.03 – Tree Retention, Protection, and Replacement.

2. Removal of additional trees beyond these areas is prohibited.
3. Acceptable standards for tree spacing, pruning and tree maintenance must be met on all sites.

G. Single-Household Residential Developments
   1. Existing developed residential lots shall retain a lot coverage, other than tree removal as allowed within this Subsection 3.07.03 – Tree Retention, Protection, and Replacement, whereby no more than ten (10) percent of the existing on site trees can be removed, providing acceptable standards for tree spacing, pruning and tree maintenance are met.
   2. On platted undeveloped lots, tree removal may occur within the building envelope and may include a thirty-foot (30) fire safety zone around the approved building envelope. Additional tree removal beyond the approved building envelope shall be permitted up to ten (10) percent of the total lot coverage, providing acceptable standards for tree spacing, pruning and tree maintenance are met.
   3. On all other undeveloped or unplatted residentially zoned parcels, tree removal is prohibited except in accordance with all applicable standards of this Subsection 3.07.03 – Tree Retention, Protection, and Replacement.

H. Landscape Requirement.
   1. For the NC, CC, SC, and HSCLI zone districts, twenty-five (25) percent of the lot size shall be landscaped with a minimum of one-half (1/2) the requirement abutting residentially zoned areas.
   2. For the CBD zone district, ten (10) percent of the lot size shall be landscaped with one-half (1/2) the requirement abutting residentially zoned areas.

3.07.04. Parking Lot Landscaping

A. All new and substantially improved parking areas shall be required to meet the standards provided Section 3.08 – Parking Requirements.

B. Landscape Plan Required.
   1. A landscape plan shall be submitted and approved which provides the location of all existing and proposed vegetation, landscaping, and screening including size of trees measured at four and one-half (4.5) feet above grade (DBH) of all existing and proposed trees, location and dimensions of planting areas, street yards, parking areas, the number, spacing, location, species, height and size of all planting materials, location and

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size of walls, berms and fences, and provisions for watering, soil stabilization, plant protection and maintenance access.

C. Parking Lot Perimeter Landscaping.
   1. Parking lots shall be screened from adjacent uses within a buffer yard a minimum of eight (8) feet measured horizontally from the property line.
   2. Screening may be accomplished in a variety of ways, including, but not limited to a garden wall, retaining wall, wooden fence, earthen berm, constructed planter, existing vegetation, dense hedge, multiple rows of shrubs and trees, or a combination of these techniques.

D. Parking Lot Interior Landscaping.
   1. All parking areas shall provide landscaped planting areas, or landscaped islands, within the interior of the parking area.
   2. Landscaped islands shall be evenly distributed throughout the parking lot between parking rows, at the ends of parking rows, and between parking spaces. The minimum dimension of each landscaped island is eight (8) feet, with a minimum area of eighty (80) square feet.
   3. Deciduous, evergreen, and ornamental trees shall be planted within the landscaped islands at a minimum rate of one (1) tree for every ten (10) parking spaces. No parking space may be further than fifty (50) feet from the trunk of a tree, or seventy-five (75) feet from two or more trees. Shrubs and groundcover shall also be installed within the landscaped islands. Innovative design and arrangement of landscaped islands and planting materials is encouraged.

E. Building Perimeter Landscaping.
   1. Parking areas shall be separated from the exterior wall of a structure, exclusive of pedestrian entrance ways or loading areas, by a landscaped planting area of at least four (4) feet in width.
   2. Trees, shrubs and groundcover shall be planted within these areas.

3.07.05. Street Tree Landscaping

A. A street landscape area averaging twenty (20) feet in width, but not less than fifteen (15) feet measured from the proposed or existing curbline or edge of pavement shall be required of all properties abutting a public or private street. Required pedestrian walkways, sidewalks, and bikeways are included in the street yard measurement.

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B. Deciduous shade trees, evergreen trees and ornamental trees shall be planted within the street yard on an average of one (1) tree for every thirty-five (35) feet of street frontage. Shrubs and groundcover shall also be installed in the street yard. While innovative design and clustering of plant materials is encouraged, proper spacing must be maintained for larger trees.
C. In order to avoid blocking motorist site distance, no plant material greater than twenty-four (24) inches in height may be located within fifteen feet of any driveway curb cut.

3.08 Parking Requirements

3.08.01. Purpose

This Section prescribes provisions, criteria, and standards for off-street parking and loading areas. The City recognizes that inadequate off-street parking and loading areas may lead to traffic congestion, parking violations in adjacent streets, loss of economic opportunities, as well as unauthorized parking in adjacent lots. Excessive parking and loading areas may waste money and valuable space for development or open space and increase the potential for drainage problems. This Section seeks to balance the public and the private needs for off-street parking and loading areas.

3.08.02. Applicability

1. The provisions of this Section 3.08 – Parking Requirements, apply to all uses except single-household detached and duplex residential developments to the extent that they are applicable and reasonable.
2. This Section 3.08 – Parking Requirements, applies to new development, substantial improvement to existing development, and the change of use of a property or structure.

3.08.03. Number of Off-Street Parking Spaces Required

A. Development in all zone districts shall provide a sufficient number of parking spaces per Table 3.08.02-1 – Table of Parking Spaces Required, to accommodate the number of vehicles that ordinarily are likely to be attracted to the development in question.
B. The requirements of this Section 3.08 – Parking Requirements, shall not apply to uses in existence as of the effective date of the ordinance, except as specifically noted to the contrary.

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C. When determination of the number of parking spaces required by Table 3.08.03-1 results in a requirement of a fractional space, any fraction of less than one-half (1/2) may be disregarded, while a fraction of one-half (1/2) or more shall be counted as one (1) space.

D. The City recognizes that Table 3.08.02-1 does not cover every possible situation that may arise. Therefore, in cases where the parking requirements are not specified, the Planning Director is authorized to recommend the parking requirements using the table as a guide and utilize applicant-submitted parking data that provides evidence of the adequacy of parking based on demand from similar uses in other jurisdictions.

E. The parking requirements in this Section 3.08 – Parking Requirements, may be modified where applicant-submitted parking data illustrates that the parking requirements do not reasonably apply to a specific development.

   1. The data submitted for an alternative parking plan shall include, at a minimum, the size and type of the proposed development, the mix of uses, the anticipated rate of parking turnover and the anticipated peak parking and traffic loads of all uses.
   2. Alternative parking plans shall accompany the associated development application.

F. Whenever any use in existence as of the effective date of this UDC expands or changes to another use, parking spaces shall be brought into conformance with the provisions of this Section 3.08 – Parking Requirements.

G. Whenever more than one use occupies the same building or lot, the total number of parking spaces required shall be the sum of the requirements for each use.

Table 3.08.03-1 Table of Parking Spaces Required

Proposed Use	Number of parking Spaced Required
Agricultural Uses	
Greenhouse, Commercial or Plant Nursery	1 per 600 sf of usable floor area
Stable, Commercial	1 per 2 horses
Stable, Private	1 per 2 horses
Amusement and Recreation Uses	
Arts and Culture Facility	1 per 4 seats
Golf Course and Clubhouse	1 per 3 people of facility capacity
Health Club or Fitness Center	1 per 250 sf of usable floor area
Recreational Entertainment, Indoor	1 per 4 seats
Recreational Entertainment, Outdoor	1 per 3 people of facility capacity
Animal Care Uses	
Kennel, Commercial	1 per 200 sf of usable floor area
Kennel, Private	1 per 200 sf of usable floor area

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Proposed Use	Number of parking Spaced Required
Pet Shop / Grooming	1 per 200 sf of usable floor area
Veterinary Facility	1 per 200 sf of usable floor area
Automotive Uses	
Car Wash (passenger)	4 stacking spaces per each wash bay
Truck and Trailer Rental	1 per 2 employees on maximum shift
Vehicle Body, Paint, and Collision Repair	3 per each repair bay
Vehicle Fueling Station	1 per 200 sf of usable floor area
Vehicle Rental and Sales (passenger)	1 per 600 sf of usable floor or outside area
Vehicle Repair and Service, Light	3 per each repair bay
Vehicle Repair and Service, Heavy	3 per each repair bay
Financial Professional and Business Service Uses	
Business Services	1 per 200 sf of usable floor area
Financial Institution	1 per 200 sf of usable floor area, plus 4 stacking spaces per drive-thru window
Office	1 per 200 sf of usable floor area
Health Service Uses	
Ambulance Service Business	1 per 400 sf of floor area
Care Facility	1 per 3 beds
Hospital	2 per bed or 1 per 150 sf of usable floor area, whichever is greater
Medical Clinic	1 per 200 sf of usable floor area
Medical, Dental, Optical Laboratories, and Fabrication	1 per 2 employees on maximum shift
Pharmacy	1 per 200 sf of usable floor area
Industrial Uses	
Contractor and Construction Services with Outdoor Storage	1 per 200 sf of usable floor area
Contractor and Construction Services without Outdoor Storage	1 per 200 sf of usable floor area
Equipment Rental or Sales	1 per 600 sf of usable floor or outside area
Equipment Repair Services	1 per 200 sf of usable floor area
Manufacturing and Industry, Light	1 per 2 employees on maximum shift
Manufacturing and Industry, Heavy	1 per 2 employees on maximum shift
Recycling Facility	1 per 200 sf of usable floor area
Institutional, Public, and Semipublic Uses	
Child Care Center	1 per 200 sf of usable floor area
Civic Space	1 per 4 people of facility capacity
Cultural Facility	1 per 300 sf of usable floor area
Government Administration Use	1 per 200 sf of usable floor area
Government Operations Use	1 per 2 employees on maximum shift
Private Club or Lodge	1 per 5 seats or 1 per 200 sf of usable floor area, whichever is greater
Religious Land Use	1 per 5 seats
School, Pre-K through 12	2 per classroom

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Proposed Use	Number of parking Spaced Required
School, Technical or Vocational	5 per classroom
School, University or College	5 per classroom
Lodging Uses	
Bed and Breakfast	1 per guest room plus 1 per 2 employees on maximum shift
Campground	1 per campsite
Hotel or Motel	1 per guest room plus 1 per 2 employees on maximum shift
Recreational Vehicle Park	1 per RV pad site
Natural Medicine Uses	
Natural Medicine Healing Centers	1 per 200 sf of usable floor area
Natural Medicine Businesses Other Than Natural Medicine Healing Centers	1 per 200 sf of usable floor area
Personal and Consumer Service Uses	
Adult Oriented Businesses	1 per 200 sf of usable floor area
Bar, Lounge, or Nightclub as Principal Use	1 per 100 sf of usable floor area
Bar, Lounge, as Accessory Use	1 per 100 sf of usable floor area
Brewery, Distillery, or Limited Winery	1 per 200 sf of usable floor area
Funeral Services - Crematory	1 per 200 sf of usable floor area
Funeral Services Facility	1 per 4 seats or 1 per 200 sf of usable floor area, whichever is greater
Personal Services	1 per 150 sf of usable floor area
Restaurant, with Drive-Thru Food Service	1 per 100 sf of usable floor area, plus 4 stacking spaces per drive-thru window
Restaurant, without Drive-Thru Food Service	1 per 4 seats or 1 per 100 sf of usable floor area, whichever is greater
Residential Dwelling Uses	
Dwelling, Duplex	2 per dwelling unit
Dwelling, Mobile Home	2 per mobile home unit
Dwelling, Modular	2 per dwelling unit
Dwelling, Multi-Household	1.5 per 1-bedroom unit 2 per 2-bedroom unit 2.5 per 3 or more bedroom unit
Dwelling, Park Model	2 per dwelling unit
Dwelling, Single-Household Attached	2 per dwelling unit
Dwelling, Single-Household Detached	2 per dwelling unit
Dwelling, Tiny House	2 per dwelling unit
Group Home	2 per dwelling unit
Retail Sales Uses	
Agricultural and Gardening Sales	1 per 200 sf of usable floor area
Convenience Store	1 per 200 sf of usable floor area
Grocery Store, Small-Scale	1 per 200 sf of usable floor area
Grocery Store, Large-Scale	1 per 200 sf of usable floor area
Liquor Store, with Drive-Thru Service	1 per 200 sf of usable floor area

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Proposed Use	Number of parking Spaced Required
Liquor Store, without Drive-Thru Service	1 per 200 sf of usable floor area
Manufactured Home Sales	1 per 1,000 sf of usable floor area
Retailer, Large	1 per 200 sf of usable floor area
Retailer, Small	1 per 200 sf of usable floor area
Wholesale Trade, Distribution, Warehousing, and Storage Uses	
Mini-Storage or Self-Storage	1 per 200 sf of usable floor area
Warehousing and Distribution	1 per 600 sf of usable floor area
Wholesale Trade and Distribution Establishment	1 per 400 sf of usable floor area

3.08.04. Special Provisions for Uses Unable to Comply

A. When the requirements of this Section 3.08 cannot be met for a lot that exists prior to July 6, 1995because there is not sufficient area on the lot that can be practicably used for parking, then the owner of the lot shall pay fees in lieu of providing the required parking.
   1. The fees will be recommended by the City Engineer and will be established by City Council-adopted resolution on an annual basis.
   2. The per space fee will include required pavement, curb and gutter, drainage, landscaping, striping, associated construction costs and land costs, if applicable.
   3. Fees paid to the City in lieu of required parking spaces will be set aside in a separate fund that will be used to construct public parking lots in appropriate areas throughout the City.

3.08.05. General Design Requirements

A. Parking Lot, Space and Aisle Dimensions. Parking lot, space and aisle dimensions shall be in accordance with the "Off Street Parking Table" and "Off Street Parking Layout." Requirements shall be as specified for the general all purpose standard, unless otherwise requested.

B. Parking Lot Access. Access to parking lots shall be not less than ten (10) feet in width for one-way traffic and eighteen (18) feet in width for two-way traffic. Access shall be to a public right-of-way.

C. Yard Setback Requirements. Parking lots shall not be required to meet the specific yard setback requirements of the zone district in which they are located. Parking lots, aisles and spaces shall be designed so that vehicles cannot extend beyond the perimeter of such area or lot onto adjacent properties, or public rights-of-way. Such areas shall be designed so that

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vehicles do not extend over sidewalks, tend to bump against any wall, vegetation or obstruction or present a sight-distance problem.

D. Backing onto Streets Prohibited. Parking lots shall be designed so that without resorting to extraordinary movements, vehicles may exit the lot without backing onto a public street.

E. Accommodation of Service Vehicles. Parking lots shall be designed so sanitation, emergency, and other public service vehicles can serve such developments without the necessity of backing unreasonable distances or making dangerous or hazardous turning movements.

F. Parking Lot and Other Vehicle Accommodation Area Surfaces. All parking lot and other vehicle accommodation areas shall be graded and hard-surfaced with bituminous asphalt or Portland cement concrete (chip and seal applications shall not be allowed) to control potholes, erosion or dust. Concrete curb and gutter for drainage and parking lot delineation is required for all parking lots and other vehicle accommodation areas and shall be designated per this UDC. For purposes of this provision, vehicle accommodation area is defined as all of that portion of a lot that is used by vehicles for access, circulation, parking, loading and unloading.

G. Parking Spaces to be Marked. Parking spaces in hard-surfaced parking lots shall be appropriately demarcated with painted lines or other markings. Such lines shall be kept clearly visible and distinct.

H. Parking Lots to be Maintained. Parking lots shall be properly maintained in all respects; specifically, they shall be free of potholes, accumulation of trash, and parking space lines kept clearly visible and distinct.

I. Handicapped Parking Required. Parking spaces for the handicapped shall be provided in accordance with the City's current building code and constructed in compliance with the Americans with Disabilities Act.

J. Snow Storage Area Required. Snow storage areas shall be provided for all parking lots. The amount of snow storage area shall be equal to or exceed ten percent of the total area of required parking spaces. Snow storage areas shall be located so as to not drain onto adjacent properties. Such areas may utilize excess parking spaces above the number required.

K. Landscaping Required. All parking lots shall be landscaped in accordance with Section 3.07.04 – Parking Lot Landscaping and the following standards:

   1. Vegetation shall not present a sight-distance problem at full maturity.

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2. All required landscaped areas shall be maintained. Specifically, they shall be kept free of dead plant materials and trash.

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3.08.06. Joint Use of Required Parking Spaces

A. A parking lot may contain required spaces for several different uses, but except as otherwise provided in this Section, the required parking spaces assigned to one use may not be credited to any other use.

B. To the extent that developments that wish to make joint use of the same parking spaces operated at different times, the same parking spaces may be credited to both uses.

3.08.07. Off-Site Parking Lots

A. If the number of parking spaces required cannot reasonably be provided on the same lot where the use is located, then spaces may be provided on adjacent or nearby lots in accordance with the provisions of this Section 3.08.07 – Off-Site Parking Lots.

B. All off-site parking shall be located within four hundred (400) feet of the lot where the use is located. With approval from the Planning Director, existing public parking located within four hundred (400) feet of the lot where the use is located may also be counted towards the required number of parking spaces.

C. The developer or applicant desiring to utilize the provisions of this Subsection 3.08.07 – Off-Site Parking Lots shall present satisfactory evidence that he has the permission of the owner of the off-site parking lot to use such spaces. The parking spaces shall not be the required spaces assigned to any other use. The developer or applicant shall acknowledge that the validity of his permit depends upon his continuing ability to provide required number of parking spaces.

3.08.08. Loading and Unloading Areas

A. Whenever any use requires that goods, merchandise, or equipment be routinely delivered to or shipped from the site upon the same lot, sufficient off-street loading and unloading area shall be provided in accordance with this Section 3.08.08 – Loading and Unloading Areas to accommodate the delivery or shipment operations in a safe and convenient manner.

B. The loading and unloading area shall be of sufficient size to accommodate the numbers and types of vehicles that are likely to use the area, subject to the nature of the use in question. The following equation indicates the number of loading berths that satisfy the standard found in this subsection:

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1. Up to ten thousand (10,000) square feet of usable floor area requires the first berth, plus, for each additional five thousand (5,000) square feet of usable floor area, one additional berth is required.
2. For purposes of this Section 3.08.08 – Loading and Unloading Areas a loading berth shall contain a space ten feet wide and thirty-five (35) feet long. Where the vehicles generally used for loading and unloading exceed these dimensions, the required length of these berths shall be increased.

C. Loading and unloading areas shall be so located and designed that the vehicles intended to use them can maneuver safely and conveniently to and from a public right-of-way, complete the loading and unloading operations without obstructing or interfering with any public right-of-way or any parking space or parking lot aisle.

D. No area allocated to loading and unloading facilities may be used to satisfy the area requirements for off-street parking, nor shall any portion of any off-street parking area be used to satisfy the area requirements for loading and unloading facilities.

E. Whenever there exists a lot with one or more structures or uses existing prior to the effective date of this UDC, and a change in use that does not involve any enlargement of a structure is proposed for such lot, and the loading area requirements of Section 3.08.08 cannot be satisfied because there is not sufficient area available on the lot that can practicably be used for loading and unloading, then the applicant need only comply with Section 3.08.08 to the extent reasonably possible.

3.08.09. On-Street Parking Permitted in Lieu

A. Any other contrary provision notwithstanding, a person applying for and obtaining permission in accordance with this section may comply with Section 3.08 – Parking Requirements, by creating on-street parking by improving areas of public street right-of-way between the edge of the traveled lane and the outside boundary of the right-of-way.
   1. Improvement of such areas of street right-of-way to create on-street parking in lieu of off-street parking is allowed only in the Central Business District, Neighborhood Commercial District, Community Commercial District, and Public/Semi Public District.
   2. A request for permission for on-street parking in lieu may be made concurrently with an application for a zoning development permit, Conditional Use Permit or a Site Plan Review.
   3. Each on-street parking space created by improving street right-of-way in accordance with the provisions of this Section shall be the equivalent of one (1) off-street parking

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space. In order to receive credit for on-street parking spaces created pursuant to the provisions of this Section, the improvements must be made on public street right-of-way that is: (i) adjacent to the lot where the use is located; or (ii) within 400 feet of the lot where the use is located. All improvements permitted under this Section shall comply with the applicable design requirements contained in the City of Woodland Park Engineering Specifications, as the same may be amended from time to time, including those standards that the City Engineer shall and is hereby directed to promulgate. Such standards shall be included in the Woodland Park Engineering Specifications.

4. In determining whether to grant permission for on-street parking in-lieu, the review authority may consider without limitation the width of the right-of-way, the traffic volume on the subject street and in the vicinity and turning movement accommodation. No person has a right to permission to on-street parking in lieu, and no permission shall be granted where the City Engineer determines that the requested improvements do not advance the reasonable safety, health and welfare of the residents of the City.
5. The City may place conditions upon granting on-street parking in lieu, including but not limited to, specifying the type of curb and gutter or requiring dedication of additional right-of-way or installation of drainage improvements.

3.09 Signs

3.09.01. Purpose

The purpose of these regulations is to promote the health, safety, and welfare of the City's residents and visitors by creating the legal framework for a comprehensive and balanced system of signage that will provide easy, pleasant, and effective communication between people and their built environment; minimize hazards to pedestrians and vehicular traffic; protect property values; prevent sign clutter that is confusing for motorists and harmful to business success; and create a community appearance that promotes economic vitality, encourages tourism, and reflects civic pride, the City's heritage, and the natural environment.

3.09.02. Interpretation and Application

The following shall be used as methods of interpreting and applying this Section:

A. This Section is not intended to interfere with, abrogate, or annul any other regulation, statute, or other provision of law;

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B. Where any provision of this Section imposes regulations that are different from any other provision of this Section or any other regulation, ordinance, statute, or provision of law, that provision which is most restrictive or imposes higher standards shall govern;
C. Notwithstanding anything herein to the contrary, noncommercial copy may be substituted for commercial copy on any lawful sign; and
D. Section 3.09 – Signs provides regulations for works of art, merchandise, or thematic sculptures that consist of a company name, product, or trademark designed to be readily identifiable as a logo that encourages a commercial transaction.

3.09.03. No Permit Required

For the purposes of this Section: 3.09.03 – No Permit Required, "permit" means a sign Zoning Development Permit (ZDP) Per Chapter 6. Public signs and the signs described in subsections A—D may be erected without a permit, provided such signs meet all other standards*:*

A. Window Signs. Signs displayed in windows that are not permanent signs;
B. Residential Nameplates. Residential nameplates that do not exceed eight square feet in sign area, which identify the occupant, name, or address of a dwelling.
C. Garage Sale Signs. Garage sale signs, signs advertising yard, rummage, and estate sales, and other similar types of sales (all referred to in this chapter as garage sale signs) that are installed no more than twenty-four hours prior to the sale, removed within twenty-four hours after the end of the sale, and not displayed for longer than a total display time of ninety-six hours.
D. Temporary signs relating to the development, sale, or rental of real property that comply with the following standards:
    1. On-Premises Real Estate Signs. One (1) temporary real estate sign on the premises is allowed on each street frontage to advertise a property for sale, lease, or rent provided that:
        a. Within any residential zone district such sign, including any attached rider signs, shall be nonilluminated and shall not exceed an aggregate sign area of eight square feet. The standard height shall not exceed six feet. A brochure box may also be attached; and
        b. Within any nonresidential zone district, such sign shall be nonilluminated or externally illuminated and shall not exceed thirty-two square feet in sign area. The standard height shall not exceed eight (8) feet. If the street frontage faced by such sign exceeds two hundred feet, one (1) additional thirty-two (32) square-foot real

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estate sign is allowed, provided that the two signs are at least one hundred (100) feet apart.

2. Directional Real Estate Signs.
   a. Within any zone district, five (5) directional open house or for sale, lease, or rent signs are allowed per property being advertised.
   b. The sign area of directional real estate sign shall not exceed six (6) square feet.
   c. Directional real estate sign(s) shall be nonilluminated in residential zone districts and shall be nonilluminated or externally illuminated in nonresidential zone districts.
3. Directional open house signs shall be erected no more than twenty-four (24) hours prior to the open house and shall be removed within twenty-four (24) hours of the end of the open house.
4. Directional for sale, lease, or rent signs shall be displayed only between the hours of 5:00 p.m. on Friday and 5:00 p.m. on Sunday.
5. Model Home Project Signs.
   a. One (1) nonilluminated sign advertising a model home is allowed on the premises of the model home.
   b. A model home is defined as a house that is used as an exhibit, not a private residence (and never has been a private residence), to advertise or market it or other houses.
   c. Model home project signs shall not exceed a sign area of twenty-four (24) square feet. The standard height shall not exceed six (6) feet.
6. Directional Model Home Signs.
   a. One (1) directional sign any place within two hundred feet of an access to a master-planned residential subdivision or to a particular filing of a residential development is allowed for the purpose of indicating the presence of one or more model homes.
   b. Directional model home signs shall not exceed a sign area of eight square feet. The standard height shall not exceed six feet.
7. Development Project Signs. A common sign that identifies the owner, architect, financial institution, real estate agency, or general contractor and may contain other statements relevant to the development project shall be governed by the following standards:
   a. One (1) temporary nonilluminated or externally illuminated development project sign is allowed on each street frontage of a nonresidential property;
   b. One (1) temporary nonilluminated development project sign is allowed any place within two hundred (200) feet of an access to a master-planned residential

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subdivision or to a particular filing of a residential development. If the development contains more than one point of access, the developer may place two (2) signs at one access in lieu of one (1) sign at each access;

c. The aggregate sign area of such signs shall not exceed thirty-two (32) square feet, divided between not more than two (2) signs;

d. The standard height shall not exceed eight (8) feet;

e. In all zone districts, development project signs shall not be placed closer than ten (10) feet to any side or rear property line;

f. In all residential zone districts, all development project signs must be removed when the developer sells the last lot in the development; and

g. In all nonresidential zone districts, development project signs must be removed when construction for that project is complete. The City may withhold the authorization of a certificate of occupancy until all development signs have been removed. In cases of phased development, each phase will be allowed a development project sign that must be removed prior to the City's authorization of the certificate of occupancy for that phase.

8. Development Project Signs, Large Lot.

   a. A large lot development project sign is a type of development project sign allowed in new residential subdivisions where the average lot exceeds one-half acre.

   b. One (1) single large lot development project sign is allowed per every eight (8) lots held in common ownership is allowed in addition to the development project signs pursuant to the previous section regarding development project signs.

   c. A large lot development project sign may be installed on an individual lot no closer than ten (10) feet to any side or rear property line. It shall be removed within seven (7) days after the sale of the lot on which it is installed. It shall not exceed sixteen (16) square feet in sign area. The standard height shall not exceed six (6) feet.

9. Construction, Contractor, or Subcontractor Identification Signs. These signs advertise a specific contractor service, company, or trade. In all zone districts, one (1) temporary construction-related sign is permitted for each contractor and subcontractor on each street frontage of a property up to a maximum of ten (10) individual signs that is under construction or redevelopment and must be removed prior to the City's authorization of the certificate of occupancy. Signs in residential zone districts shall be nonilluminated; signs in nonresidential zone districts shall be nonilluminated or externally illuminated.

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The sign area of such sign shall not exceed eight (8) square feet. The standard height shall not exceed six (6) feet.

10. No Trespass Signs. Signs not exceeding three square feet in sign area, prohibiting trespassing on property, and spaced not closer than every fifty (50) feet.
11. Informational Signs. Signs erected on private property indicating whether the establishment is open or closed, or providing directions or information regarding entrances and exits, hours of operation, accepted credit cards, parking areas, restrooms, telephones, walkways, or other similar facilities located on the premises, provided that no individual sign shall exceed four (4) square feet in sign area or a height of eight (8) feet to the topmost point of the sign measured from the ground.
12. Commemorative Signs. A wall sign or detached freestanding sign providing information related to a building including the name of the building, the date of erection, or the historic significance, when cut into any masonry surface or inlaid so as to be part of the building or when constructed of carved or sandblasted wood; formed, etched, or cast metal; high density pre-formed foam; or other similar new materials matching the building's architecture, provided the sign does not exceed six (6) square feet in sign area. When detached, the sign shall not exceed a height of eight (8) feet to the topmost point of the sign measured from the ground.

A. Temporary Signs. All temporary signs located within private property boundaries must be related to an event with a limited duration and must be removed within five days after the conclusion of the event for which the sign pertains. All temporary signs must comply with the following standards:
    1. Temporary signs are allowed along any external boundary of a lot that abuts a street frontage.
    2. Residential Zone Districts.
        a. Signs shall be nonilluminated within any residential zone district.
        b. Within residential zone districts, temporary signs shall not exceed an aggregate sign area of eight (8) square feet or a standard height of six (6) feet. The number of temporary signs allowed on a lot is not limited within residential zone districts.
    3. Nonresidential Zone Districts.
        a. Signs shall be nonilluminated or externally illuminated within any nonresidential zone district.
        b. Within nonresidential zone districts, temporary signs shall not exceed an aggregate sign area of thirty-two square feet or a standard height of eight feet.

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c. One temporary sign is allowed for each external boundary of a lot that abuts a street frontage within nonresidential zone districts.
d. One additional temporary sign is allowed for each vehicle access point of a lot within nonresidential zone districts.

4. In all zone districts, temporary signs may not be placed closer than ten (10) feet to any side or rear property line.
5. A brochure box may be attached to temporary signs to provide informational materials to passersby.

B. Flags. Including but not limited to flags of the United States of America, the state of Colorado, other state flags, flags of the City, flags from other governmental entities, or civic club flags, provided no flag shall exceed ninety-six (96) square feet in total area and no flag pole shall exceed a height of thirty feet. Flags must adhere to the USA Flag Protocol.

3.09.04. Prohibited Signs

The signs described in subsections A—G are specifically prohibited in the City.

A. Signs which by color, location, design, or reasonable interpretation resemble or conflict with traffic control signs or signals.
B. Signs that emit light that simulates lights or devices customarily associated with those used by police, fire, ambulance, or similar emergency vehicles.
C. Exterior Flashing Signs. Illuminated signs on which the artificial or reflected light is not maintained stationary and constant in intensity at all times when in use, excluding electronic message displays to the extent allowed in this Section. All signs may be dimmed at night without violating this Section 3.09 - Signs. Nothing herein shall be construed as a prohibition on holiday and seasonal lighting.
D. Non-Portable Commercial Off-Premises Signs. Non-portable commercial off-premises signs are prohibited, except for tourist oriented directional signs erected by the Colorado Department of Transportation (CDOT) and travelers' directional signs erected by the City. All signs erected in the City shall be accessory to the principal use of the premises on which the sign is located. Notwithstanding the prohibition stated herein, a person may appeal for a variance from the prohibition and the Board of Adjustment may grant a variance subject to the provisions and procedures of Chapter 6.
E. Stationary Vehicle Signs. Signs mounted, painted on, or attached to a parked vehicle or trailer for the primary purpose of attracting people to a product, business, or activity located on the same or nearby premises, or to a product, business, or activity located on a public

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right-of-way in the vicinity of such vehicle or trailer. Signs on vehicles or trailers that are merchandise are not included in this definition.

F. Mailbox Signs. Mailboxes shall not display commercial advertising beyond business name.

G. Other than public signs: signs in City-owned open-space; signs at Meadow Wood Sports Complex; signs set into or on City-owned lawns, other than parks; and signs attached to City-owned property, including but not limited to buildings, fences, light posts and street signs.

3.09.05. Permit Required

A. Permit Required. A Sign Permit, as described in Subsection 6.07.040 – Sign Permit, is required to erect, install, relocate, structurally modify, or perform any other non-routine maintenance of any sign, except for those signs indicated in Section 3.09.03 – No Permit Required or those signs requiring a temporary sign permit per Section 3.09.06 – Temporary Signs and Permits Required.

B. An administrative review at no fee is required to reface an existing sign. Tenant signs on directory signs do not require a permit or a review if refaced.

3.09.06. Temporary Signs and Permits Required

A. Temporary Sign Permit Required. It is unlawful to construct, erect, or display any temporary sign for longer than twenty-four (24) hours without obtaining a temporary sign permit, per the provisions of Subsection 6.07.040 – Sign Permit.

B. Banners and special event attention-getting devices such as pennants, streamers, balloons, and inflatable balloon characters or symbols, and devices or figures that are constructed of fabric, inflated, and designed to dance, wave, or flail are all considered as types of temporary signs.

C. Temporary signs shall be governed by the following standards:

1. The temporary sign permit shall be issued for a specified period. Temporary signs shall be displayed for no more than one hundred twenty (120) days during any calendar year and no more than thirty (30) consecutive days during any display period. Grand-opening or special event attention-getting devices as described in subsection B, may be displayed for up to thirty (30) days during any calendar year and no more than ten (10) consecutive days during any display period. The display period of attention-getting devices shall be deducted from the one hundred twenty (120) days granted for other temporary signs;

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2. The aggregate sign area of all temporary signage shall not exceed thirty-six (36) square feet, to be divided among up to three temporary signs per establishment or organization, with up to two temporary signs on any street frontage;
3. The temporary sign permit fee for an event sponsored by a governmental entity or non-profit organization shall be waived; and
4. Banners shall be affixed to a building or other permanent structure, including but not limited to canopies, permanent sign structures, fences, retaining walls, and trees. No banners shall be affixed to fencing stakes or other methods of temporarily affixing the sign to the ground.

3.09.07. General Sign Standards

A. Sign Area. The area shall be calculated using the smallest rectangle(s) or circle(s) within which each individual text, graphic, or image component of the entire sign face can fit while excluding structural supports and architectural features. The calculation may utilize multiple rectangular or circular areas to encompass the smallest possible sign area as long as those combined areas include each component of the entire sign face. In addition, only one side of a double-faced sign shall be included in a computation of sign area. The sign area of a cylindrical sign shall be calculated using the following formula: $\frac{1}{2} \pi dh$ where d is the diameter and h is the height of the cylinder.

B. Sign Height. The height shall be calculated from the topmost point of a sign measured from the ground on an upslope relative to the adjacent road grade and measured from the adjacent road grade on a downslope.

C. Intersection Visibility. No sign shall be placed, erected, or maintained in the sight triangle as illustrated in Section 3.03.

D. Sign Materials. Awning signs shall be made from cloth, canvas-like, or other non-structural covering materials. Signs other than awning and temporary signs shall not be constructed of cloth, canvas-like, vinyl, rolled plastic, cardboard, or other manmade fiber material.

E. Sign Illumination. No sign shall emit light of such intensity that it either creates a hazardous condition or annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of motorists or adjoining neighbors. Light from external illumination sources may not create a hazardous condition or annoy, disturb, injure, or endanger the comfort, repose, health, peace, or safety of motorists or adjoining neighbors. No complaint shall be issued in the event the light from the sign is removed, or the condition abated or fully corrected.

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F. Support Structures. No permanent sign shall be attached to, supported by, painted on, or drawn on fences, railings, utility poles, or trees.

G. Attached Sign Height. No attached or roof sign that is attached to a building shall be constructed to extend more than three inches above the primary peak of the roofline of a building.

H. Sign Movement. All signs and any portions thereof must maintain a permanent, stationary, and fixed position, unless specifically allowed in *Section 3.06*. Suspended or hanging signs are allowed.

I. Sound. No sign shall incorporate any sound-making device.

J. Certain Words Prohibited. No sign shall copy or imitate a public sign. Other than public signs, no sign shall use the word "danger" in the absence of a threat of eminent danger. This provision shall not apply when the words are part of a business name or an attraction title for a theatrical or similar event or purpose.

3.09.08. Residential Standards

A. Signs for Residential Uses Located in Nonresidential Zone Districts. Signs for single-household residential uses that are located in nonresidential zone districts shall be governed by the standards in clause 3.09.08.C.1. Signs for multi-household uses that are located in nonresidential zone districts shall be governed by the standards in clause 3.09.08.C.2. Signs for manufactured home communities that are located in nonresidential zone districts shall be governed by standards in clause 3.09.08.C.3.

B. Residential Areas. Signs in residential areas shall be nonilluminated and no larger than eight square feet in sign area. For purposes of Section 3.09 – Signs, residential areas mean real property within residential zone districts except (1) model home sites; (2) any place within two hundred feet of an access to a master-planned residential subdivision or to a particular filing of a residential development; and (3) new residential subdivisions where the average lot exceeds one-half acre with at least eight lots held in common ownership.

C. Low-Profile and Wall Signs. This section includes additional requirements for signs that are located within residential zone districts but are not located within residential areas, as described in clause 3.09.08.B.

1. In the suburban residential and urban residential zone districts, one low-profile sign any place within two hundred feet of an access to a master-planned residential subdivision or to a particular filing of a residential development, not exceeding a sign area of twenty-

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four square feet, is allowed for the purpose of identifying the name of a residential development.

2. In the multi-household residential suburban and multi-household residential urban zone districts:
    a. One low-profile sign is allowed any place within two hundred (200) feet of an access to a master-planned residential subdivision or to a particular filing of a residential development for the purpose of identifying the name of a multi-household residential development according to the table below. If the development contains more than one point of access, the developer may place two signs at one access in lieu of one sign at each access.

Table 3.06(A)

Sign Area Requirements	
Number of Dwelling Units	Sign Area (sq. ft.)
1-4	8
5-9	12
10-19	16
20-29	20
>30	24

    b. One wall or low-profile sign, not exceeding a sign area of eight square feet, is allowed for the purpose of identifying an office, each common facility, and each specific multi-household structure.
3. In the manufactured home community zone district:
    a. One low-profile sign any place within two hundred feet of an access to a manufactured home community or to a particular filing of a manufactured home community development not exceeding a sign area of twenty-four (24) square feet, is allowed for the purpose of identifying the manufactured home community. If the manufactured home community contains more than one (1) point of access, the developer may place two (2) signs at one (1) access in lieu of one (10 sign at each access; and
    b. One (1) wall or low-profile sign, not exceeding a sign area of eight (8) square feet, is allowed for the purpose of identifying an office and each common facility.

D. Ranch-Style Archways. In any residential zone district, one nonilluminated or externally illuminated ranch-style archway is allowed per approved driveway or access point to a

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residential property or any place within two hundred feet of an access to a master-planned residential subdivision or to a particular filing of a residential development. The ranch-style archway shall not exceed a height of eighteen feet to the peak of the arch measured from the ground below the arch. Notwithstanding any contrary provision in *Section 3.06*, any ranch-style archway shall not exceed a maximum sign area of eight square feet over an approved driveway or access point or twenty-four square feet over any place within two hundred feet of an access to a master-planned residential subdivision or to a particular filing of a residential development. Ranch-style archways and their supports shall be constructed of natural materials such as brick, sandstone, wood, stucco, textured concrete masonry, wrought iron, or other similar materials.

3.09.09. Nonresidential Standards

A. Detached Freestanding Signs. Detached freestanding signs are allowed in all nonresidential zone districts and shall be governed by the following standards:

1. Number of Detached Freestanding Signs.

a. Independently located establishment. An independently located establishment means an establishment not located in a commercial center. One detached freestanding sign is allowed for each independently located establishment except that (1) if such establishment occupies a corner lot with a minimum area of twenty thousand (20,000) square feet, or (2) if such establishment has one (1) continuous street frontage that exceeds two hundred (200) feet, a second detached freestanding sign is permitted. If both signs are located on the same street frontage they must be at least one hundred feet apart.

b. Commercial Centers. A commercial center means any commercial development on a site that contains either three (3) or more contiguous tenant spaces in any one (1) building on a single lot or two (2) or more buildings on contiguous lots or the same lot that share parking facilities and accesses. All signs within a new commercial center completed or substantially improved after the effective date of this UDC must be compatible with the main buildings and the other signs in the commercial center.

i. The number of detached freestanding signs allowed for a commercial center is determined according to the following table:

Table 3.09.09-1

Number of Signs Allowed		
Number of Signs	Building Footprint (sq. ft.)	Street Frontage (ft.)

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1	0—75,000	≤300
2	0—75,000	>300
2	75,001—125,000	N/A
3	>125,000	N/A

ii. Commercial center out-parcels. One detached freestanding sign is allowed for an independently located establishment on an outparcel of a commercial center and separated by a minimum distance of fifty (50) feet from any other building in the commercial center.

2. Area of Detached Freestanding Signs. The maximum sign area for a detached freestanding sign depends upon the type of sign to be erected and shall be determined as follows:

Table 3.09.09-2

High-profile Sign Area, sq. ft.				
Speed, mph	25-34	35-44	45-54	55+
Frontage, ft.				
<50	24	32	40	48
50-99	36	42	48	56
100-149	48	54	58	64
150-199	56	58	64	72
200-249	64	64	72	80
250-299	72	72	80	80
300 +	80	80	80	80

Table 3.09.09-3

Low-profile Sign Area, sq. ft.				
Speed, mph	25-34	35-44	45-54	55+
Frontage, ft.				
<50	12	16	20	24
50-99	24	30	36	40
100-149	48	54	58	64
150-199	64	64	64	72
200-249	72	72	72	80
250 +	80	80	80	80

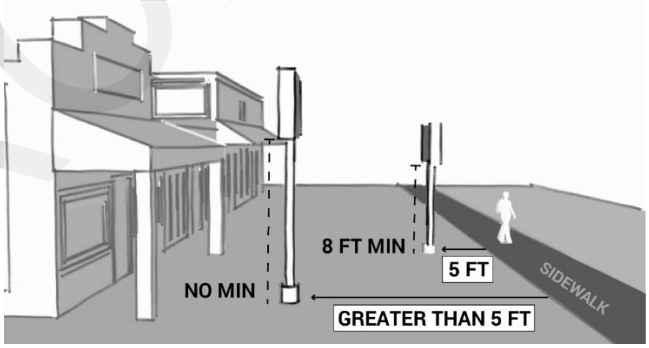
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3. For commercial centers, the entire length of the commercial center's street frontage on which the sign will be located shall be used.
4. Height of Detached Freestanding Signs.
    a. Low-profile signs. The standard height of low-profile signs shall not exceed six (6) feet.
    b. High-profile signs. The standard height of a high-profile sign shall not exceed the following:

Table 3.09.09-4

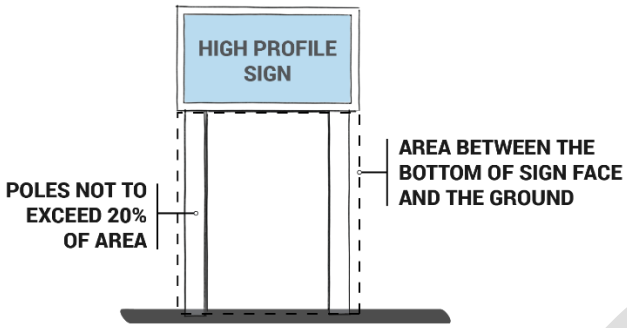
Zone District	Standard Height
Agriculture (AG)	12 feet
Central business district (CBD)	12 feet
Neighborhood commercial (NC)	12 feet
Community commercial (CC)	16 feet
Service commercial (SC)	20 feet
Heavy service commercial/light industrial (HSCLI)	20 feet
Planned unit development (PUD)	20 feet

5. Minimum height to bottom of high-profile sign.
    a. Any high-profile sign that is within five feet of a sidewalk shall have a minimum height to the bottom of the face of the sign of eight (8) feet.

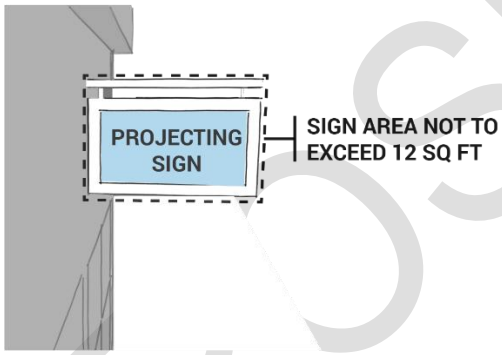


    b. Columns, poles, or other supports for a high-profile sign shall not occupy more than twenty (20) percent of the area between the bottom of the sign face and the ground.

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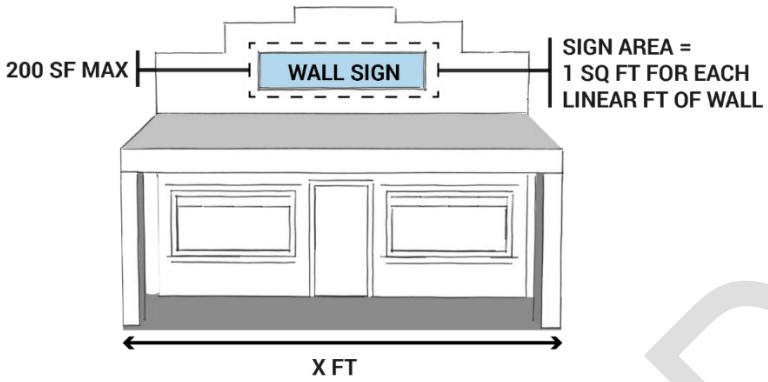
B. Projecting Signs. In all nonresidential zone districts, projecting signs are allowed for each independently located establishment, provided that the aggregate sign area of all projecting signs on each street frontage or wall shall not exceed twelve square feet.



C. Wall Signs. In all nonresidential districts, wall signs shall be governed by the following standards:

1. The aggregate sign area shall not exceed one square foot for each linear foot of length of the wall on which such signs are mounted up to two hundred square feet. For establishments having a store front less than fifty feet in length and being set back one hundred to less than two hundred feet from the right-of-way, the aggregate sign area shall not exceed 1.25 square feet for each linear foot of length of the wall on which such signs are mounted. For a setback of two hundred feet or more the maximum aggregate sign area shall not exceed 1.5 square feet for each linear foot of length of the wall on which such signs are mounted. For buildings with irregular wall faces, the length of the wall shall include all the wall lengths that are generally parallel; and

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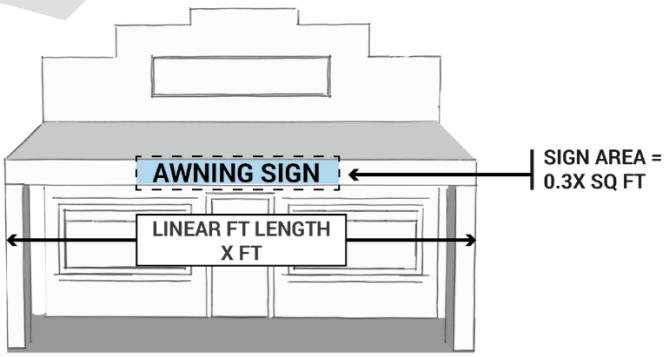
*see additional wall sign area standards based on setback, storefront width, and zone district

2. An establishment may have both wall signs and projecting signs on the same wall provided that the aggregate sign area of the wall signs and projecting signs does not exceed the maximum allowable sign area for wall signage, except as provided in Section 3.09.10 – Special Area Standards.

D. Mural Signs. In all nonresidential zone districts one mural sign shall be allowed at each establishment and such sign shall be governed by the same standards that apply to wall signs.

E. Canopy Signs. In all nonresidential zone districts, the aggregate sign area for each side of the canopy shall not exceed 0.30 square feet per linear foot of the side of the canopy on which the sign is mounted.

F. Awning Signs. In all nonresidential zone districts, the aggregate sign area for an awning sign shall not exceed 0.30 square feet per linear foot of the side of the awning on which the sign is mounted.



G. Signs Under Covered Walkways. A sign under a covered walkway is any sign that is suspended beneath a roof-like structure over a walkway. In all nonresidential zone districts signs under covered walkways must be elevated at least eight feet above the walkway and

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the aggregate sign area for each entrance to the establishment shall not exceed four square feet.

H. Portable Signs. Any sign designed to be moved easily and not permanently affixed to the ground or to a structure or building shall be governed by the following standards:

1. Sidewalk signs. In the Central Business District, Neighborhood Commercial and Community Commercial zone districts, and PUD commercial centers, portable signs placed on or adjacent to an improved pedestrian sidewalk, including sandwich signs which are constructed in such a manner as to form an "A" or tent-like shape, hinged or not hinged at the top, with each angular piece held at an appropriate distance by a supporting member shall be governed by the following standards:
   a. One nonilluminated or externally illuminated sidewalk sign is allowed per establishment;
   b. Sidewalk signs shall be allowed in the public right-of-way only in the Special Downtown Area;
   c. Sign area within a public right-of-way shall not exceed six (6) square feet;
   d. Sign area within private property boundaries shall not exceed sixteen (16) square feet;
   e. Illumination and sign anchoring of sufficient weight to prevent the sign from becoming a hazard in windy conditions must be approved by the Planning Department prior to issuance of a permit;
   f. Sidewalk signs that are within the public right-of-way shall be located directly adjacent to the property and on the same side of the street as the establishment. The sign placement shall not prevent the sidewalk from being ADA accessible nor shall it cause a pedestrian to move further from a building and closer to a roadway;
   g. Sign must be removed from the public right-of-way and stored during non-business hours or during periods of snow removal;
   h. All sidewalk signs must comply with all standards of this Section 3.09 - Signs within sixty (60) days of notification from the Planning Department. Any existing sign that does not comply within sixty (60) days is in violation of Section 3.09 – Signs and shall be removed immediately;
   i. Acceptable materials for sidewalk signs may include chalk, dry-erase, or other similar type of boards, provided that such temporary surface area shall not exceed seventy-five percent of the sign area; and
   j. An establishment may not have both a sidewalk sign and a poster frame sign.

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2. Poster Frame Signs. In all nonresidential zone districts, one nonilluminated or externally illuminated poster frame sign is allowed per establishment. Poster frame signs shall be governed by the following standards:
    a. Poster frame signs must possess sufficient weight to prevent them from becoming a hazard in windy conditions;
    b. Such signs shall not be located on a public sidewalk, nor shall they impede pedestrian, bicycle or vehicle traffic;
    c. The sign area inside each frame may not exceed eight square feet;
    d. All poster frame signs must comply with all standards of this Section 3.09 - Signs within sixty (60) days of notification from the Planning Department. Any existing sign that does not comply within sixty (60) days is in violation of Section 3.09 - Signs and shall be removed immediately; and
    e. An establishment may not have both a sidewalk sign and a poster frame sign.
3. Handheld Signs or Costumed Characters with Signs Promoting a Business. In the Central Business District, Neighborhood Commercial and Community Commercial zone districts, and PUD commercial centers, one nonilluminated handheld sign directing attention to an establishment is allowed per establishment. Handheld signs or costumed characters with signs promoting a business shall be governed by the following standards:
    a. A handheld sign shall not exceed six (6) square feet;
    b. Handheld signs or costumed characters with signs promoting a business that are within the public right-of-way shall be located directly adjacent to the property and on the same side of the street as the establishment and shall not obstruct traffic;
    c. Handheld signs or costumed characters with signs promoting a business shall be displayed only during regular or daylight business hours;
    d. Handheld signs or costumed characters with signs promoting a business shall not be displayed during periods of limited visibility; and
    e. All handheld signs must comply with all standards and regulations of this Section 3.09 - Signs within thirty (30) days of notification from the Planning Department. Any existing sign that does not comply within thirty (30) days is in violation of Section 3.09 - Signs and shall be removed immediately.
4. Recurring Balloon Displays. In all commercial districts, recurring balloon displays are permitted and shall be governed by the following standards:
    a. The display shall be removed during non-business hours;

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b. The display location must be approved by the Planning Department prior to issuance of a permit. The location of the balloon display shall not inhibit ingress or egress at the establishment; impede access to the sidewalk, parking lot, other on-site facilities, or any other establishment; or obstruct visibility on a nearby road right-of-way; and
c. Balloons that are used as part of a special event are governed by Section 3.09.06 – Temporary Signs and Permits Required.

I. Manual Changeable Copy Signs. In all nonresidential zone districts, not more than two (2) manual changeable copy sign are permitted per establishment. Religious land uses and educational institutions may also apply for a manual changeable copy sign, regardless of zoning classification. Manual changeable copy signs shall be governed by the following standards:
1. The sign shall comply with the standards and regulations for wall signs or detached freestanding signs;
2. Manual changeable copy signs shall not exceed a maximum size of thirty-two square feet in sign area; and
3. Manual changeable copy signs shall be erected as part of a larger sign. The sign area of the manual changeable copy sign shall count toward the maximum allowable sign area of the detached freestanding or wall sign of which it is part. If erected as part of a detached freestanding sign, the manual changeable copy portion shall account for no more than fifty (50) percent of the sign area. If erected as part of a wall sign, the manual changeable copy portion of the sign shall account for no more than seventy-five percent of the sign area.

J. Electronic Message Displays. These standards shall not apply to fuel pricing signs. For the standards that apply to fuel pricing signs, see Section 3.09.09(L) – Nonresidential Standards. Places of worship and educational institutions may apply for an electronic message display, regardless of zoning classification but only within those areas identified on the Electronic Message Display Overlay Map as described in Section 2.09 – Overlay Zone Districts, Section 2.09.02 Electronic Message Display Overlay District. Electronic message displays shall be governed by the following standards:
1. The displays shall only be allowed as wall signs or detached freestanding signs and shall comply with the standards for whichever is applicable;
2. Electronic message displays shall be erected as part of a larger sign. The sign area of the electronic message display shall count toward the maximum allowable sign area of the sign of which it is part;

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3. Electronic message displays shall not exceed a maximum daytime brightness of one thousand NITs (candelas per square meter) between dawn and dusk as certified by the manufacturer and shall not exceed a maximum nighttime brightness of one hundred NITs between dusk and dawn as certified by the manufacturer. City officials have the right to view the programmed specifications of the sign to determine compliance, and the burden of proof is on the sign owner with respect to verifying the light compliance should a field measurement of brightness be necessary;
4. Electronic message displays shall contain static messages and shall utilize a hold time of eight seconds, requiring each message on the sign to be displayed for at least eight seconds duration. Transition effects are prohibited. The change of message shall not exceed one (1) second of time between each message displayed on the sign. Static messages shall not have movement or the appearance or optical illusion of movement during the static display period of any part of the sign. A static message shall not include any flashing or the varying of light intensity, and the message shall not scroll.
5. Electronic message displays shall not exceed a maximum size of thirty-two square feet in sign area;
6. Electronic message displays shall be allowed only in those areas identified on the Electronic Message Display Overlay Map for Highway 24, Highway 67 and Baldwin Street, which is contained in in Section 2.09 – Overlay Zone Districts. The electronic message display shall be located on the establishment's highway or Baldwin Street frontage; and
7. If erected as part of a detached freestanding sign, the electronic message display portion shall account for no more than fifty percent of the sign area. If erected as part of a wall sign, the electronic message display portion of the sign shall account for no more than seventy-five percent of the sign area.

K. Directory Signs. In all nonresidential zone districts, one sign that identifies the name and location of tenants in a multi-tenant commercial, industrial, or institutional building or in a development composed of a group of buildings or in a commercial center is allowed. Directory signs shall be governed by the following standards:
   1. Directory signs shall be detached freestanding signs or wall signs;
   2. In addition to the other signage allowed on the premises, one directory sign not exceeding a sign area of twenty-four square feet is allowed for each platted access to the commercial or industrial center or for each public entrance in a multi-tenant building;

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3. If the total building footprint exceeds seventy-five thousand (75,000) square feet, one additional directory sign is allowed. If the total building footprint exceeds one hundred thousand square feet (100,000), three (3) signs are allowed;
4. No more than three (3) directory signs are allowed for a single multi-tenant building or a multi-building center; and
5. When more than one (1) detached freestanding directory sign is present, such signs shall be at least one hundred (100) feet apart.

L. Fuel Pricing Signs. In all commercial districts, signs advertising the price of fuels are allowed in addition to any other signs allowed on the premises and shall be governed by the following standards:
1. One fuel pricing sign shall be permitted for each street frontage and no more than two (2) pricing signs are permitted on a single premises;
2. The sign must be attached to a principal structure or to the structure covering fueling station islands or to the support structure of a detached freestanding sign provided that when attached to the supporting structure of a high-profile sign the bottom of the fuel pricing sign is elevated not less than eight feet above ground;
3. A pricing sign shall not exceed a sign area of eight square feet for each fifty (50) feet of frontage provided that the maximum sign area shall not exceed twenty-four (24) square feet; and
4. A fuel pricing sign may utilize electronic message display technology to display fuel prices, provided the display message only changes when the price of fuel changes and the sign does not exceed a maximum nighttime brightness of one thousand NITs (candelas per square meter) between dusk and dawn as certified by the manufacturer. City officials have the right to view the programmed specifications of the sign. The sign owner has the burden of establishing compliance by measuring sign brightness with equipment that is of standard use in the industry for making such measurements.

3.09.10. Special Area Standards

A. Special Downtown Area. Notwithstanding anything herein to the contrary, signs located within the Special Downtown Area, shown on the Special Downtown Area Overlay Map, which is contained in Section 2.09 – Overlay Zone Districts, Section 2.09.03 – Special Downtown Area Overlay District, shall be governed by the following standards:
1. Projecting signs shall not extend more than forty-two inches over the public right-of-way;

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2. Storefronts shall be entitled to a minimum sign area of twenty-five square feet for a wall sign, in addition to the twelve square feet allowed for a projecting sign; and
3. Recurring balloon displays may be located in the right-of-way.

B. Signs Allowed in Planned Unit Development (PUD) Districts. If not otherwise stated in the final development plan, signs within a PUD district shall be governed by the general standards and the applicable residential and nonresidential standards.

C. Woodland Station Overlay District. Sign standards and regulations for the Woodland Station Overlay District are contained in Section 2.09.01 – Woodland Station Overlay District.

3.09.11. Sign Maintenance

A. All signs, including temporary signs and signs not requiring a permit, are required to comply with this subsection.

A. The owner and lessee of a sign shall keep such sign properly maintained at all times, in accordance with the following standards:
1. All materials used in permanent signs shall be kept in good condition, free of graffiti and free of holes, rot, peeling paint, and other forms of structural or superficial decay;
2. All temporary signs shall be kept in good condition. Any temporary sign or banner that becomes ripped, torn, sagging, or otherwise illegible must be removed, repaired, or replaced immediately;
3. If the sign is intended to be illuminated, all lighting shall be maintained in working order;

B. The owner and lessee shall promptly remove graffiti or repair any hole or structural or superficial decay within fourteen days or such longer time as specified in the written notice sent to the owner and lessee at the last address shown in the Teller County Assessor's real property records and the City's business license records for the address at which the sign is located. Failure to take corrective action by the specified deadline is a violation of this Section 3.09 - Signs. If the owner or lessee fails to take the corrective action by the deadline specified in the written notice the Planning Director or designee may enter the property and take the corrective action necessary to remove graffiti or repair any hole or structural defect. The owner and lessee shall be jointly and severably responsible for the actual costs incurred by the City in taking any corrective action. In the event that such costs remain unpaid for a period of sixty (60) days from the date of the written bill of costs sent to the owner and lessee at the last address shown in the Teller County Assessor's real property records and the City's business license records for the address at which the sign is located, the City Clerk may certify the delinquent payment to the Teller County Treasurer to be placed upon

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the tax list for the current year and to be collected in the same manner as taxes, plus a charge thereon to defray the costs of collection.

C. In the case of any structural defect, if the City determines immediate action is required for the protection of the public health, safety or welfare, the City may take immediate action without prior notice to the owner and lessee of the sign. The owner and lessee shall be jointly and severably responsible for the actual costs incurred by the City in taking corrective action. In the event that such costs remain unpaid for a period of sixty (60) days from the date of the written bill of costs sent to the owner and lessee at the last address shown in the Teller County Assessor's real property records and the City's business license records for the address at which the sign is located, the City clerk may certify the delinquent payment to the Teller County Treasurer to be placed upon the tax list for the current year and to be collected in the same manner as taxes, plus a charge thereon to defray the costs of collection.

3.09.12. Nonconforming Signs

A. All off-premises signs which are within the purview of the provisions of the Federal Highway Beautification Act of 1965 and the Colorado Outdoor Advertising Act shall be governed by the regulations set forth therein and are not subject to the regulations contained in this subsection 3.09.12 – Nonconforming Signs.

B. Illegal Nonconforming Sign. Illegal nonconforming sign means a sign that was illegally erected or maintained with respect to any laws or sign ordinances governing such sign at the time of its erection or maintenance. Unless conclusive evidence can be found to the contrary, any nonconforming sign at the time of the effective date of this UDC shall be deemed a legal nonconforming sign except for the following:

1. Those signs meeting the requirements of Subsection 3.09.04 – Prohibited Signs and Section 3.09 – Temporary Signs and Permits Required.
2. All illegal nonconforming signs shall be brought into conformance with the provisions of this UDC within ninety (90) days of the date of the written notice sent to the owner and lessee of any illegal nonconforming sign at the last address shown in the Teller County Assessor's real property records and the City's business license records for the address at which the sign is located. Failure to take the corrective action necessary to bring an illegal nonconforming sign into conformance within the ninety-day period is a violation and punishable under Subsection 1.12.02 – Penalties For Violations of Sign

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Regulations. Each day that a violation is allowed to exist beyond the time designated in the written notification shall constitute a separate offense.

C. Legal Nonconforming Sign. Any legal nonconforming sign may continue in existence and function provided such sign is maintained in good condition. A legal nonconforming sign shall not be:
   1. Structurally changed, except to reduce or eliminate the nonconformity of the sign, although its content may be changed;
   2. Structurally altered in order to prolong the life of the sign, except to meet safety requirements;
   3. Altered, enlarged, or extended, except to reduce or eliminate the nonconformity of the sign;
   4. Continued in use if a substantial improvement to the principal building structure occurs; or
   5. Replaced with a nonconforming sign if destroyed.

3.09.13. Sign Variances and Appeals

A. Requests for variances from the standards contained in Section 3.09 – Signs, shall be applied for in accordance with Chapter 6 – Administration.

B. Appeals of a final decision shall be processed per Chapter 6 – Administration.

C. Application to the Planning Director for Minor Variations.
   1. Any person may apply to the Planning Director for a minor variation(s) from the provisions of this Section 3.09 – Signs, in cases where special circumstances including but not limited to unanticipated sign location issues or unusual physical site conditions cause the need for some minor adjustments to be made to the allowable sign area, sign location, or sign height. Applicants shall submit requests for minor variations on a form supplied by the Planning Department. The Planning Director may authorize minor variations from the provisions of this Section 3.09 – Signs, to:
      a. Allow maximum and minimum heights to be adjusted by as much as two (2) feet;
      b. Increase the allowable sign area by up to ten (10) percent; or
      c. Allow other similar minor variations.
   2. The Planning Director shall consider each application for a minor variation on a case-by-case basis and may grant an application where special circumstances impose some difficulty or hardship on the applicant.

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3. The Planning Director shall make a written recommendation within seven (7) days of the complete application for a minor variation being received by the Planning Department.
4. Minor variations may be granted retroactively.

3.10 Site and Building Design Standards

3.10.01. Lot Coverage Standards

A. The purpose of lot coverage standards is to preserve the open area on the lot. Lot coverage limitations establish the maximum percentage of lot surface that may be covered by improvements.

B. Improvements included in the coverage calculation are:
   1. Principal and accessory buildings;
   2. Portions of the property which are capable of being developed and which are specifically used for storage or reserved for future expansion, or outdoor areas which are developed for use as a storage area;
   3. Areas designed to accommodate motor vehicle uses such as parking lots, open air showrooms, roads, or service areas, at, above or below ground level. Landscaping, over underground parking, however, will be included.

C. Lot coverage does not include:
   1. Walkways, pedestrian paths, open plazas and malls, terraces, natural drainage ways, playgrounds, rooftops improved for landscape or recreational purposes, and similar structures designed specifically for active and passive recreational use and which are not designed to be used by motor vehicles except for emergency and service purposes; and
   2. Areas used as plated or landscaped areas, flower beds and planters.

D. Other than as specified in clause 3.10.01.E, development shall not exceed the lot coverage percentages established in Table 3.10.01-1.

Table 3.10.01-1

Use Types	Zone Districts	Maximum Lot Coverage (%)
Duplex and Single-household Attached Dwellings	MDS, MDU, PUD	60%
Multi-household Attached	MDS, MDU, PUD	60%
Office-retail	NC, CC, CBD, PUD	80%
Heavy service commercial	SC, PUD	80%

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Light industrial	HSCLI, PUD	85%

E. Lots within the SR and UR zone districts and Single-Household Detached Dwellings within the PUD zone are subject to the following maximum lot coverage limits.

1. Maximum lot coverage based on lot size per Table 3.10.01-2:

Table 3.10.01-2

Lot Size (Square Feet)	Maximum Lot Coverage (%)
4,500-5,999	50%, minus 1% for each additional 150 square feet of lot area, to a maximum site coverage of 40%
6,000-8,999	40%, minus 1% for each additional 300 square feet of lot area, to a maximum site coverage of 30%
9,000-12,000	30%, minus 1% for each additional 600 square feet of lot area, to a maximum site coverage of 25%
12,000-17,999	25%, minus 1% for each additional 1,200 square feet of lot area, to a maximum site coverage of 20%
18,000 and larger	20%

2. Driveways, sidewalks, decks, and patios are not calculated as part of the lot coverage standard.

3.10.02. Building Placement and Site Layout

A. Building Siting.

1. The siting of a building shall fit the existing topography, relate to climatic conditions, and consider on-and-off-site structures, streets and pedestrian ways.
2. Structures shall, to the extent possible, be placed lower than the on-site ridgelines so that the building will blend into the landscape, rather than being a focal point.
3. Building orientation and placement shall minimize overall cut and fill depths.
4. The pattern of spaces between buildings of new construction shall be consistent with existing construction.
5. Attention shall be given to preserving unique or special topographical features such as streams, outcroppings, wetlands, and unusual or scenic geological features.

B. Orientation.

1. Building orientation shall, to the extent reasonably possible, face the street frontage, and preserve view corridors. Building heights of new structures shall, to the extent reasonably possible, not interfere with view corridors of existing structures. Buildings

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shall be carefully sited for climate control and to minimize casting shadows onto adjacent structures.

2. When integrating with existing neighborhoods or dissimilar adjoining land uses, buildings and other site plan elements shall, to the extent possible, be oriented on the lot in a manner which is consistent with the adjoining use. Where there is a predominant pattern of siting characteristics established on surrounding lots, this pattern shall be continued on the subject lot.

C. Massing, Scale, and Proportion.

1. The design of the building or buildings shall consider the building proportions, building mass and height and the potential for grouping buildings together so as to be compatible with adjacent existing and proposed uses.
2. If the proposed building or buildings is to be larger than adjacent structures, architectural elements shall be incorporated into the design of the larger building such that the scale of the larger building's façade is compatible with the adjacent smaller buildings. Scale of the elements of the existing and proposed buildings, and existing rhythm of buildings along the street shall be considered. Landscaping shall also be designed to integrate the structures into the surroundings.
3. A transition in scale, and appropriate quantities of open space and landscaping shall be utilized to create an attractive, compatible edge in areas where larger scale buildings are sited next to smaller ones, such as office complexes next to single-household residences.

D. Building Placement within Easements. This Clause 3.10.02.D is intended to prevent the construction of building structures within utility easements, drainage easements, or easements dedicated for any other public use. Further, this section is intended to reduce potential damage to people and property, to reduce the probability of excavation damage to infrastructure placed in said easements, to preserve the use of easements for their intended public use, and to allow for the future maintenance of infrastructure constructed in easements.

1. The construction of buildings or structures shall be prohibited within utility easements, drainage easements, and/or easements dedicated for other public use.
2. It shall be the responsibility of the landowner to identify any and all existing easements and current uses upon their property. When the location and use of an easement is not known, it shall be the responsibility of the landowner to locate it and its uses before the new construction commences.

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3. Relocation of Existing Buildings or Structures and Existing and Allowed Nonpermanent Building Structures. Where existing building structures and existing and to be allowed nonpermanent building structures are installed within an easement, the City or utility provider may remove the same as necessary for the purpose of installing, inspecting and maintaining utilities and drainage facilities; the property owner shall be responsible for replacing said structures at their own expense and shall be required to reimburse the City or utility provider for removal costs.

3.10.03. Architectural Design Guidelines

A. When building groups or multiple structures are planned for a single project, they shall be designed in a unified architectural and spatial manner with reference to building placement, exterior finish, materials, and design details.

B. Brick, sandstone, wood, stucco, colored and textured concrete masonry units for facing materials are encouraged.

C. The primary use of prefabricated metal for an entire structure, panelized flat plywood and highly reflective materials for facing materials is prohibited.

D. The design of façades visible from the street shall include building materials that are similar or identical with the surroundings and provide an appearance of quality and permanence.

E. Colors which blend well with adjoining architectural styles and the natural surrounding environment shall be the predominant ones used on the exterior of the buildings, with bright colors used only for accents and detailing of the architecture.

F. Surface or façade details to enrich the architectural character and enhance the streetscape shall be used. These may include, but are not limited to awnings, special entry details, lights, and bay or specially designed windows, cornices, or molding details.

G. Blank building walls that are visible to the public shall, to the extent possible, be avoided. Blank walls shall be designed to be less oppressive by incorporating interesting details, design patterns, and features that diminish the scale of the structure. For an expansive wall, consideration shall be given to implementing a pattern on the wall with a different color or type of the same material, or creating an area of the wall that is a different texture, color and material. Jogging the walls of the building shall be considered to break up large building façades.

H. Lighting, paving, and street furnishings such as benches and planters shall be integrated into the overall building concept and design.

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I. Mechanical equipment mounted on the building including but not limited to vents, flues, and flashing shall be painted to match the color of the building or screened with materials compatible with the architectural design of the building.

J. Retaining walls shall consist of materials compatible with the architectural design of the building.

K. All retail goods stored outside shall be screened per Subsection 3.06.04 – Screening Required for Outdoor Storage.

L. Outdoor display for retail goods shall: be limited to the area at the front of the principal building; be placed as near to the principal building as possible; not extending beyond twenty-five feet of any front wall and not extend beyond fifty feet of any front corner of the principal building; be configured so that the retail goods do not impede pedestrian and handicapped access; and not encroach into the parking area. Vending machines are not allowed outside.

3.10.04. Walkways and Bike/Pedestrian Paths

A. The minimum width of an on-site walkway shall be five feet unless head-in parking is permitted adjacent to the walkway, in which case the walkway shall have a minimum width of seven feet. On-site walkways designed to accommodate bicycles shall be referred to as bike/pedestrian paths and shall have a minimum width of eight feet. If head-in parking is permitted adjacent to bike/pedestrian paths, then two feet additional shall be required for vehicle overhang on each side where head-in parking is allowed: Connections for walkways or bike paths in the public right-of-way to the building or parking lot must be provided.

3.10.05. Sidewalk Requirements in Commercial and Multi-Household Zone Districts

A. Sidewalk improvements are required in commercial zone districts including the central business district (CBD), service commercial (SC), community commercial (CC), neighborhood commercial (NC), and heavy service commercial/light industrial (HSCLI). Sidewalk improvements are also required in the multi-household residential zone districts including, Multiple Dwelling Suburban Residential (MDS) and Multiple Dwelling Urban Residential (MDU).

1. In establishments where new, expanding, or remodeled commercial or multi-household development is, proposed sidewalks, curb, and gutter shall be constructed along property boundaries adjacent to public streets by the proprietor of the business or

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property owner in conformance with construction standards, including dimensional requirements as determined by the City Engineer.

2. An expansion or remodeled commercial or multi-household property where the actual construction cost of redevelopment meets or exceeds twenty-five (25) percent of the appraisal fair market value of the property, excluding land, will be required to construct sidewalks, curb and gutter along property boundaries adjacent to public streets. Fees in lieu of sidewalk, curb and gutter construction may be considered. Said fees in lieu of shall be in an amount equal to the actual cost of construction of all required sidewalk, curb and gutter improvements as determined by the City Engineer.

B. These requirements shall not apply to any parcel whose exclusive use is single-household residential.

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Ordinance 1521, Series 2026

Exhibit A-4

Unified Development Code, Chapter 4 (Use Standards)

Chapter 4: Use Standards

Table of Contents:

4.01 Purpose
4.02 Applicability
4.03 Table of Allowed Uses
4.04 Standards Appliable to All Uses
4.05 Use-Specific Standards
4.06 Accessory Uses and Structures

4.01 Purpose

This Chapter provides regulations for how uses are allocated within each zone district, including use-specific design standards as applicable.

4.02 Applicability

The provisions of this chapter are applicable to all development within the City of Woodland Park.

4.03 Table of Allowed Uses

A. Table 4.03-1, Table of Allowed Uses, shall list all uses permitted in the commercial, industrial, agricultural, and residential districts of Woodland Park:

1. Zoning Districts:

   SR = Suburban Residential
   UR = Urban Residential
   MDS = Multiple Dwelling Suburban Residential
   MDU = Multiple Dwelling Urban Residential
   MHP = Manufactured Home Park
   NC = Neighborhood Commercial
   CC = Community Commercial
   SC = Service Commercial
   CBD = Central Business District
   HSCLI = Heavy Service Commercial / Light Industrial
   A = Agriculture

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P/SPL = Public/Semi Public Land

2. Use Table Key:

   P = Permitted Use. A "P" in a cell indicates that the use is allowed by right in the respective zone district.

   C = Conditional Use. A "C" in a cell indicates that the use is allowed by review and approval as a conditional use in accordance with the procedures set forth in Subsection 6.06.090 – Conditional Use Permit.

   S = Special Use. An "S" in a cell indicates that the use is allowed by review and approval as a special use in accordance with the procedures set forth in Subsection 6.06.120 – Special Use Permit.

   T = Temporary Use. A "T" in a cell indicates that the use is allowed by review and approval as a temporary use in accordance with the procedures set forth in Subsection 6.07.050 – Temporary Use Permit.

   G = General Development Plan. A "G" in a cell indicates that the use may be allowed per PUD General Development Plan for the specific PUD zone.

   Blank cell = the use is not allowed in the respective zone district.

B. Uses within a parcel zoned Planned Unit Development (PUD), other than those listed in Table 4.03-1 – Table of Allowed Uses, are established per the General Development Plan for that specific PUD.

Table 4.03-1 Table of Allowed Uses

Proposed Use	Standards	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Accessory and Temporary Uses														
Accessory Use or Structure	4.07	P	P	P	P	P	P	P	P	P	P	P	P	P
Home Occupation	4.05.17	P	P	P	P	P						P		P
Keeping of Chicken or Domestic Fowl	4.05.18	P	P											G
Outdoor Vending							T	T	T	T	T	T	T	T
Special Events		T	T	T	T	T	T	T	T	T	T	T	T	T
Agricultural Uses														
Farming or Ranching												P		G
Greenhouse, Commercial or Plant Nursery	4.05.15						C	C	P	C	P	P		G
Stable, Commercial	04.05.35											P		G
Stable, Private	04.05.35	P	P									P		G

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Proposed Use	Standards	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Amusement and Recreation Uses														
Arts and Culture Facility							P	P	P	P			P	G
Golf Course and Clubhouse	4.05.13												P	G
Health Club or Fitness Center							P	P	P	P	P		P	G
Recreational Entertainment, Indoor	4.05.29						C	C	P	C			P	G
Recreational Entertainment, Outdoor	4.05.30						C	P	P	C	P	P	P	G
Animal Care Uses														
Kennel, Commercial	4.05.19								C			C		G
Kennel, Private	4.05.19	C	C									C		G
Pet Shop or Grooming	4.05.28						P	P	P	P				G
Veterinary Facility	4.05.42						P	P	P	P		C		G
Automotive Uses														
Car Wash (passenger)	4.05.06						C	C	P	C				G
Truck and Trailer Rental	4.05.36							C	P		P			G
Vehicle Body, Paint, and Collision Repair	4.05.37										C			G
Vehicle Fueling Station	4.05.38							C	P	C				G
Vehicle Rental and Sales (passenger)	4.05.41						C	C	P	C				G
Vehicle Repair and Service, Heavy	4.05.39								C		C			G
Vehicle Repair and Service, Light	4.05.40							C	C	C	P			G
Communication Uses														
Radio or Television Broadcasting Station							C	C	C	C	C			G
WCF, Base Station	4.05.44	P	P	P	P	P	P	P	P	P	P	P	P	P
WCF, Alternative Tower Structure on Private Property	4.05.44	P	P	P	P	P	P	P	P	P	P	P	P	P
WCF, Alternative Tower Structure within Right-of-Way	4.05.44	P	P	P	P	P	P	P	P	P	P	P	P	P
WCF, Towers	4.05.44	S	S	S	S	S	S	S	S	S	S	S	S	S
Financial Professional and Business Service Uses														
Business Service							P	P	P	P	P			G
Financial Institution							P	P	P	P				G
Office	4.05.26						P	P	P	P				G
Health Service Uses														
Ambulance Service Business								C	P	P			C	G
Care Facility				C	C		C	C	C	C				G
Hospital									S	S			S	G

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Proposed Use	Standards	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Medical Clinic							P	P	P	P				G
Medical, Dental, or Optical Laboratories, and Fabrication							C	C	P	C	P			G
Pharmacy							P	P	P	P				G
Industrial Uses														
Contractor and Construction Services with Outdoor Storage	4.05.10							C	C		P			G
Contractor and Construction Services without Outdoor Storage							P	P	P	P				G
Equipment Rental or Sales									C		P			G
Equipment Repair or Service	4.05.12						C	C	C	C	C			G
Junkyard														
Manufacturing and Industry, Light	4.05.21								C		P			G
Manufacturing and Industry, Heavy	4.05.21								C		C			G
Mineral Extraction														
Recycling Facility							C	C	C	C	C	C	C	G
Solid Waste Facility														
Transfer Station														
Water Intensive Industrial Use														
Institutional, Public, and Semipublic Uses														
Cemetery	4.05.07											S	S	G
Child Care Center							P	P	P	C	P		P	G
Child Care, Family Home	4.05.08	P	P	P	P	P	P	P	P	P		P	P	P
Civic Space		S	S	S	S	S	S	S	S	S	S	S	S	G
Cultural Facility							P	P	P	P			P	G
Essential Services and Utilities		S	S	S	S	S	S	S	S	S	S	S	S	G
Government Administration Use	4.05.14	S	S	S	S	S	S	S	S	S	S		S	G
Government Operations Use		S	S	S	S	S	S	S	S	S	S		S	G
Private Club or Lodge								C	P	C				G
Religious Land Use		C	C	C	C	C	C	C	C	C	C	C	C	G
School, Pre-K through 12		S	S	S	S	S	S	S	S	S	S	S	S	G
School, Technical or Vocational		S	S	S	S	S	S	S	S	S		S	S	G
School, University or College		S	S	S	S	S	S	S	S	S	S	S	S	G

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Proposed Use	Standards	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Public Utility Provider Facilities		S	S	S	S	S	S	S	S	S	S	S	S	G
Lodging Uses														
Bed and Breakfast	4.05.04						C	C	P	P				G
Campground	4.05.05							C	C					G
Hotel or Motel								C	P	P				G
Recreational Vehicle Park	4.05.31							C	C					G
Short-Term Rental Unit, Non-Primary Residence	4.05.34						P	P	P	P				
Short-Term Rental Unit, Primary Residence	4.05.34	P	P				P	P	P	P		P		P
Marijuana and Natural Medicine Uses														
Marijuana Cultivation Facility	4.05.22 and 4.05.23													
Marijuana Center, Medical	4.05.22 and 4.05.23													
Marijuana, Membership Club	4.05.22 and 4.05.23													
Marijuana Product Manufacturing Facilities	4.05.22 and 4.05.23													
Marijuana, Retail Stores	4.05.22 and 4.05.23													
Marijuana Testing Facility	4.05.22 and 4.05.23													
Natural Medicine Healing Centers	4.05.25						P	P	P					
Natural Medicine Businesses Other Than Natural Medicine Healing Centers	4.05.25							C	C		P			
Parking, Transit, and Transportation Uses														
Airport, Heliport, or Helistop								S	S	S	S	S	S	G
Parking Facilities, Commercial								C	C	C	C		C	G
Transit Facilities					C	C			C	C				G
Transportation Dispatching Station					C	C			P	C	P			G
Personal and Consumer Service Uses														
Adult Oriented Businesses	4.05.02								P		P			G
Bar, Lounge, or Nightclub as Principal Use							C	C	P	P				G
Bar, Lounge, as Accessory Use							C	C	P	P				G
Brewery, Distillery, or Limited Winery							C	C	C	C	C			G
Funeral Services Facility							P	P	P	P				G

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Proposed Use	Standards	Residential					Commercial / Industrial					Misc		
		SR	UR	MDS	MDU	MHP	NC	CC	SC	CBD	HSCLI	AG	P/SPL	PUD
Personal Services	4.05.27						P	P	P	P				G
Restaurant, with Drive-Thru Food Service								C	P	P				G
Restaurant, without Drive-Thru Food Service							C	P	P	P				G
Residential Dwelling Uses														
Accessory Dwelling Unit	4.05.01	P	P				P	P		P				G
Clustered Residential Development	4.05.09	C	C											G
Dwelling, Duplex	4.06			C	C		P	P		P				G
Dwelling, Manufactured Home (HUD Homes)						P								G
Dwelling, Mobile Home (Pre 1976)						P								
Dwelling, Multi-Household Attached				C	C		C	C	C	C				G
Dwelling, Single-Household Attached				C	C		C	C	C	C				G
Dwelling, Single-Household Detached	4.06	P	P			P	P	P		P		P		G
Group Home	4.05.16	C	C	C	C	C								G
Retail Sales Uses														
Agricultural and Gardening Sales	4.05.03							C	C	C	P	C		G
Convenience Store	4.05.11							C	P	C				G
Grocery Store, Small-Scale							C	P	P	P				G
Grocery Store, Large-Scale									P					G
Liquor Store, with Drive-Thru Service								C	P	P				G
Liquor Store, without Drive-Thru Service							P	P	P	P				G
Manufactured Home Sales	4.05.20								C					G
Retailer, Large	4.05.32								C	C				G
Retailer, Small	4.05.33						P	P	P	P				G
Wholesale Trade, Distribution, Warehousing, and Storage Uses														
Mini-Storage or Self-Storage	4.05.24							C	C		P			G
Warehousing and Distribution								C	C	C	C			G
Wholesale Trade and Distribution Establishment	4.05.43						C	C	C	C	P			G

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4.03.01. Uses Not Itemized

A. When a use is proposed that is not itemized in Table 4.03-1 – Table of Allowed Uses, the following procedure shall apply:

1. The Planning Director will review any development proposal and determine if the proposal is for a use itemized or not itemized.
2. Within five (5) days after receipt of a development proposal for a use not itemized, the Planning Director shall recommend the proper zone district classification, appropriate category in Table 4.03-1 - Table of Allowed Uses, and process for said use.
3. The applicant shall be notified of the Planning Director's recommendation and shall either elect to proceed with this process or not.
4. If the applicant elects to proceed, the request shall be processed per Subsection 6.06.150 – Unified Development Code (UDC) Text Amendment. Careful consideration is used to ensure there is no conflict with the provisions of any other Chapter of this Code.

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4.04 Performance Standards Applicable to All Uses

4.04.01. Purpose

Establish standards to reduce hazards, odors, glare, pollution, and other ancillary impacts associated with a land use.

4.04.02. Applicability

These standards apply to all proposed and existing land uses per this UDC.

4.04.03. Character of Neighborhood

Uses shall not involve any activity not in character with the majority of the uses in the neighborhood unless by design, setback, nature of operation, and other devices the character of the neighborhood will be maintained.

4.04.04. Community Welfare

Uses shall not involve any activity which adversely affects the general welfare of the community.

4.04.05. Fire Hazard

Uses shall not include any activity involving the use or storage of flammable or explosive material unless protected by adequate fire-fighting and fire suppression equipment and by such safety devices as are normally used in the handling of any such material.

4.04.06. Glare

Uses shall not involve any direct or reflected glare which is visible from any adjoining property or from any public street, road, or highway.

4.04.07. Odor

No emission shall be permitted of odorous gases or other odorous matter in such quantities as to be readily detectable when diluted in the ratio of one (1) volume of odorous air to four (4) volumes of clean air, at the lot line. Measurements of odorous air shall align with, Table III, "Odor Thresholds," in Chapter 5, "Air Pollution Abatement Manual," copyright 1951 by Manufacturing Chemists' Association, Inc., Washington D.C.

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4.04.08. Particulate Emissions

A. No emission shall be permitted which can cause any damage to health, animals, vegetation, or other forms of property, or which can cause any excessive soiling at any point at or beyond the property line.
B. No emissions shall be permitted in excess of the standards specified in Table I, Chapter 5, "Industrial Hygiene Standards, Maximum Allowable Concentrations," of the "Air Pollution Abatement Manual," copyright 1951 by the Manufacturing Chemists Association, Inc., Washington, D.C.
C. In no event shall any emission, from any chimney or otherwise, of any solid or liquid particles in concentrations, exceed 0.3 grains per cubic foot of the conveying gas at any point.
D. For measurement of the amount of particles in gases resulting from combustion, standard corrections shall be applied to a stack temperature of five hundred (500) degrees Fahrenheit and fifty (50) percent excess air.

4.04.09. Smoke

No emission shall be permitted at any point from any chimney or otherwise of visible grey smoke of a shade equal to or darker than No. 2 on the Power's Micro-Ringlemann Chart published by the McGraw-Hill Publishing Company, Inc., and copyright 1954 except that visible grey smoke of a shade equal to No. 3 on the chart may be emitted to four (4) minutes in any thirty-minute (30) period of time.

4.04.10. Public Utility and Facility Use

Uses shall not involve any activity substantially increasing the burden on any public utilities or facilities, unless provision is made for any necessary adjustments.

4.04.11. Traffic Hazard

Uses shall not involve any activity substantially increasing the movement of traffic on public streets unless procedures are instituted to limit traffic hazards and congestion.

4.04.12. Vibration

Uses shall not include vibration which is discernible without instruments on any adjoining lot or property.

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4.05 Use-Specific Standards

4.05.01. Accessory Dwelling Unit (ADU)

A. Purpose. The purpose of this Subsection 4.05.01 – Accessory Dwelling Unit, is to expressly allow for the creation of ADUs to provide additional housing options for residents of a variety of age and economic groups while preserving the character of single household neighborhoods; provide standards for minimizing the potential effects on neighborhoods and the community from increased density and parking demands; encourage the creation and availability of safe, lower cost, habitable rental units; and offer a way for homeowners to offset the cost of living in the area.

B. Permit Required for New ADU.
   1. A zoning development permit is required to be obtained by a person before a person creates or adds an accessory dwelling unit.
   2. The property owner shall submit a signed ADU affidavit with the application, in the form provided, stating that the owner complies with all of the owner-occupancy requirements and parking requirements and acknowledging that in failing to annually renew the permit the owner may lose the right to use the ADU, due to the requirements of the density controls contained in Clause 4.05.01.G.
   3. An ADU shall be connected to the utilities of the single household dwelling primary unit and shall not have separate services, except for telephone and cable. Homes built after June 1, 2012 are subject to Ordinance No. 1160 regarding the tiered single household residential rate scheduled. If applicable, the owner shall pay fees for water plant investment fees, sewer plant investment fees, water rights fees, stormwater capital fees, park development fees and transportation capital fees.

C. Design and Appearance Standards. An ADU shall be designed to maintain the exterior architectural design, style, appearance and character of the single-household dwelling or garage in which the ADU is created or to which the ADU is added. If an ADU extends beyond the current footprint or existing height of the existing dwelling or garage, such an addition must be consistent with the existing façade, roof pitch, siding and windows. If an ADU is created by converting the upper level of an existing detached garage, the exterior architectural design, style, appearance and character of the garage shall be maintained.

D. Owner-Occupancy Requirement.
   1. At least one (1) owner of the property must reside in either the primary dwelling unit, or the ADU. For purposes of this Subsection 4.05.01 – Accessory Dwelling Unit, owner

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means a person holding record title or a bona fide contract purchaser of the subject property.

2. No rooms in the owner's unit may be rented.
3. The ADU shall not be sold separately from sale of the entire property, including the primary unit, and shall not be sublet.
4. The permit for an ADU runs with property owners, not the property. When ownership changes, the ADU shall be removed or the new owner must reapply. The property owner shall sign an affidavit before a notary public affirming that the owner complies with all of these requirements at the time of application for renewal of the permit.

E. Size.
   1. An ADU shall be limited to no more than forty (40) percent of the single household dwelling primary unit's total floor area but no more than eight hundred (800) square feet.
   2. An ADU shall have no more than two (2) bedrooms.
   3. An ADU shall be at least three hundred (300) square feet.

F. Number of Occupants. Occupancy shall be limited to no more than four (4) persons in an ADU, whether or not related.

G. Density Controls.
   1. In the urban residential zone district no more than ten (10) percent of the properties within a three hundred (300) foot radius of the applicant's property may have an accessory dwelling unit.
   2. In the suburban residential zone district no more than ten (10) percent of the properties within a six hundred (600) foot radius of the applicant's property may have an accessory dwelling unit.
   3. In the commercial zone districts no more than ten (10) percent of the properties within a three hundred (300) foot radius of the applicant's property may have an accessory dwelling unit.
   4. In the suburban residential zone districts/urban residential zone districts, each existing legal nonconforming ADU within the six hundred (600) or three hundred (300) foot radius shall count as one (1) ADU and each duplex within the six hundred (600) or three hundred (300) foot radius shall count as one (1) ADU for purposes of this calculation.
   5. The radius measurement is taken from the center of the property or front door of the primary unit and includes rights-of-way widths.
      a. The Planning Director may grant variances of up to twenty (20) percent of the radius measurement.

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H. Maximum Number of ADUs Per Lot.
   1. There shall be no more than one (1) single-household residence with one (1) ADU per lot.
   2. If the ADU or primary unit straddles a lot line then the property owner is required to vacate the straddled lot line and combine the lots into a single lot.

I. Home Occupations. Home occupations may be allowed, subject to existing regulations contained in Subsection 4.05.20, in either the ADU or the single household dwelling primary unit, but not both.

J. Provision to Encourage Barrier-free ADUs. ADUs that accommodate people with disabilities are encouraged.

K. Legal Nonconforming ADUs. Legal nonconforming ADUs are units that were in existence prior the adoption of Ordinance No. 1209-2014 [March 20, 2014] that do not comply with this Subsection 4.05.01 – Accessory Dwelling Unit.

L. Functional ADUs Subject to Review. If, during permit review, inspection, or enforcement, a structure is determined to meet the definition of an accessory dwelling unit under this UDC, it shall be subject to all applicable requirements of this UDC, including but not limited to system development fees, dimensional standards, and use restrictions.
   1. The designation and regulation of a unit as an ADU shall apply regardless of whether the applicant or property owner identified it as such.

M. Functional ADU.
   1. A unit is presumed to be an ADU if it contains all of the following:
      a. A separate exterior or interior entrance,
      b. Sleeping area(s) suitable for overnight occupancy,
      c. A bathroom with a toilet and bathing facility, and
      d. A kitchen or kitchenette with a sink and cooking appliance or electrical outlet intended to support one.
   2. The determination of whether a structure or portion of a structure is an ADU shall be based on its design and actual or intended use, regardless of the terminology used in permit applications or other documentation. Any structure or space meeting the functional criteria above shall be treated as an ADU for all purposes under this UDC.

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4.05.02. Adult Oriented Business

A. Findings. Based on evidence concerning the adverse secondary effects of adult uses on the community presented in land use studies made available to the City Council and on findings incorporated well established case law jurisprudence, the Woodland Park City Council finds:
   1. Adult oriented businesses require special supervision from public safety agencies and municipal regulation in order to protect the health, safety and welfare of the patrons of such businesses as well as the citizenry;
   2. Regulation pertaining to adult oriented businesses furthers substantial governmental interests and is necessary because, in the absence of such regulation, significant criminal activity, including prostitution, narcotics and liquor law violations, has historically occurred;
   3. Adult oriented businesses can be used for unlawful and unhealthful sexual activities, including prostitution and sexual liaisons of a casual nature;
   4. The concern over adult transmitted diseases, is a legitimate health concern of the city which demands reasonable regulation of adult oriented businesses in order to protect the health and well-being of the citizens;
   5. Adult oriented businesses can have a deleterious effect on both neighboring businesses and surrounding residential areas causing an increase in crime and a decrease in property values;
   6. Adult oriented businesses can lend themselves to ancillary unlawful and unhealthy activities that are often uncontrolled by the operators of the establishments;
   7. Some people frequent certain adult theaters, adult arcades and other adult oriented businesses to engage in sex within the premises of such adult oriented businesses;
   8. adult oriented businesses can have serious objectionable characteristics, particularly when they are located in close proximity to each other, thereby contributing to urban blight and downgrading the quality of life in the adjacent area;
   9. Adult oriented businesses may have harmful impacts on children and minors exposed to the effects of adult oriented businesses including those encountered when children walk through or visit in the immediate neighborhood of such businesses;
   10. Through the City's master plan and downtown development authority foundation plan, the citizens of Woodland Park have established a plan for the city's economic sustainability through destination and tourism based concepts;

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11. The City has a substantial interest in minimizing and controlling adverse effects and thereby protecting the health, safety and welfare of the citizens; preserving the quality of life; preserving economic sustainability through attracting destination consumers and tourism; preserving the property values and character of surrounding neighborhoods; deterring the spread of urban blight and protecting the citizens from increased crime; and
12. It is not the intent of this Subsection 4.05.03 – Adult Oriented Businesses, to suppress any speech protected by the First Amendment, but to enact content-neutral regulations that address the secondary effects of adult oriented businesses.

B. Purpose. To set reasonable and uniform regulations to prevent the potentially deleterious location and siting of adult oriented business. These regulations impose restrictions no greater than necessary to further the City's interest in preventing negative secondary effects attributable to adult oriented businesses. This Subsection 4.05.03 – Adult Oriented Business, is to be construed as a regulation of time, place, and manner of the location of these businesses, consistent with the United States and Colorado Constitutions, the provisions of which have neither the purpose nor the effect of imposing a limitation or restriction on the content of any communicative materials, including adult oriented materials. Similarly, these provisions shall not restrict or deny access by adults to adult oriented materials protected by the First Amendment, nor condone or legitimize the distribution of obscene material or material not protected by the First Amendment.

C. Location and Siting Requirements.
   1. It is unlawful to operate or cause to be operated an adult oriented business in any location except as provided in this UDC, as amended, subject to licensing approval by the City in conformance with Title 5 of the Woodland Park Municipal Code.
   2. Adult oriented businesses shall be permitted only upon SC, HSCLI, and LI zoned properties within the boundaries of the City of Woodland Park. Adult oriented businesses shall be prohibited on properties zoned as PUD.
   3. No adult oriented business shall be located within two hundred (200) feet of the following:
      a. A school;
      b. A boundary of any residential zone district, residentially zoned property;
      c. A boundary of any parcel of property zoned under a planned unit development final development plan or a planned business development final development plan on

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which a dwelling or residence, two-household dwelling or residence, or multiple dwelling or residence may be constructed;

d. A dwelling or residence (including two-household and multiple dwelling or residence);
e. A park, except unimproved open space;
f. A state-licensed child care center;
g. A place of worship that routinely and regularly schedules and conducts or provides related activities including but not limited to child care and other youth activities, educational classes, concerts, theater or other similar community events, on days of the week other than Sunday; or
h. Another adult oriented business.

4. It is unlawful to cause or permit the operation or maintenance of more than one (1) adult oriented business in the same building or structure or portion thereof regardless of whether such businesses would be owned or operated by the same owner or lessee.
5. Distance requirements between structures and uses shall be measured in accordance with the following:
   a. When a proposed or existing use is housed in a structure or building, the required distance is measured to the closest exterior wall of the structure or building;
   b. When a proposed or existing use is housed within a building also occupied by other uses, such as within a multi-tenant shopping center, the required distance is measured from the closest portion of the building devoted to the proposed or existing use in question;
   c. When a proposed or existing use or activity is not housed in a structure or building (e.g., a park) or such use is a school, the required distance is measured to the closest lot or property line of the lot or parcel containing the use, activity, or school;
   d. The required distance to a residential district or to a residentially zoned property is measured to the closest zoning district boundary, as shown on the official zoning map, or to the closest lot or property line of the specifically zoned property;
   e. The required minimum distance is measured wherever the distance shall be the shortest between the proposed use or activity and existing use or activity, without regard to intervening structures or streets. The presence of a City, county or other political subdivision boundary shall be irrelevant for purposes of calculating and applying the distance requirements.
6. An adult oriented business lawfully operating is not rendered in violation of this Subsection 4.05.03 – Adult Oriented Business, by the subsequent location of a school,

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child-care center, dwelling or residence (two-household or multiple dwelling or residence), park, or residential zoning district within two hundred (200) feet of the adult oriented business.

D. Location and Siting Requirement Exceptions. The location and siting shall not apply to the following:
   1. Any adult oriented business expressly described as an approved use in an annexation agreement approved by ordinance of the City of Woodland Park.
   2. Any adult oriented business for which a vested property right (within the meaning of Colorado law) was lawfully conferred or established provided that such right remains valid and effective.

E. Signs and Exterior for Adult Oriented Businesses.
   1. In addition to, and notwithstanding anything to the contrary contained in Section 3.09 – Signs, or in any other regulation of this UDC, adult oriented business signs shall be limited as follows:
      a. No descriptive art, pictures, or designs depicting any activity related to, or inferring the nature of the business shall be allowed on any adult oriented business sign. Said signs shall contain alphanumeric copy only.
   2. No merchandise or pictures of the products or entertainment on the premises shall be displayed in window areas or any area where they can be viewed from the exterior of the building.

4.05.03. Agricultural and Gardening Sales

Outside storage of materials and equipment shall comply with Subsection 3.06.4 – Screening Required for Outdoor Storage Areas.

4.05.04. Bed and Breakfast

A. The establishment shall be limited to ten (10) guest rooms.
B. The establishment must be a residence used primarily as a private residence which offers sleeping accommodations to guests for a fee.
C. The establishment shall provide short-term overnight lodging, limited to no more than thirty consecutive days.
D. The establishment shall provide that breakfast is included in the room rate and is available only to registered guests.
E. The establishment shall be found to not injure the value and qualities of the area surrounding the establishment, and the following conditions shall apply:

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1. Minimum outward modification of the structure or grounds may be made only if such changes are compatible with the character of the neighborhood;
2. The exterior appearance of the structure shall not be altered from its single-household character, and shall exhibit no outward evidence of a business;
3. The establishment shall be found and determined, by the Planning Commission and City Council, to not injure the value and qualities of the neighborhood surrounding the establishment.

F. The establishment shall comply with all applicable health, fire, and safety regulations and related periodic inspections. The following safety equipment or measures are present:
   1. Smoke alarms are located upon all floors;
   2. Fire extinguishers are located upon each floor;
   3. Provision for fire escape is present, if deemed necessary; and
   4. No cooking shall be permitted in guest rooms.

G. The establishment shall be allowed signs for a commercial building, in accordance with the provisions and standards of Section 3.09 - Signs.

H. The establishment shall provide for a minimum finished floor area of one thousand (1,000) square feet. The establishment shall provide a ratio of one (1) bathroom for every two (2) guest rooms and a common area to be shared by all guests.

I. The establishment shall acquire and keep current a valid city business license.

J. The establishment shall maintain registration records including information regarding the names and permanent addresses of guests, and their length of stay.

K. Pets shall not be allowed, unless owned by the owner/innkeeper or a service animal of a guest.

4.05.05. Campground (See also Recreational Vehicle Park)

A. All accessory retail trades and services shall be conducted within a fully enclosed building(s).

B. All enclosed buildings utilized for accessory retail trades and services shall not be located closer than twenty-five (25) feet from any public street right-of-way line.

C. Off-season parking of vehicles permitted in campgrounds shall be allowed where it is not the primary use of the facility.

4.05.06. Car Wash (Passenger)

Paved areas shall be located on the same lot for the automobiles awaiting service having an area to accommodate one-third (1/3) of the practical hourly capacity of the wash machine.

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4.05.07. Cemetery

A. Cemeteries shall be located on a tract of not less than ten (10) acres.
B. All graves shall be set back from property lines not less than two hundred (200 feet).

4.05.08. Child Care, Family Home

A. Family child care homes must be licensed by the State and comply with all applicable State regulations promulgated by the Colorado Department of Human Services, and all local zoning and building regulations.
B. The family child care home shall acquire and keep current a valid City business license.
C. No more than two (2) motor vehicles associated with patrons or employees of the family child care home may be parked at any time on the dwelling unit site or on the street frontage of such dwelling unit other than fifteen (15) minutes or less for the purpose of loading or unloading property or passengers.
D. Fencing of the outside space for the family child care home shall be in conformance with Chapter 3 of this UDC
E. Signage for the family child care home shall be in conformance with Chapter 3 of this UDC.

4.05.09. Clustered Residential Development

A. The purpose of allowing clustered residential development is:
    1. To provide for flexible and creative site design in residential zoning districts that is sensitive to the land's natural features and topography;
    2. To permit clustering of houses and structures in order to reduce the amount of infrastructure improvements, land disturbances, and impervious surfaces in order to promote cost savings and reduce erosion and sedimentation;
    3. To preserve in perpetuity unique or sensitive natural resources such as floodplains, wetlands, streams, steep slopes, geologic features, scenic views, woodlands, wildlife habitat and threatened and endangered plant habitat;
    4. To preserve historic and archaeological sites;
    5. To provide for a diversity of lot sizes and housing choices that accommodate a variety of age and income groups;
    6. To promote interconnected greenways and open spaces throughout the community;
    7. To cultivate interaction among neighbors in the community through the use of common spaces and facilities;

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8. To encourage residential designs that foster walking and biking and that reduce traffic speeds and volumes and reliance on main arteries and collector streets.

B. Size. The minimum area of a parcel that may be designed as a clustered development is five (5) acres.

C. Clustered developments shall adhere to the following standards that apply to the underlying zone district in which they are located.
   1. Density. The maximum number of dwelling units in the clustered development shall not exceed the number of dwelling units otherwise permitted for the underlying zoning district in which the proposed site plan or development is located.
   2. Height. The maximum height of any structure shall be consistent with the requirements in the underlying zoning district.

D. Clustered developments shall adhere to all applicable standards in Chapter 3 – Development Standards.

E. Notwithstanding any other contrary provisions contained within this Code, the following standards shall apply to clustered developments:
   1. Setbacks. The front and rear setbacks may be reduced by up to half of what is required in the underlying zoning district, except that garages shall have a minimum twenty-foot front setback. On the side, all dwelling units shall be separated by a minimum of ten feet, except when two structures share a zero foot lot line. On the opposite sides of a zero foot lot line, a minimum of twenty feet of separation shall be provided between all dwelling units.
   2. Area Requirements. There is no minimum lot size.
   3. Frontage. There is no minimum frontage width required for lots in a clustered development, provided that every lot has adequate legal access.
   4. Housing Type. Two-family dwellings may be permitted in a residential zoning district that does not otherwise allow attached dwelling units.
   5. Lot Coverage. Individual lots are exempted from lot coverage requirements outlined in Subsection 3.10.01 – Lot Coverage Standards.
   6. Parking Requirements. Off-street parking does not have to be provided on each lot, provided that adequate off-street parking is provided for the entire development.
   7. Street Standards. Variations from the City's standard street requirements may be approved.

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8. Open Space. A minimum of forty (40) percent of the land in the proposed site plan, exclusive of public and private roads and rights-of-way, shall be preserved in perpetuity as platted open space, either as public or common open space.

F. Clustered Development Site Plans. All clustered developments shall submit and receive approval of a Conditional Use Permit and site plan through the public hearing process.

G. Review Criteria. The applicant for a clustered development shall submit a written proposal describing the relationship between the proposed development and each of the following review criteria. The description shall include for each criterion an explanation of how the proposed development accomplishes the criterion, why the criterion cannot be accomplished, or why the criterion is not applicable. The Planning Commission may recommend approval or denial and the City Council may approve or deny an application for a clustered development and the accompanying site plan and Preliminary Plat based on the proposal and the following review criteria:

1. The site design is sensitive to the land's natural features and topography;
2. The clustering of houses and structures reduces the amount of infrastructure improvements, land disturbances, and impervious surfaces;
3. The applicant provides a mechanism that preserves, in perpetuity, unique or sensitive natural resources such as floodplains, wetlands, streams, steep slopes, geologic features, scenic views, woodlands, wildlife habitat and/or threatened and endangered plant habitat;
4. The proposal preserves historic and/or archaeological sites as applicable;
5. The proposal connects to existing greenways, parks, or open spaces in the community and/or creates new greenways, parks, or open spaces;
6. The proposal provides common spaces and facilities that may cultivate interaction among neighbors;
7. The proposal fosters walking and/or biking; and
8. The architectural elevations meet or exceed design standards.

4.05.10. Contractor and Construction Services

A. Open outdoor storage shall not exceed an area of two thousand (2,000) square feet

B. Outside storage of goods, materials, and equipment shall comply with Subsection 3.06.4 – Screening Required for Outdoor Storage Areas.

4.05.11. Convenience Store

A. Convenience Stores shall not exceed 5,000 sf in gross floor area.

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B. Convenience store may be stand alone or accessory to a Vehicle Fueling Station.

4.05.12. Equipment Repair or Service

A. All activities that generate noise, odors, vibrations, glare, or fumes shall be conducted within a fully enclosed building(s).
B. Outside storage of goods, materials, and equipment shall comply with Subsection 3.06.4 - Screening Required for Outdoor Storage Areas.

4.05.13. Golf Course and Clubhouse

A. No buildings or structures established in connection with these activities shall not be located closer than one-hundred (100) feet from any property line.
B. No tee, hole, or fairway shall be located closer than twenty-five (25) feet from any property occupied or zoned for residential use.

4.05.14. Government Administration Use

Outside storage of heavy equipment and materials in association with this use shall comply with Subsection 3.06.04 – Screening Required for Outdoor Storage Areas.

4.05.15. Greenhouse, Commercial or Plant Nursery

Commercial Greenhouse and Plant nursery setbacks are fifty (50) feet from any residentially zoned lot.

4.05.16. Group Home

A. There shall no more than eight (8) persons under care or receiving treatment while living in the home.
B. The structure shall be constructed or maintained to appear as a dwelling similar to the dwellings found in the area or neighborhood.
C. The operators/owners shall present for approval a plan for resident care, supervision and treatment. The home shall be staffed appropriately to the needs of the residents.
D. The home shall be licensed and inspected by the state and other appropriate agencies. Proof of appropriate insurance coverage shall be provided.
E. The home shall be the primary residence of its owner who shall be the operator of the facility and who shall have ninety (90) percent or more ownership.
F. The home shall provide for needed medical care at a lower level than that typically provided in a medical treatment facility or clinic, and institutional homes.

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G. The operators/owners shall present for approval a plan for the care and maintenance of the home. This plan shall demonstrate that the home will be cared for in a manner consistent with well-groomed properties and at least equivalent to that of surrounding homes.

4.05.17. Home Occupation

A. The home occupation or profession shall be conducted within a dwelling unit.
B. The home occupation use shall be clearly incidental and subordinate to the use of the dwelling unit for residential purposes and shall occupy no more than twenty-five (25) percent of the total gross floor area of the dwelling unit.
C. Display or storage of goods or material in the premises is limited to the area provided for the home occupation.
D. There shall be no exterior displays, storage, vehicles or other exterior indication of the home occupation or variation from the residential character of the dwelling. No signs shall be permitted other than a residential nameplate, in accordance with the sign standards in Chapter 3.
E. The home occupation shall not create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, congestion to traffic flow, parking problems or any other nuisance or hazard which is perceivable at or beyond the lot lines of the lot in which the dwelling is located.
F. No excessive traffic shall be generated by the home occupation.
    1. The home occupation shall provide for only the minimum off-street parking spaces required.
    2. The home occupation shall not unduly interfere with public use of adjoining streets, alleys or driveways.
G. The home occupation shall not require internal or external alterations or construction features or equipment or machinery not customarily found in a residential dwelling.
H. The receipt or delivery of merchandise, goods or supplies for use in the home occupation shall be limited to the United States mail, similar parcel delivery service or private vehicles with a gross vehicle weight rating (GVWR) of ten thousand (10,000) pounds or less.
I. The home occupation shall have a valid business license from the City.
J. The home occupation shall be required to secure an approved Zoning Development Permit as applicable.

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K. Clients visits to the home occupation shall be limited to the hours of 7:00 a.m. and 10:00 p.m. and shall be scheduled to avoid creating traffic or parking impacts on the surrounding neighborhood.

4.05.18. Keeping of Chicken or Domestic Fowl

A. All keeping of domestic fowl shall meet the following standards:
   1. Permit Required. A Zoning Development Permit is required for the keeping of domestic fowl and a chicken coop in accordance with these standards.
   2. Exclusion of Roosters. It shall be unlawful for any person to own or keep any rooster or cock within the City of Woodland Park.
   3. Maximum Number. The number of domestic fowl maintained on a property shall not exceed six (6).
   4. Fencing. The chicken coop and the fenced area shall not be larger than one hundred twenty (120) square feet and shall be designed to properly to contain the domestic fowl.
   5. Sanitary Conditions. Premises that are utilized for domestic fowl shall be kept in compliance with the following requirements:
      a. Fecal waste shall be removed from the premises and placed in closed, fly-tight containers, at least every seven (7) days; and
      b. Premises upon which animals are kept shall be maintained in clean and sanitary conditions and shall be subject to inspection at all reasonable hours by the code enforcement officer.
   1. There shall be no outdoor slaughtering of domestic fowl.

B. Chicken coops are required and shall meet the following standards:
   1. A Zoning Development Permit is required for all chicken coops.
   2. May only be located in the rear yard in residential zones.
   3. May not be located in a primary structure.
   4. Size shall be limited to a maximum of one hundred twenty (120) square feet and only one (1) coop per lot is allowed.
   5. Maximum height of a coop shall be ten (10) feet.
   6. The materials and colors of the coop shall be complementary to the primary structure.
   7. Shall be predator proof with a solid top.
   8. Shall be setback a minimum of fifteen (15) feet from the side property line and a minimum of twenty-five (25) feet from the rear property line.

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4.05.19. Kennel, Commercial and Private

A. All private kennels shall meet the following standards:
   1. The kennel area shall be totally enclosed by a solid six (6) foot privacy fence and be located more than sixty (60) feet from the front property line and only in the rear yard. Said area shall be no closer than fifty (50) feet from any dwelling, other than the dwelling of the owner of the lot and operator of the kennel;
   2. Said fence shall be no closer than twenty-five (25) feet from any side or rear property line;
   3. The kennel shall be in compliance with any applicable animal control ordinances;
   4. Animal waste shall not be stored within fifty (50) feet of any dwelling or within twenty-five (25) feet of any property line. The lot and kennel area shall be maintained in a clean and sanitary condition.

B. All commercial kennels shall meet the following standards:
   1. Commercial kennel outdoor areas shall be totally enclosed by a solid six (6) foot fence.
   2. A commercial kennel shall meet the setback requirements of the district in which it is situated except when it is adjacent to any residential district, in which case it shall meet the setback requirements set forth in Clause 4.05.19.A.
   3. The kennel shall be in compliance with the general provisions for odor, character of neighborhood, and community welfare, as well as any applicable animal control ordinances;
   4. Animals shall not be located within two hundred (200) feet of any residential district or within fifty (50) feet of any property line.
   5. Animal waste shall not be stored within fifty (50) feet of any dwelling or within twenty-five (25) feet of any property line. The lot and kennel area shall be maintained in a clean and sanitary condition.

4.05.20. Manufactured Home Sales

A. Manufactured homes displayed for public view shall be separated from one another on all sides by distances of not less than twenty-five (25) feet and shall be located within an enclosed outside storage area.

B. Not less than twenty (20) percent of the area used for display of manufactured homes shall be landscaped with grass, shrubs, flowers, and trees maintained in a healthy state and protected from moving vehicles by curbs or other approved barriers.

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4.05.21. Manufacturing and Industry (Heavy and Light)

A. All activities that generate noise, odors, vibrations, glare, or fumes shall be conducted within a fully enclosed building(s).

B. There shall be no emission of smoke, noise, odor, dust, vibration, or fumes detectable beyond the property line.

C. Outdoor storage area for goods, materials, or equipment shall not exceed an area of four hundred (400) square feet, unless approved conditionally in the HSCLI or PUD zone districts.

D. Outside storage of goods and materials shall comply with Subsection 3.06.4 - Screening Required for Outdoor Storage Areas.

4.05.22. Marijuana Facilities, Retail

A. Purpose. The purpose of this Subsection 4.05.22 – Retail Marijuana Facilities, is to promote the general public welfare and safety throughout the City of Woodland Park, Colorado by prohibiting the operation of marijuana cultivation facilities and sales, marijuana product manufacturing facilities, marijuana testing facilities, retail marijuana stores, and marijuana membership clubs.

1. Based upon Article XVIII, § 16 of the Colorado Constitution, Personal Use and Regulation of Marijuana, and the potential secondary effects of marijuana cultivation facilities and sales, marijuana product manufacturing facilities, marijuana testing facilities, retail marijuana stores or marijuana membership clubs, such land uses have an adverse effect on the health, safety and welfare of the City and its inhabitants.
2. As a matter of the City's local land use and zoning authority, and consistent with the authorization provided by Article XVIII, § 16 of the Colorado Constitution, no appropriate location exists within the City for the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, retail marijuana stores or marijuana membership clubs.
3. Amendment 64 conflicts with federal law, as the possession, cultivation, sale and use of marijuana remains illegal under federal criminal statutes.

B. Authority. The City's authority to adopt this chapter is found in: Article XVIII, § 16 of the Colorado Constitution; the Local Government Land Use Control Enabling Act, C.R.S. § 29-20-101, et seq.; C.R.S. § 31-23-101, et seq. (municipal zoning powers); C.R.S. §§ 31-15-103, 31-15-401 (municipal police powers); and C.R.S. § 31-15-501 (municipal authority to regulate businesses); and the Woodland Park Home Rule Charter.

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C. Applicability. The prohibition of the operation of marijuana cultivation facilities and sales, marijuana product manufacturing facilities, marijuana testing facilities, retail marijuana stores or marijuana membership clubs as set forth in this Subsection 4.05.22 – Retail Marijuana Facilities, shall apply to all property within the City.

D. Uses Prohibited.

1. It is unlawful for any person to operate marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, retail marijuana stores or marijuana membership clubs in the City.
2. It is unlawful to grow marijuana for personal use anywhere in the City other than in an enclosed, locked space which is not open or public. For the purpose of this provision, "enclosed" shall mean having a roof and all sides closed to the weather with walls, windows or doors.

E. Violations.

1. The conduct of any activity or business in violation of this Subsection 4.05.22 – Retail Marijuana Facilities, is hereby declared to be a public nuisance and the City may, in addition to all other remedies set forth hereunder, commence an action or actions or proceedings, for the abatement, removal and enjoinment thereof, in a manner provided by the law; and shall take such other steps and shall apply to such court or courts as may have jurisdiction to grant such relief as will abate or remove such marijuana cultivation facility, marijuana product manufacturing facility, marijuana testing facility, retail marijuana store or marijuana membership club and restrain and enjoin any person from operating, conducting or maintaining such a business or establishment contrary to the provisions of this Subsection 4.05.22 – Retail Marijuana Facilities.
2. In addition to any other penalties that may exist under state, federal, and local laws, violation of this Subsection 4.05.22 – Retail Marijuana Facilities, shall be punishable by a fine as set forth in Chapter 1.12 – General Penalty, of the Woodland Park Municipal Code, or by imprisonment not exceeding one (1) year, or by both such fine and imprisonment. Each day that a violation of any of the provisions of this chapter continues to exist shall be deemed a separate and distinct offense.
3. Any remedies provided for herein shall be cumulative and not exclusive, and shall be in addition to any other remedies provided by law or in equity.

4.05.23. Marijuana Facilities, Medical

A. The City Council makes the following findings:

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1. The Colorado Medical Marijuana Code, C.R.S. section 12-43.3-101, et seq., clarifies Colorado law regarding the scope and extent of Article XVIII, Section 14 of the Colorado Constitution.
2. This Subsection is necessary to protect and is enacted in furtherance of the public health, safety and welfare of the City.
3. This Subsection is intended to apply and shall apply to all property, businesses, and business enterprises operating within the City, whether stationary, mobile, or virtual.

B. Uses Prohibited
   1. It is unlawful for any person to establish, operate, cause to be operated or permit to be operated a medical marijuana center, an optional premises cultivation operation, or a medical marijuana-infused products manufacturer facility in the City.

C. Penalty and Nuisance Declared
   1. It is unlawful for any person to violate any of the provisions of this Subsection. Any such violation is hereby designated a criminal offense, and any person found guilty of violating the provisions of this Subsection shall, upon conviction thereof, be punished by a fine or imprisonment or both as set forth in Chapter 1.12 – General Penalty, of the Woodland Park Municipal Code. Each day that a violation of any of the provisions of this chapter continues to exist shall be deemed a separate and distinct offense.
   2. The conduct of any activity or business in violation of this Subsection is hereby declared to be a public nuisance and the City may, in addition to all other remedies set forth hereunder, commence an action or actions or proceedings, for the abatement, removal and enjoinment thereof, in a manner provided by the law; and shall take such other steps and shall apply to such court or courts as may have jurisdiction to grant such relief as will abate or remove such medical marijuana center, optional premises cultivation operation, or medical marijuana-infused products manufacturer businesses or establishments and restrain and enjoin any person from operating, conducting or maintaining such a business or establishment contrary to the provisions of this Subsection.

4.05.24. Mini-Storage or Self Storage

A. Storage shall be located within an enclosed building.

B. Building coverage shall not exceed sixty (60) percent of the site's land area.

PROPOSED

C. The design of roofs, façades, and site landscaping shall be compatible with the purposes of the zone district in which the warehouse is located or with the character of nearby residential areas.

4.05.25. Natural Medicine Healing Centers and Businesses

A. Purpose. To provide standards and requirements for the regulation of the time, place, and manner of operation of natural medicine healing centers and natural medicine businesses within the City of Woodland Park.

B. Distance from schools.

1. No natural medicine healing center or natural medicine business shall operate out of a building that is within one thousand (1,000) feet of a child care center, preschool, elementary, middle, junior, or high school, or a residential child care facility (collectively "school").
2. The prescribed distance from schools does not apply to a properly licensed natural medicine healing center or natural medicine business that was actively doing business before a school was established and/or constructed within one thousand (1,000) feet of such natural medicine healing center or natural medicine business.
3. The distances shall be computed by direct measurement from the nearest property line of the parcel used for a school to the nearest portion of the building in which the natural medicine healing center or natural medicine business is located and includes right-of-way widths.

C. Hours of operation – natural medicine services.

1. Natural medicine healing centers and natural medicine businesses providing natural medicine services shall be permitted to operate any day of the week between 7:00 a.m. and 10:00 p.m.

D. Public view of natural medicine businesses and natural medicine services.

1. All doorways, windows, and other openings of natural medicine business buildings shall be located, covered, or screened in such a manner to prevent a view into the interior from any exterior public or semipublic area, subject to applicable City design standards. All activities of natural medicine businesses and natural medicine services shall occur indoors unless access to an outdoor area is available in compliance with the requirements of this Subsection 4.05.33 – Natural Medicine Healing Centers and Businesses, i.e., an atrium, courtyard, or other outdoor area that is shielded from public view pursuant to the requirements set forth in this paragraph.

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E. Lighting of natural medicine businesses.
    1. Primary entrances, parking lots, and exterior walkways of natural medicine businesses shall be clearly illuminated subject to all applicable City lighting standards set forth in Chapter 3. All exterior lighting shall be downcast and shielded with a temperature of 3,000 Kelvin or warmer.

F. Storage for natural medicine businesses.
    1. All storage for natural medicine businesses shall be located within a permanent building and may not be located within a trailer, tent, or motor vehicle.

G. Odor from natural medicine businesses.
    1. Natural medicine businesses shall use an air filtration and ventilation system designed to ensure that the odors from natural medicine and natural medicine products are confined to the premises and are not detectable beyond the property boundaries on which the facility is located.

H. Natural medicine businesses secure disposal.
    1. Natural medicine businesses shall provide secure disposal of natural medicine and natural medicine product remnants or by-products. Natural medicine and natural medicine product remnants or by-products shall not be placed within the facilities' exterior refuse container.

I. Processing of natural medicine.
    1. The processing of natural medicine that includes the use of hazardous materials, including, without limitation, and by way of example, flammable and combustible liquids, carbon dioxide, and liquified petroleum gases, such as butane, is prohibited.
    2. Nonhazardous materials used to process natural medicine shall be stored in a manner so as to mitigate and ensure odors are not detectable beyond the property boundaries on which the processing facility is located or the exterior walls of the processing facility associated with the processing of natural medicine.
    3. The processing of natural medicine shall meet the requirements of all adopted City building and life/safety codes.
    4. The processing of natural medicine shall meet all of the requirements of all adopted water and sewer regulations promulgated by the applicable water and sewer provider.

J. Nuisance.
    1. It is unlawful and deemed a nuisance to:
        a. Operate a natural medicine business in violation of any of the requirements set forth in state law or regulation or this Chapter.

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b. Dispose of, discharge out of or from, or permit to flow from any facility associated with natural medicine any foul or noxious liquid or substance of any kind whatsoever including, without limitation, by-products of the natural medicine process into or upon any adjacent ground or lot, into any street, alley, or public place or into any municipal storm sewer and/or system in the City.

2. Any such violation of this Subsection 4.05.33 – Natural Medicine Healing Centers and Businesses is punishable by a fine or imprisonment or both pursuant to Chapter 1.12 – General Penalty, of the Woodland Park Municipal Code.

4.05.26. Office

A. No outside storage of materials or equipment shall be allowed in association with this use.
B. No sale of merchandise shall be allowed in association with this use, except as accessory to the professional services.

4.05.27. Personal Service

A. All activities shall be conducted within a fully enclosed building.
B. No outside storage of materials or equipment shall be allowed in association with these establishments or services.

4.05.28. Pet Shop or Grooming

A. All pet shop/grooming activities shall be conducted within a fully enclosed building(s).
B. All buildings utilized for pet shop/grooming activities shall not be located closer than twenty-five (25) feet from any property zoned for residential use.

4.05.29. Recreational Entertainment, Indoor

A. All associated activities shall be conducted within a fully enclosed building.
B. All associated activities shall be arranged so that noise, vibration, lights, and all other possible disturbing aspects of their operations do not interfere with the use and enjoyment of surrounding properties.

4.05.30. Recreational Entertainment, Outdoor

A. The facility shall be enclosed by a wall or fence and a planted buffer area twenty (20) feet in depth to screen adjacent property.
B. Central loudspeakers are prohibited.

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C. Lighting shall be arranged in such a way that adjacent properties and roadways are not adversely affected and that no direct light is cast upon adjacent properties.

4.05.31. Recreational Vehicle Park (See also Campgrounds)

A. Accessory retail trades and services shall be conducted within a fully enclosed building(s).
B. All enclosed buildings utilized for accessory retail trades and services shall not be located closer than twenty-five (25) feet from any public street right-of-way line.

4.05.32. Retailer, Large

A. Large Retailers must be located within a store or building that is seventy-five thousand (75,000) square feet in size or greater.
B. Outside storage of materials and equipment shall comply with Subsection 3.06.4 – Screening Required for Outdoor Storage Areas.

4.05.33. Retailer, Small

A. Small Retailers must be located within a store or building that is less than seventy-five thousand (75,000) square feet in size.
B. Outside storage of materials and equipment shall comply with Subsection 3.06.4 – Screening Required for Outdoor Storage Areas.

4.05.34. Short-Term Rental Unit

A. Licensing requirement.
    1. All short-term rental units shall comply with Title 5 Business Requirements of the Woodland Park Municipal Code and this UDC.
B. Short-Term Rental Unit Standards. The following standards shall apply to all short-term rental units within the City.
    1. Short-term rental units are not permitted in a rental apartment unit or a rental apartment building at any time in any zoning district.
    2. Short-term rental units are not permitted in bed and breakfast establishments, dormitories, campgrounds, RV parks, hotels, motels, mobile homes, and recreational vehicles (RVs) which include all vehicles that bear a vehicle identification number (VIN), cabins and other structures without installed water, power and sewer facilities, tents, teepees, campers and other temporary structures at any time in any zoning district.
    3. No short-term rental shall be operated in such a way as to constitute a nuisance.

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4. The maximum number of occupants that are permitted in a short-term rental shall be two (2) people per legal bedroom plus an additional two (2) people. Notwithstanding the foregoing, the maximum occupancy per short-term rental unit shall be twelve (12) occupants.
5. Large events, such as (but not limited to) concerts, parties and weddings, exceeding the maximum number of permitted occupants are prohibited.
6. All short-term rental units shall provide a minimum of two (2) off-street, on-site parking spaces for guest vehicles, and all short-term rental units with more than two (2) bedrooms shall provide a total of one (1) parking space per bedroom. Off-street, on-site parking shall be utilized first with no overnight, overflow parking on the street allowed.
7. To operate a Primary Residence as a short-term rental, at least one (1) of the primary residents must live on-site throughout the visitor's stay.

4.05.35. Stables, Commercial or Private

A. All stables shall be a minimum of sixty (60) feet from the front lot line.
B. All stables shall be located in a rear yard.
C. A minimum of one thousand (1,000) square feet of fenced area shall be provided for each horse. This fenced area shall be not less than fifty (50) feet from any dwelling, twenty-five (25) feet from the rear lot line, and forty-two (42) feet from the side lot line.
D. Private Stables are limited to no more than five (5) horses or similar large, domesticated animals owned exclusively and used primarily for personal or recreational purposes by the residents of the property.
E. The temporary storage of manure or odor or dust producing substances shall not be permitted within fifty (50) feet of any dwelling and any accumulation shall be removed monthly from May 1st to October 31st, and once every two (2) months from November 1st to April 30th.
F. A Zoning Development Permit is required prior to occupancy of any stable by an animal.
G. Modification to Existing Nonconforming Stables.
    1. The owner of an existing private riding stable shall be required to bring the stable into full compliance with applicable City code provisions when additional horses are kept or the stable is modified.
        a. For the purposes of this provision, the term "modified" or "modification" means any alteration of an existing stable that increases the size of or changes the location of

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the stable, except for any incidental repairs and maintenance required to keep the stable in safe condition.

2. When the primary use of the property is changed, the owner shall be required to bring the stable into full compliance with this UDC and applicable City code provisions before the stable may continue to be used as a private riding stable again.
3. Whenever the use of a private riding stable is discontinued for two years or more, the owner shall be required to bring the stable into full compliance with this UDC and applicable City code provisions before the stable may continue to be used as a private riding stable again.
4. The Planning Director shall require that a Zoning Development Permit be issued and approved as proof of compliance with this UDC prior to the keeping of.

4.05.36. Truck and Utility Vehicle Rental

A. Truck and trailer rentals operating as the principal use of a lot shall have a minimum street frontage of one hundred (100) feet and a minimum lot area of fifteen thousand (15,000) square feet.
B. No rental unit shall be parked within twenty-five (25) feet of any public street right-of-way line.
C. When truck and trailer rental is accessory to another use, the rental component of the use shall not occupy more than ten (10) percent of the lot area.

4.05.37. Vehicle Body, Paint, and Collision Repair

D. All activities that generate noise, odors, vibrations, glare, or fumes shall be conducted within a fully enclosed building(s).
E. Outside storage of goods, materials, and equipment shall comply with Subsection 3.06.04 – Screening Required for Outdoor Storage Areas.

4.05.38. Vehicle Fueling Station

F. Vehicle fueling stations shall have a minimum lot area of twenty thousand (20,000) square feet.
A. Total storage capacity of all fuels shall not exceed five hundred (500) gallons in any type of approved storage container(s);
B. Gasoline pumps and other service facilities shall be set back not less than twenty-five (25) feet from any street right-of-way line.

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C. Vehicle fueling stations shall be found to be in compliance with all applicable provisions of the current adopted Uniform Fire Code regulations and shall be determined by initial and periodic inspections conducted by the building official, district fire chief and other appropriate departments and agencies;
D. Prior to permit approvals, the permits shall be reviewed by the Fire District, Police Department, Public Works Department, and Building Department in addition to the Planning Department;
E. Vehicle fueling stations shall be found to be in compliance with all applicable health, building and safety regulations and shall be determined by initial and periodic inspections conducted by the County Health Department, City Building Official and other appropriate departments and agencies.

4.05.39. Vehicle Repair and Service, Heavy

Outside storage shall comply with Subsection 3.06.4 - Screening Required for Outdoor Storage Areas. Such storage of vehicles or their parts shall be incidental to the principal business and shall operate so as to not constitute a junk yard.

4.05.40. Vehicle Repair and Service, Light

No outside storage of damaged or junk motor vehicles or vehicle parts shall be allowed in association with this use.

4.05.41. Vehicle Sales and Rental (Passenger)

No outside storage of equipment or parts shall be allowed in association with this use.

4.05.42. Veterinary Facility

A. Veterinary Facilities shall be conducted within a fully enclosed building.
B. No buildings shall be located closer than fifty (50) feet to any property zoned for residential use, except in the Agricultural zone district where no buildings utilized for activities shall be located closer than one-hundred (100) feet to any property zoned for residential use.

4.05.43. Wholesale Trade and Distribution Establishment

No outside storage of goods shall be allowed in association with this use.

4.05.44. Wireless Communication Facilities (WCF)

A. General Design Standards

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1. General Requirements. The requirements set forth herein shall apply to the location and design of all WCFs governed by this Subsection 4.05.47 – Wireless Communication Facilities, as specified below: provided, however, that the City may waive one (1) or more of these requirements if it determines that the goals of this Subsection 4.05.47 – Wireless Communication Facilities, are better served thereby. WCFs shall be designed and located to minimize the impact on surrounding properties and residential neighborhoods and to maintain the character and appearance of the City consistent with other provisions of this UDC.
2. Camouflage/Concealment. All WCFs and any Related Accessory Equipment shall, to the maximum extent possible, use Concealment design techniques, and where not possible utilize Camouflage Design Techniques. Camouflage Design Techniques include, but are not limited to using materials, colors, textures, screening, undergrounding, landscaping, or other design options that will blend the WCF to the surrounding natural setting and built environment.
    a. Where WCFs are located in areas of high public visibility, they shall, where physically possible, be designed to be concealed, and where not possible to be concealed, to minimize the WFC profile through placement of equipment fully or partially underground, or by way of example and not limitation, behind landscape berms.
    b. A concealment design may include the use of Alternative Tower Structures should the City determine that such design meets the intent of this Code and the community is better served thereby.
    c. All WCFs, such as antennas, vaults, equipment enclosures, and Towers shall be constructed of non-reflective materials (visible exterior surfaces only) and, where applicable, shall be painted to match as closely as possible the color and texture of any infrastructure on which it is mounted.
3. Siting.
    a. No portion of any WCF may extend beyond the property line.
    b. WCFs shall be required to be designed and constructed to permit the facility to accommodate WCFs from at least two (2) wireless service providers and the same WCF unless the City approves an alternative design. No WCF owner or operator shall unfairly exclude a competitor from using the same facility of Site.
    c. WCFs shall be sited in a location that does not reduce the parking for the other principal uses on the parcel below Code standards.
    d. WCFs shall not encroach into any sight triangles.

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4. Lighting. WCFs shall not be artificially lighted, unless required by the City or other applicable governmental authority, or the WCF is mounted on a light pole or other similar structure primarily used for lighting purposes. If lighting is required, the City may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views. Lighting shall be shielded or directed to the greatest extent possible so as to minimize the amount of glare and light falling onto nearby properties, particularly residences.
5. Landscape and Fencing Requirements.
    a. WCFs shall be sited in a manner that does not reduce the landscaped areas for the other principal uses on the lot or parcel, below any applicable Code standards including without limitation, Planned Unit Development standards.
    b. The Site of the WCF shall be landscaped with a buffer of plant materials that effectively screen the view of the WCF from adjacent residential property. The standard buffer shall consist of the front, side, and rear landscaped setback on the perimeter of the Site.
    c. In locations where the visual impact of the WCF would be minimal, the landscaping requirement may be reduced or waived in whole or in part by the City.
    d. Existing mature tree growth and natural landforms on the Site shall be preserved to the maximum extent possible. In some cases, such as WCFs sited on large, wooded lots, natural growth around the Site perimeter may be sufficient to buffer. Applicant's plan minimizes the number of trees to be removed and any trees removed are replaced at a ratio of two (2) to one (1).

B. Specific Design Requirements. Additional design requirements shall be applicable to the types of WFCs as specified below:
    1. Base Stations.
        a. Base Stations shall be architecturally compatible with respect to attachments, and colored to match the building or structure to which they are attached;
        b. The maximum protrusion of such facilities from the building or structure face to which they are attached shall be two (2) feet;
        c. Wall-mounted WCFs shall not extend above the roofline unless mounted to a penthouse; and
        d. Roof-mounted WCFs shall be approved only where an Applicant demonstrates a wall mounted WCF is inadequate to provide service and shall be evaluated for approval based upon the following criteria:

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i. Roof-mounted whip antennas shall extend no more than twelve (12) feet above the parapet of any flat roof or ridge of a sloped roof or penthouse to which they are attached;

ii. Roof-mounted panel antennas shall extend no more than seven (7) feet above the parapet of a flat roof or ridge of a sloped roof to which they are mounted; and

iii. Other roof-mounted Related Accessory Equipment shall extend no more than seven (7) feet above any parapet of a flat roof upon which they may be placed, and shall not be permitted on a sloped roof.

2. Alternative Tower Structures (ATS) and Small Cell Facilities on Private Property.
   a. ATS shall be designed and constructed to look like a building, facility, or structure typically found in the area in order that the WCF is concealed;
   b. Height or size of the proposed ATS or Small Cell Facility should be minimized as much as possible and shall be subject to the maximum height restrictions of the zoning district in which they are located, subject to maximum height limit of fifty (50) feet;
   c. ATS shall be sited in a manner that is least obtrusive to residential structures and residential district boundaries;
   d. ATS should take into consideration the uses on adjacent and nearby property and the compatibility of the facility to these uses;
   e. ATC and Small Cell Facilities shall be compatible with the surrounding topography, tree coverage, and foliage;
   f. ATS and Small Cell Facilities shall be designed utilizing design characteristics that have the effect of concealing where technically feasible and generally reducing or eliminating visual obtrusiveness; and
   g. Visual impacts of the proposed ingress and egress shall be minimized.
3. Alternative Tower Structures (ATS) and Small Cell Facilities Located within Right-of-Way.
   a. No ATS pole shall be higher than thirty-five (35) feet including any cannister or antennas located on top of a pole;
   b. No pole or structure shall be more than ten (10) feet higher (as measured from the ground to the top of the pole or structure) than any existing utility or traffic signal within five hundred (500) feet of the pole or structure;
   c. Any new pole for ATS or Small Cell Facilities shall be separated from any other existing WCF facility by a distance of at least six hundred (600) feet, unless the new

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pole replaces an existing traffic signal, street light pole, or similar structure determined by the City;

d. With respect to pole-mounted components, Small Cell Facilities shall be located on an existing utility pole serving another utility; or be located on a new utility pole where other utility distribution lines are aerial, if there are no reasonable alternatives;
e. ATS must be concealed consistent with other existing natural or manmade features in the Right-of-Way near the location where the ATS will be located;
f. To the extent reasonable feasible, be consistent with the size and shape of the pole-mounted equipment installed by communications companies on utility poles near the ATS;
g. When placed near a residential property, any ATS or Small Cell Facilities must be placed in front of the common side yard property line between adjoining residential properties. In the case of a corner lot, the facility must be placed in front of the common side yard property line adjoining residential properties, or on the corner formed by two (2) intersecting streets;

4. Small Cell Facilities. Small Cell Facilities shall:
   a. Be designed such that antenna installations on traffic signals are placed in a manner so that the size, appearance, and function of the signal will not be considerably altered; and
   b. Be designed such that all antennas, mast arms, equipment, and other facilities are sized to minimize visual clutter, and where possible, concealed within the structure; and
   c. Be consistent with the size and shape of the pole-mounted equipment installed by communications companies on utility poles near the ATS; and
   d. Require that any ground mounted equipment be installed in an underground or partially underground equipment vault (projecting not more than thirty-six (36) inches above grade), or co-located within a traffic cabinet of a design approved by the City, unless a Special Use Permit is obtained subject to the requirements of the City Code; and
   e. Not alter vehicular circulation or parking within the Right-of-Way; and
   f. Comply with the federal Americans with Disabilities Act and all applicable local, state, and federal laws and regulations; and
   g. Not be located or maintained in a manner that causes unreasonable interference. Unreasonable interference means any use of the Right-of-Way that disrupts or

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interferes with its use by the City, the general public, or other person authorized to use or be present upon the Right-of-Way, when there exists an alternative that would result in less disruption or interference. Unreasonable interference includes any use of the Right-of-Way that disrupts vehicular or pedestrian traffic, any interference with public utilities, and any other activity that will present a hazard to public health, safety, or welfare.

5. Towers.
    a. Towers shall either maintain a galvanized steel finish, or, subject to any applicable FAA standards, be painted a neutral color to reduce visual obtrusiveness as determined by the City;
    b. Tower structures should use existing landforms, vegetation, and structures to aid in concealing the facility from view or blending in with the surrounding built and natural environment;
    c. Monopole support structures shall taper from the base to the tip;
    d. All Towers shall be enclosed by security fencing or wall at least six (6) feet in height and shall also be equipped with an appropriate anti-climbing device. No security fencing or any portion thereof shall consist of barbed wire or chain link material unless temporary and approved by the City;
    e. Towers shall be subject to the maximum height restrictions of the zoning district in which they are located, subject to a maximum height limit of fifty (50) feet;
    f. Towers should be sited in a manner that is least obtrusive to residential structures and residential district boundaries where feasible;
    g. Towers should take into consideration the uses on adjacent and nearby properties and the compatibility of the Tower to these uses;
    h. Towers should be designed utilizing design characteristics that have the effect of reducing or eliminating visual obtrusiveness;
    i. Visual impacts of the proposed ingress and egress shall be minimized;
    j. No new Towers shall be permitted unless the Applicant demonstrates to the reasonable satisfaction of the City that no existing WCFs can accommodate the needs that the Applicant proposed to address with its Tower application. Evidence submitted to demonstrate that no existing WCFs can accommodate these needs may consist of the following:
        i. No existing WCFs are of sufficient height and are located within the geographic area required to meet the Applicant’s engineering requirements;

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ii. Existing WCFs do not have sufficient structural strength to support Applicant's proposed WCF;

iii. The Applicant's proposed WCF would cause electromagnetic interference with the WCFs or the existing WCFs would cause interference with the Applicant's proposed WCFs' or

iv. The Applicant demonstrates that there are other limiting factors that render existing WCFs unsuitable for collocation.

k. A Tower shall meet the greater of the following minimum setbacks from all property lines:

i. The setback for a principal building within the applicable zoning;

ii. Twenty-five (25) percent of the facility height, including WCFs and Transmission Equipment; or

iii. The Tower height, including antennas if the Tower is in or adjacent to residential district or residential zoned property.

iv. Towers fifty (50) feet in height shall not be located within on-quarter mile from an existing Tower that is fifty (50) feet in height, unless the Applicant has shown to the satisfaction of the City that there are no reasonably suitable alternative sites in the required geographic area which can meet the Applicant's needs.

l. No Towers shall be permitted in the Right-of-Way.

6. Related Accessory Equipment – Related Accessory Equipment for all WCFs shall meet the following requirements:

a. All buildings, shelters, cabinets, and other accessory components shall be grouped as closely as technically possible;

b. The total footprint coverage area of the WCF's Related Accessory Equipment shall not exceed three hundred fifty (350) square feet;

c. No Related Accessory Equipment or accessory structure shall exceed twelve (12) feet in height; and

d. Related accessory Equipment shall be located out of sight wherever possible by locating behind parapet walls or within equipment enclosures. Where such alternate locations are not available, the Related Accessory Equipment shall be concealed where technically feasible or otherwise camouflaged in a manner appropriate for the specific site.

C. Operational standards.

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1. Federal requirements. All Wireless Communication Facilities shall meet the current standards and regulations of the Federal Aviation Administration, the Federal Communications Commission, and any other agency of the federal government with the authority to regulate WCFs. If such standards and regulations are changed, then the owners of the WCF shall bring such facility into compliance with such revised standards and regulations within the time period mandated by the controlling federal agency. Failure to meet such revised standards and regulations shall constitute grounds for the removal of the WCF at the applicant's expense.
2. Radio frequency standards. All WCFs shall comply with federal standards for radio frequency emissions. If concerns regarding compliance with radio frequency emissions standards for a WCF have been made to the City, the City may request that the owner or operator of the WCF provide information demonstrating compliance. If such information is not sufficient in the reasonable discretion of the City, to demonstrate compliance, the City may request and the owner or operator of the WCF shall submit a project implementation report which provides cumulative field measurements of radio frequency emissions of all antennas installed at the subject Site, and which compares the results with established federal standards. If, upon review, the City finds that the facility does not meet federal standards, the City may require corrective action within a reasonable period of time, and if not corrected, may require removal of the WCF. Any reasonable costs incurred by the City, including reasonable consulting costs to verify compliance with these requirements, shall be paid by the Applicant.
3. Signal interference. All WCFs shall be designed and sited, consistent with applicable federal regulations, so as not to cause interference with the normal operation of radio, television, telephone, public safety communications, and other services utilized by adjacent residential and non-residential properties. The applicant shall provide a written statement from a qualified radio frequency engineer, certifying that a technical evaluation of existing and proposed facilities indicates no potential interference problems, and shall allow the City to monitor interference levels with public safety communications during this process.
4. Legal Access. In all applications for WCFs outside of the Right-of-Way, an Applicant shall demonstrate that it owns or has lease rights to the Site.
5. Operation and maintenance. All WCFs shall be maintained in compliance with standards contained in applicable local building and safety codes. If upon inspection, the City concludes that a WCFs fails to comply with such codes and constitutes a danger to

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persons or property, then, upon written notice being provided to the owner of the WCF, the owner shall have thirty (30) days from the date of notice to bring such WCF into compliance. If the Owner fails to bring such WCF into compliance in the required time period, the City may take any action with respect to such violation as provided by applicable law, including removal of the WCF at the applicant's expense.

6. Abandonment and removal. Any WCF that is not used for a period of six (6) months or more shall be deemed to be abandoned. No applicant shall fail to remove a WCF that is abandoned. If a WCF applicant fails to remove an abandoned facility at the request of the City Manager, the City may remove the WCF at the applicant's expense.
7. Hazardous materials. No hazardous materials shall be permitted in association with WCFs, except those necessary for the operation of WCFs and only in accordance with all applicable laws governing such materials.
8. Collocation. No WCF applicant shall unreasonably exclude a communications competitor from using the same facility or location. Upon request by the City Manager, the applicant shall provide evidence explaining why collocation is not possible at a particular facility or location.
9. Compliance with other laws. All WCFs shall meet the requirements of the City design and construction standards, the requirements of Title 12 - Streets and Sidewalks, and all other applicable local, state, and federal laws.

4.06 Use-Specific Notice

A. Purpose.
   1. To provide a noticing process for residential uses in a commercial district.
B. Applicability.
   1. New single-household detached dwellings and duplexes in the NC, CC and CBD zone districts.
C. Procedure.
   1. Within five days of receipt of a Zoning Development Permit for a single-household detached dwelling or duplex in the Neighborhood Commercial (NC), Community Commercial (CC), and Central Business District (CBD) zone districts, the Planning Director shall cause notification of the proposed dwelling unit by posting the subject property in accordance with Subsection 6.05.050 – Public Hearing Notice Requirements, and notification to be sent by regular mail to land owners within a 200-foot of the dwelling unit property boundary.

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2. Any aggrieved party who objects, in writing, to the dwelling unit may request an informal conference with the Planning Director within fourteen (14) days of the date of issuance of the notification for the purpose of resolving any grievance or concern.
    a. In the event that no resolution is reached through the informal conference, the Planning Director shall cause the dwelling unit ZDP application to be referred to the City Council.
    b. At the next regular meeting following the publication of a notice of public hearing, the City Council shall hold a public hearing on the application.
    c. The City Council shall render a decision on the application and specify the reasons and findings.
    d. The City Council's action on approving, conditionally approving, or denying the application shall be based on the criteria contained in 6.06.090 – Conditional Use Permit.

4.07 Accessory Uses and Structures

A. Accessory Uses are permitted pursuant to Section 4.03 – Table of Allowed Uses and are subject to building permit, Zoning Development Permit, or site plan review approval per Chapter 6.
B. The following standards shall apply to all accessory structures:
C. Accessory buildings shall not be larger than the main or principal building.
D. Accessory buildings shall be constructed only if construction of the principal building has commenced.
E. No accessory building shall be placed in a front yard.
F. Outside storage of goods, materials, and equipment as an accessory use shall comply with Subsection 3.06.04 – Screening Required for Outdoor Storage Areas in addition to this Section 4.07 – Accessory Uses and Structures.

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Ordinance 1521, Series 2026

Exhibit A-5

Unified Development Code, Chapter 5 (Subdivision Standards)

Chapter 5: Subdivision Standards

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5.01 Purpose

This Chapter provides regulations specific to the design of subdivisions.

5.02 Applicability

A. It is declared to be the policy of the City to consider the subdivision of land and the subsequent development of the subdivided plat as subject to the control of the City pursuant to the comprehensive plan for the City.

B. Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood or other menace. Land shall not be subdivided until provision has been made for drainage, water, sewage, electric, gas, telecommunication utilities, and public improvements such as schools, parks, recreation facilities, open space, trails and trail connections, transportation facilities and improvements.

C. The existing and proposed public improvements shall conform to and be properly related to the proposals shown in the comprehensive plan and other City adopted plans (i.e. Comprehensive Plan; Parks, Trails and Open Space Master Plan; and Stormwater Master Plan).

D. These regulations shall supplement and facilitate the enforcement of the provisions and standards contained in building and housing codes, the Municipal Codes, the City engineering specifications and the City Drainage Criteria Manual.

5.03 Compliance

A. Regulations of the subdivision of land and the attachment of reasonable conditions to land subdivision is an exercise of power delegated by the state of Colorado to the City of Woodland Park. The applicant has the duty of compliance with reasonable conditions laid down by the City for design, dedication, improvement and restrictive use of the land so as to conform to the physical and economical development of the City and to the safety and general welfare of the future lot owners in the subdivision and to the community at large.

B. Whoever divides, or participates in the combining or division of lots, tracts, or parcels of land for the purpose, whether immediate or future, of sale or building development, whether residential, commercial, industrial, or any other use shall make the transaction subject to the provisions of these regulations and a plat therefor must be submitted to and approved by the city with such approval entered in writing on the plat and signed by the mayor and attested by the City Clerk.

C. No building shall be erected on any lot, nor shall a building permit be issued for a building unless the street giving access to the lot upon which such building is proposed to be placed shall have been dedicated and approved by the city as a part of an official subdivision.

5.04 Subdivision Classifications

A. Whenever any subdivision of land is proposed, it shall be classified as a Minor Subdivision or a Major Subdivision.

B. There are two procedural steps for approval of a Minor Subdivision and three steps for approval of a Major Subdivision. The steps are detailed in Subsection 6.06.020 – Subdivisions Generally.

   1. Minor Subdivision.
      a. Sketch Plan;
      b. Final Plat.

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2. Major Subdivision.
    a. Sketch Plan (also Overall Development Plan if applicable);
    b. Preliminary Plat (also Overall Development Plan if applicable);
    c. Final Plat.

5.05 Exceptions

A. Any proposed replatting of existing lots of record shall be an exception to the lot area requirements of this Code if:
    1. The lots were originally platted prior to January 31, 1966;
    2. The lot dimensions as originally platted were substantially smaller than are presently required by title;
    3. The proposed replatting results in the same or a lesser total number of lots; and
    4. The proposed replatting is consistent with the general intent and purposes of this UDC and the current adopted comprehensive plan.

5.06 Plat Amendments

A. Once approved and recorded, no plat may be changed, altered, or otherwise amended, except upon application for a change, alteration or amendment by the proper parties and the approval of the Planning Commission and the City Council of the plan for change, alteration or amendment. The proposed change shall be subject to the same procedures and requirements as if the land affected was being first proposed for plat approval; provided, that the Planning Commission and council shall have the right to waive procedures and requirements deemed to be in the best interest of the City.

5.07 Required Improvements

5.07.01. General Standards

A. No improvements shall be made until all plans, profiles, and specifications have been reviewed and approved by the City Engineer for compliance with adopted City Engineering Specifications and Drainage Criteria Manual.
B. Improvements to be provided by the applicant shall include but not be limited to:
    1. Survey Monuments. Permanent survey monuments, range points, and lot pins shall be set at locations approved by the City Engineer. Monuments shall be set not more than one thousand four hundred feet (1,400) apart along any straight boundary line, at all angle points, and at the beginning, end, and points of change of direction or change of

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radius of any curbed boundary. In addition, half-inch steel pins (or larger) at least twenty-four inches in length shall be set at all lot corners. Affixed securely to the top of each monument shall be the Colorado registration number of the land surveyor responsible for the establishment of said monument.

2. Widening and Realignment of Existing Streets. Where a subdivision borders an existing narrow street or when the comprehensive plan indicates plans for realignment or widening of a street that would require use of land in the subdivision, the applicant shall be required to improve and dedicate such areas for widening or realignment of such streets. Frontage streets shall be improved and dedicated at the applicant's expense to the full width as required by this UDC. Land dedicated for any street purposes may not be counted in satisfying yard, setback, or area requirements of the zoning ordinance.
3. Street name and regulatory signs, including bicycle trail markings and hiking signs.
4. Bridges, culverts and open drainage channels (where required).
5. Non-motorized pathways where required. Bicycle and pedestrian easements shall be constructed according to City Engineering Specifications.
6. Debris and Waste. No cut trees, timber, debris, earth, rocks, stones, soil, junk, rubbish or other waste materials of any kind shall be in any land, or deposited on any lot at the time of the issuance of a certificate of occupancy and removal of same shall be required from each building site, prior to issuance of any certificate of occupancy for each respective building site.
7. Fencing. Each applicant shall be required to furnish and install fences wherever the City determines that such fencing is necessary to protect the public health, safety and welfare. The fences shall be constructed according to City specifications.

5.07.02. Deadline for Completion of Improvements

A. Prior to the granting of Final Plat approval, the applicant and the City shall agree upon a deadline for the completion of all required improvements, such deadline not to exceed one year from the date of Final Plat approval. The City shall have the power to extend that deadline for one (1) additional year where the applicant can present substantial reason for doing so.

B. Final Plat approval shall not be granted until the dedication of said improvements has been accepted by the City.

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5.07.03. Inspection and Certification of Improvements

A. The City Engineer shall regularly inspect for defects in the construction of required improvements. Upon completion of these improvements, the City Engineer shall provide a statement either certifying that the improvements have been completed according to City specifications or listing the defects in those improvements.

B. No improvements shall be accepted by the City until all defects are corrected. If the City Engineer has certified that the contracted improvements are complete, free from defect, and comply with City specifications, then upon receipt of the other statements and agreements detailed above, the City shall accept the dedication of those improvements subject to the warranty provisions as outlined in the City Engineering Specifications. The City may, at its discretion, accept the dedication of any portion of the required improvements, provided that all statements and agreements specified above have been received for that portion of the improvements.

5.08 Development and Subdivision Improvement Agreements

A. Purpose.
   1. Development agreements are for the purpose of arranging specific unique details of a development proposal in order to have a clear understanding of timing, responsibility, and other relevant details regarding a proposal and its supporting infrastructure.
   2. Subdivision Improvement Agreements are necessary in order to have a clear understanding of timing, responsibility, and other relevant details regarding the construction and installation of infrastructure and other public improvements associated with a development.

B. Applicability.
   1. Before the City Council shall approve a major subdivision Final Plat, the applicant shall submit a signed Development or Subdivision Agreement with the City wherein the applicant shall agree to make and install all the required improvements per this Chapter.

5.09 Improvement Agreement Financial Guarantees

5.09.01. Subdivision Improvement Agreement

A. Either prior to, or as part of, an application for Final Plat of a Major Subdivision, City Council shall approve a Subdivision Improvement Agreement for the development wherein the applicant shall agree to make and install all the required improvements. The agreement

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shall be the City's standard subdivision development agreement with any amendments or additions as required by the City. Any special requirements unique to a particular subdivision due to terrain, etc., shall be defined in the agreement.

5.09.02. Types of Improvement Guarantee

A. In lieu of requiring the completion of all improvements prior to Final Plat approval, the City may, at its discretion, require the applicant to secure this contract, by providing one of the following guarantees:

1. The applicant shall deposit cash, in escrow, with a financial institution. In the case of an escrow account, the financial institution with which the funds are to be deposited, shall be subject to the approval of City Council. The amount of the deposit shall be at least equal to the cost, as estimated by the applicant and approved by the City Engineer, of installing all required improvements plus fifty (50) percent. In the case of an escrow account, the applicant shall file with the City an agreement between the financial institution and himself, guaranteeing the following:
    a. That the funds of said escrow account shall be held in trust until released by the City and may not be used or pledged by the applicant as security in any other matter during that period;
    b. And that in the case of failure on the part of the applicant to complete said improvements, then the financial institution shall immediately make the funds in said account available to the City for use in the completion of those improvements.
2. The applicant shall provide, from a financial institution, an irrevocable letter of credit. This irrevocable letter of credit shall be deposited with the City Treasurer and shall certify the following:
    a. That the creditor does guarantee funds in an amount equal to the cost, as estimated by the applicant and approved by the City Engineer, of completing all required improvements plus fifty (50) percent;
    b. That, in case of failure on the part of the applicant to complete the specified improvements within the required time period, the creditor shall pay to the City immediately, and without further action, such funds as are necessary to finance the completion of those improvements, up to the limit of credit stated in the letter;
    c. That this letter of credit may not be withdrawn or reduced in amount, until released by the City.

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3. The applicant shall deposit cash with the City Treasurer. The amount of this cash deposit shall be equal to the cost, as estimated by the applicant and approved by the City Engineer, of completing all required improvements plus 50 percent. The applicant shall certify the following:
    a. That the funds shall be held by the City until all required improvements as approved by the City Engineer have been made.
    b. That, in case of failure on the part of the applicant to complete the specified improvements within the required time period, the City shall use such funds as are necessary to finance the completion of those improvements.

B. If any portion of the required improvements shall fail to be accepted for dedication within the allocated time period or within fifteen (15) days of guarantee expiration, whichever shall occur first, the City shall declare whatever security has been pledged as a guarantee to be forfeited. Where the City is not already in possession of said guarantee, it shall immediately take the actions necessary to obtain it. The City shall use them to finance the completion of contracted improvements or the rebuilding of such improvements to the proper specifications. Unused portions of these securities shall be returned to the applicant, bonding company or crediting institution, as is appropriate.

5.09.03. Reduction of Guarantee

A. In those cases where improvement guarantees have been made, the amount of the guarantee may be reduced upon acceptance of the dedication of a portion of the required improvements. The amount of the reduction shall not exceed the percentage which the improvements just accepted for dedication made up of all originally required improvements. In no case, however, shall the guarantee be reduced to less than fifty percent of the original amount prior to acceptance of all improvements.

5.09.04. Release of Guarantee

A. Upon acceptance, the City shall authorize the release of the remaining portion of the improvement guarantee.

5.09.05. Expiration of Guarantee

A. If guarantees filed with the City expire, no building permits for building sites shall be issued. It shall be the responsibility of the applicant to keep current all assurances filed with the City. The City shall have the right at any time to adjust estimated cost of public improvements or utilities and to adjust the required amount of guarantee accordingly, it being the intent of this

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provision that the applicant shall pay the entire cost of all improvements and in no way limits their liability therefore by the filing of guarantees based upon estimate.

5.10 General Design Standards

5.10.01. Purpose

A. 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:
   1. Safe and convenient movement to points of destination or collection.
   2. Modes of travel to achieve this objective should not conflict with each other or with abutting land uses.
   3. 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.
   4. Natural features and vegetation of the area must be preserved if at all possible.
   5. Schools, parks, churches and other community facilities should be planned as an integral part of the area.
   6. In order to meet the above objectives, the City encourages innovative subdivision design.

5.10.02. Site Consideration

A. 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.

5.10.03. Noise Reduction

A. 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

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lots with increased setbacks may be required. Arterial streets within the City may require similar provisions.

5.10.04. Access

A. No subdivision shall be approved unless the area to be subdivided shall have access on an existing public 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 applicant shall be required to improve said street to City specifications.

5.10.05. Blocks

A. Blocks shall have sufficient width to provide for two tiers of lots of appropriate depths. Exceptions to this prescribed block width shall be permitted in blocks adjacent to collector streets, arterial streets, railroads, or waterways.
B. The lengths, widths, and shapes of blocks shall be appropriate for the City and the type of development contemplated.

5.10.06. Lots

C. 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 this UDC and in driveway access to buildings on such lots from an approved street.
D. Lot dimensions shall comply with the minimum standards of this UDC. Where lots are more than double the minimum required area for the zone district, the City may require that such lots be arranged so as to allow further subdivision and the opening of future streets where they would be necessary to serve such potential lots, all in compliance with this UDC and these regulations.
E. Side lot lines shall be at right angles to street lines (or radial to curving street lines) unless a variation from this rule will give a better street or lot plan.

5.10.07. Reverse Corner Lots

A. Reverse corner lots shall be avoided except where necessary to provide separation of residential development from traffic arterials or to overcome specific disadvantages of topography and orientation. Closed uniform fencing may be required where a rear yard backs to a collector or arterial street.

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5.10.08. Lot Drainage

A. Individual lot drainage shall be coordinated with the general storm drainage pattern for the area. Drainage shall be designed so as to avoid concentration of storm drainage water from each lot to adjacent lots.

5.10.09. Conservation Buffer Area

A. A conservation buffer area shall be provided along the perimeter of a new residential subdivisions adjacent to commercially zoned tracts and platted subdivisions by establishing a minimum twenty-five (25) foot no build zone. The no build zone shall serve as a conservation buffer area that must remain unimproved with the exception of planted vegetation. Conservation buffer areas shall not apply to replats. Conservation buffer areas shall not be required if the perimeter of the subdivision is adjacent to platted park land or designated open space.

5.11 Street Design Standards

5.11.01. General

A. All streets shall conform to the street element of the Comprehensive Plan of the City of Woodland Park.
B. All new City streets and off street bicycle trails will be constructed in accordance with the City Engineering Specifications.

5.11.02. Integration of Streets

A. All streets shall be properly integrated with the existing and proposed system of thoroughfares and dedicated rights-of-way and be properly related to special traffic generators such as industries, business districts, schools, recreation areas, churches, and shopping centers; to population densities and the pattern of existing and proposed land uses.

5.11.03. Intersections

A. Streets shall be laid out so as to intersect as nearly as possible at right angles. A proposed intersection of two new streets at an angle of less than seventy-five degrees shall not be acceptable. An oblique street should be curved approaching an intersection and should be approximately at right angles for at least one hundred feet therefrom. Not more than two streets shall intersect at any one point unless specifically approved by the City.

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B. Proposed new intersections along one side of an existing street shall whenever practicable, coincide with any existing intersections on the opposite side of such street. Street jogs with center line offsets of less than one hundred fifty feet shall not be permitted, except where the intersected street has separated dual drives without median breaks at either intersection. Where local streets intersect arterial streets, their alignment shall be continuous. There shall be eight hundred feet between intersections along arterial streets.
C. Minimum curb radius at the intersection of two local streets shall be fifteen feet; and minimum curb radius at an intersection involving a collector street shall be twenty-five feet. The minimum curb radius at an intersection in a commercial or industrial area shall be thirty feet. Alley intersections and abrupt changes in alignment within a block shall have the corners cut off in accordance with standard engineering practices to permit safe vehicular movement.
D. The grade of any street shall not exceed six percent within seventy-five feet of any intersection. Twelve percent grades may be permitted on local streets for short distances by permission of the City where it is deemed that the safety and welfare of the resident would not be adversely affected.

5.11.04. Extension of Streets to Boundary Line

A. Proposed streets shall be extended to the boundary line of the tract to be subdivided unless in the opinion of the City such extension is not necessary or desirable for the coordination of the layout of the subdivision with the existing layout or the most advantageous future development of adjacent tracts. Temporary cul-de-sacs shall be designated on the plat at the street terminus for all such streets.

5.11.05. 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.

5.11.06. Half Streets

A. Street systems in new subdivisions shall be laid out so as to eliminate or avoid new perimeter half-streets. Where an existing half-street is adjacent to a new subdivision, the other half of the street shall be improved and dedicated by the applicant. The City may authorize a new perimeter street where the applicant improves and dedicates the entire required street right-of-way width within the subdivision boundaries. In the event that the

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entire required street right-of-way width is improved and dedicated, arrangements for reimbursement, at the time the adjoining land is subdivided, shall be contained in the subdivision agreement.

5.11.07. Alleys

Alleys, open at both ends, may be required in commercial areas if other provisions are not made and approved for service access. Alleys shall not be allowed in residential subdivisions unless requested by the City.

5.11.08. Local Streets

A. Local streets shall be laid out to conform as much as possible to the topography, to discourage use by through traffic, to permit efficient drainage and utility systems, and to require the minimum number of streets necessary to provide convenient and safe access to property.
B. Local streets should be curved wherever possible to avoid uniformity of lot appearance. The rigid rectangular gridiron street pattern need not necessarily be adhered to, and the use of curvilinear streets, cul-de-sacs, or U-shaped streets shall be encouraged where such use will result in a more desirable layout.
C. All streets shall be arranged so as to obtain as many as possible of the building sites at, or above, the grades of the streets. A combination of steep grades and curves should be avoided.

5.11.09. Commercial and Industrial Development Streets

In commercial and industrial developments, the streets and other accessways shall be planned in connection with the grouping of buildings and the provision of alleys, truck loading and maneuvering areas, and walks and parking areas so as to minimize the conflict of movement between the various types of traffic, including pedestrian.

5.11.10. Arterial Streets

A. Where a subdivision borders on or contains an existing or proposed arterial street, the City may require that access to such streets be limited by one of the following means:
    1. The subdivision of lots so as to back onto the arterial and front onto a parallel local street, no lot access shall be provided from the arterial, and some form of screening such as a strip of land shall be provided along the rear property line of such lots;

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2. A series of cul-de-sacs, U-shaped streets, or short loops entered from and designated generally at right angles to such a parallel street, with the rear lines of their terminal lots backing onto the arterial;
3. A marginal access or service road separated from the arterial by a planting or grass strip and having access thereto at suitable points.

5.11.11. Street Type Design Standards

A. The following design standards shall apply to all street types.

Table 5.11.11-1

	ROW Width	Min. Paved Surface	Max. Grade	Min Grade	Min Horizontal Curve Radius	Min Length of Tangent Between Curves	Min Corner Site Distance
Alley (where permitted)	15 ft.	-	-	1.5%	-	-	-
Local street	60 ft.	24 ft.	10%[1]	1.5%	100 ft.	0 ft.	200 ft.
Local w/curb and gutter	50 ft.	24 ft.	10%[1]	1.5%	100 ft.	0 ft.	200 ft.
Collector street	60 ft.	36 ft.	8%	1.5%	200 ft.	100 ft.	300 ft.
Collector w/curb and gutter	50 ft.	36 ft.	8%	1.5%	200 ft.	100 ft.	300 ft.
Arterial street	80 ft.	48 ft.	8%	1.5%	500 ft.	300 ft.	300 ft.
Arterial w/curb & gutter	70 ft.	48 ft.	8%	1.5%	500 ft.	300 ft.	300 ft.

Notes:

1. Max grade of 12% for short distances may be approved by City Engineer

B. Minimum Diameter of Cul-de-Sac shall be one hundred feet (100') with a minimum paved surface width of sixty feet (60').
   1. Temporary cul-de-sacs for future street extensions shall be exempt from this requirement.

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5.12 Subdivision, Bicycle and Pedestrian Trails

5.12.01. General

A. If applicable, bicycle and pedestrian trails shall align with any existing rights-of-way or as identified by the Parks, Trails and Open Space Master Plan.

5.12.02. Design Standards

A. The following design standards shall apply to all sidewalks, trails, and bicycle routes.

Table 5.12.02-1

	Min ROW Width	Min Width of Sidewalk, Trail, or Bicycle Route Surface
Minor Sidewalk	within ROW	5 to 6 feet
Major Sidewalk	within ROW	6 to 8 feet
On street Bicycle route	within ROW	4 feet
Off street Bicycle trail	20 feet	10 to 8 feet
Primitive Trail	15 feet	surface and width varies

5.13 Utilities

5.13.01. General Standards

A. The following utilities shall be provided, installed and connected to existing public systems by the applicant according to City Engineering Specifications.
   1. Water Lines and Fire Hydrants. Water shall be made available to each lot within the subdivided area. Adequacy of supply and sizes of water mains shall be determined by the City Engineer. Workmanship and details of construction shall be in accordance with City Engineering specifications. All water mains and service installations shall be subject to City ordinance and agreements relating thereto.
   2. Sanitary Sewer Lines. Where a public sanitary sewer is accessible within four hundred (400) feet of the subdivision tract, the development shall connect with such sanitary sewer and provide adequate sewer lines accessible to each lot. Sewer connections and subdivision sewer systems shall be installed in accordance with City Engineering Specifications. All sewer mains and service installations shall be subject to City ordinances and agreements relating thereto. Where a public sewer is not accessible, the

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applicant may, upon approval of the City, either install individual sewerage facilities at their expense or require the builders to provide such facilities as part of the construction of buildings or structures. Where individual sewerage facilities are to be installed, with a design flow of over two thousand gallons per day, the individual system shall be designed by a licensed sanitary engineer and approved by the Colorado Department of Health. For individual sewage systems with a design flow of less than two thousand gallons per day, the system shall be designed in accordance with Teller County individual sewage disposal systems regulations.

3. Drainage improvements including storm sewers where required.
4. All communication, gas, and electric distribution services, lines, and street lighting circuits shall be placed underground. The applicant shall be responsible for complying with all utility requirements of this UDC, and shall make the necessary arrangements including any construction or installation of such facilities and shall be subject to all applicable laws and regulations for the construction of the same. Furthermore, the applicant shall (A) give all dry utility providers (i.e. electric, phone and cable), who have a current franchise agreement with the City of Woodland Park at least sixty days' advanced written notice of the beginning of construction, (B) ten days advanced written notice of the availability of any open trenches, and (C) provide such electric, phone and cable utility providers with reasonable access to the open trenches. Transformers, switching boxes, terminal boxes, meter cabinets, pedestals, ducts and other facilities necessarily appurtenant to such underground utilities may be placed above ground. Such facilities shall be placed within easements or public right-of-way provided for the particular facility.

B. Other improvements not specifically mentioned herein shall be required if the City determines that such improvements are necessary to protect the public's health, safety, and welfare.
C. All utilities shall be extended to the boundary line of the tract to be subdivided unless, in the opinion of the City, such extension is not necessary or desirable for the coordination of layout of the subdivision with the existing layout or the most advantageous future development of adjacent tracts.

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5.13.02. Reimbursement for Oversized Utilities

A. In the event oversized water or sewer lines are required, the applicant may be allowed to recover the cost of the utility lines that have been provided beyond the needs of the development.
   1. The method and time of payment pursuant to the reimbursement agreement shall be established in accordance with the City of Woodland Park's then current policies relating to the emplacement of such oversized utilities, but in no event shall the reimbursement agreement exceed a maximum period of fifteen years.
   2. The initial reimbursement agreement shall be for a period not to exceed ten years. City Council retains the authority to extend the initial agreement, for good cause shown, for a period not to exceed the total allowable period of fifteen (15) years. After said fifteen-year period of time, no repayment provision shall continue and the applicant, heir heirs and assigns, shall not be entitled to any reimbursement pursuant to any such agreement.

5.13.03. Timing and Dedication of Utilities

A. In new subdivisions, all utilities including service connections to the property line shall be installed prior to paving of any street. Water, sewer and gas lines, when the subdivision is served by natural gas, electricity, telephone and other utilities, shall generally be placed in the location specified by the City Engineering Specifications.
B. Upon construction and acceptance of the water, storm and sanitary sewer mains, these mains shall be dedicated to public use and they become the property of the City, subject to all warranty provisions in the City Engineering Specifications.

5.13.04. Additional Studies

Special planning areas may require additional study or submittals as required by ordinance. In some cases, such as flood prone areas, state and/or federal agencies are also required to act on, or provide input to subdivision process. It is therefore imperative that such areas are identified early in the planning process in order to avoid delays and to allow time for the agencies to act on any request.

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5.14 Easements

5.14.01. General Requirements

A. Where required, easements for all utilities other than public sewer and water lines shall meet the following:
   1. 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.
   2. 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.
   3. 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.
   4. Where required, easements for public sewer or water shall be required with the width to be determined in accordance with the City Engineering Specifications.

5.14.02. Stormwater Easements and Drainage Right-of-Way

A. Where a subdivision is traversed by a watercourse, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as may be required for necessary flood control measures.
B. The requirements for the urban drainage system shall be based on the latest revision of the Pikes Peak Area Council of Governments "Area Wide Urban Run Off Control Manual." A non-motorized easement shall be required if advised by the parks and recreation advisory board, reviewed by the Planning Commission, and approved by City Council.
C. The City determines that intermittent access to such watercourse drainage way, channel or stream is necessary to meet the goals and objectives of Parks, Trails and Open Space Master Plan.

5.15 Dedications

5.15.01. Dedication of Right-of-Way

A. Where applicable, dedication of rights-of-way for public streets, bicycle paths, trails, sidewalks, drainage channels, and utilities shall be required in accordance with these regulations or as otherwise found necessary to protect public's health, safety and welfare. Dedication of rights-of-way shall be made on the Final Plat, unless otherwise directed by the

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City Council upon recommendation of the Planning Commission and parks and recreation advisory board. Dedication of bicycle paths, trails and sidewalks shall be reviewed by the parks and recreation advisory board.

5.15.02. Dedication of Park Land or Payment in Lieu of Land Dedication

A. For every new major or minor subdivision which is platted for residential use City Council shall require:
   1. Based upon advisement from the Parks and Recreation Advisory Board and subsequent recommendation by the Planning Commission, require the dedication of park land to the City in the amount of 0.027 acres per residential dwelling unit; or
   2. Pay a park capital fee in the amount established by City Council.

B. For every parcel of land for which the owner applies and receives a Zone District Change or a Conditional Use Permit which results in increased density of dwelling units as a result of subdivision or Site Plan approval, the applicant shall pay the park capital fee or adhere to the park land dedication requirement as detailed in Clause 5.15.02.A.
   1. For the purpose of this Subsection, increased dwelling unit shall mean the increased number of dwelling units authorized for the parcel of land because of the Zone District Change or Conditional Use Permit as compared to the number previously authorized.
   2. Dwelling unit is defined in Chapter 7 – Definitions.

C. In a clustered development, this park land dedication shall not count toward the minimum required open space

D. All park capital fees collected shall be deposited in the specific line item for the park capital fee and shall be used by the City solely for the purposes of development, improvement or acquisition of parks, trails and recreation facilities and public open space.

E. Any subdivision or replat of an existing subdivision when said existing subdivision has already dedicated park land or paid park capital fees-in-lieu shall be exempt from further park capital fees or park land dedication providing that said further subdivision or replat does not increase the dwelling units per acre density of the area. Any increase in density shall be compensated for using the standards of this Section 5.15 - Dedications.

5.15.03. Dedicated Park Land Size and Location Standards

A. In determining payment of park capital fees or dedication of park land, the following will be considered:
   1. The size of the development and its adequacy for accommodating a suitable park or recreation area;

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2. The City of Woodland Park's Parks, Trails and Open Space Master Plan;
3. Existing parks and other public uses in the community;
4. The topography, geology, obstacles and other hindrances to use; and
5. The needs of the people in the community, and any other appropriate factors.

B. When required, dedicated land for parks and recreation areas shall have a minimum area of twenty thousand (20,000) square feet. The City may require that the area be located at a suitable place on the edge of a subdivision so that additional land may be added as adjacent land is subdivided.

C. The dedicated land shall have a frontage of sufficient length to allow access to pedestrian and vehicular traffic (for park maintenance when necessary). The area shall be in close proximity to the subdivision residents served by it. In addition, areas hazardous to the health, safety and welfare of the residents, especially children, shall not bisect the dedicated area from the residential area of the subdivision.

D. Land dedicated for the residents shall be of a character and location suitable for use as a playground, ball field or other recreation purpose designed to meet the needs of the community. Sufficient documentation shall be provided to prove that the land being dedicated meets the parks and recreation areas needs of the community. The City reserves the right to decide whether the land is suitable or not. If the area to be dedicated is not acceptable to the City, an alternate suitable site shall be identified.

E. Where the subdivision encompasses floodplains, drainage channels, unstable slopes or other geologic hazards, credit will not be given for said area towards park land dedication.

F. All land dedicated for parks shall be free and clear of all liens and/or encumbrances.

5.15.04. Park Fee

A. There shall be paid to the City upon approval and prior to the recording of a Final Plat of every major and minor subdivision a Park Fee, in the amount established in the City's fee schedule adopted by resolution, per dwelling unit in such subdivision. Such fees shall be used to develop any park or recreation area located within the City limits.

B. The fees described herein, shall be increased \by the amount of five percent annually as reviewed by City Council.

5.15.05. Open Space

A. Land in excess of the parks and recreational needs of the subdivision and deemed unusable for such purposes may be dedicated as open space. Where feasible, and in the best

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interests of the City and the neighborhood residents, credits for the additional land may be considered by the City Council.

5.15.06. Excess Dedicated Land

A. Land dedicated for parks, and recreation areas, may be disposed of by the City in accordance with Article XV Miscellaneous Provisions of Section 15.2(a) of the Charter of Woodland Park if the land is found to be in excess of the community's requirements or is no longer required for the purpose for which it was intended. Where lands to be dedicated are contained in future filings of an approved master plan but are in the plat being considered, the City may accept a lot or lots within the plat being considered and exchange said lot or lots for land which meets the park dedication criteria in future filings as said filings are platted. Any proposed exchange shall be defined in the Development or Subdivision Improvement Agreement.

5.15.07. Additional Land Dedication

A. Additional and may be dedicated to receive credit for future land dedication in accordance with the parks, trails and open space master plan for the community.

5.15.08. Dedication Process

A. The deeding of land or payment of fees for parks, trails, recreation areas and open space shall be considered as a prerequisite to the Final Plat being recorded with the county.
B. In the event of a replat which involves rezoning to a higher density, or conditional use permits, the City Council will determine whether park capital fees or land dedication is to be required, and if required the land must be dedicated or park capital fees paid prior to final recording of the request by City Council.
C. Any subdivision or replat of an existing subdivision when said existing subdivision has already dedicated land or fees-in-lieu for open spaces and public sites shall be exempt from further fees or dedication providing that said further subdivision or replat does not increase the dwelling units per acre density of the area. Any increase in density shall be compensated for using the standards of Section 5.15 – Dedications.

5.15.09. Title to Dedicated Land

A. All lands required to be dedicated to the City for parks, trails, recreation areas and open space shall be conveyed to the City by dedication on the Final Plat free and clear of all liens and encumbrances.

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B. Streets, roads, alleys, easements and rights-of-way shall be dedicated free and clear of all liens and encumbrances at the time of Final Plat approval.

5.16 Transfer of Development Rights

A. Transfer of development rights are allowed when:

1. Residential development projects within planned unit development (PUD) and suburban residential (SR) zoning districts with master plans approved and with substantial investments in the installation of infrastructure prior to April 30, 1997, the effective date of Ordinance 705, may be allowed to transfer densities as provided herein.
2. The maximum gross density of two dwelling unit per acre for PUD and one dwelling unit per acre for SR districts may be increased to a maximum of thirty percent, subject to site consideration review as provided in Subsection 5.10.012 – Site Considerations. All proposals for transfer of development rights shall be reviewed as provided in Subsection 6.06.190 – Modification to Previous Approval.

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Ordinance 1521, Series 2026

Exhibit A-6

Unified Development Code, Chapter 6 (Administration)

Chapter 6: Administration

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6.02 Applicability
6.03 Duties of Review and Decision-Making Authorities
6.04 Development Review Procedures Summary Table
6.05 Common Review Procedures
6.06 Specific Procedures for Applications Requiring Public Hearings
6.07 Specific Procedures for Permits and Applications Requiring Administrative Review

6.01 Purpose

This Chapter provides regulations for the administration of the UDC, including identification of decision-making bodies and associated roles as they pertain to this UDC, details of review procedures that are common to all applications, and detailed procedures for each of the City's development application types.

6.02 Applicability

The provisions of this Chapter are applicable to all development applications.

6.03 Duties of Review and Decision-Making Authorities

6.03.010 City Council

A. Membership and Term.
   1. The City of Woodland Park Charter, Article III describes the appointment, composition, qualifications, and terms for establishment of the City Council.

B. Powers and Duties Related to this UDC.
   1. Decisions on Applications.
      a. The City Council shall have review and decision-making authority on applications related to this UDC as shown in Table 6.01-1: Development Review Procedures Summary pursuant to standards and criteria included in this UDC.
   2. Additional Powers and Duties.

PROPOSED

a. Appoint the members of the Planning Commission, Board of Adjustment, Historical Preservation Board, and Parks and Recreation Advisory Board; and
b. Appoint the City Manager.

6.03.020 Planning Commission

A. Membership and Term.
1. The City of Woodland Park Charter, Article V, describes the appointment, composition, and terms for establishment of the Planning Commission as appointed by the City Council.

B. Powers and Duties.
1. Comprehensive Plan. The Planning Commission is responsible for the development and adoption of the Comprehensive Plan and any amendments to that Plan, pursuant to C.R.S. §31-23-206 and 207.
2. Recommendations and Decisions on Applications.
   a. The City Council hereby delegates to the Planning Commission the authority to make those decisions and recommendations related to the administration of this UDC as shown in Table 6.01-1: Development Review Procedures Summary pursuant to standards and criteria included in this UDC.
3. Additional Statutory Powers.
   a. The Planning Commission may exercise those additional powers described in C.R.S. Title 31, Article 23.

6.03.030 Board of Adjustment

A. Membership and Terms.
1. The City of Woodland Park Charter, Article V describes the right of the City Council to appoint the Board of Adjustment.
2. The Board of Adjustment shall consist of five (5) members appointed by City Council for a term of three (3) years. Initial term may be lesser than three (3) years to achieve overlapping terms.
3. No member of the Board of Adjustment shall be a member of any other City board, commission, or council.
4. At least two alternate members shall be appointed to the Board of Adjustment for the term and qualifications listed in subsections A.1-3 above.

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a. In the absence of a member, the chairman of the board shall, at the commencement of the meeting, designate an alternate member to serve as, and fulfill the responsibility of, the absent member.
b. Once so designated the alternate member shall not be replaced by a returning member other than at the commencement of an individual agenda item.

5. No compensation will be provided for Board of Adjustment members.
6. A member or alternate member may be removed from the Board of Adjustment for unexcused absence from three (3) consecutive meetings. Removal requires two-thirds majority vote of the City Council.
7. In the event of the death, resignation, or removal of any member or alternate member before the expiration of said member's term, a successor shall be appointed for the unexpired portion of their term.

B. Rules of Procedure and Bylaws.
1. The procedures followed by the board of adjustment shall be set forth in the official Rules of Procedure adopted by the Board of Adjustment and pursuant to C.R.S. 31-23-307.

C. Meetings and Quorum.
1. The board shall annually elect a chair person at the first meeting of the calendar year. The chair person or designee may administer oaths and conduct the meeting.
2. There shall be a fixed place of meeting and all meetings shall be open to the public.
3. The presence of four (4) members shall be necessary to constitute a quorum.
4. The concurring vote of four (4) members of the board shall be necessary to approve an appeal or variance. The concurring vote of three (3) members shall be necessary on all other matters brought before the Board of Adjustment.
5. The City Clerk or their designee shall serve as secretary of the Board of Adjustment and in their absence the Board of Adjustment may appoint one member as the secretary pro-tem for the meeting. The secretary shall have the following duties:
a. Keep minutes of meeting proceedings;
b. Show the vote of each member upon each item on the agenda; and
c. Keep records of the meetings and all other official actions on file in the City Clerk's office as public record.
6. Conflict of Interest.

PROPOSED

a. Any member of the board who has a financial interest in any property or in the decision relating to such property shall notify the chair person in advance of any discussion of the agenda item, and shall be disqualified from participating in the discussion, decision, or proceedings of the Board of Adjustment in connection therewith.

b. An alternate member shall be appointed by the chair person to serve in place of the member having a conflict of interest, for only the purpose and time of resolving the agenda item in which the conflict of interest exists.

D. Powers and Duties.

1. To hear and decide appeals when it is alleged there is error in any order, requirement, decision, or determination made in the administration of this UDC. The Board of Adjustment may, reverse or affirm, wholly or in part, or amend or modify, the order, requirement, decision, or determination under appeal.
2. To authorize variances from the terms of this UDC.
3. To hear and decide appeals when it is alleged there is error in any order, requirement, decision, or determination made in the enforcement or administration of Title 20 – Flood Damage Prevention Regulations.
4. To hear and decide requests for variances from the requirements of Title 20 – Flood Damage Prevention Regulations.
5. The Board of Adjustment may exercise those additional powers described in State Statute or by this UDC.
6. The Board of Adjustment shall have the power to call on the City Manager and City Attorney for assistance in performance of duties.

6.03.040 Historical Preservation Committee

A. Membership and Terms.

1. The City of Woodland Park Municipal Code Section 2.44.020 – Establishment of a Historical Preservation Committee, describes the appointment, composition, and terms for the establishment of the Historical Preservation Committee (HPC) as appointed by the City Council.

B. Powers and Duties.

PROPOSED

1. General powers and duties of the HPC are prescribed in City of Woodland Park Municipal Code Chapter 2.44.020.

6.03.050 Parks and Recreation Advisory Board

A. Membership and Terms.
   1. The City of Woodland Park Charter, Article V, describes the authority of the City Council to appoint advisory boards.
   2. The Bylaws and Rules of Procedure for the City of Woodland Park Parks and Recreation Board define the membership and terms for the Parks and Recreation Advisory Board (PRAB).

B. Powers and Duties. General powers and duties for the PRAB are enumerated in Bylaws and Rules of Procedure for the City of Woodland Park. As it relates to this UDC, the PRAB shall have the authority to:
   1. Review and provide recommendations regarding parks, trails, and open space dedications for proposed subdivisions;
   2. Provide general policy guidance on matters of parks, trails, and open space planning in the City;
   3. Assist City Staff in developing and implementing the Woodland Park Parks, Trails, and Open Space Master Plan and evaluate the need for park, trail, and open space acquisitions.

6.03.060 Planning Director

A. The Planning Director shall be appointed by the City Manager. The Planning Director or appointed designee shall act as the land use authority to uphold and enforce all administrative actions required by this UDC.

B. Powers and Duties. In addition to the authority and duties that may be conferred upon the Planning Director by other provisions of this UDC and the City Council, the Planning Director shall have the following jurisdiction, authorities, and duties under this UDC:
   1. To undertake the current and long range comprehensive planning responsibilities of Woodland Park.
   2. To review the Comprehensive Plan and this UDC and recommend to the Planning Commission any amendments necessary to carry out the planning goals of the City, or

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to comply with any applicable state, federal, or other governmental law or regulation, or to correct errors in the existing Comprehensive Plan or this UDC.

3. To review, consider, and render interpretations of the text of this UDC or the Official Zoning Map.
4. To receive applications for development permits for processing pursuant to Table 6.01-1: Development Review Procedures Summary.
5. To render decisions on applications and permits subject to administrative review.
6. To render recommendations to the City Planning Commissions and City Council regarding applications and permits requiring review and recommendations or decisions.
7. To ensure that adequate public notice is provided for applications for development permits pursuant to the terms of this UDC.
8. To serve as the City Floodplain Administrator as it relates to compliance with and administration of Title 20, unless the City Manager has appointed a different individual to serve in that capacity.
9. To serve as the City Historical Preservation Administrator responsible for administering those standards, unless the City Manager has appointed a different individual to serve in that capacity.
10. To serve as the enforcement authority assessing violations and appropriate penalties as described in this UDC, unless the City Manager has appointed a different individual to serve in this capacity.
11. To coordinate other local, regional, state, and federal planning and permitting processes affecting development in the City and to serve as liaison to such local, regional, state, and federal planning agencies having jurisdiction over development in the City.
12. In the absence of a Planning Director, the City Manager shall act as the Planning Director and assign an interim Planning Director in the case of a vacant position.

6.03.070 City Engineer

A. The City Engineer shall be appointed by the City Manager.

B. Powers and Duties. The City Engineer, or appointed designee, is responsible for the review and recommendation to the Planning Director of engineering requirements as specified within this UDC related to proposed permits and applications.

6.03.080 City Manager

PROPOSED

A. The City of Woodland Park City Charter Sections 4.1 – City Manager Appointment, Qualification and Removal, Section 4.2 – Absence of City Manager, and Section 4.3 – City Manager Powers and Duties, describes the appointment, powers and duties of the City Manager.

B. Powers and Duties. The City Manager, or appointed designee, is responsible for rendering decisions on applications and permits as specified within this UDC.

6.04 Development Review Procedures Summary Tables

6.04.010 Purpose.

1. This section serves to detail the review and decision-making authority for each application type, including requirements for a pre-application conference and public hearings, and provides a reference to the specific procedures section.

6.04.020 Public Hearing Applications Summary

1. Procedures for applications requiring public hearings are detailed in Table 6.04-1.

Table 6.04-1 – Development Review Procedures for Applications Requiring Public Hearing

Application Type	Reference Section	Preapplication Conference	Planning Director	PRAB	Historic Preservation Commission	Planning Commission	City Council	Board of Adjustment
X=Required, O=Optional, R=Review, D=Decision, < > = Public Hearing Required								
Sketch Plan	6.06.030	X	R	R				
Preliminary Plat	6.03.040	X	R	R		<R>	<D>	
Final Plat (Major and Minor Subdivisions)	6.06.050	X	R			<R>	<D>	
Condominium Plat	6.06.060	X	R			<R>	<D>	
Townhome Plat	6.06.070	X	R			<R>	<D>	
PUD Concept Plan	6.06.080	X	R	R				
PUD General Development Plan	6.06.080	X	R	R		<R>	<D>	
Conditional Use Permit	6.06.090	X	R			<R>	<D>	

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Application Type	Reference Section	Preapplication Conference	Planning Director	PRAB	Historic Preservation Commission	Planning Commission	City Council	Board of Adjustment
X=Required, O=Optional, R=Review, D=Decision, < > = Public Hearing Required								
Flood Hazard Development Permit	6.06.100	X	R			<D>		
Historic Landmark Designation	6.06.110	X	R		<R>		<D>	
Special Use Permit	6.06.120	X	R			<R>	<D>	
Vacation of Public Right-of-Way or Easement	6.06.130	X	R			<R>	<D>	
Comprehensive Plan Amendment	6.06.140	X	R			<D>	Endorse[1]	
UDC Text Amendment	6.06.150	X	R			<R>	<D>	
Zone District Change (Re-zone)	6.06.160	X	R			<R>	<D>	
Appeals	6.06.170	X	R					<D>
Variances	6.06.180	X	R					<D>
Modification to Previous Approval	6.06.190	Per original approval						

Table 6.04-1 Notes:

1. City Council acknowledgement of Comprehensive Plan and Comprehensive Plan Amendments per CRS §31-23-206.

6.04.030 Permits and Administrative Applications Summary

1. Procedures for permits and applications requiring administrative approval are detailed in Table 6.04-2.

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Table 6.04-2 – Development Review Procedures for Permits and Applications Requiring Administrative Approval

Application Type	Reference Section	Preapplication Conference	Planning Director	City Manager	Planning Commission	City Council
X=Required, O=Optional, R=Review, D=Decision, < > = Public Hearing Required						
Exempt Subdivision Plat	6.06.010	X	D			
Grading Permits	6.07.020		D			
Sign Permit	6.07.030		D			
Site Plan	6.07.040	X	D			
Temporary Use Permit	6.07.050	X	D			<D>[1]
Wireless Communication Facility Permit	6.07.060			D	R[2]	<D>[2]
Zoning Development Permit	6.07.070		D			

Table 6.04-2 Notes:

1. Certain applications require City Council decision per procedures in Section 6.07.040 – Temporary Use Permits.
2. Applications may be referred to Planning Commission for Review and City Council for Decision.

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6.05 Common Review Procedures

6.05.010 Purpose.

A. This section provides the foundation for the review and approval procedures that are common to all applications for development. See Section 6.04 – Development Review Procedures Summary Tables to determine which of these procedures apply to an individual application for development review.

6.05.020 Pre-application Conference

A. Purpose.
   1. The purpose of a pre-application conference is to provide an opportunity for informal evaluation of the applicant's proposal and to familiarize the applicant and City Staff with the applicable provisions of this UDC, infrastructure requirements, and any other issues that may affect the applicant's proposal.

B. Applicability.
   1. For all application types identified in Section 6.04 – Development Review Procedures Summary Tables, a pre-application conference is required unless waived by the Planning Director. These types of applications shall not be accepted until after the pre-application conference is completed. The conference should take place prior to any substantial investment, such as land acquisition for a proposed development, site and engineering design, or the preparation of other data.
   2. For all other applications under this UDC not identified within Section 6.04 – Development Review Procedures Summary Tables, a pre-application conference prior to submission of an application is optional, upon the request of either the applicant or the Planning Director.

C. Procedure.
   1. Applicant shall schedule a pre-application conference with Planning Director. The request for the conference shall be submitted in writing and include at a minimum:
      a. A sketch plan or conceptual site plan; and
      b. A general project narrative.

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2. The Planning Director shall schedule the pre-application conference to include all relevant City staff and referral agencies. At the conference, the project will be discussed, any potential issues will be highlighted, and formal review process will be outlined.
3. The Planning Director shall provide a written summary of the meeting to the applicant.

6.05.030 Application Submittal and Processing

A. Purpose.
   1. The purpose of the application submittal is to receive a proposed development application and ensure that the submission includes all required material for review by staff and referral agencies.

B. Applicability.
   1. These requirements shall be applicable to all development application submissions as identified in table 6.01-1.

C. Procedure.
   1. Application Submittal.
      a. Unless expressly stated otherwise in this UDC, a development application shall be submitted by:
         i. The owner, contract purchaser, or any other person having a recognized property interest in the land on which development is proposed;
         ii. A person authorized to submit the application on behalf of the owner, contract purchaser, or other person having a recognized property interest in the land, as evidenced by a letter or document signed by the owner, contract purchaser, or other person; or
         iii. If there are multiple owners, contract purchasers, or other persons authorized to submit the application, all such persons shall sign the application or a letter or document consenting to the application.
      b. Electronic submission of the completed application form and accompanying information are required unless otherwise waived by the Planning Director. Generally, all applications include:
         i. An application in the format provided by the Planning Department.
         ii. The corresponding fee as established in the City Fee Schedule as adopted by the City Council.

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iii. A submittal checklist as provided for each application type.

iv. All required submittal documents.

c. Submittal deadlines are per the schedule published by the Planning Department.

2. Application Fees.

a. All applications require a non-refundable processing fee at the time of application unless otherwise specified herein. Any property owner submitting a land development application shall be responsible for paying all costs and fees incurred by the City in reviewing and processing such application, including, but not limited to: attorney fees; engineering fees; surveying fees; consulting fees; recording fees; and legal publications and notice expenses.

b. Final approval of any application submitted shall be contingent upon payment of all fees and expenses to the City.

3. Completeness Review.

a. The applicant bears the burden of ensuring that an application contains sufficient information to demonstrate compliance with application requirements and contains all required supporting documents.

b. An application completeness review will be conducted for all applications to determine that all required submittal materials are included in the submission.

c. The Planning Director shall make a determination of application completeness and only initiate the review and processing of complete applications.

d. If the application is determined to be complete, the Planning Director shall communicate with the applicant, in writing, the timeframe for application review, the application shall then be processed according to the procedures set forth in this Chapter.

e. If an application is determined to be incomplete, the Planning Director shall provide notice to the applicant along with an explanation of the application's deficiencies. No further processing of an incomplete application shall occur, and the application shall be considered inactive until such time as deficient submittals are provided.

4. Application Review and Referral

a. After an application has been determined to be complete, the Planning Director shall review the application and determine if it meets the standards and requirements within this UDC. If adjustments are needed to meet approval, these will be

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communicated to the applicant in writing. The applicant will have the opportunity to amend the application and resubmit for subsequent review.

b. As part of the initial review, the Planning Director shall refer the development application to the appropriate referral review agencies and applicable boards and commissions and specify the timeframe for comments to be due back to the Planning Director per Section 6.03.050 – Parks and Recreation Advisory Board.
c. Upon an application's resubmittal for a subsequent review, it shall be reviewed by the agencies who requested revisions.
d. Once the application has been amended to meet the approval of the Planning Director, the initial hearing shall be scheduled, if required, and a staff report prepared. The staff report shall be made available to the applicant and the public prior to any scheduled public hearing(s).
e. The staff report shall indicate whether, upon determination by the Planning Director, the development application complies with all applicable standards of this UDC and recommendation for approval, approval with conditions, or denial.
f. If the approval authority lies with Staff, an application may be approved upon the finding that all necessary revisions have been made and the application is compliant with the regulations of this UDC.
g. No application shall be scheduled for a public hearing without a full review for compliance with this UDC and other applicable regulations.

D. Concurrent Applications.

1. Applicants may request, and the Planning Director may permit, the simultaneous submission and review of all necessary development applications for the project. The Planning Director may waive any overlapping application submission requirements in the concurrent review.
2. Building permits shall not be submitted concurrently with associated development applications unless written approval for concurrent submittal is provided by the Planning Director.
3. Review and decision-making bodies considering applications submitted concurrently shall make separate recommendations and decisions on each application based on the specific standards applicable to each approval.

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4. If one or more decisions related to concurrent applications is to be made by the Planning Director, and another decision is to be made by an appointed or elected board or commission, the Planning Director's approval or approval with conditions shall not become final unless and until an approval or approval with conditions is issued by the highest appointed or elected body required to make a decision on any of the concurrent applications pursuant to Table 6.01-01: Development Review Procedures Summary.

E. Withdrawal of an Application.

1. The applicant may withdraw an application at any time upon submittal of a written request to the planning department, but no portion of the application fees paid in connection with the application shall be returned to the applicant. If the applicant submits a new or revised application concerning the same property, a new application fee must be paid.

F. Abandoned Applications.

1. If a complete application has been reviewed and comments provided to the applicant for correction but a resubmittal addressing staff-noted deficiencies has not been received within one hundred and eighty (180) days of staff providing the applicant with comments, nor an applicant request for an extension to address comments, the application shall be deemed abandoned and application fees paid in connection with the application shall not be returned.
2. If the applicant submits a new or revised application concerning the same property, a new pre-application meeting may be required, and a new application fee must be paid.

6.05.040 Parks and Recreation Advisory Board Review

A. Purpose.

1. To provide review criteria for review of applications by the Parks and Recreation Advisory Board, as applicable

B. Applicability.

1. All applications for subdivision that are required to dedicate land for public bicycle paths, trails, pedestrian easements, parks, and open space use per Chapter 5 – Subdivision Standards, and the provisions of this UDC, shall be reviewed by the PRAB per the following process:

C. Procedure.

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1. At the option of the applicant, the Sketch Plan may be submitted to the PRAB for review and discussion at a regularly scheduled meeting, not subject to a public hearing, in order to allow the PRAB to assess the proposed approach prior to Preliminary Plat submission.
2. All Preliminary Plat applications shall be reviewed by the PRAB at a regularly scheduled meeting following staff review and prior to Planning Commission review. Recommendations of the Parks and Recreation Advisory Board shall be submitted to the Planning Commission who will forward recommendation to City Council with Preliminary Plat decision. City Council shall forward the decision to the Planning Commission and the Parks and Recreation Advisory Board for the Board's record.
3. All Final Plat applications shall be reviewed by the Parks and Recreation Department Director to ensure compliance with the Preliminary Plat

B. Review Criteria.

1. Proposed parks, open space, and trails shall be in conformance with the adopted Parks, Open Space, and Recreation Plan as amended.
2. Proposed trails shall be in conformance with the Ring the Park Trail plan as applicable.
3. Parks and Open Space proposed for dedication shall be in conformance with the Section 5.15.03 – Dedicated Park Land Size and Location Standards.

6.05.050 Public Hearing Notice Requirements

A. Purpose

1. To outline the procedures, timeframes, and requirements for scheduling and providing notice of an application for public hearing.

B. Applicability

1. These requirements shall be applicable to all planning applications that require a public hearing per the types and timeframes are detailed in Table 6.05-2 – Public Notification.

Table 6.05-2 – Public Notification

Application Type	Publication	Sign Posting	Adjacent Property Owner Letter
	(All listed as calendar days prior to public hearing unless otherwise noted)		
Preliminary Plat	10	20	20
Final Plat	10	20	20

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Application Type	Publication	Sign Posting	Adjacent Property Owner Letter
	(All listed as calendar days prior to public hearing unless otherwise noted)		
Condominium Plat (notice shall be given prior to administrative decision)	NA	20	20
Townhome Plat	NA	20	20
PUD General Development Plan	10	20	20
Conditional Use Permit	10	20	20
Floodplain Permit (Title 20)	7	20	20
Historic Landmark Designation (Title 2)	7	NA	15
Special Use Permit	10	20	20
Vacation of ROW (12.08.080)	7	10	10
Vacation of Easements (processed as Vacation of ROW)	10	20	20
UDC Text Amendment	15	20	NA
Zone District Change (Charter 15.7.B.1)	10	20	20
Appeal (BOA)	10	20	20
Variance (BOA)	10	20	20
Exemption Plat (administrative)	NA	20	20
Temporary Use Permit	NA	20	NA

C. General Requirements.

1. If an application is subject to public hearing per Table 6.01-01 – Development Review Procedures Summary, the Planning Director shall schedule the public hearing for either a regularly scheduled meeting or special meeting with the applicable review authority.
2. All public hearings required by this UDC shall be preceded by the notices identified in Table 6.05-2 – Public Notification.

D. Publication.

1. A notice shall be published by the Planning Department in the legal notice section of a general circulation newspaper within the City.
2. A publisher's affidavit shall be submitted to the Planning Department prior to the hearing date to verify the publication of the required notice.
3. Publication shall include the following information at a minimum:
   a. The street address and legal description of the subject property;
   b. The type of development and application approval(s) sought and a brief description of the development proposal;

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c. The name and symbol of the zoning district in which the parcel is located;
d. The date, time and location of the hearing and name of the decision-making body conducting the hearing;
e. Contact information for the Planning Department; and
f. Indication that more complete information about the application is available at the Planning Department.

E. Sign Posting.
a. All development review signage shall be supplied by the City.
b. A sign shall be posted by the applicant on the property for which the application applies within the number of days of determination of complete application as specified in Table 6.05-2 – Public Notification. The purpose is to alert property owners that an application is under review. The sign shall be a minimum of eighteen (18) inches by twenty-four (24) inches in size and contain the following information:
i. Type of development application seeking approval; and
ii. Contact information for the Planning Department.
c. A new sign shall be posted by the applicant on the property for which the application applies for the number of days prior to hearing or decision as specified in Table 6.05-2 – Public Notification. The sign shall be a minimum of eighteen (18) inches by twenty-four (24) inches in size and contain the following information:
i. Type of development application seeking approval;
ii. The date, time, and location of the hearing; and
iii. Contact information for the Planning Department.
d. One sign shall be posted along the street frontage or nearest accessible property line(s) with one sign per each three hundred (300) feet of property frontage.
e. Applicant shall submit verification of posting by way of an affidavit with time-stamped image for public record.

F. Adjacent Property Owner Letter.
a. At the applicant's expense, staff shall send written notice by mail to all property owners within two hundred (200) feet of the external boundaries of the subject property.

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b. The Planning Director may require additional mailed notification to property owners beyond the two hundred (200) foot area based upon the scope of the potential external impacts of the proposed project.
c. Written notice shall include the following information at a minimum:
    i. The street address and legal description of the subject property;
    ii. The type of development and application approval(s) sought and a brief description of the development proposal;
    iii. The date, time and location of the hearing and name of the decision-making body conducting the hearing;
    iv. A vicinity map which identifies the location of the subject property;
    v. Contact information for the Planning Department; and
    vi. Indication that more complete information about the application is available at the Planning Department.
d. Written notice that is sent by the City but not received by one or more of the property owners shall not constitute breech of public noticing and the hearing may proceed as planned.

6.05.060 Hearing and Administrative Decision Procedures

A. Planning Commission and City Council Approvals.
1. If an application is subject to a final decision or recommendation by the Planning Commission or City Council per Section 6.04 – Development Review Procedures Summary Tables, the Planning Commission or City Council shall make the decision on an application per the following procedures.
2. The decision-making body shall approve, approve with conditions, or deny an application based upon the applicable standards and criteria in this UDC. A decision is final unless appealed.
3. The final decision shall be in writing and include the following information:
    a. The application materials;
    a. The minutes of the public hearing(s) and of other related meetings of the recommending and decision-making bodies reviewing the application;
    b. The recording of the public hearing, if any;
    c. The staff report;

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d. Any consultant reports and referral agency comments; and
e. Documentation of decisions by the recommending and decision-making bodies including rationale for the decision.

4. Any appeals of a final made by the applicable decision-making authority shall be made to the courts in accordance with state law.

B. Administrative Decisions

1. If an application is subject to staff review and a final decision by the Planning Director or City Manager per Section 6.04 – Development Review Procedures Summary Tables, the Planning Director shall make the decision in accordance with this Section 6.02.060.B – Administrative Decisions.
2. The Planning Director shall approve the application, deny the application, or approve it with conditions as appropriate following determination that the following criteria, and any criteria of the specific application type, are met based on the evidence submitted with the application, comments from referral agencies, information on file with the City, and any required approvals from other decision-making bodies:
   a. The application complies with all applicable provisions of this UDC and other City regulations, as modified by any previously administrative adjustments or variances;
   b. The property is not subject to a pending notice of violation or legal action as a result of a violation of any federal, state, or town/city land use law or administrative rule;
   c. The application is consistent with any previous approvals and agreements related to the property; and
   d. The property is not subject to provisions of a Development Agreement which were required to be performed before the date of the subject application remains unsatisfied.

6.05.070 Post Decision Action

A. Recordation

1. Upon approval, the following applications shall be recorded with the Teller County Clerk and Recorder:
   a. Final Plat where an improvement guarantee is not required to be posted for infrastructure
   b. Development Agreements

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2. Upon approval of Final Plats where an improvement guarantee is not posted, the Plat shall be recorded once infrastructure has received initial acceptance.

B. Expiration of applications
   1. The following applications shall be valid for a period of two (2) years from the date of final approval, unless commencement of the use has begun, a development or building permit has been issued, or an extension has been granted:
      a. Planned Unit Development
      b. Preliminary Plat
      c. Final Plat
      d. Conditional Use Permit
      e. Special Use Permit
   2. Subdivision Overall Development Plans shall be valid for a period of five (5) years from the date of final approval.

C. Extensions
   1. A maximum of three (3) extensions may be sought for projects that meet the following criteria:
      a. The request for an extension is filed prior to the expiration date; and
      b. The applicant is able to demonstrate substantial progress is being made on the application; and
      c. The circumstances or conditions existing at the time of the original approval have not materially changed.
   2. Extension period.
      a. The extension period for Subdivision Overall Development Plans shall be five (5) years for each extension.
      b. The extension period for other applications shall be two (2) years for each extension.
   3. The first extension shall be reviewed and decided by the Planning Director
   4. A second extension will be reviewed and decided by Planning Commission
   5. A third and final extension will be reviewed by Planning Commission and decided by City Council. In addition to the criteria listed above in subsection C.1, the applicant must demonstrate “good cause” for requiring the third extension.
      a. For purposes of this subsection, “Good Cause” shall mean justifiable and reasonable reasons why work did not commence within the allotted timeframe. Examples of

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good cause include delays in available labor or materials, unforeseen conditions at the property such as soils or drainage problems, and similar causes not solely the result of the applicant's failure to pursue the development with due diligence.

6. If an applicant's approval is extended due to issuance of a building permit or other application approval that is not used, the extension shall expire when the unused building permit or other application approval expires.

6.06 Specific Procedures for Applications Requiring Public Hearings

6.06.010 Purpose

To detail the procedures, submittal requirements, and review criteria for each of the application types identified in

6.06.020 Subdivisions Generally

A. Purpose.

1. To detail the process for each of the stages required when subdividing land or amending previously recorded subdivision plats. Additional information regarding zone districts, uses, general standards for subdivisions, and site development standards can be found in Chapters 2-5 of this UDC.

B. Subdivision Classifications.

1. All subdivisions shall be classified as either Major, Minor, or Exempt.
   a. Major Subdivisions include proposals to create four (4) or more new lots, parcels, tracts, spaces or interests, or less than four (4) new lots, parcels, tracts, spaces or interests when public infrastructure is proposed or required to be constructed in association with the subdivision. Public infrastructure includes water and sewer lines and stubs, drainage facilities, electrical facilities, gas lines and facilities, whether above or below ground, for telephone, television, internet or any other type or form of data transfer, streets, curb and gutter, sidewalks, trails, common access areas, such as shared driveways, and any other type of facility deemed by the Planning Director to be reasonably necessary to support the residents, users or owners of the subject lots.
   b. Minor Subdivisions include proposals to create fewer than four (4) new lots, parcels, tracts, spaces, or interests unless such application proposes or requires public

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infrastructure to be dedicated and constructed in association with the subdivision, in which case the subdivision shall be classified as a major subdivision, regardless of size.

c. Exempt Subdivisions are approved administratively and include the following:
   i. Correction Plats include corrections of technical error in approved and recorded final plats that do not increase the number of subdivided lots or parcels previously approved or recorded. Technical errors include errors to legal descriptions, acknowledgements, dedication language, plat notes and other items that do not constitute substantial modification of the approved plat.
   ii. Boundary or Lot Line Adjustments include revisions to boundary lines or lot lines for the purpose of correcting an engineering or survey error in a recorded plat, and that does not increase the number of subdivided lots or parcels previously approved or recorded.
   iii. Lot Combinations are any consolidation of contiguous parcels or lot merger.

C. Procedures.
1. See Section 6.06.030 – Sketch Plan, 6.06.040 – Preliminary Plat, and 6.06.050 – Final Plat, for specific procedures for Sketch Plan, Preliminary Plat, and Final Plat.
   a. All Major Subdivisions shall submit a Sketch Plan, Preliminary Plat and Final Plat.
   b. All Minor Subdivisions shall submit a Sketch Plan and Final Plat.
   c. All Exempt Subdivisions shall submit a Sketch Plan and Final Plat. The Planning Director may waive the requirement for Sketch Plan.

6.06.030 Sketch Plan

A. Purpose.
1. The purpose of a Sketch Plan is for the applicant to make known their intentions to the Planning Director and to discuss any development plans or standards that may affect the proposed development. This is an initial informal review of the proposed development at an early stage in the planning process. The City shall not formally approve or disapprove a Sketch Plan. Comments and suggestions may be offered to the applicant during this phase to provide guidance or clarify City rules, regulations or policies.
2. This section outlines the general procedure, submittal requirements, and review criteria for a Sketch Plan submission.

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B. Procedure.
   1. The Sketch Plan submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.

C. Submittal Requirements.
   1. The sketch Plan shall be prepared at an appropriate scale, extending at least one-quarter mile beyond the proposed subdivision.
   2. The sketch plan shall indicate the area of an Overall Development Plan as applicable. The Overall Development Plan shall be submitted with the Preliminary Plat.
   3. The sketch plan shall show the proposed subdivision at a scale sufficient to show the following details of the proposed subdivision:
      a. Existing and proposed streets and highways;
      b. Proposed open spaces, trail connections, including proposed method to meet the required public land dedication;
      c. Natural drainage courses, and similar major natural or manmade features of the area;
      d. General areas and types of vegetation;
      e. Existing and proposed major uses for residential, commercial, industrial, and public purposes;

D. Review Criteria.
   1. The Sketch Plan shall be reviewed for general feasibility and design.

6.06.040 Preliminary Plat

A. Purpose.
   1. The purpose of the preliminary plat is to provide the City with an Overall Development Plan for the proposed subdivision. It is more detailed than the Sketch Plan and should incorporate the comments and guidance provided during the Sketch Plan process. The City will take formal action on a preliminary plat application.
   2. The purpose of this section is to outline the general procedure, submittal requirements, and review criteria for a Preliminary Plat submission.

B. Procedure.
   1. Preliminary Plat submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.

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C. Submittal Requirements.

1. Completed application and filing fee.
2. A title insurance commitment or policy issued by a licensed Colorado title insurance company showing that the applicant is the lawful owner of all lands to be included within the proposed development and showing all recorded liens affecting such lands. All title insurance commitments or policies shall be updated with the Final Plat submittal.
3. Vicinity map showing the location and boundaries of the subdivision as a part of some larger subdivision or tract of land. Scale should be no smaller than one (1) inch equals two thousand feet.
4. A Preliminary Plat document be prepared at a size of twenty-four (24) by thirty-six (36) inches with a scale no less than one (1) inch equals three hundred (300) feet and containing the following:
    a. The words "Preliminary Plat" in letters approximately one-half (1/2) inch in height at the top middle of the page;
    b. The proposed name of the subdivision;
    c. Names, mailing addresses and phone numbers of the applicant and owner, the applicant, the designer of the subdivision (if applicable), and the surveyor (who shall be a registered land surveyor in the state of Colorado);
    d. Date of plat preparation, scale, and north sign (designated as true north);
    e. Location and principal dimensions of all existing streets (including their names), alleys, easements of record (including book and page), watercourses, park, trails and open space, and other important features within and adjacent to the tract to be subdivided;
    f. Location and principal dimensions for all proposed streets (including their names and proposed grades), alleys, easements, lot lines (including lot areas) and areas to be reserved or dedicated for parks, open space, schools, or other public or private use;
    g. Proposed changes to existing zoning boundaries;
    h. Proposed location of bicycle rights-of-way, trails or trail connections where required by the Parks, Trails and Open Space Master Plan or ordinance or other plans adopted by the City;
    i. Topography at two-foot contour intervals referenced to USGS datum;

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j. Designation of areas subject to inundation and perpetual drainage easements and specific designation of areas subject to five- and one-hundred-year flood;
k. The names of abutting subdivisions or the names of owners of abutting unplatted property;
l. The location of all existing buildings to be retained on the plat;
m. The location of all portions of lots and tracts with slopes between thirty (30) percent and forty (40) percent, and the location of all portions of lots with slopes in excess of forty (40) percent, to be shown by appropriate shading and cross-hatching, and the area thereof in square feet;
n. Identification of all hillside lots;
o. The location and size of existing water and sewer lines within and adjacent to the property;
p. Proposed layout of the water and sewer system;
q. A preliminary drainage plan as described in the City engineering specifications;
r. Proposed streets and street grades;
s. A land use table identifying the total area of lots by land use type (residential versus commercial), the area of streets and alleys, the area of proposed park sites or open spaces, and other lands to be dedicated to the City; and
t. A minimum of four (4) inch by four (4) inch space for comments and suggestions from the City Staff, the reviewing agencies and the Planning Commission.

5. A project narrative containing the following:
   a. A brief description of the tract, i.e. general location, physical features of the land, total acreage
   b. Existing and proposed zoning;
   c. Proposed number of building sites and typical lot size;
   d. Proposed structures;
   e. A statement detailing how and when the applicant proposes to provide and install all required sewers, water mains, pavement, streets, sidewalks, drainage ways, trails and other utilities, i.e., electric, gas, telephone, as required;
   f. Any proposed variances from the subdivision regulations;
   g. Any additional information deemed necessary by the City staff; and
   h. Signature of the applicant(s);

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6. Preliminary landscaping plans when requested by the City.
7. Letters of intent for utility providers to serve the property.
8. A written proposal explaining the project intent with regards to the dedication of parks, recreation areas, and open spaces and/or fee-in-lieu of land.
9. A list of all property owners within the distance specified by Section 6.05.050 – Public Hearing Notice Requirements, to include accurate names and mailing addresses as they appear on the County tax record.
10. If evidence of a geological hazard is presented by the City with the Sketch Plan, the applicant shall present geologic hazard information.
11. Applications for any proposed variances from the subdivision regulations.
12. A petition for annexation where applicable.
13. A PUD or other zoning change application where applicable.
14. One copy of a preliminary utilities report as described in the City engineering specifications (if required).
15. Completed checklist of Woodlad Park School District, as approved by the City.
16. Building envelopes and a driveway plan shall be submitted for all hillside lots showing the lot area from the street to the minimum building setback line at a scale of at least one (1) inch equals one hundred (100) feet and showing a driveway location which conforms to City engineering specifications.
17. 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.
18. Overall Development Plan. When the Preliminary Plat covers only a part of the applicant's contiguous holdings, a proposed Overall Development Plan of said contiguous holdings shall be furnished. An Overall Development Plan need only be submitted with the first Preliminary Plat submitted for the area and shall be processed along with the first Preliminary Plat, if not previously processed. The Overall Development Plan shall be prepared at a size of twenty-four (24) by thirty-six (36) inches with a scale no less than one (1) inch equals three hundred (300) feet and contain the following:
    a. Date of preparation, scale and north sign;

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b. The words "Overall Development Plan" in letters approximately one-half (1/2) inch in height at the top middle of the page;
c. The proposed name of the Subdivision;
d. Approximate locations of proposed streets, lots, bikeways, streets, sidewalks, trails, trail connections, parks, open space or other features shall be shown, as well as those like features adjacent to this property;
e. Proposed changes to existing zoning boundaries (any required zoning changes in the Overall Development Plan should be applied for along with the submission of the master plan);
f. Topography at two or ten-foot contour intervals referenced to USGS datum;
g. Location and principal dimensions of all existing streets (including their names), alleys, sidewalks, easements of record (including book and page), watercourses, designated flood plain, geologic hazard, or other special planning areas, and any other important features within and adjacent to the tract in accordance to the City's engineering specifications to be subdivided.
h. Statements of approval by the City Council as follows:

"This Overall Development Plan has been approved with respect to concept by the Woodland Park City Council this _____ day of _____, 20___."

"Approval of this Overall Development Plan with respect to concept does not pre-suppose the approval of any Preliminary or Final Plats for this parcel. City approval constitutes an acknowledgement that generally this plan conforms to the City's Comprehensive Plan for this area."

19. City Council Overall Development Plan approval shall expire five (5) years from the date of approval.
20. Extensions shall be processed per Section 6.05.070 – Post Decision Action.
21. Amendments shall be processed per Section 6.06.190 – Modifications to Previous Approvals.

D. Review Criteria.
1. The Preliminary Plat complies with any agreements or conditions on development of the property previously approved by the City.

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2. The proposed development project is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map.
3. The subdivision is consistent with the City's Parks, Trails, and Open Space Master Plan as amended and is consistent with the review recommendation from PRAB.
4. The subdivision is consistent with the City's Stormwater Management Plan as amended.
5. The proposed development and use shall conform to the provisions, standards and requirements of this UDC and all other City regulations, in effect at the time of application per the following:
    a. Each of the lots and parcels resulting from the proposed subdivision shall comply with dimensional requirements and provision of parking, landscaping, lighting, stormwater management, and drainage.
    b. The proposed development and use shall be designed, constructed and maintained to accommodate the on-site and off-site traffic generated.
    c. The proposed development and use shall be designed, constructed and maintained with appropriate regard to topography, surface drainage, soil potentials, natural and man-made hazards, streams and environmentally significant features.
    d. The proposed development and use shall be designed, constructed and maintained with adequate water supply, wastewater disposal, solid waste disposal, air quality protection methods and surface water drainage.
6. The applicant can document the provision of public services including but not limited to water, sanitary sewer, storm drainage, electricity, and communication facilities.
7. The subdivision has mitigated all negative impacts to adjacent properties that were identified throughout the application review process.

6.06.050 Final Plat

A. Purpose.

1. The purpose of the Final Plat is to complete the subdivision of land in conformance with all the applicable requirements and standards of the City and all recommendations made at earlier stages of major subdivision review. It is the last step in the major subdivision process.
2. A Final Plat is also prepared as part of a subdivision exemption.

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3. The purpose of this section is to outline the general procedure, submittal requirements, and review criteria for a Preliminary Plat submission.

B. Procedure.

1. Final Plat submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.

C. Submittal Requirements.

1. Completed application and filing fee.
2. A Final Plat document prepared at a size of twenty-four (24) by thirty-six (36) inches with a scale no less than one (1) inch equals three hundred (300) feet and contain the following information:
   a. The proposed name of the subdivision under which it is to be recorded;
   b. Vicinity map at a scale no smaller than one (1) inch equals two thousand (2,000) feet showing the location and boundaries of the subdivision as a part of some larger subdivision or tract of land;
   c. Names and addresses of the applicant and owner, the designer of the subdivision (if applicable), and the surveyor (who shall be a registered land surveyor in the state of Colorado);
   d. Date of plat preparation, scale and north sign (designated as true north);
   e. An ALTA survey with signature and seal of the registered land surveyor certifying accuracy of survey and drafting of the plat.
      i. Survey accuracy shall be such as to limit error to not more than one (1) foot in four thousand (4,000) feet.
      ii. Legal description shall be referred to permanent survey monuments with a tie to a section corner or a quarter-section corner except for minor subdivisions or replats which may be referenced to lot or block corners of the existing subdivision being re-subdivided.
      iii. The legal description shall include the number of acres to one-hundredth of an acre more or less.
   f. Names of all adjoining subdivisions with dotted lines of abutting lots. If adjoining land is unplatted, it should be shown as such;
   g. All boundary survey monuments shall be indicated on the plat as to location and type;

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h. Filing boundary lines, right-of-way lines of streets, easements, where such easements are not defined on the property lines of platted lots and other sites shall be drawn on the plat. Accurate dimensions, to include length, width, and area measurements, and bearings of curved data shall be included on the plat for the above;
i. Names for each existing or proposed private and public streets and other rights-of-way;
j. Purposes of any easements and public or private use areas such as trails, parks and open space;
k. A systematic method of identification for each lot or site, and each block as appropriate;
l. Any and all special conditions or terms relating to the subdivision of land that have been imposed on the subject property by City Council;
m. The following general statement:

"No building permits shall be issued for building sites within this plat until all required fees have been paid and all required public improvements and utilities have been installed as specified by the City of Woodland Park or alternatively, until acceptable assurances guaranteeing the payment of the fees and the completion of all required public improvements and utilities have been placed on file with the City of Woodland Park. All expenses involved in on-site or required off-site improvements to the water system, sanitary sewer system, gas service, electrical service, drainage system and street system shall be financed by the applicant, not the City. The approval of this plat may be withdrawn if all conditions of approval are not met."

n. Statement of owner dedications for public uses as follows:

"The undersigned owners have caused said property to be platted into lots, blocks, tracts, streets, and easements as shown on the plat. The undersigned does hereby grant unto the City of Woodland Park those tracts, 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 tract, easement, right-of-way, and areas for public use shall

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remain exclusively vested in the City of Woodland Park. All street rights-of-way 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.

WITNESS MY (OUR) HAND(S) THIS _____ DAY OF _____, 20___.

_____
OWNER(S)

THE ABOVE AND FOREGOING STATEMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20___. WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES _____
NOTARY PUBLIC"

o. Approval certificates as follows:

Approved by the Planning Commission for the City of Woodland Park, Colorado this _____ day of _____, 20___.

_____
Chairman
Planning Commission

ATTEST:

_____
Recording Secretary

The certificate of the City Council shall be in substantially the following form:

This plat, and the dedication to the public of any street rights-of-way or tracts, trails, sidewalks and other 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, Colorado this _____ day of _____, 20___.

_____
Mayor

ATTEST:

_____
City Clerk

p. Notarized certificates of filing as follows:

"I hereby certify that this instrument was filed for record in my office at _____ M. this _____ day of A.D., 20 _____ and is duly recorded in plat book _____ at page _____ under reception number _____.

Fee: _____

_____
Clerk and Recorder"

STATE OF COLORADO	
	SS
COUNTY OF TELLER	

"All taxes assessed and due on the property described above have been paid in full.

Signed this _____ day of _____, 20___.

_____
County Treasurer"

STATE OF COLORADO	
	SS
COUNTY OF TELLER	

q. If the plat contains a hillside lot or lots, it shall contain the following statement:

"Lots (indicate lot number or numbers) are hillside lots and shall require proof of a foundation designed by a licensed professional engineer as a requirement for issuance of a building permit."

3. A Major Subdivision shall include the following additional material to accompany the Final Plat:
   a. A list of all property owners within the distance specified by Section 6.05.050 – Public Hearing Notice Requirements, to include accurate names and mailing addresses as they appear on the County tax record;
   b. One set of engineering plans for all public facilities to be installed, including, but not be limited to, water, sewer, streets and related improvements, bridges, trails, trail connections, sidewalks, parks and storm drainage plans and facilities. Said plans shall conform to City Engineering specifications and shall contain a statement of approval by the City Engineer;
   c. A drainage report as described in the City Engineering specifications.
   d. A reduced size map of the proposed subdivision with a scale equal to the scale of the official City map;
   e. One copy of any proposed private restrictions or covenants affecting the subdivision or any part of it. (For informational purposes only);
   f. Cost estimates for installation of necessary public improvements;
   g. Any required deeds or plat dedication of tracts for public or private parks, recreation areas and open space or submission of park capital fees. All land dedicated to the City shall be free and clear of all liens and encumbrances. (No final plat shall be recorded by City Council until all park capital fees are paid);
   h. A letter from the surveyor of the plat indicating the area of the streets, of the lots by zone, and tracts of park sites being dedicated;
   i. A proposed subdivision agreement and subdivision improvement guarantee (if necessary) as described in Chapter 5;
   j. 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.
   k. A title insurance commitment or policy issued by a licensed Colorado title insurance company showing the lawful owner of all lands to be included within the Final Plat and showing all recorded liens affecting such lands. The holders of all liens shall either join in the platting and dedication by appropriate verified signatures on the

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Final Plat, or shall furnish a separate signed, verified, and recordable lienholder certificate joining in such platting and dedication;

l. Within sixty (60) days after Final Plat approval, the applicant shall furnish, at their expense, a title insurance commitment insuring the City as the prospective owner of any and all streets and other lands required to be deeded or dedicated under this title. The amount of such title insurance shall be established by multiplying the total land acreage within such streets and other lands required to be deeded or dedicated by twenty-four thousand (24,000) dollars per acre;

4. A Minor Subdivision shall include the following additional material to accompany the Final Plat:
   a. A list of all property owners within the distance specified by Section 6.05.050 – Public Hearing Notice Requirements, to include accurate names and mailing addresses as they appear on the County tax record;
   b. A project narrative containing the following:
      i. A brief description of the tract, i.e. general location, physical features of the land, total acreage;
      ii. Existing and proposed zoning;
      iii. Proposed number of building sites and typical lot size;
      iv. Proposed structures;
      v. A statement detailing how and when all required sewers, water mains, pavement, sidewalks, drainage ways, trails and other utilities, i.e., electric, gas, and telephone will be installed, as required;
      vi. Any proposed variances from the subdivision regulations;
      vii. Any additional information deemed necessary by the City staff; and
      viii. Signature of the applicant(s);
   c. A reduced size map of the proposed subdivision with a scale equal to the scale of the official City map;
   d. Title insurance commitments or policies;
   e. Site drainage plan with two-foot contours (if required by the Planning Director).
   f. 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.

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D. Review Criteria.
   1. The Final Plat shall comply with the Preliminary Plat and all associated conditions of approval.
   2. Each of the lots and parcels resulting from the proposed subdivision shall conform to the provisions, standards and requirements of this UDC and all other City regulations, in effect at the time of application, including but not limited to dimensional requirements, access, utility standards, parking, landscaping, lighting, stormwater management, and drainage.
   3. All Final Plats shall be recorded per procedures in Section 6.05.070 – Post Decision Action, following final approval

6.06.060 Condominium Plat

A. Purpose
   1. To establish a process and review criteria for the creation of condominium ownership for both new development and conversion of existing development.
B. Applicability
   1. Condominium Plats apply to the division of a building into individual air space units which are connected by common fire walls which exist on a parcel of land with each unit owner holding a full title to their unit within the building and a joint ownership of the land on which the building is located.
C. Procedure
   1. All Condominium plats shall be processed as a Final Plat per Section 6.06.050 – Final Plat, and adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.
   2. Condominium plats shall only be processed for single-household attached or multi-household dwellings that have received a Conditional Use Permit. The Conditional Use Permit may be reviewed at an earlier stage in the subdivision process or concurrently with the Condominium Plat.
D. Submittal Requirements.
   1. Completed application and filing fee.
   2. Condominium Plats shall be accompanied by the following supplemental information (may all be drawn on one sheet):

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a. Building footprints showing the dimensions of each unit and building in relationship to the lots and/or property lines.
b. Parking plan including the dimensions of standard and accessible parking stalls, vehicle accommodation lanes and parking formula used to calculate the total number of parking spaces.
c. Utility plan including all utility improvements as physically constructed or to be constructed. The purpose of the utility plan is to determine whether these improvements are within the appropriate easements and to identify the ownership and maintenance responsibilities.
d. Site drainage plan shall include all drainage improvements as physically constructed or to be constructed. The purpose of the drainage plan is to determine whether these improvements are within the appropriate easements and to identify the ownership and maintenance responsibilities.
e. Trails and open space plan showing forty percent of the area as private and/or public open space with trail connections if appropriate.
f. Evidence that the Condominium or Townhome Subdivision has obtained prior approval from the building and fire departments to ensure that there exists adequate access to all buildings for emergency services.
g. If joint ownership of common areas is proposed or when a single water meter or sewer service is used for more than one dwelling unit, proof shall be provided that an association is created or will be created that will be responsible for maintaining the common areas and common utilities responsibilities.

3. In addition to all the requirements for preparation of a Final Plat, Condominium plats shall contain the following:
   a. Floor plan and exterior building elevation renderings of each condominium building;
   b. The location, description of, and identification of the condominium units within each building, both horizontally and vertically;
   c. Identification of the thickness of common walls between or separating the individual units;
   d. Identification, description and location of any structural components or supporting elements of the building located within individual condominium units;

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e. Designation and identification of the limited common elements as defined in CRS § 38-33.3-208;
f. Designation and identification of the general common elements as defined in CRS § 38-33.3-208;
g. Certificate of approval as follows:

CERTIFICATE OF APPROVAL

I hereby certify that the land division (or the division of condominium space) shown is in all respects in compliance with The Unified Development Code of the City of Woodland Park, and that therefore this plat has been approved by the Planning Director of the City of Woodland Park, subject to its being recorded by the Teller County Clerk and Recorder within sixty (60) days of the date below.

_____ _____

Date Planning Director

ATTEST:

City Clerk

h. Surveyor's certification with the following additional statement:
    i. "This plat substantially depicts the location and the horizontal and vertical measurements of units, the unit designations, the building designation, the location of the parking and storage spaces, and the elevation of the constructed unfinished floors and ceilings of the units."
i. The following statement on the Condominium Plat:
    i. "All condominium units in the subdivision are and shall remain liable for all water and sewer service rendered to any, or portion of, the condominium units or divisions of ownership and a lien for water and sewer service to any condominium unit shall attach and be enforceable against all of the condominium units or divisions of ownership in this subdivision. The responsibility for maintenance of utility lines and accessways for ingress and egress on private property lies with the property owners and the condominium association, however, the City reserves the right of ingress, egress, and

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maintenance in private utility easements, accessways, or common areas for the purposes of meter reading and shut-off for non-payment. The City assumes no liability for maintenance of service lines within utility easements, accessways, or common areas."

E. Review Criteria.

1. The application complies with any agreements or conditions on development of the property previously approved by the City including compliance with conditions set forth in Conditional Use Permit approval.
2. The proposed development project is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map.
3. The subdivision is consistent with the City's Parks, Trails, and Open Space Plan as amended and is consistent with the review recommendation from PRAB.
4. The subdivision is consistent with the City's Stormwater Management Plan as amended.
5. The proposed development and use shall conform to the provisions, standards and requirements of this UDC and all other City regulations, adopted and in effect at the time of application per the following:
   a. Each of the lots and parcels resulting from the proposed subdivision shall comply with dimensional requirements and provision of parking, landscaping, lighting, stormwater management, and drainage.
   b. The proposed development and use shall be designed, constructed and maintained to accommodate the on-site and off-site traffic generated.
   c. The proposed development and use shall be designed, constructed and maintained with appropriate regard to topography, surface drainage, soil potentials, natural and man-made hazards, streams and environmentally significant features.
   d. The proposed development and use shall be designed, constructed and maintained with adequate water supply, wastewater disposal, solid waste disposal, air quality protection methods and surface water drainage.
6. The project includes adequate provision of public services including but not limited to water, sanitary sewer, storm drainage, electricity, and communication facilities.
7. Adequate access to all buildings for emergency services is provided.
8. The subdivision has mitigated all negative impacts to adjacent properties that were identified throughout the application review process.

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9. The density of the development shall not be greater than the maximum as allowed by the underlying zone district; and
10. The declaration or other documents include provisions for the maintenance and repair of any common areas on the property and common utilities responsibilities.
11. The condominium subdivision shall comply with all of the provisions of the Colorado Common Interest Ownership Act, C.R.S. Title 38, Article 33.3.

6.06.070 Townhome Plat

A. Purpose
   1. To establish a process and review criteria for townhome plats for both new development and conversion of existing development.
B. Applicability
   1. Townhome Plats apply to the division of land to create individual townhome lots, each to accommodate a single-household attached dwellings, from a lot or parcel currently platted as a single lot parcel.
C. Procedure
   1. All Townhome plats shall be processed as a Final Plat per Section 6.06.050 – Final Plat and adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.
   2. Townhome plats shall only be processed for single-household attached units that have received a Conditional Use Permit. The Conditional Use Permit may be reviewed at an earlier stage in the subdivision process or concurrently with the Townhome Plat.
D. Submittal Requirements.
   1. Completed application and filing fee.
   2. Townhome Plats shall be accompanied by the following supplemental information (may all be drawn on one sheet):
      a. Building footprints showing the dimensions of each unit and building in relationship to the lots and/or property lines.
      b. Parking plan including the dimensions of standard and accessible parking stalls, vehicle accommodation lanes and parking formula used to calculate the total number of parking spaces.

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c. Utility plan including all utility improvements as physically constructed or to be constructed. The purpose of the utility plan is to determine whether these improvements are within the appropriate easements and to identify the ownership and maintenance responsibilities.
d. Site drainage plan shall include all drainage improvements as physically constructed or to be constructed. The purpose of the drainage plan is to determine whether these improvements are within the appropriate easements and to identify the ownership and maintenance responsibilities.
e. Trails and open space plan showing forty percent of the area as private and/or public open space with trail connections if appropriate.
f. Evidence that the Condominium or Townhome Subdivision has obtained prior approval from the building and fire departments to ensure that there exists adequate access to all buildings for emergency services.
g. If joint ownership of common areas is proposed or when a single water meter or sewer service is used for more than one dwelling unit, proof shall be provided that an association is created or will be created that will be responsible for maintaining the common areas and common utilities responsibilities.

3. In addition to all the requirements for preparation of a Final Plat, Townhome Plats shall contain the following:
   a. Location, horizontal dimensions, and identification of the townhome units within each building;
   b. Identification of the thickness of common walls between or separating the individual units;
   c. Designation and identification of the limited common elements;
   d. Designation and identification of the general common elements;
   e. Certificate of approval as follows:

      CERTIFICATE OF APPROVAL

      I hereby certify that the land division (or the division of condominium space) shown is in all respects in compliance with The Unified Development Code of the City of Woodland Park, and that therefore this plat has been approved by the Planning

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Director of the City of Woodland Park, subject to its being recorded by the Teller County Clerk and Recorder within sixty (60) days of the date below.

_____	_____
Date	Planning Director
ATTEST:	
City Clerk	

f. Surveyor's certification with the following additional statement:
   i. "This plat substantially depicts the location and horizontal measurements of each unit and townhome lot, lot designations, the building locations, and the location of parking and storage spaces."
g. The following statement on the Townhome Plat:
   i. "Each townhome provided for in this plat is served by individual water and sewer services from the public mains. Each townhome owner shall own and be responsible for the operation, maintenance, and replacement of the water service line from the property shut-off valve located near the utility easement boundary to the townhome. Each townhome owner shall own and be responsible for the operation, maintenance and replacement of the sewer service line from the townhome to the public sewer main, including the tapping saddle. The City reserves the right of ingress, egress and maintenance in private utility easements, accessways, or common areas for the purpose of meter reading and shut-off for non-payment.

E. Review Criteria.
1. The application complies with any agreements or conditions on development of the property previously approved by the City including compliance with conditions set forth in Conditional Use Permit approval.
2. The proposed development project is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map.
3. The subdivision is consistent with the City's Parks, Trails, and Open Space Plan as amended and is consistent with the review recommendation from PRAB.
4. The subdivision is consistent with the City's Stormwater Management Plan as amended.

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5. The proposed development and use shall conform to the provisions, standards and requirements of this UDC and all other City regulations, adopted and in effect at the time of application per the following:
    a. Each of the lots and parcels resulting from the proposed subdivision shall comply with dimensional requirements and provision of parking, landscaping, lighting, stormwater management, and drainage.
    b. The proposed development and use shall be designed, constructed and maintained to accommodate the on-site and off-site traffic generated.
    c. The proposed development and use shall be designed, constructed and maintained with appropriate regard to topography, surface drainage, soil potentials, natural and man-made hazards, streams and environmentally significant features.
    d. The proposed development and use shall be designed, constructed and maintained with adequate water supply, wastewater disposal, solid waste disposal, air quality protection methods and surface water drainage.
6. The project includes adequate provision of public services including but not limited to water, sanitary sewer, storm drainage, electricity, and communication facilities.
7. Adequate access to all buildings for emergency services is provided.
8. The subdivision has mitigated all negative impacts to adjacent properties that were identified throughout the application review process.
9. The proposal is consistent with the approved site plan or PUD general development plan for the property; and
10. The declaration or other documents include provisions for the maintenance and repair of any common areas on the property and common utilities responsibility.

6.06.080 Planned Unit Development (PUD)

A. Purpose.

1. To define the process for establishing a Planned Unit Development (PUD) zone district and reviewing development within the PUD. A Planned Unit Development (PUD) district provides for more flexibility and latitude of design, provides for a greater variety of uses in the development or redevelopment of land, to meet the technological changes in concepts, and to encourage creative development of parks, recreation areas and open space.

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B. Applicability.
   1. A Planned Unit Development zone may be established upon any tract of land held by a single owner or under unified control.

C. Procedure.
   1. PUD submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.
   2. The procedure for review of a PUD application shall be that required by Section 6.06.160 – Zone District Change, except that
      a. A PUD Concept Review is required prior to submittal of a PUD application; and
      b. A PUD General Development Plan for the property must be reviewed simultaneously with the Zone District Change application, and must satisfy the review criteria in subsection E below.
      c. Subsequent Applications. After approval of the PUD zone district and associated PUD General Development Plan, and prior to issuance of any building or construction permits, applicant shall submit and receive approval for a Preliminary and Final Plat or Site Plan, as applicable to the type of development.

D. PUD Concept Plan Review.
   1. Purpose. The purpose of a PUD Concept Plan is for the applicant to make known their intentions to the Planning Director and to discuss any development plans or standards that may affect the proposed development. This is an initial informal review of the proposed development at an early stage in the planning process. The City shall not formally approve or disapprove a PUD Concept Plan. Comments and suggestions may be offered to the applicant during this phase to provide guidance or clarify City rules, regulations or policies.
   2. Procedure. The PUD Concept Plan submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.
   3. Submittal Requirements.
      a. Completed application and filing fee.
      b. A PUD Concept Plan shall be prepared at an appropriate scale, extending at least one-quarter mile beyond the proposed parcel(s) illustrating the following details of the proposed development:
         i. Existing and proposed streets and highways;

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ii. Existing and proposed major uses for residential, commercial, industrial, and public purposes;
iii. Proposed open spaces, trail connections, including proposed method to meet the required public land dedication;
iv. Natural drainage courses, and similar major natural or manmade features of the area;
v. General areas and types of vegetation

4. Review Criteria.
   a. The application shall be reviewed for general feasibility and design.

E. PUD General Development Plan.

1. Purpose. A PUD General Development Plan provides a graphical representation of the proximity of the proposed uses to one another, their general placement on the subject property as well as specific requirements related to building setbacks, building height, design criteria, and similar additional requirements for development within the PUD.
2. Procedure.
   a. The PUD General Development Plan is an additional requirement of a Zone District Change application when requesting the establishment of a PUD zone district.
3. Submittal Requirements.
   a. Application and filing fee.
   b. A General PUD Development Plan at a scale sufficient to show all of the following details of the proposed development:
      i. Location and size of proposed development;
      ii. Zoning and use of properties adjacent to the proposed PUD zone district;
      iii. The character and proposed layout and location of residential development proposed including the type of dwelling units, dwelling unit density per tract, height of buildings, building lot coverage, and any other relevant information;
      iv. The character and proposed layout and location of nonresidential areas including building size, locations, and height;
      v. The location, number, and dimensional plans of proposed off-street parking and loading facilities;
      vi. The type and location of open space, park, and recreation facilities proposed;

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vii. The type and location of school sites, public buildings, and similar public and semi-public uses;
viii. The location and width of proposed rights-of-way, easements, and other similar public, and private facilities;
ix. 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 uses and structures;
x. The use, height, bulk, and location of all proposed principal and accessory buildings;
xi. Description, location, and extent of fences, earth berms, and types of screening;
xii. Description, location, and extent of proposed signs;
xiii. Description, location, and extent of exterior lighting;
xiv. Location and extent of outside storage areas with proposed methods of screening from abutting streets and residential areas;
xv. A statement as to whether or not a homeowner's association is intended;
xvi. A statement which reads: "All activities and uses shall be authorized and be operated to meet the Performance Standards set forth in Chapter 4, Use Standards, of the City of Woodland Park Unified Development Code".

c. Supplementary material:
i. A traffic impact study;
ii. Public cost vs. benefit analysis regarding infrastructure and improvements that could be shared between the applicant and the City;
iii. Employee projections;
iv. The feasibility of the proposal for the disposition of sanitary waste and storm water runoff;
v. The feasibility of the project for the availability and supply of adequate City water resources and service;
vi. Provisions governing the use, maintenance, and continued protection of the PUD and any of its common open space;
vii. A development schedule indicating the following:

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(a) The approximate date when construction of the project can be expected to begin,

(b) The stages in which the project will be completed and the approximate date when construction of each stage can be expected to begin;

viii. A schematic landscape plan indicating approximate location, number, and type of shrubs, trees. or other form of landscaping treatment;

ix. Any reasonable information specifically requested by the Planning Director relevant to determining if the requested use is appropriate pursuant to these standards.

4. Review Criteria. In addition to the review criteria in Section 6.06.160 - Zone District Change, the following criteria shall apply to a PUD General Development Plan for the PUD zone district:
   a. The proposed project is consistent with the intent of the City Comprehensive Plan goals, objectives, actions and Future Land Use Map;
   b. Connection and availability of water exists that is sufficient to service the needs of the proposed uses and structures;
   c. The project promotes public health, safety, and general welfare;
   d. The project provides adequate light, air, privacy and convenience;
   e. The project mitigates congestion of the public streets and highways;
   f. The project conserves the values of surrounding properties; and
   g. The project protects against fire, panic, explosion, noxious fumes, flooding along natural watercourses, and other hazards;
   h. The project promotes the long term economic, social, and environmental health of the City;
   i. The design of the project provides for a unique opportunity for the community and surrounding area; and
   j. The project may protect or preserve sensitive and significant natural and/or historic features.

F. PUD Amendments
   1. Preliminary PUD Development Plans Approved Prior to the effective date of this UDC.
      a. All Preliminary PUD Development Plans approved prior to the effective date of this UDC shall be considered a PUD Concept Plan.

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i. If a Rezone request was approved with the Preliminary PUD Development Plan, that approval shall remain in effect.

ii. In order to receive full approval of a Development Plan prior to subsequent Site Plan or Subdivision application, all existing Preliminary PUD Development Plans shall submit application for a PUD General Development Plan per the procedure in and submittal and review criteria in subsection E.

2. Final PUD Development Plan Approved Prior to the effective date of this UDC.
   a. All Preliminary PUD Development Plans approved prior to the effective date of this UDC shall be considered a PUD General Development Plan.
      i. If a Rezone request was approved as part of the PUD Development Plan Process, that approval shall remain in effect.
      ii. Prior to construction and within two (2) years of approval of a Final PUD Development Plan, application for subsequent Site Plan or Subdivision approval shall be made per Sections 6.07.040 - Site Plan Procedures, and 6.06.020 – Subdivisions Generally.
      iii. Extensions on approval shall be processed per Section 6.05.070 – Post Decision Action.
3. Amendments to Approved PUD General Development Plans
   a. Any change to a PUD General Development Plan beyond the following thresholds shall formally amend the approved plan per Section 6.06.190 – Modification of Previous Approval:
      i. Change in building floor space up to five (5) percent.
      ii. Change in required landscape or parking area of up to five (5) percent, provided the minimum amount required per this UDC is maintained.
      iii. Minor adjustment to location and layout of streets, utilities, and structures that do not change the overall intent of the project or effect the impacts on adjacent properties, with regards to traffic patterns, noise, smell, and views.

6.06.090 Conditional Use Permit

A. Purpose
   1. A Conditional Use Permit is required for uses designated as contingent uses, not allowed by right or condition; they may or may not be appropriate in a particular location

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depending upon the nature of the use itself, its relationship to vicinity land uses, its impact upon environmental, social and economic matters and its effects upon the health, safety and welfare of the City and its residents.

2. A Conditional Use Permit is issued by the City Council that authorizes the applicant to make use of property in accordance with the requirements of this UDC and City Council imposed conditions.

B. Applicability.

1. Conditional Use Permits are required for any use that is allocated as "Conditional" in the Use Table located in Chapter 4 of this UDC.

C. Procedure.

1. Conditional Use Permit submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.
2. When a conditional use permit is required and granted, it shall be issued prior to issuance of a Zoning Development Permit, and shall be subject to the application, site plan, and conditions placed on the application upon approval.
3. Amendments or modifications of the Conditional Use Permit shall be in accordance with the procedure applicable to initial approval as set out in this Chapter.
4. Approval of a Conditional Use Permit shall not constitute an exemption from or waiver of any other provisions of this UDC pertaining to the development and use of property.

D. Submittal Requirements.

1. Completed application and filing fee.
2. A Site Plan showing the entire site involved whether all or part of the site is to be immediately developed.
3. A detailed description of the proposed use, including such information as dates and hours of operation, numbers of guests, etc.
4. A response to the pre-application conference checklist.
5. The City may require different levels of information to be submitted depending upon the impacts and characteristics of the development and use.

E. Review Criteria.

1. The proposed development and use shall have a demonstrated direct need to be located at the location proposed and provide adequate mitigation measures to lessen all identified impacts.

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2. The proposed development and use shall be in harmony with the area and not endanger the public health and welfare or substantially injure the value of vicinity properties.
3. The proposed development project is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map.
4. The proposed development and use shall conform to the provisions, standards and requirements of all City regulations, adopted and in effect at the time of application.
5. The proposed development and use shall be designed, constructed, and maintained to accommodate the on-site and off-site traffic generated.
6. The proposed development and use shall be designed, constructed, and maintained with appropriate regard to topography, surface drainage, soil potentials, natural and man-made hazards, streams and environmentally significant features.
7. The proposed development and use shall be designed, constructed, and maintained with adequate water supply, wastewater disposal, solid waste disposal, air quality protection methods and surface water drainage.
8. The proposed development shall require approval by the City that connection and availability of a water source exists that is sufficient to serve the needs of the proposed uses and structures.
9. The proposed development and use shall be designed, constructed, and maintained to not unduly increase the public danger of fire, explosion and other safety hazards upon the public, and persons residing or working on the site and vicinity.
10. The development and use may be required to provide architectural design schemes and may also require amenities such as, but not limited to, fencing, landscaping, buffer areas and other aesthetic enhancement measures, as required by the City Council.
11. The standards for Conditional Use Permits are intended only as a minimum necessary for review. An application for a Conditional Use Permit may be denied if it is determined that the development and use is not in the best interest of the City.

6.06.100 Flood Hazard Development Permit

Purpose, applicability, submittal requirements, and review criteria can be found in Title 20 of the Municipal Code.

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6.06.110 Historic Landmark Designation

Purpose, applicability, submittal requirements, and review criteria can be found in Chapter 2.44 of the Municipal Code.

6.06.120 Special Use Permit

A. Purpose.
   1. To outline the general procedure, submittal requirements, and review criteria for a Special Use Permit submission.

B. Applicability.
   1. A special use permit is required whenever an applicant desires to develop, substantially improve, or change the use of a tract of land or structure for the following uses:
      a. Schools, universities, colleges, and other institutions of an educational nature;
      b. Cemeteries;
      c. Airports, heliports and helistops;
      d. Hospitals;
      e. Public uses, except parks;
      f. Recreation facilities;
      g. Recycling collection centers;
      h. Transportation terminals;
      i. Sanitary landfills;
      j. Mineral extraction;
      k. Uses specifically addressed as special uses in a PUD General Development Plan; and
      l. Towers and antennas exceeding fifty (50) feet in height.
   2. Special uses must have a demonstrated direct public benefit to the City and may or may not be appropriate in a particular location depending upon the nature of the use itself, its relationship to vicinity land uses, its impact with respect to environment, social, and economic matters and its effects upon the health, safety, and welfare of the City and its residents.

C. Procedure.
   1. Special Use Permit submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.

PROPOSED

2. Where a special use permit is required and granted, it shall be issued prior to issuance of a Zoning Development Permit, and shall be subject to the application, site plan, and conditions placed on the application upon approval.
3. Amendments or modifications of the Special Use Permit and Site Plan shall be in accordance with the procedure applicable to initial approval as set out in this Chapter.
   a. If the Planning Director finds that the amendment or modification is insignificant, representing less than a ten (10) percent change to the original application, the application may be processed administratively.
4. Approval of a Special Use Permit shall not constitute an exemption from or waiver of any other provisions of this UDC pertaining to the development and use of property.
5. The approved application, permit, and findings shall be recorded in the office of the County Clerk and Recorder.

D. Submittal Requirements.
1. Completed application and filing fee.
2. A Site Plan showing the entire site involved whether all or part of the site is to be immediately developed.
3. A detailed description of the proposed use, including such information as dates and hours of operation, numbers of guests, etc.
4. A response to the pre-application meeting checklist.
5. The City may require different levels of information to be submitted depending upon the impacts and characteristics of the development and use.

E. Review Criteria.
1. An application for a Special Use Permit may be denied if it is determined that the development and use is not in the best interest of the City.
2. The proposed development and use shall have a demonstrated direct public benefit to the City.
3. The proposed development and use shall be in harmony with the area and not materially endanger the public health and welfare or substantially injure the value of vicinity properties.
4. The proposed development project is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map.

PROPOSED

5. The proposed development and use shall conform to the provisions, standards and requirements of all City regulations, adopted and in effect at the time of application.
6. The proposed development and use shall be designed, constructed, and maintained to accommodate the on-site and off-site traffic generated.
7. The proposed development and use shall be designed, constructed, and maintained with appropriate regard to topography, surface drainage, soil potentials, natural and manmade hazards, streams, and environmentally significant features.
8. The proposed development and use shall be designed, constructed, and maintained with adequate water supply, waste water disposal, solid waste disposal, air quality protection methods, and surface water drainage.
9. The proposed development shall require approval of the City that connection and availability of a water source exists that is sufficient to serve the needs of the proposed uses and structure.
10. The proposed development and use shall be designed, constructed, and maintained to not unduly increase the public danger of fire, explosion, and other safety hazards upon the public, and persons residing or working on the site and vicinity.
11. The development and use may be required to provide architectural design schemes and may also require amenities such as, but not limited to, fencing, landscaping, and buffer areas.

6.06.130 Vacation of Public Right-of-Way or Easement

A. Purpose
   1. To outline the general procedure, submittal requirements, and review criteria for submission of application for Vacation of a Public Right-of-Way or Easement.

B. Procedure
   1. Vacation of Public Right-of-Way or Easement submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures and specific timeframes and requirements established in Section 12.08 – Vacation of Public Rights-of-Way, of the City of Woodland Municipal Code.

C. Submittal Requirements.
   1. Completed application form and filing fee.

PROPOSED

2. Plat and legal description of proposed vacation; plat shall be drawn by a registered land surveyor and shall be on letter-sized (8.5 x 11) inch paper whenever possible.
3. The names and addresses of all adjacent property owners.

D. Review Criteria.

1. The vacation must not conflict with adopted policies or plans;
2. The vacation shall not create a landlocked parcel of land;
3. The vacation shall not restrict the access of any parcel so that access is unreasonable or economically prohibitive; and
4. No roadway or part thereof shall be vacated so as to leave any land adjoining the street, alley, easement or public right-of-way without an established public road connecting the land with another established public road. The vacation shall not result in adverse impacts on the health, safety, and general welfare of the community.

6.06.140 Comprehensive Plan Amendment

A. Purpose.

1. The Comprehensive Plan and Future Land Use Map may be amended pursuant to this section to respond to a change in conditions or public policy, or to advance the general health, safety, and welfare of the City.

B. Applicability.

1. A Comprehensive Plan amendment may be initiated by City Staff, Planning Commission, or City Council. Additionally, any person may suggest to the Planning Commission that an amendment be given consideration.

C. Procedure.

1. Comprehensive Plan Amendment submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.
2. Approval of a Comprehensive Plan Amendment shall be by resolution of the Planning Commission carried by the affirmative votes of not less than two-thirds of the entire membership pursuant to Colorado Revised Statutes.

D. Submittal Requirements.

1. Completed application and filing fee.

PROPOSED

2. A narrative explaining the proposed amendment including reason for amendment and either a redline of the proposed text to amend, new section to add, or fully amended/updated document.

E. Review Criteria.

1. The amendment is not likely to result in significant adverse impacts upon the natural environment (including air, water, noise, stormwater management, wildlife, and vegetation);
2. The amendment is necessary for the protection of health, safety, and welfare of the community; and
3. The amendment is consistent with the City's goals and policies.

6.06.150 Unified Development Code (UDC) Text Amendment

A. Purpose

1. The text of this UDC may be amended to respond to change in conditions or public policy, or to advance the general health, safety, and welfare of the City.

B. Applicability

1. City staff, Planning Commission or City Council may initiate an amendment to the text of this UDC. Any person may suggest to the Planning Commission that an amendment be given consideration.

C. Procedure

1. UDC Text Amendment submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.

D. Submittal Requirements.

1. A narrative explaining the reason for the proposed UDC text amendment; and
2. Redline of the proposed text amendment.

E. Review Criteria.

1. The UDC Text Amendment is not likely to result in significant adverse impacts upon the natural environment (including air, water, noise, stormwater management, wildlife, and vegetation) or such impacts will be substantially mitigated;
2. The UDC Text Amendment is necessary for, or supportive of, the protection of health, safety, and welfare of the community;

PROPOSED

3. The UDC Text Amendment is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map;
4. The UDC Text Amendment is consistent with any prior approvals, official plans or policies that apply; and
5. The UDC Text Amendment will not significantly increase nonconformities.

6.06.160 Zone District Change (Re-zone)

A. Purpose.
   1. To outline the general procedure, submittal requirements, and review criteria for submission of application to rezone property.

B. Procedure.
   1. Zone Change submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures and specific timeframes and requirements established in Article XV – Miscellaneous Provisions, Section 15.7 – Zoning, of the City of Woodland Park Charter.

C. Submittal Requirements.
   1. Completed application and filing fee.
   2. A project narrative clearly stating the requested change or amendment.
   3. Legal description.
   4. A title certificate from a licensed title company or attorney listing the name of the property owner(s) and all liens, easements and judgments of record that affect the title to the subject property.
   5. Certified boundary survey of land area to be rezoned, along with an indication of the existing zoning, predominant existing uses, and existing zoning designations within three hundred (300) feet in all directions of the boundary of the land area to be rezoned.
   6. A list of all property owners within the distance specified by Section 6.05.050 – Public Hearing Notice Requirements, to include accurate names and mailing addresses as they appear on the County tax record;
   7. A statement by the applicant explaining the rationale for the rezoning request relative to the standards of this UDC.
   8. If the City is the applicant, the only required document is the zoning map showing the proposed change.

PROPOSED

D. Review Criteria.

1. The existing zone for the property was adopted in error.
2. There has been a change of character in the area (e.g. installation of public facilities, other zone changes, new growth trends, deterioration, development transitions, etc.).
3. There is a public need for the proposed rezoning within the area or community.
4. The proposed uses are compatible with the surrounding area or uses, there being no adverse impacts, and/or any adverse impacts can be mitigated.
5. There will be benefits derived by the community or area by granting the proposed rezoning.
6. Adequate facilities are available to serve development for the type and scope suggested by the proposed zone. If utilities are not available, they could be reasonably extended.
7. The proposed development project is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map.
8. The proposed change does not constitute spot zoning which is defined as the application of zoning to a specific parcel or small area that is inconsistent with the surrounding zoning or the comprehensive plan, typically to benefit a particular property owner rather than advance the public interest.
9. Change in a zoning classification which results in increased density shall only be approved if the applicant has established, to the approval and acceptance of the City, that sufficient connection and availability of water exists to service the needs of the intended uses and structures of such lot(s).
10. Additional criteria for PUD zone districts:
    a. Approval of a PUD zone district may not occur without simultaneous approval of a PUD General Development Plan.
    b. A PUD zone district may be approved if one or more of the following conditions exist:
        i. There are unusual physical features of the property itself, or of the neighborhood in which it is located, such that a substantial deviation from the otherwise applicable regulations is necessary or appropriate in order to conserve a physical or topographic feature of importance to the City;
        ii. The property or its neighborhood has an historical character or economic or cultural importance to the community that will be protected by use of a PUD;

PROPOSED

iii. The design of the PUD illustrates a unique design concept that properly relates to adjoining properties.

6.06.170 Appeal

A. Purpose.
   1. To provide a process for the Board of Adjustment to hear and decide appeals.

B. Applicability.
   1. The Board of Adjustment may consider an appeal by any person aggrieved by a final written administrative interpretation or decision based upon or made in the course of the administration or enforcement of this UDC or Title 20 – Flood Damage Prevention Regulations.

C. Procedure
   1. Appeal submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.
   2. Appeals shall be filed within ten (10) days after the date of the administrative decision.
   3. The Planning Director shall transmit to the Board of Adjustment certified copies of all the papers constituting the record of the matter, together with a copy of the ruling or order from which such appeal is taken.
   4. An appeal stays all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board of Adjustment, after the notice of appeal shall have been filed with them, that by reason of facts stated in the certificate, a stay, in their opinion, would cause imminent peril to life or property. In such cases, proceedings shall not be stayed other than by a restraining order which may be granted by the Board of Adjustment or by a court of record on application and notice to the officer from whom the appeal is taken and on due cause shown.
   5. The Board of Adjustment shall render a decision within forty-five (45) days after submission of the written Appeal application.
   6. The determination of the Board of Adjustment concerning an Appeal is effective immediately upon the rendering of the decision.
   7. Any further appeals of decisions by the Board of Adjustment shall be made to the courts in accordance with state law.

D. Submittal Requirements

PROPOSED

1. Completed application and filing fee.
2. All application materials from initial approval being appealed.

E. Review Criteria

1. Appeals are limited to the record of the original decision, no new evidence may be introduced.
2. Whether the decision of the decision-making body was a clear error, as opposed to fairly debatable, according to the provisions of these regulations.
3. The purposes, intent, and design objectives of any standards that are subject to the appeal were adequately addressed in the initial application.
4. Whether the final decision and the grounds for relief requested in the appeal are within the authority granted by these regulations.
5. Whether there are other more appropriate and applicable procedures to achieve the applicant's proposed objective, such as a plan amendment, text amendment, planned zone districts, a zoning map amendment, or a variance.

6.06.180 Variance

A. Purpose.

1. The purpose of a variance is to provide relief from this UDC where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary or exceptional situation or condition peculiar to a particular piece of property, the strict application of any provision of this title would result in exceptional, demonstrable, unnecessary hardship on the applicant.

B. Applicability.

1. Nonconforming structures in the same district and permitted or nonconforming structures in other districts shall not be considered grounds for the issuance of a variance.
2. Under no circumstances shall the Board of Adjustment grant a variance to allow a use not permitted under the terms of this UDC in the zone district involved or any use expressly or by implication prohibited by the terms of this title in said zone district.

C. Procedure.

1. Variance submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.

PROPOSED

2. The determination of the Board of Adjustment concerning a Variance is effective immediately upon the rendering of the decision at the Board of Adjustment meeting.
3. Where a Variance is granted, it shall be issued prior to the issuance of a building permit and shall be issued subject to the conditions upon which the Board of Adjustment has determined with approval.
4. Authority to issue a building or other required permit pursuant to the granting of a Variance shall expire two (2) years after the date of the granting of the variance, except when the following conditions have been met:
    a. Building permits have been issued for at least one (1) permitted building by the variance, materials have been acquired and are on site, and the foundation has been placed for at least one (1) of the permitted buildings; or
    b. Where no construction is required, the actual operation of the use has been started.
5. Any further appeals of decisions by the Board of Adjustment shall be made to the courts in accordance with state law.

D. Submittal Requirements.
1. Completed application and filing fee.
2. A Site Plan showing the entire site involved whether all or part of the site is to be immediately developed.
3. A detailed description of the proposed use and requested variance, including such information as dates and hours of operation, numbers of guests, etc.
4. Written application demonstrating that all of the following review criteria can be met and how.
5. A response to the pre-application conference checklist.

E. Review Criteria.
1. That there exist special conditions and circumstances of the type specified in this UDC, which are peculiar to the land, structure, or building involved and which are not applicable to other lands or structures in the same district.
2. The said special conditions and circumstances do not result from the actions of the applicant.
3. That literal interpretation of the provisions of this title would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of these regulations.

PROPOSED

4. That granting the Variance requested will not confer on the applicant any special privilege that is denied by the board to other lands or structures in the same district.
5. That the granting of the Variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
6. The granting of the Variance is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map;

6.06.190 Modification to Previous Approval

A. Purpose.
   1. To detail a process for amending or modifying previous application approvals.

B. Applicability
   1. This section applies to application to modify a previous approval except for the following:
      a. An annexation of land into the City;
      b. The adoption or amendment of a Comprehensive Plan;
      c. A Unified Development Code Text Amendment; and
      d. An amendment to the Zoning Map.
   2. Each modification of an action listed in subsection 1, shall require the party proposing the change to complete all of the application and review procedures, and shall be subject to the same review criteria, applicable to the original decision proposed to be modified.
   3. A Minor Modification request may be submitted for administrative approval provided that the following apply:
      a. The modification results in no more than a ten (10) percent change in gross floor area, landscape or parking requirement, or location and layout of streets, utilities, and structures
      b. The modification results in a reduction of the amount of open space in the development by no more than ten (10) percent, provided the minimum requirement is met;
      c. The modification would result in a change of any dimensional standards by no more than ten (10) percent;
      d. The modification is consistent with any conditions attached to the approval;

PROPOSED

e. The modification is necessary to meet conditions of approval or commitments or to accommodate or mitigate site conditions that were not known at the time of the approval; and

f. The modification would not significantly alter the function, form, intensity, character, demand on public facilities, or impact on adjacent properties more than the original approved.

4. A Major Modification request may be submitted for approval by the Planning Commission and City Council if the following applies:

a. The modification would result in an increase to the number of dwelling units approved in the development;

b. The modification would result in an increase to the gross floor area in the development of more than ten (10) percent;

c. The modification would result in a reduction of the amount of open space in the development by more than ten (10) percent, provided the minimum requirement is met;

d. The modification would result in a change of primary access into the development by more than one hundred (100) horizontal feet on any boundary where the development is adjacent to residential uses; or

e. The modification would result in a change of any dimensional standards by more than ten (10) percent.

C. Minor Modification

1. Procedure.

a. Application shall be made to the Planning Department using the official application form.

b. The Planning Director shall review the request in a timely manner and notify applicant of approval in writing.

c. Final approved documents shall be recorded per original application approval and subsequent applications may be made accordingly.

2. Submittal Requirements.

a. Completed application and filing fee.

b. The applicant shall submit all plans and narratives from the original application for which modification is being requested, sufficient to illustrate the proposed change.

PROPOSED

3. Review Criteria.
    a. The application shall be reviewed against the review criteria of the original application.

D. Major Modification
1. Procedure.
    a. Application shall be made to the Planning Department using the official application form.
    b. The Planning Director shall review the request per 6.05 – Common Review Procedures, refer to the appropriate referral authorities, and prepare staff report for Planning Commission and City Council Hearings.
    c. Hearings shall be held per Section 6.05.060 – Decision and Hearing Procedures.
    d. Final approved documents shall be recorded per original application approval and subsequent applications may be made accordingly.
2. Submittal Requirements.
    a. Completed application and filing fee.
    b. The applicant shall submit all plans and narratives from the original application for which modification is being requested, sufficient to illustrate the proposed change.
3. Review Criteria.
    a. The application shall be reviewed against the review criteria of the original application.

6.07 Specific Procedures for Permits and Applications That Require Administrative Review

6.07.010 Exempt Subdivision Plat

A. Purpose
1. To establish a process and review criteria for all subdivision plat types that are exempt from a public hearing.

B. Applicability
1. This process applies to correction of information on a plat, adjustment of boundaries or lot lines on an existing plat, and combinations of lots on an existing plat.

C. Procedure

PROPOSED

1. All Exempt Subdivision Plats shall be processed as a Final Plat per Section 6.02.050 – Final Plat, and adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.

D. Submittal Requirements
   1. All Exempt Subdivision Plats shall adhere to the Final Plat requirements of Section 6.06.050 – Final Plat.

E. Review Criteria
   1. The Plat complies with any agreements or conditions on development of the property previously approved by the City.
   2. The proposed development project is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map.
   3. The subdivision is consistent with the City's Parks, Trails, and Open Space Master Plan as amended and is consistent with the review recommendation from PRAB.
   4. The subdivision is consistent with the City's Stormwater Management Plan as amended.
   5. The proposed development and use shall conform to the provisions, standards and requirements of this UDC and all other City regulations, in effect at the time of application per the following:
      a. Each of the lots and parcels resulting from the proposed subdivision shall comply with dimensional requirements and provision of parking, landscaping, lighting, stormwater management, and drainage.
      b. The proposed development and use shall be designed, constructed and maintained to accommodate the on-site and off-site traffic generated.
      c. The proposed development and use shall be designed, constructed and maintained with appropriate regard to topography, surface drainage, soil potentials, natural and man-made hazards, streams and environmentally significant features.
      d. The proposed development and use shall be designed, constructed and maintained with adequate water supply, wastewater disposal, solid waste disposal, air quality protection methods and surface water drainage.
   6. The applicant can document the provision of public services including but not limited to water, sanitary sewer, storm drainage, electricity, and communication facilities.
   7. The subdivision has mitigated all negative impacts to adjacent properties that were identified throughout the application review process.

PROPOSED

6.07.020 Grading Permit

A. Purpose.

1. To regulate the permitting of land-disturbing activities to ensure that grading, excavation, filling, and land contouring are conducted in a manner that protects public health, safety, and welfare of the City of Woodland Park.

B. Applicability.

1. Grading permits shall be obtained prior to any land-disturbing activity of areas greater than seven thousand five hundred (7,500) square feet. In determining the area, contiguous lands under one or diverse ownership being developed as a unit will be aggregated.
2. Exclusions. The following land-disturbing activities are excluded:
    a. Single-household detached dwelling projects with a disturbed area of 7,500 SF or less.
    b. Those done for the purpose of fighting fires.
    c. The stock piling of raw or processed sand, stone, or gravel in material processing plants and storage yards, provided that sediment control measures have been utilized to protect against off-site damages.
    d. Those undertaken on agricultural land for the production of plants and animals useful to man, including but not limited to: forage and sod crops, grain and feed crops, dairy animals and dairy products, poultry and poultry products, livestock, including beef cattle, sheep, swine, horses, ponies, mules, goats, including the breeding and grazing of all such animals, bees and apiary products, fur animals; and
    e. Those undertaken on forest land for the production and harvesting of timber and timber products; and
    f. Land-disturbing activity over which the state by statute has exclusive regulatory jurisdiction, which are those:
        i. Conducted by the state,
        ii. Conducted by the United States,
        iii. Conducted by persons having the power of eminent domain,
        iv. Conducted by local government,
        v. Licensed by the state or the United States,
        vi. Funded in whole or part by the state or the United States.

PROPOSED

3. Grading Permit Classifications. All grading permits shall be classified as either Type A, Type B, or Type C.
    a. Type A grading permits require both an Erosion Control Plan and a Grading Plan for the following type projects:
        i. Subdivision development including associated utility and infrastructure installation.
        ii. Any commercial development.
        iii. Single-household detached residential lot development with land disturbance of one (1) acre or greater.
    b. Type B grading permits require an Erosion Control Plan and a Grading Plan for the following type projects:
        i. Single-household detached residential building site greater than 7,500 SF but less than one (1) acre in area.
    a. Type C grading permits require only an Erosion Control Plan for the following type projects:
        i. Any land-disturbing activity more than 7,500 SF in area not otherwise classified as either a Type A grading permit or a Type B grading permit; or
        ii. Any land-disturbing activity that includes construction of a road, either temporary or permanent.
        iii. Any instance where extensive control measures are required.
4. Waivers. If determination is made upon site inspection that the site does not have the potential to cause erosion or off-site damage, the requirement for an Erosion Control Plan in association with any of the above grading permit types may be waived in the following instances:
    a. Land-disturbing activities greater than 7,500 SF but less than one (1) acre in area not involving any commercial construction.
    b. Land-disturbing activities greater than 7,500 SF but less than one (1) acre in area not involving road construction

C. Procedure.
1. Permit submission shall adhere to the applicable Common Review procedures in Section 6.05 – Common Review Procedures per review authority as detailed in 6.01.030.

PROPOSED

2. Permits for any building or structure shall not be issued for any land requiring a grading permit until application for such grading permit has been issued.
3. All grading permits shall be valid for one year from the date the permit is issued provided that the approved application and the conditions of its approval have not changed.
4. Any land-disturbing activity requiring an approved plan that is not completed within one year of the date the permit was issued, shall request a one-year extension.
5. The City may revoke any permit by giving written notice to the permit holder, stating the reasons for revocation for the following reasons:
   a. The land disturbing activity represents a substantial departure from the approved application of plans and specifications;
   b. Failure to comply with the requirements of any applicable state or local laws or local ordinance or regulation;
   c. False statements or misrepresentations made in securing a permit; or
   d. A permit mistakenly issued in violation on an applicable state or local law.
6. Plan Certification. Upon site inspection, it may be determined that certification by a licensed professional engineer, architect or landscape architect stating that the lot has been graded in accordance with the approved plan is required.

D. Submittal Requirements.
1. Completed application and filing fee.
2. Submittal requirements vary depending on the type of grading permit requested per Table 6.07.020-1.

Table 6.07.020-1 – Grading Permit Type Submittal Requirements

Permit Classification	Erosion & Sedimentation Control Plan	Grading Plan
Type A	Required	Prepared by registered professional surveyors for topography and/or registered professional engineers
Type B	Required	Plan required, but does not need to be prepared by registered professionals
Type C	Required	Not required

3. Erosion Control Plan. An erosion control plan, containing the following, shall be prepared for all land-disturbing activities:

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a. The erosion control plan shall contain architectural and engineering drawings, maps, assumptions, calculations, and narrative statements as needed to adequately describe the proposed development of the tract and the measures planned to comply with the requirements of this section. Plan content may vary to meet the needs of specific site requirements.
b. If the City, either upon examination of submitted plan or an inspection of the job site, determines that a significant risk of accelerated erosion or off-site sedimentation exists, the City will require a revised erosion control plan. Pending the preparation of the revised plan, work shall continue only under conditions outlined by the City Engineer.
c. Erosion control plans may be accompanied by an authorized statement of financial responsibility and ownership. This statement shall be signed by the person financially responsible for the land-disturbing activity or their attorney. The statement shall include the mailing and street addresses of the principal place of business of the person financially responsible and of the owner of the land or their registered agents.

4. Grading Plan. The grading plan content and its requirements differ depending upon the above identified Grading Permit types. All Type A developments are required to be prepared by registered professional surveyors for topography and/or registered professional engineers. All Type B developments do not require registered professionals to prepare the grading plan. A grading plan shall be prepared to include the following.
   a. Grading plans shall include detailed plans, specifications, and supporting calculations for the construction of stormwater management measures. The design of drainage facilities shall be in accordance with City of Woodland Park Drainage Criteria Manual and Engineering Specifications.
   b. Topographic Survey.
      i. This plan includes detailed information of natural features prior to development. In addition to showing existing physical features such as buildings, overhead and/or underground utilities, roadways, walks, water and drainage features; the plan also shows the location and limits of existing vegetation.
      ii. Survey information can be provided through the submittal of the topographical survey which would typically be required to execute the grading and utilities plan. This survey shall be produced by a registered land surveyor. Topographical

PROPOSED

maps prepared for the city of Woodland Park or Teller County are also acceptable providing that the maps reflect the current existing conditions of the lot and are certified as accurate by a registered land surveyor.

c. Basic Survey Data. The following survey data must be obtained to correctly execute the grading plans:
   i. Boundary information (metes and bounds, legal description) of the site if available. Also show existing and proposed street rights-of-way.
   ii. Location of existing curbing, walks, grass, utility or planting strips, edge of pavement, roadway medians, (if any), and respective grades, widths, and alignments.
   iii. Location, size, and depths of all existing underground utilities when available, including gas, electric, water, sanitary sewer, storm drainage features, communication cables. Also location and approximate height above existing grade of overhead utility lines and poles.
   iv. Location and description of all recorded public or private utility easements, building setbacks, and drainage easements encumbering the lot.
   v. Location of all natural features, such as rock out-croppings, watersheds, streams, ponds, etc. on the lot or within one hundred feet of the "graded area." This information conveys the impact of the proposed development on the lot and adjacent area.
   vi. Show existing structures such as buildings, retaining walls, fences, building foundations, underground storage tanks, etc. Also show or indicate the existence of any wells or septic fields within one hundred feet of the "graded area." Reference setbacks of other buildings on adjacent properties and adjacent property lines.

d. Grading Plan Format. The grading plan shall show the existing and proposed shape of earth and surfaced areas. The method of portrayal shall be well thought out and systematized. The following information shall be included in all grading plans submitted to the city of Woodland Park for approval:
   i. Show grades at corners of buildings, step landings, and first floor elevations.

PROPOSED

ii. Show finished grades at the edges of surfaced areas and at such interior points as necessary to show the shaping of the area. Use a combination of proposed contours and spot elevations to convey this information.
iii. Show proposed roadway elevations by proposed contours and spot elevations where necessary. Depend on profiles, cross sections, and spot elevations to establish the grading of paved areas such as roadways.
iv. Show top-of-curb grades at all connecting walks, curb returns, and all catch basin locations.
v. Show spot elevations along swale lines, using arrows to show direction of flow. Show slope gradients.
vi. Show top elevations of all storm and sanitary sewer manholes and other appurtenances.
vii. Lawn and earth grades can be shown by proposed contours and spot elevations where necessary.
viii. Existing contours are usually shown by broken lines, proposed finished contours by solid lines over surfaced, lawn and earth areas.
ix. Show the proposed location of stockpiled topsoil for future use in landscaped areas. This should be located outside the root zones of significant vegetation to be preserved to avoid root compaction.
x. Reference the storage locations of construction materials outside the root zones of vegetation to be preserved to avoid root compaction.
xi. Show the location of existing wetlands and significant vegetation such as specimen trees or the canopy limits of wooded areas intended for preservation.
xii. Note the elevations of any floodplains located on a lot, or directly affecting a lot, (i.e. drainage, sediment and erosion control considerations and/or watershed protection).

5. Performance and Maintenance Guarantees.
   a. A Grading Permit may be required to submit a performance and maintenance guarantee in lieu of actual completion of required improvements prior to use or occupancy of the development, provided the delayed completion of such improvements does not endanger the public health, safety and welfare

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b. Such performance and maintenance guarantees shall be satisfactory as to the form and manner of execution, and as to the sufficiency of the amount in securing the satisfactory construction, installation or maintenance of the required improvements.
c. The condition requiring or permitting a performance guarantee shall specify a reasonable time-period within which required improvements must be completed, not to exceed one year. Such time-period shall be incorporated in the performance guarantee. An additional six (6) months may be granted by the Planning Director.
d. No performance guarantee shall be released until certification of the satisfactory completion of all required improvements covered by the performance guarantee has been submitted and approved by the Planning Director.
e. If the required improvements covered by a performance guarantee are not completed in accord with the terms of the performance guarantee, the applicant shall be liable to the City for the reasonable cost of the improvements not completed and the City may, either prior to or after the receipt of the proceeds thereof, complete such improvements.

6. Stop work order. Whenever land-disturbing activity is undertaken in violation of this section, the City may order the work that is in violation to be immediately stopped. The stop-work order shall be in writing, posted on the property in question and directed to the person responsible for violation(s). The order shall state the work to be stopped, the reasons for stoppage, and the conditions under which the work may be resumed. Pending any ruling on an appeal, no further work may take place in violation of a stop-work order. Appeals from a stop-work order shall be made as follows:
   a. A written demand for a hearing must be delivered to the City within ten (10) days after receipt of a stop-work order notice.
   b. Decision shall be made by the Planning Director.
   c. Any appeal on a decision made by the Planning Director shall be heard by the City Council.
   d. A written demand for a hearing before the City Council must be delivered to the City within ten (10) days after receipt of a decision from the Planning Director.

E. Review Criteria.
1. The Erosion Control Plan and the Grading Plan shall meet the development standards found in Sections 3.04 – Erosion and Sedimentation.

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2. The proposed grading and erosion control plan meet the requirements of the City of Woodland Park Drainage Criteria Manual and Engineering Specifications.
3. The proposed grading minimizes impacts to natural topography, steep slopes, wetlands, riparian areas, floodplains, wildlife habitats, wetlands, and significant vegetation.
4. Stormwater controls are proposed to prevent erosion, sedimentation, and adverse impacts on adjacent properties or public infrastructure.
5. Erosion and sediment control measures are consistent with best management practices (BMPs) and applicable regulations.
6. Significant cuts, fills, retaining structures, or steep slopes will not prevent soil instability.
7. Proposed grading does not interfere with public utilities, rights-of-way, and easements, and coordinate with relevant agencies for protection and access.

6.07.030 Sign Permit

A. Purpose.
   1. To establish a process and review criteria for establishment of new signs in the City of Woodland Park.

B. Applicability
   1. A permit is required for all permanent signs described in Section 3.09.05 – Permit required and Section 3.09.06 – Temporary Signs and Permits Required.
   2. Temporary sign permit application fees shall be reduced relative to the permit application fee.

C. Procedure.
   1. Sign Permit submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.
   2. Permit Expiration. A permit shall expire if the work permitted is not completed within one year from the date of issuance. In the event of the expiration of a permit, the applicant may apply for a new permit.

D. Submittal Requirements.
   1. Completed application and filing fee.
   2. An application shall be accompanied by such drawings and specifications as may be required to fully advise and acquaint the City with the design, location, dimensions, sign fastening, and manner of illumination.

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E. Review Criteria.
   1. The sign permit shall adhere to all provisions of Section 3.09 – Signs
   2. The shape, color, text, and images will be reviewed to ensure each sign does not imitate a public sign.
   3. The sign permit shall adhere to all applicable building and electrical codes.

6.07.040 Site Plan

A. Purpose.
   1. In order to ensure a quality development in the City, it is essential that new development meet minimum standards for the design, construction and the use of such developments to complement existing uses, to ensure adequate utility and service systems, and to promote the health, safety and welfare of the City's residents.

B. Applicability.
   1. Administrative Site Plan review is required for all permitted uses listed in the Use Table per Chapter 4.
   2. Public hearing Site Plan review is required of all Conditional Uses and Special Uses listed in the Use Table per Chapter 4.
   3. A Site Plan review is not required whenever a person desires to develop or change the use of a tract of land or structure for the following uses:
      a. One-family dwellings or residences that do not require a subdivision or replat of property;
      b. Accessory uses;
      c. Essential services;
      d. Agricultural uses;
      e. Private riding stables;
      f. Private and noncommercial gardens;
      g. Signs;
      h. Home occupations;
      i. Development or uses in which a conditional use permit has already been granted and has not yet expired;
      j. Development or uses in which a variance has already been granted and has not yet expired;

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k. Development or uses in which a building and/or zoning/development permit has already been granted and has not yet expired;
l. Development or uses in which a final planned unit development plan has already been approved; and
m. A change of use which does not require the additional development of a tract of land or the substantial improvement to an existing structure.

C. Procedure.
1. Site Plan submission shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.
2. The Planning Director shall determine whether a Site Plan is classified and reviewed either administratively or by public hearing.

D. Submittal Requirements.
1. Completed application and filing fee.
2. A Site Plan document, drawn to a scale to clearly show the entire project and site characteristics, prepared by a licensed professional (or as approved by the Planning Director), including the following information:
a. Indicate the name of the proposed development, submittal phase, and the words "Site Plan";
b. A vicinity map indicating the location of the site;
c. Date of preparation, scale, and north arrow (designated as true north);
d. The location, exterior horizontal dimensions and height of all existing or proposed structures and/or uses with reference to property lines;
e. Property lines, dimensions, and known monuments;
f. Location, dimensions and names of on site and adjacent streets, trails, public rights-of-way and sidewalks;
g. Location, dimensions and intent of existing and proposed easements;
h. Location, number, and dimensions of all parking areas, driveways, driving lanes, loading areas and parking formula used;
i. Locations of existing and proposed utilities, including: water, sewer, drainage, fire, electricity, gas, phone, and cable television infrastructure;

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i. 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 uses and structures;
j. General direction of off-site topography;
k. Location and extent of streams, watercourses, and floodplains or other hazards;
l. Landscaped areas;
m. Location of existing and proposed signs;
n. Areas for solid waste disposal containers and typical enclosure detail, if applicable;
o. Zoning district, special district and city boundaries;
p. Area and extent of snow storage areas;
q. Adjacent existing and proposed uses;
r. On-site topography at two-foot contour intervals referenced to U.S. Geological Survey datum;
s. Location and extent of all traffic control devises and signs;
t. Location and extent of exterior lighting fixtures and a typical detail diagram;
u. Location and extent of fences and buffer areas, if applicable. A buffer area shall be defined as a strip of land or appropriate method to separate one type of land use from another use which may be incompatible;
v. Location and extent of areas in excess of thirty percent slope;
w. Indicate any lands or areas to be retained as open space and/or future expansion;
x. Additional reasonable site plan information requested by the planning department to aid in the review and evaluation of the development;
y. Minimum four (4) by four (4) inch box for listing of approval conditions and restrictions;
z. Indicate the total square footage of new impervious surface area and existing impervious surface area.

3. Architectural drawings, renderings, or other graphics illustrations of structures and accessory infrastructure.
4. Additional design information requested by the Planning Department to aid in the review and evaluation of the development, including:
   a. Preliminary drainage plan;
   b. Grading plan;

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c. Preliminary landscape plan;
d. Traffic report or trip generation letter.

5. Site plans for clustered developments:
   a. Shall show the calculation for the permitted number of dwelling units;
   b. Shall show the calculation for the area of open space provided;
   c. May outline building envelopes instead of actual dwelling units.
6. The following certifications shall be shown and executed on the permitted use Site Plans through the administrative review process:

"(I, we) hereby certify that (I am, we are) the owners of this property and that (I, we) shall abide by the provisions as specified upon this Site Plan, as presented, and any conditions and requirements that are specified by the City of Woodland Park in rendering its approval.

_____ Date	_____ Owner(s)

"I hereby certify that I am the City Planner for the City of Woodland Park, Colorado, and that I attest that this Site Plan was approved after a properly conducted administrative review, subject to conditions, as contained herein.

_____ Date	_____ City Planner City of Woodland Park

7. The following certifications shall be shown and executed on Site Plans through the public hearing process:

"(I, we) hereby certify that (I am, we are) the owners of this property and that (I, we) shall abide by the provisions as specified upon this Site Plan, as presented, and any

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conditions and requirements that are specified by the City of Woodland Park in rendering its approval.

_____ Date	_____ Owners

"I hereby certify that I am the City Planner for the City of Woodland Park, Colorado, and that I attest that this Site Plan was approved, subject to conditions, as contained herein, City of Woodland Park, Planning Department, by the City of Woodland Park Planning Commission on, 20, after a properly conducted Public Hearing by the City Council held on _____, 20___.

_____ Date	_____ City Planner City of Woodland Park

E. Review Criteria.

1. The proposed development project is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map.
2. The proposed development shall conform to the provisions, standards and requirements of all city regulations, adopted and in effect at the time of application, including but not limited to: uniform development code, utilities, buildings and construction, business regulations, and engineering specifications.
3. The proposed development shall be designed, constructed, and maintained to accommodate the traffic generated and not unduly increase congestion or traffic on the site and in the vicinity of the site.
4. The proposed development shall be designed, constructed, and maintained with appropriate regard to topography, surface drainage, soil potentials, natural and manmade hazards, streams, and environmentally significant features.
5. The proposed development shall be designed, constructed, and maintained with adequate water supply, wastewater disposal, solid waste disposal, air quality protection methods, and surface water drainage.

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6. The proposed development shall be designed, constructed, and maintained to not unduly increase the public danger of fire, explosion, and other safety hazards upon the public, and persons residing or working on the site and on property within the vicinity of the site.
7. The proposed development shall be designed, constructed and maintained to not unduly diminish or impair but to become compatible with the use and enjoyment of vicinity property. To such end the development may be required to provide architectural design schemes and fixtures such as, but not limited to, fencing, landscaping, and buffer areas.

6.07.050 Temporary Use Permit (TUP)

A. Purpose.
   1. The purpose of Temporary Use Permits is to provide for the safe flow of all modes of traffic in the public rights-of-way, to ensure the public's health and safety during special events, and to allow for a diversified economy in Woodland Park.

B. Applicability.
   1. All temporary use permits shall be classified as either special event permits or outdoor vendor permits in order to manage the variety of temporary uses that are possible.
      a. Special event permits. Any temporary use that falls under the category of special event shall require a special event permit. Special events and associated temporary structures may be allowed in all zone districts.
      b. Outdoor vendor permits. Individual, stationary temporary uses shall require an outdoor vendor permit. Such uses and associated temporary structures shall only be permitted in non-residential zone districts as defined in Chapter 4.

C. Procedure.
   1. Temporary use permit applications shall adhere to the applicable Common Review Procedures in Section 6.05 – Common Review Procedures.
   2. Applications for a special event permit should be filed with the Planning Director at least forty-five (45) days prior to the start date of the event.
   3. Applications for an outdoor vendor permit should be filed with the Planning Director at least fourteen (14) days in advance of the proposed use. For outdoor vendor permit applications subject to City Council review, applications shall be filed with the Planning

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Director at least twenty-one (21) days prior to the City Council meeting on which the City Council is to rule on the application.

4. Planning Director may refer any application to the City Council for final review and action.
5. City Council shall be the final review authority on Temporary Use Permit applications where either:
   a. The proposed temporary uses/structures will operate between the hours of 9:00 p.m. and 7:00 a.m., or
   b. Will endure for longer than one hundred eighty days in a calendar year.
   c. Or where an application requiring administrative approval is referred to City Council for review and decision.
6. If the City Council has issued a temporary use permit in the past, then subsequent permit requests for the same temporary use may be administratively approved if all temporary use circumstances are substantially unchanged from the original application and no complaints or issues have ever been received by the City.

D. Submittal Requirements

1. Completed application and filing fee.
2. All applications for a temporary use permit shall be made in written form and shall include the following information:
   a. Name, address and telephone number of the owner and applicant, if not the same person. If the applicant is a firm, corporation or other legal entity, its registered agent shall be identified on the application.
   b. Written, signed permission by the owner of the property on which to conduct the temporary use or construct the temporary structure.
   c. Diagram showing the proposed location of the temporary use and any temporary structures.
   d. Written description of the type, nature and extent of the proposed request.
   e. Dates, days and hours of operation during which the applicant seeks to conduct the temporary use and occupy any temporary structure.
   f. Dimensions of all proposed temporary structures associated with the temporary use, and as requested by the city, elevations or photographs of the structures.

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g. Graphic depiction or brief statement of the nature and character of the signage or advertising.

h. Such other information as deemed necessary by the Planning Director for purposes of evaluating the application.

E. Review Criteria

1. Site layout. The location, size, design, operating characteristics, and visual impacts of the proposed use or structure shall not be a detriment to the surrounding properties or compromise the public's health and safety. The temporary use or structure need not comply with the setback requirements of this UDC.
2. Sight triangle. No temporary structure shall obscure or obstruct the vision of traffic by a motorist, bicyclist or pedestrian; or obstruct the view of any traffic control signal. The sight triangle used for intersection visibility as defined in Chapter 7 may be used as a guideline.
3. Parking. The site shall maintain paved or graveled off-street or on-street parking areas sufficient to accommodate all customers of the temporary and principle use at the site.
4. Impacts. The temporary use and structure shall minimize potential negative impacts on traffic patterns, emergency vehicle operations, municipal services, and neighborhood character. The temporary use and structure shall not generate excessive noise or light pollution.
   a. Compatibility. The temporary use shall not undermine the purposes and intent of the underlying zoning district in which the use and temporary structure are proposed.
   b. Licensing. The applicant shall obtain a City of Woodland Park Business License from the City's finance office for any temporary use involving the sale of merchandise, food, or other commercial enterprise. The applicant shall obtain approval from the Teller County Department of Health and Environment for the applicant's food and drink service, if any and/or the applicant's use of animals, if any. The applicant shall obtain any other applicable permits/licenses, such as for liquor sales, or overnight camping, as required by law.
   c. Signage. Signage for any temporary use, shall comply with Section 3.09 - Signs.

F. Permit Conditions.

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1. Conditions may be imposed as deemed necessary to protect the integrity of the underlying zoning district and the surrounding uses and structures in the neighborhood in which the temporary use and/or temporary structure is proposed to be located. This may include, but is not limited to, setting requirements for, or imposing restrictions upon, size, massing, location, open space, landscaping, buffering, screening, lighting, noise, signage, parking, operations, hours of operation, setbacks, building materials, sanitation, and dust control. The Planning Director may require such financial security as deemed necessary to ensure compliance with any or all conditions of approval and/or to restore the subject property to its original use and condition.

G. Appeal Procedures.

1. The administrative decision of the Planning Director to approve or deny an application for a temporary use permit may be appealed to the City Council. Such appeal must be made in writing, specifying the reason for the appeal, and it must be submitted no later than the close of business on the third (3rd) business day following the date of receipt of written notification of the administrative decision. If an appeal is filed within this three-day period, the administrative decision to approve or deny will be suspended until the appeal process is finalized.
2. An applicant whose permit application is denied may appeal the City Council decision in accordance with C.R.C.P. 106(a)(4). Or where an application is granted, any person who filed a written objection may appeal the City Council decision in accordance with C.R.C.P. 106(a)(4).

H. Permit Expiration.

1. Every temporary use permit shall expire according to the date established in the permit and in no case shall that expiration date extend beyond January 1, of the year following that for which it was issued.

I. Revocation of permit.

1. In writing, the Planning Director may suspend, revoke, or deny renewal of any temporary use permit where it is determined that the permittee is not compliant with the terms and conditions of the permit or has violated any rule, regulation, law or ordinance, or upon good cause shown. In the event that a temporary use permits is suspended or revoked the application fee, or any portion of it, shall not be refunded.

J. Non-assignability.

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1. No temporary use permit issued pursuant to this Chapter shall be assignable.

6.07.060 Wireless Communication Facility Permit

A. Purpose. To regulate the placement, construction, and modification of Wireless Communication Facilities (WCF) with the goal to:
   1. Provide for the managed development and installation, maintenance, modification, and removal of wireless communications infrastructure in the City with the fewest number of WCFs to complete a network without unreasonably discriminating against wireless communications providers of functionally equivalent services including all of those who install, maintain, operate, and remove WCFs.
   2. Promote and protect the public health, safety, and welfare by reducing the visibility of WCFs to the fullest extent possible through techniques including, but not limited to, concealment design techniques and undergrounding of WCFs and the equipment associated therewith.
   3. Encourage the deployment of smaller, less intrusive WCFs to supplement existing larger WCFs.
   4. Encourage the use of wall mounted panel antennas.
   5. Encourage roof mounted antennas only when wall mounted antennas will not provide adequate service or are not otherwise feasible.
   6. Encourage the location of Towers in non-residential areas, in a manner that minimizes the total number of Towers needed throughout the community.
   7. Strongly encourage the collocation of WCFs on new and existing Sites.
   8. Encourage owners and users of antennas and Towers to locate them, to the extent possible, in areas where the adverse impact on the community is minimized.
   9. Enhance the ability of wireless communication service providers to provide such services to the community quickly, effectively, and efficiently.
   10. Effectively manage WCFs in the Right-of-Way.

B. Applicability
   1. All wireless Communication Facilities WCFs shall only be constructed in the City as in compliance with the provisions of this Chapter. Wireless communications providers shall request permission to locate WCFs or modify existing WCFs pursuant to the requirements of this UDC.

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2. Exclusions. The following shall be exempt from the requirement of a Wireless Communication Facility Permit:
    a. Amateur Radio Antennas. Amateur radio antennas that are owned and operated by a federally license amateur radio station operator or are used exclusively for receive-only antennas, provided that the requirement that the height be no more than the distance from the base of the antenna to the property line is met. The City or its designee has the authority to approve modifications to the height restriction, in in the reasonable discretion of the City, modifications are necessary to comply with federal law.
    b. Pre-existing WCFs. Any WCF for which a permit has been properly issued, other than the requirements of Subsection 5.24.070 – Operational Standards, of the City of Woodland Park Municipal Code. Changes and additions to pre-existing WCFs (including trading out of antennas for an equal number of antennas) shall meet applicable requirements of this section.
    c. Miscellaneous Antennas. Antennas used for reception of television, multi-channel video programming and radio such as OTARD antennas, television broadcast band antennas, and broadcast radio antennas, provided that the requirement that the height be no more than the distance from the base to the property line are met. The City Manager or their designee has the authority to approve modifications to the height restriction related to OTARD antennas and OTARD antenna structures, if in the reasonable discretion of the City, modifications are necessary to comply with federal law.
3. Waivers. The City Manager shall have the authority to waive any requirement or standard set forth in this chapter if the City Manager makes a determination that the specific requirement or standard is preempted by federal or state law. Prior to applying the waiver to any pending application, the City Manager shall, in consultation with the City Attorney, make a written preemption determination which written determination shall identify the specific requirement or standard that is being waived and cite to the specific federal or state law provision that preempts the specific city requirement or standard set forth in this chapter.

C. Procedure

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1. Wireless Communication Facilities - Generally. No new WCF shall be constructed except after a written request from an applicant, reviewed and approved by the City in accordance with the procedures set forth in this subsection.
2. Approval authority. The City Manager shall be the final approval authority for all WCFs and Eligible Facilities Requests and, upon approval, shall issue a permit to the applicant to deploy or modify a WCF.
3. Consolidated application. Where an applicant seeks approval for more than one (1) WCF, the City shall allow the applicant, at the applicant's discretion, to file a consolidated application for WCFs and receive a single approval for multiple Small Cell Facilities in a consolidated application. For a consolidated application, each WCF within the consolidated application remains subject to review for compliance with the requirements of this chapter. The denial of any individual WCF is not a basis to deny the consolidated application as a whole or any other WCF incorporated within the consolidated application.
4. Approval Conditions. The City Manager may apply reasonable conditions to the approval of a WCF application or an Eligible Facilities Request to ensure conformance with applicable design criteria or to advance a legitimate city interest related to welfare, except where the City's authority is limited with respect to Eligible Facilities Requests.
5. Expiration. The approval under this chapter for any WCF expires if the WCF is not established within one (1) year of the approval or if it is abandoned or unused for a period of six (6) months.
6. Compliance with Applicable Law. Notwithstanding the approval of an application for collocation as described herein, all work done pursuant to WCF applications must be completed in accordance with all applicable building and safety requirements as set forth in the City of Woodland Park Municipal Code, and any other applicable regulations. In addition, all WCF applications shall comply with the following:
   a. Comply with any permit or license issued by a local, state or federal agency with jurisdiction of the WCF;
   b. Comply with easements, covenants, conditions and/or restrictions on or applicable to the underlying real property;
   c. Be maintained in good working condition and to the standards established at the time of application approval or as otherwise required by applicable law; and

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d. Remain free from trash, debris, litter, graffiti, and other forms of vandalism. Any damage shall be repaired as soon as practicable, and in no instance more than ten (10) days from the time of notification by the City or after discovery by the owner or operator of the Site.

7. Timeframe and Tolling. Except for Eligible Facilities Requests, which are governed by subsection (12) herein, applications for WCFs are subject to the following timeframes:
   a. WCF applications – generally.
      i Within thirty (30) days of receipt of an application for a new WCF, the City Manager shall provide written comments to the applicant determining completeness of the application and setting forth any modifications required to complete the application to bring the proposal into full compliance with the requirements of this chapter.
      ii To toll the timeframe for incompleteness, the City must provide written notice to the applicant within ten (10) days of receipt of the application, specifically delineating all missing documents or information required in the application.
      iii The timeframe for review resets to zero (0) when the applicant makes a supplemental written submission in response to the City's notice of incompleteness.
      iv Following a supplemental submission, the City will notify the applicant within ten (10) business days whether the supplemental submission provided the information identified in the original notice delineating missing information. If the application remains incomplete, the timeframe is tolled pursuant to the procedures identified in the foregoing paragraphs. In the case of a second or subsequent notice of incompleteness, the City may not specify missing information or documents that were not delineated in the original notice of incompleteness.
      v incompleteness.
   b. Small cell facilities. Applications for small cell facilities are subject to the same timeframe and tolling procedures for all WCF applications, except as provided herein.
      i Within ten (10) days of receipt of an application for a new small cell facility or a small cell facility on an existing tower or base station, the City Manager shall

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provider written comments to the applicant determining completeness of the application and setting forth any modifications required to complete the application and setting forth any modifications required to complete the application to bring the proposal into full compliance with the requirements of this chapter.

ii To toll the timeframe for incompleteness, the City must provide written notice to the applicant within ten (10) days of receipt of the application, specifically delineating all missing documents or information required in the application citing the provisions of this chapter or other City regulations that require such additional information.

c. Decision. Subject to tolling, the City shall approve or deny an application for WCFs as follows:

i New small cell facilities on an existing tower or base station: sixty (60) days;

ii New small cell facilities on a new tower or base station or collocation or modification of an existing WCF: ninety (90) days; or

iii All other new WCFs: one hundred fifty (150) days.

8. WCF Applications for Base Stations, Alternative Tower Structures (ATS) and Small Cell Facilities on Private Property. The City may refer the application to the Planning Commission and City Council for approval if the City finds the proposed WCF to have a significant visual impact (e.g., proximity to historic or designated view corridors, or on significant community features) or otherwise substantially incompatible with the structure on which the WCF will be installed. Any work conducted within the City, that is not work within a public right of way – including work conducted within the City pursuant to an Eligible Facilities Request – may impact public safety including without limitation ensuring the structural stability of facilities and associated infrastructure. Consistent with C.R.S. § 29-27-405(2), and at the discretion of the City Manager or their designee, the City may ensure that all work conducted within the City is done under an applicable permit and completed in accordance with any generally-applicable and nondiscriminatory building, electrical, fire, or other safety requirements.
9. WCF Applications for Alternative Tower Structures (ATS) and Small Cell Facilities located within Right-of-Way. These applications are decided by the City Manager and are not subject to referral to the Planning Commission and City Council for approval.

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10. WCF Applications for Towers. In all zoning districts and Planned Unit Developments, Towers may be permitted only as a special use approved by the City Council with a recommendation from the Planning Commission. Such Towers shall be reviewed for conformance with the review procedures set forth in Subsection 6.06.120 – Special Use Permit. All applications for Towers shall demonstrate that other alternative design options such as Base Stations or Alternative Tower Structures are not viable options.
11. WCF Applications for Eligible Facilities Requests. Applications seeking approval of an Eligible Facilities Request will be reviewed and approved by the city in accordance with the procedures for set forth in this subsection.
    a. Upon receipt of an application for an Eligible Facilities Request, the City shall review such application to determine whether the application so qualifies. An application for an Eligible Facilities Request does not qualify as such if the modification would result in a Substantial Change to an Eligible Support Structure or would violate a generally applicable building, structural, electrical, or safety code or other law codifying objective standards.
    b. If the City determines that the applicant's request is not an eligible facilities request, the applicant shall be advised as to the relevant provisions of the UDC that govern the process to consider the request, and whether any additional information must be submitted for the request to be considered complete. If the applicant subsequently indicates an intent in writing for the proposal to be considered under the relevant section of the UDC and submits all required information, the presumptively reasonable timeframe under 47 U.S.C. § 332(c)(7), as set forth in applicable federal and state law will begin to run from submittal of the required information under the applicable provision of the UDC.
    c. Subject to tolling, the City shall approve an Eligible Facilities Request within sixty (60) days of the date on which the City receives such an application, unless it determines that the request is not properly classified as an Eligible Facilities Request. The sixty (60) day review period begins to run when the application is filed with the City, and may be tolled by mutual agreement of the City and the applicant or where the City determines that the application is incomplete, as follows:
    d. To toll the timeframe for incompleteness, the City must provide written notice to the applicant within thirty (30) days of receipt of the application, specifically delineating

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all missing documents or information required in the application and citing the provisions of this chapter or other City regulations that require such additional information;

e. Upon notice of incompleteness to the applicant, the timeframe for review pauses. The timeframe for review begins running again, but does not reset to zero (0), when the applicant makes a supplemental written submission in response to the City's notice of incompleteness;

f. Following a supplemental submission, the City will notify the applicant within ten (10) calendar days that the supplemental submission did not provide the information identified in the original notice delineating missing information. The timeframe is tolled in the case of second or subsequent notices pursuant to the procedures identified in the foregoing paragraphs. In the case of a second or subsequent notice of incompleteness, the City may not specify missing documents or information that were not delineated in the original notice of incompleteness.

g. In the event the City fails to act on an Eligible Facilities Request within the timeframe for review (accounting for any tolling), the request shall be deemed granted. The deemed grant of approval becomes effective when the applicant notifies the City in writing after the review period has expired (accounting for any tolling) that the application has been deemed granted.

D. Submittal Requirements

1. Completed application and filing fee.
2. All applications for a Wireless Communication Facility or an Eligible Facilities Request shall be made in written form and shall include the following information and materials:
3. Completed application and filing fee.
4. The applicant's name, address, and telephone number and the name, address, and telephone number of any representative authorized to act on behalf of the applicant.
5. A description of the property on which the WCF is proposed for development.
6. A disclosure of the ownership of the property on which the WCF is proposed for development, and a demonstration of the applicant's right to install a WCF on such property.
7. In all applications for WCFs outside of the Right-of-Way, an Applicant shall demonstrate that it owns or has lease rights to the Site.

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8. Prior to approval, affidavits shall be required from the owner of the property and from the Applicant acknowledging that each is responsible for the removal of a WCF, including Related Accessory Equipment, that is abandoned or is unused for a period of six (6) months.
9. An eight and one-half (8½) inches by eleven (11) inches vicinity map locating the subject property within the city.
10. A scaled Site Plan, photo simulation, scaled elevation view, and/or other supporting documents that show the location and dimension of all improvements, including information concerning topography, radio frequency coverage, tower height, setbacks, drives, parking, fencing, landscaping, adjacent uses, and drainage, signed and sealed by qualified professionals.
11. A written description of the proposal and a written explanation of how the proposed WCF complies with the requirements for WCFs or, if applicable, Eligible Facilities Requests.
12. A signed statement from a qualified radio frequency engineer, certifying that a technical evaluation of proposed WCF indicates no potential interference problems and that the site will comply with all applicable regulations for radio frequency emissions promulgated by the FCC.
13. A signed statement from the applicant certifying the accuracy of the information contained in the application.
14. Such other information as deemed necessary by the City Manager for purposes of evaluating the application.
15. An applicant for a WCF or Eligible Facilities Request shall pay the required fees as set forth in the city's fee schedule. An application submitted without the required fees shall be deemed incomplete.
16. All applications are public records and the information contained therein is subject to disclosure, except such information that is protected from public disclosure by applicable law.

E. Review Criteria

1. No WCF, including Related Accessory Equipment, shall be approved unless it meets the following criteria:
2. Visual impacts are minimized to the greatest extent feasible.

PROPOSED

3. Unless a Tower site, or otherwise waived, the WCF utilizes concealment design techniques to avoid adverse impacts on the surrounding area, by ensuring that the facility looks like something other than a Tower or Base Station.
4. The WCF meets the applicable design standards for the type of WCF in accordance with this UDC.
5. The WCF is and will be operated at all times in accordance with the Operational Standards of this UDC.
6. Conditions of Approval
7. The following conditions are applicable to all WCF approvals:
8. Indemnification. As a condition of its permit, the applicant for any Wireless Communication Facility shall, at its sole cost and expense, indemnify, hold harmless and faithfully defend the city, its officials, boards, commissions, commissioners, agents, and employees against any claims, suits, causes of action, proceedings, and judgments for damages or equitable relief arising out of the construction, maintenance, or operation of its equipment authorized by this chapter. This indemnification requirement will apply whether the act or omission complained of is authorized, allowed, or prohibited by applicable law, except in cases where liability is solely caused by the negligence of the person or persons covered by the indemnity.
9. Compliance Report. Upon request of the City, the Applicant shall provide a compliance report within forty-five (45) days after installation of a WCF, demonstrating that as installed and in operation, the WCF complies with all conditions of approval, applicable City requirements and standard regulations.
10. Wireless Communication Facility Permits shall adhere to the Common Review Procedures in Section 6.05 – Common Review Procedures.

6.07.070 Zoning Development Permit (ZDP)

A. Purpose.
   1. To establish the applicability, procedure, submittal requirements, and review criteria for the review and issuance of Zoning Development Permits and to ensure that development complies with the applicable requirements of this UDC.

B. Applicability

PROPOSED

1. Except as otherwise specifically provided in this UDC, it is unlawful to begin any land disturbing activity of any area over one thousand five hundred (1,500) square feet or to begin any construction, moving, demolition, alteration, or renovation, except for ordinary repairs, of any building or other structure until the Planning Director has issued a Zoning Development Permit for such action, certifying that the development complies with the applicable requirements of this UDC.
2. It is also unlawful to change the type of use or type of occupancy of any land or structure, or to extend any use on any lot which exists a use, until the Planning Director has issued a zoning development permit for such action, certifying that the intended use(s) complies with the applicable requirements of this UDC.

C. Procedure.
1. A Zoning Development Permit submission shall adhere to the applicable Common Review procedures in Section 6.05 – Common Review Procedures per review authority as detailed in 6.01.
2. A Zoning Development Permit shall be valid for a period of one year following approval. If the use or construction does not commence during that period, the permit must be renewed.
3. In the event any development or land-disturbing activity ceases for any reason for a period beyond one year, the landowner or responsible parties must return the site to its original condition and/or a condition acceptable to the City.
4. Inspection and information to verify the accurate bedroom and water fixture unit count is required and may occur at any time prior to and after issuance of a Zoning Development Permit. The City Manager or the City Manager's designee is authorized to enter any dwelling unit during and after construction prior to issuance of a certificate of occupancy and may perform inspections to verify the bedroom and water fixture unit count.

D. Submittal Requirements.
1. Completed application and filing fee.
2. A plan or plat showing the building, structure, or sign in sufficient detail to enable the Planning Director to verify that the proposed construction, reconstruction or conversion, moving and/or alteration is in conformance with the provisions of this UDC.
3. Performance and Maintenance Guarantees.

PROPOSED

a. A Zoning Development Permit may be required to submit a performance and maintenance guarantee in lieu of actual completion of required improvements prior to use or occupancy of the development, provided the delayed completion of such improvements does not endanger the public health, safety and welfare
b. Such performance and maintenance guarantees shall be satisfactory as to the form and manner of execution, and as to the sufficiency of the amount in securing the satisfactory construction, installation or maintenance of the required improvements.
c. The condition requiring or permitting a performance guarantee shall specify a reasonable time-period within which required improvements must be completed, not to exceed one year. Such time-period shall be incorporated in the performance guarantee. An additional six months may be granted by the Planning Director.
d. No performance guarantee shall be released until certification of the satisfactory completion of all required improvements covered by the performance guarantee has been submitted and approved by the Planning Director.
e. If the required improvements covered by a performance guarantee are not completed in accord with the terms of the performance guarantee, the applicant shall be liable to the City for the reasonable cost of the improvements not completed and the City may, either prior to or after the receipt of the proceeds thereof, complete such improvements.

E. Review Criteria.
1. The proposed development project is consistent with the intent of the City Comprehensive Plan goals, objectives, actions, and Future Land Use Map.
2. The proposed development shall conform to the provisions, standards and requirements of this UDC and all relevant City regulations, adopted and in effect at the time of application.
3. The proposed development has established, to the approval and acceptance of the City, that connection and availability of a water source exists that is sufficient to service the needs of the intended uses and structures of such lot(s).
4. Proposed structures are not located within utility easements, drainage easements, or easements dedicated for other use.

PROPOSED

Ordinance 1521, Series 2026

Exhibit A-7

Unified Development Code, Chapter 7 (Definitions)

Chapter 7: Definitions

7.01 Purpose

To provide definitions for certain words and phrases and certain provisions used within this UDC.

7.02 Secondary Resources

A. For words, terms and phrases used in this UDC that are not defined by this Chapter or elsewhere in this UDC, the Director may consult secondary resources related to the planning profession, such as *A Survey of Zoning Definitions - Planning Advisory Service Report Number 421*, edited by Tracy Burrows, (American Planning Association, Chicago, Ill. 1989), and *The Complete Illustrated Book of Development Definitions*, by Harvey S. Moskowitz and Carl G. Lindbloom (Center for Urban Policy Research, Rutgers University, N.J. 1992), for technical words, terms and phrases; or *Webster's Third New International Dictionary (Unabridged)* (Merriam-Webster, Inc., Springfield, Mass. 1986), to determine the meaning of such words, terms or phrases.

PROPOSED

7.03 Words and Terms

A

Accelerated Erosion

"Accelerated Erosion" means any increase over the rate of natural erosion as a result of land-disturbing activities.

Accessory Structure

"Accessory Structure" means a structure naturally and normally incidental to, subordinate to, and devoted exclusively to the main use of the land or buildings. Accessory buildings shall not be larger than the main or principal building; otherwise they shall be considered a main or principal building. Accessory buildings shall be constructed only if construction of the principal building has commenced.

Accessory Use

"Accessory Use" means a use naturally and normally incidental to, subordinate to, and devoted exclusively to the main use of the land or buildings. Accessory buildings shall not be larger than the main or principal building; otherwise they shall be considered a main or principal building. Accessory buildings shall be constructed only if construction of the principal building has commenced.

Adequate Erosion Control Device

"Adequate Erosion Control Device" means one which controls the soil material within the land area under responsible control of the persons conducting the land-disturbing activity.

Adjacent Property Owner

"Adjacent Property Owner" means the person identified in the Teller County Tax Assessor records as the fee title owner of a parcel of land that is within two hundred (200) feet of any portion of the perimeter of the subject lot. Said distance shall be computed by direct measure from the nearest property line of such parcel to the nearest property line of the subject parcel.

Administrative Official

"Administrative Official" means the legally designated officer in Woodland Park, Colorado, or authorized representative.

Adult Oriented Businesses (AOB)

Definitions pertaining to Adult Oriented Businesses include designation of (AOB):

PROPOSED

(AOB) Adult Oriented Business

"Adult Oriented Business" means an adult arcade, adult bookstore, adult cabaret, adult novelty store, adult video store, nude model studio, adult motel, or adult motion picture theater.

(AOB) Adult Arcade

"Adult Arcade" means any commercial establishment or private club where, for any form of consideration, one (1) or more still or motion picture projectors, slide projectors, or similar machines, or other image producing machines, for viewing by five (5) or fewer persons per machine at any one time, are used to regularly show films, motion pictures, video cassettes, slides, or other photographic reproductions or mechanically, electronically, chemically, or digitally reproduced visual materials characterized by an emphasis upon the depiction, display or exhibition of specified sexual activities or specified anatomical areas.

(AOB) Adult Bookstore, Adult Novelty Store, or Adult Video Store

"Adult Bookstore, Adult Novelty Store, Adult Video Store" means a commercial establishment that devotes a significant or substantial portion of its business to any one or more of the following:

1. The sale, rental or viewing, for any form of consideration, of books, magazines, periodicals or other printed matter or photographs, films, motion pictures, video cassettes, slides or other photographic reproductions or mechanically, electronically, chemically, or digitally reproduced visual materials which are characterized by an emphasis upon the depiction, display or exhibition of specified sexual activities or specified anatomical areas;
2. The sale or rental of instruments, devices, or paraphernalia which are designed for use or marketed primarily for engaging in specified sexual activities; or
3. A significant or substantial portion of its business is shown by characteristics including, but not limited to, some or all of the following:
    a. A significant or substantial portion of its stock in trade consists of the items listed in subsections 3.a-d herein; or
    b. A significant or substantial portion of its revenues is derived from the rental or sale of items listed in subsections 3.a-d herein; or
    c. A significant or substantial portion of its floor space, shelf space or storage space is devoted to the items listed in subsections 3.a-d herein; or

PROPOSED

d. A significant or substantial portion of its advertising is devoted to the items listed in subsections 3.a-d herein.

(AOB) Adult Cabaret

"Adult Cabaret" means a nightclub, bar, restaurant, concert hall, auditorium, or other commercial establishment or private club which regularly features or presents live adult entertainment.

(AOB) Adult Entertainer

"Adult Entertainer" means a person who performs, dances, or otherwise entertains while nude or semi-nude in an adult oriented business regardless of whether or not said person is paid a salary, wage, or other compensation for said performance.

(AOB) Adult Entertainment

"Adult Entertainment" means any exhibition, display, activity or dance that involves the appearance or exposure to view of specified anatomical areas.

(AOB) Adult Motion Picture Theater

"Adult Motion Picture Theater" means a commercial establishment or private club, where for any form of consideration, films, motion pictures, video cassettes, slides or similar photographic reproductions or mechanically, electronically, chemically, or digitally reproduced visual materials are regularly shown characterized by an emphasis upon the depiction, display or exhibition of specified sexual activities or specified anatomical areas. An establishment meeting the definition of an adult arcade is not an adult motion picture theater.

(AOB) Nude Model Studio

"Nude Model Studio" means any place where a person who appears semi-nude, in a state of nudity, or who displays specified anatomical areas, is provided to be observed, sketched, drawn, painted, depicted in sculpture, photographed, or similarly depicted by other persons. Nude model studio shall not include a proprietary school licensed by the State of Colorado or a college, junior college or university supported entirely or in part by public taxation; a private college or university which maintains and operates educational programs in which credits are transferable to a college, junior college, or university supported entirely or partly by taxation; or a business in a structure:

4. That has no sign visible from the exterior of the structure and no other advertising that indicates a nude or semi-nude person is available for viewing; and

PROPOSED

5. Where in order to participate in a class a student must enroll at least three (3) days in advance of the class; and
6. Where no more than one (1) nude or semi-nude model is on the premises at any one (1) time.

(AOB) Nudity or State of Nudity

"Nudity or State of Nudity" means the appearance or display of specified anatomical areas.

(AOB) Semi-Nude

"Semi-Nude" means the showing of the female breast below a horizontal line across the top of the areola at its highest point or the showing of the male or female buttocks. This definition shall include the entire lower portion of the human female breast, but shall not include any portion of the cleavage of the human female breast, exhibited by a dress, blouse, skirt, leotard, bathing suit or other wearing apparel, provided the areola is not exposed in whole or in part.

(AOB) Specified Anatomical Areas

"Specified Anatomical Areas" means and includes any of the following:

1. Less than completely and opaquely covered human genitals, pubic region, buttocks, anus, or female breasts below a point immediately above the top of the areolae; or
2. Human male genitals in a discernibly turgid state, even if completely and opaquely covered.

(AOB) Specified Criminal Act

"Specified Criminal Act" means any offense which is included in the definition of "unlawful sexual behavior" under Section 16-22-102, C.R.S., Sex Offender-Definitions, as the same may be amended from time to time, or any offense committed in another state that, if committed in the State of Colorado, would constitute an offense involving unlawful sexual behavior, or any offense that has a factual basis of one of the offenses specified in the definition of "unlawful sexual behavior." Specified criminal act also includes any offense involving soliciting for prostitution, prostitution, patronizing a prostitute, pandering, pimping, public indecency, or the distribution or possession of obscene materials.

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(AOB) Specified Sexual Activities

"Specified Sexual Activities" means and includes any of the following:

1. The fondling or other intentional touching of human genitals, pubic region, buttocks, anus, or female breasts;
2. Sex acts, actual or simulated, including intercourse, oral copulation, masturbation, or sodomy;
3. Flagellation, mutilation or torture for purposes of sexual arousal, gratification, pleasure, or abuse;
4. Human genitals in a state of sexual stimulation, arousal, or tumescence; or
5. Excretory functions as a part of or in connection with any of the activities set forth in this section.

Agricultural and Gardening Sales

“Agricultural and Gardening Sales” means retail establishments engaged in selling farm, ranch, lawn, and garden supplies to the general public for personal or household consumption and rendering services incidental to the sale of such goods.

Airport, Heliport, or Helistop

“Airport, Heliport, or Helistop” means any area of land, water, or portion of a structure which is used or intended for the landing and taking off of aircraft and helicopters. Includes any appurtenant areas which are used or intended for use for airport buildings or other airport facilities or rights-of-way, as well as areas for parking, maintenance, fueling, and repair of aircraft. This includes all necessary runways, taxiways, aircraft storage and tie-down areas, hangers, public terminal buildings and parking, helicopter pads, support activities such as airport operations and air traffic control, and other necessary buildings and open spaces.

Alley

"Alley" means a public right-of-way which is used primarily as a secondary means of vehicular access to the back or side of properties which may be used for public utility purposes.

Ambulance Service Business

“Ambulance Service Business” means an establishment whether operated as a governmental service or private business which provides ambulance services to a community, to include administrative functions.

PROPOSED

Apartment

"Apartment" means a room or group of rooms used as a dwelling unit for one (1) household with cooking facilities therein located in a building where other dwelling units are located.

Apartment Building

"Apartment Building" means a building containing a room or group of rooms used as a dwelling unit for one (1) household with cooking facilities therein located in a building where other household dwelling units are located.

Arterial Street

"Arterial Street" means any street serving major traffic movements which is designed primarily as a traffic carrier between various sections of the city, which forms part of a network of through streets and which provides service and access to abutting properties only as a secondary function. An arterial street is a through street.

Arts and Culture Facility

“Arts and Culture Facility” means a building designed for showing movies or the live performance of plays, operas, music, and similar events. May also include art galleries, performing arts centers, and other similar cultural uses.

Attached

"Attached" means, when used to describe dwelling units, dwelling units that are within the same building; e.g., duplex, tri-plex, four-plex, townhouses or apartment buildings. Dwelling units connected only by decks, porches, carports, or features not structurally integral to the dwelling units are not attached.

B

Bar, Lounge, or Nightclub

"Bar, Lounge, or Nightclub" means premises used primarily for the sale or dispensing of alcohol for on-site consumption and where food may be available for consumption on the premises as accessory to the principal use; and where the premises is licensed pursuant to the existing Colorado state liquor laws.

Bar or Lounge, Accessory

“Accessory Bar or Lounge” means premises incidental to the operation of an associated principal use for the sale or dispensing of alcohol for on-site consumption; and where the

PROPOSED

premises is licensed pursuant to the existing Colorado state liquor laws. Principal uses may include a hotel, motel, suite, lodge, inn, or restaurant.

Bed and Breakfast

"Bed and Breakfast" means a residence used primarily as a private residence which offers sleeping accommodations to guests for a fee.

Bicycle Trail

"Bicycle Trail" is a separate trail or path upon which motor vehicles are prohibited and which is for the shared use of bicycles, pedestrians and other non-motorized means of transportation except horses. Where such trail or path forms a part of a highway, it may be separated from the roadway for motor vehicles traffic by physical separation such as a landscaped area or barrier.

Block Front

"Block Front" means all of the property on one side of a street between two (2) intersecting streets.

Borrow

"Borrow" means fill material which is required for on-site construction and is obtained from other locations.

Brewery

“Brewery” means a retail establishment that manufactures not more than 1,860,000 gallons of malt liquor on its licensed premises or licensed alternating proprietor licensed premises, combined, each calendar year, as defined by Section 44-3-103, Colorado Revised Statutes, as amended.

Buffer Zone

"Buffer Zone" means the strip of land adjacent to a lake or watercourse, the width of which is measured from the edge of the water or watercourse to the nearest edge of the disturbed area, with the twenty-five (25) percent of the strip nearer the land-disturbing activity containing natural or artificial means of confining visible siltation.

Building

"Building" means any structure with a roof supported by walls or columns, designed or intended to shelter, enclose, or protect persons, animals, or property.

PROPOSED

Building Envelope

"Building Envelope" is that area of a lot that encompasses all development including but not limited to excavation, fill, grading, storage, demolition, structures, buildings, decks, roof, overhang, porches, patios, terraces, pools, any area of disturbance and parking. Walkways and driveways may occur outside of the building envelope.

Building Height

"Building Height" means the vertical distance from the finished grade (average finished elevation of the ground around the structure) to the highest point of the roof.

Building Line

"Building Line" means that line parallel to the frontage, imaginary or otherwise, superimposed upon a lot to indicate the point of setback, forward of which no part of the principal building may be constructed; except that uncovered porches or stoops and their appurtenant steps may be constructed forward of this line.

Business Services

"Business Services" means establishments primarily engaged in rendering services to business establishments on a fee or contract basis, such as quick copy printing, blueprinting, photocopying, or other reproduction services, mailing, telephone answering, messenger service, and similar services, as well as printing, blueprinting, bookbinding, photoengraving, electrotyping, stereotyping, publishing, engraving, or other reproductive services.

C

Campground

"Campground" means an area specifically designated and designed to accommodate, for a fee, the temporary parking or placement of camping trailers, truck campers, motor homes, and tents for human occupancy on a transient basis. Included in this definition are those facilities relating to the accommodation of campers.

Car Wash (Passenger)

"Car Wash (Passenger)" means a facility where passenger vehicles are washed by automatic equipment or by customers. Does not include facilities for washing commercial trucks or buses.

PROPOSED

Care Facility

“Care Facility” means any facility which is maintained and operated to provide residential care or rehabilitation services for elderly adults in need of personal assistance essential for sustaining the activities of daily life or for the protection of the individual, but which for any reason cannot be furnished in the person’s own home. This use includes common types of facilities such as nursing homes, convalescent homes, rest homes, and homes for the aged.

Cemetery

“Cemetery” means a place dedicated to, used and intended to be used for the permanent interment of the human dead, and shall include burial plots for earth interments, mausoleums for vault or crypt interments, columbarium for cinerary interments, or a combination of one (1) or more of the above.

Child Care Center

“Child Care Center” means a non-residential facility, by whatever name known, which is maintained for the whole or part of a day but for less than twenty-four-hour (24) care and supervision of five or more children not related to the owner, operator, or manager thereof and generally located in an office or commercial zone district. The term includes facilities commonly known as a "child care centers," "child nurseries," "nursery schools," "kindergartens," "preschools," "play groups," "school age programs," "centers for developmentally disabled children," "day treatment centers," "extended day programs," and "summer playground programs."

City

"City," as used in this UDC, refers to the municipal entity of the City of Woodland Park.

Civic Space

"Civic Space" means any public land available for recreational, educational, cultural, or aesthetic use, such as public parks and playground facilities.

Clustered Residential Development

"Clustered Residential Development" means a residential land development project that concentrates the number of lots allowable on a parcel of land in specific areas of the parcel to allow the remaining land to be used for open space, recreation, and preservation of features or structures with environmental, historic, cultural, or other significance.

PROPOSED

Collector Street

"Collector Street" is a street which has the primary function of providing for the distribution of traffic within neighborhoods, and which carries through traffic and provides access to abutting property. A collector street is also a through street.

Comprehensive Plan

"Comprehensive Plan," for the City of Woodland Park, Colorado means the plan which has been officially adopted to provide long range development policies for the City and which includes, among other things, the plan for land use, circulation and public facilities.

Conditional Use Permit

"Conditional Use Permit (CUP)" means a permit issued by the City Council that authorizes the applicant to use a property in accordance with the requirements of this UDC and conditions imposed by the City Council.

Condominium

"Condominium" means a building having two (2) or more dwelling or business units connected by common fire walls which exist on a parcel of land with each unit owner holding a full title to a unit within the building and a joint ownership in the land on which the building is located, and in common areas associated with the building. To qualify as a condominium, the structure must comply in all respects with the City building code including fire separation requirements for each unit.

Contractor and Construction Services

"Contractor and Construction Services" means any business which performs a construction or repair oriented service such as building, well drilling, plumbing, electrical, heating, construction or appliance repair, and requires less than two thousand (2,000) square feet of open storage area.

Convenience Store

"Convenience Store" means any retail establishment offering for sale prepackaged food products, household items, newspapers and magazines, and sandwiches and other freshly prepared foods, such as salads. Also, may or may not include the sale of motor fuels.

Crematory

“Crematory” means a place containing properly installed, certified apparatus for use in the act of cremation.

PROPOSED

Cul-de-sac

"Cul-de-sac" is a local street having one end open to vehicular traffic and having one end closed and terminated by a turnaround.

Cultural Facility

“Cultural Facility” means building, place, or institution for the use, but not sale, of literary, musical, artistic, or reference materials, as well as the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, historical, or artistic value, and could include accessory sales.

D

Days

“Days”, when used to establish time limits or constraints of actions, refers to calendar days. When a time limit or constraint in terms of calendar days falls on a Saturday, Sunday, or City or State holiday, the constraint will be extended to nearest following day that is a non-holiday weekday.

Distillery

“Distillery” means a retail establishment whose primary purpose is selling and serving food and alcohol beverages for on-premises consumption, and that ferments and distills not more than 875,000 liters of spirituous liquor on its licensed premises each calendar year, as defined by Section 44-3-103, Colorado Revised Statutes, as amended.

Dwelling, Duplex

“Dwelling, Duplex” means a single building on a single lot, parcel, or tract of land with two (2) independent dwelling units under one roof, each of which is occupied by one (1) household and contains a primary heat source and living facilities for sleeping, cooking, eating, and sanitation.

Dwelling, Manufactured Home

“Dwelling, Manufactured Home” means a single household dwelling unit that is:

A. Partially or entirely manufactured in a factory;
B. Built on a permanent chassis;
C. Designed to be used as a dwelling unit;
D. Certified to be in compliance with the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC 5401 et seq., as amended;
E. Built to withstand typical Colorado snow loads and wind shear factors; and

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F. Installed on a permanent foundation.

The term does not include mobile homes, modular dwellings, tiny house dwellings, park model dwellings, travel trailers, camper trailers, campers, self-contained motor homes or camper buses.

Dwelling, Mobile Home

"Dwelling, Mobile Home" means a manufactured home built prior to the implementation of the HUD Code before June 15, 1976.

Dwelling, Modular

“Dwelling, Modular” means a dwelling unit that is manufactured in a factory and is then assembled into a complete dwelling unit on site, provided that the assembled dwelling unit is installed on an engineered permanent foundation, and complies with the City of Woodland Park Municipal Code Section 15.2 - Adoption of the Pikes Peak Regional Building Code. The term does not include manufactured homes, mobile homes, tiny house dwellings, park model dwellings, travel trailers, camper trailers, campers, self-contained motor homes, or camper buses.

Dwelling, Multi-Household

“Dwelling, Multi-Household” means one (1) or more buildings on a single lot, parcel, or tract of land, with each building containing three (3) or more individual dwelling units which share common walls in a multi-floor building, where each dwelling unit is occupied by one (1) household living independently of other dwelling units and maintaining separate cooking facilities and where each dwelling unit has an individual entrance to the outdoors or to a common hallway.

Dwelling, Park Model

“Dwelling, Park Model” means a single-household dwelling unit that is manufactured in a factory, classified as an RV, designed for long-term placement in campgrounds or RV parks, is built to the standards of the American National Standards Institute (ANSI) and is inspected and certified by the RV Industry Association (RVIA).

Dwelling, Single-Household Attached

Dwelling, Single-Household Attached” means a single-household dwelling unit attached to one (1) or more single-household dwellings by a common vertical wall on one (1) or both sides, and where habitable spaces of different units are arranged in a side-by-side rather than in a stacked

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configuration each with a direct entrance to the outdoors, where each unit contains a primary heat source and living facilities for sleeping, cooking, eating, and sanitation, with each unit located on its own lot.

Dwelling, Single-Household Detached

“Dwelling, Single-Household Detached” means a single-household dwelling unit that is not attached to any other dwelling by any means, that contains a primary heat source and living facilities for sleeping, cooking, eating, and sanitation and that complies with the International Residential Code. This use also includes a modular dwelling that meets the definition in this UDC.

Dwelling, Tiny House

“Dwelling, Tiny House” means a single-household dwelling unit that is permanently constructed on a vehicle chassis; is not self-propelled; is designed for long-term residency; contains less than four hundred (400) square feet of gross floor area; includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the site of the completed home; is constructed to the International Residential Code as adopted by the Building Codes and Standards program of the Colorado Division of Housing; and has affixed to it a metal plate insignia certifying that it is built to those standards. This use does not include park model dwellings, recreational park trailers (as defined in C.R.S. 24-32-902), or recreational vehicles (as defined in C.R.S. 24-32-902).

Dwelling Unit

“Dwelling Unit” means a single unit providing complete, independent living facilities for one (1) or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation, including units constructed on-site and units all or part of which are constructed in an off-site facility and then transported to and assembled into completed dwelling units on-site.

Dwelling Unit, Accessory (ADU)

"Dwelling Unit, Accessory (ADU)" means a clearly subordinate habitable dwelling unit added to, or created within a single-household detached dwelling or attached garage, or created within a detached garage accessory to a single-household detached dwelling, provided the habitable dwelling unit is located on the upper level of the detached garage.

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E

Easement

"Easement" is authorization by a property owner for use by the public, a corporation, or persons, of any designated part of the property for specific purposes.

Engineering Specifications

"Engineering Specifications" means a set of design, material and construction standards for public works improvements, including water, sewer, streets, drainage, concrete construction, excavation, trails, sidewalks, bikeways and parking.

Equipment Sales or Rental

“Equipment Sales or Rental” A commercial facility that sells, leases, or rents tools, machinery, or equipment for residential, commercial, agricultural, or industrial use. Typical items include construction tools, lawn and garden equipment, small machinery, trailers, and may include farm equipment, backhoe loaders, front-end loaders, compactors, aerial lifts, motor graders, and similar products.

Equipment Repair or Service

“Equipment Repair or Service” means establishments engaged in maintenance or repair of construction, industrial, or landscaping equipment or machinery. Does not include repair of vehicles licensed for road use.

Erosion

"Erosion" means the wearing away of land surface by the action of wind, water, gravity, or any combination thereof.

Essential Services and Utilities

"Essential Services and Utilities" means the construction, alteration, or maintenance, by public utilities or municipal or other governmental agencies, of underground or overhead gas, electrical, steam or water transmission or distribution systems, collection, communication, supply or disposal systems, including poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, and other similar equipment and accessories in connection therewith, reasonably necessary for the public health or safety or general welfare, but not including buildings.

PROPOSED

Events

“Events” mean types of activities with a scheduled period of operation and participation, such as (but not limited to) political campaigns, garage sales, farmer’s markets, and arts fairs. Events are not open ended and may not operate in perpetuity but instead must have designated start and finish times or dates.

F

Family

"Family" means an individual, or two or more persons related by blood, marriage, adoption, as guardian and ward, or similar legal relationship, who need not be related by blood, marriage or adoption living together in a dwelling unit. .

Family Child Care Home

“Family Child Care Home” shall mean a private residence in a single unit dwelling or dwelling unit in a multiple unit dwelling for the purpose of providing day care for not more than twelve (12) children, and operated by a person who resides in the same dwelling where the care is provided for periods of less than twenty-four hours of care per day.

Farmers Market

"Farmers Market" means a temporary outdoor market consisting typically of a collection of vendors selling wares and farm products from booths whose operations may not exceed a designated period of time.

Farming or Ranching

“Farming or Ranching” means any agricultural use, including farming, agriculture, horticulture, floriculture, viticulture, ranching, dairying, and pasturage.

Financial Institution

“Financial Institution” means a business where the primary occupation is financial services such as banks, brokerage companies, mortgage companies, credit bureaus, and other financial services.

Floor Area, Usable

"Usable Floor Area" means the area included within the surrounding exterior walls of a building or portion thereof, exclusive of vent shafts, vents, courts and cellars.

PROPOSED

Frontage

"Frontage" means a line defined by that part of the property abutting upon one (1) side of a street measured along the right-of-way.

Funeral Services Facility

“Funeral Services Facility” means funeral parlors, mortuaries, and other buildings that provide funeral services, and may include crematories and facilities on the premises for embalming and performing of autopsies or other surgical procedures.

G

Garage, Private Residential

"Private Residential Garage" means a structure that is accessory to a residential building and that is used for the parking and storage of vehicles owned and operated by the residents thereof and that is not a separate commercial enterprise available to the general public.

Geologic Hazard

"Geologic Hazard" means a geologic phenomenon which is so adverse to past, current, or foreseeable construction or land use as to constitute a significant hazard to public health and safety or to property.

Golf Course and Clubhouse

“Golf Course and Clubhouse” means a tract of land laid out with at least nine (9) holes for playing a game of golf and improved with trees, greens, fairways, and hazards. May include any accessory clubhouse, driving range, offices, restaurant, concession stand, picnic tables, pro shop, maintenance facilities, or similar accessory uses or structures.

Government Administration Use

“Government Administration Use” means public and semipublic facilities owned and operated by governments, excluding those of an industrial nature such as garages, repair shops, and warehouses.

Government Operations Use

"Government Operations Use" means facilities owned and operated by a government entity that support essential public services, maintenance, or infrastructure functions. This includes uses of an industrial or logistical nature such as public works yards, vehicle and equipment storage, repair garages, utility service centers, and warehouses.

PROPOSED

Grading Plan

"Grading Plan" is a plan that needs to show the existing and proposed contours and any other information needed to adequately determine the feasibility and extent of the land disturbing activity necessary to accommodate the proposed plan.

Greenbelt

"Greenbelt" an open area that may be cultivated or maintained in a natural state surrounding development or used as a buffer between land uses or to mark the edge of an urban or developed area.

Greenhouse, Commercial

"Commercial Greenhouse" means a building whose roof and sides are made largely of glass or other transparent or translucent material and in which the temperature and humidity can be regulated for the cultivation of delicate or out-of-season plants.

Greenway

"Greenway" (1) a linear open space established along either a natural corridor such as a stream valley, or ridge line or over land along a railroad right-of-way converted to recreational use, a canal, a scenic road or other route; (2) any natural or landscaped course for pedestrian or bicycle passage; (3) an open space connector linking parks, natural reserves cultural features or historic sites with each other and with populated areas; and (4) locally, certain strip or linear parks designated as a parkway or greenbelt.

Grocery Store, Small-Scale

“Grocery Store, Small-Scale” means A retail establishment primarily engaged in the sale of food and household goods for off-site consumption, typically serving a neighborhood or small trade area. Small-scale grocery stores generally occupy less than 10,000 square feet of gross floor area and may include specialty markets, convenience-focused grocers, or urban-format stores. Limited prepared foods and accessory uses such as small cafés or pickup counters may be included.

Grocery Store, Large-Scale

"Grocery Store, Large-Scale" means A retail establishment primarily engaged in the sale of a wide variety of food, beverages, and household goods for off-site consumption. Large-scale grocery stores typically occupy more than 10,000 square feet of gross floor area and may

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include full-service departments such as deli, bakery, pharmacy, floral, and on-site dining. This category includes supermarkets and warehouse-format grocery retailers.

Group Home

“Group Home” means a community-based home or residential building that is licensed as a residential care facility by the state and other appropriate agencies to house service-dependent people living with professional staff and to provide room and board, personal care, habilitation services, or supervision in a family setting. Group homes may provide for needed medical care or services.

Groundcover

"Groundcover" means any natural vegetation growth or other material which renders the soil surface stable against accelerated erosion.

H

Habitable Living Unit

“Habitable Living Unit” means that there are contained within the unit the basic requirements for living, sleeping, cooking (i.e., complete kitchen area with cook stove, oven, refrigerator and sink) and sanitation.

Health Club or Fitness Center

"Health Club or Fitness Center" is a building or portion of a building designed and equipped for the conduct of sports, exercise, physical fitness, leisure time activities or other customary and usual recreational activities, operated for profit or not for profit and which can be open only to bona fide members and guests of the operating organization or open to the public for a fee.

Home Occupation

"Home Occupation" means any occupation or profession conducted entirely within a dwelling unit.

Hospital

"Hospital" means a facility or an institution providing health services, and medical, dental, or surgical care of the sick or injured, including as an integral part of the institution, such related facilities as laboratories, outpatient departments, training facilities, central service facilities and staff offices. Hospitals may include ambulance services as an accessory use.

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Hotel or Motel

“Hotel or Motel” means a facility under single management offering transient lodging to the general public and may provide additional services, such as restaurants, meeting rooms, entertainment, and recreational.

Household

“Household” means

A. Any of the following:
    1. A single person occupying a dwelling unit;
    2. A family occupying a dwelling unit;
    3. Any number of people occupying a dwelling unit as a single housekeeping unit; or
    4. Any group of persons whose right to live together under conditions similar to other types of households of the same size is protected by the provisions of the federal Fair Housing Amendments Act of 1988, as defined in that Act and interpreted by the courts, or by any similar legislation of the State of Colorado.
B. The number of persons occupying each dwelling unit described above shall not exceed the maximum permitted by the applicable building code or safety code or by any applicable state or federal law or regulation.

Household Living

“Household Living” means residential occupancy of a dwelling unit by a family or a household where tenancy is arranged on a month to month or longer basis (lodging where tenancy may be arranged for a period of less than 30 days is classified under the lodging category). Common accessory uses include recreational activities, raising pets, gardens, personal storage buildings, hobbies, and parking of the occupants’ vehicles.

HUD (Department of Housing and Urban Development) Code

"HUD Code" means the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC Section 5401, et seq., as amended.

I

Improvement Guarantee

"Improvement Guarantee" is in a form of security including a cash deposit, escrow agreement or irrevocable letter of credit in an amount and form satisfactory to the City Council.

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Improvements

"Improvements" means all facilities constructed or erected by a subdivider within a subdivision to permit and facilitate the use of lots or blocks for a residential, commercial, or industrial purpose.

Institutional Use

"Institutional Use" means a nonprofit, religious, or public use, such as a church, library, public or private school, hospital, or government owned or operated building, structure, or land used for public purpose.

J

Junkyard

“Junkyard” means any building, structure, or parcel of land or a portion thereof used for the collecting, storage, or sale of solid waste, scrap metal, or discarded material; or for the collecting, dismantling, storage, salvaging, or demolition of vehicles, machinery, or other materials and including the sale of whole or parts thereof.

K

Keeping of Chickens or Domestic Fowl

"Keeping of Chickens or Domestic Fowl" means a the keeping of any fowl, including any chicken, duck, goose, turkey, pigeon, or other fowl, excluding roosters or cocks.

Kennel, Commercial

"Commercial Kennel" means the keeping of dogs and cats for the purpose of breeding, grooming, boarding or other activities associated with the care of dogs and cats for commercial purposes.

Kennel, Private

"Private Kennel" means the keeping of four (4) or more dogs over the age of four (4) months; however, this shall not include breeding, grooming or boarding of other than the owner's dogs.

L

Lake or Natural Watercourse

"Lake or Natural Watercourse" means any stream, river, brook, swamp, creek, run, branch, waterway, estuary, wetlands, and any reservoir, lake or pond, natural or impounded, in which

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sediment may be moved or carried in suspension, and which could be damaged by accumulation of sediment.

Land-Disturbing Activity

"Land-Disturbing Activity" means any human action that results in a change to the existing surface or vegetation cover, alters drainage conditions, or changes the topography of the site. This includes but is not limited to any of the following:

1. Clearing, grubbing, grading, excavation, filling, or stockpiling;
2. Removal or disturbance of vegetation or topsoil;
3. Construction of roads, utilities, or drainage features;
4. Blasting, trenching, or soil compaction;
5. Any activity that changes site hydrology, increases erosion potential, or creates sediment transport.

Landscaping

"Landscaping" means any combination of living plant materials, such as trees, shrubs, grass, and herbaceous plants and including associated decorative material such as gravel, rock and bark.

Limited Winery

“"Limited winery" means any establishment manufacturing not more than 100,000 gallons, or the metric equivalent thereof, of vinous liquors annually within Colorado, as defined by C.R.S. Section 44-3-103, as amended.

Liquor Store, with Drive-Thru Service

“Liquor Store, with Drive-Thru Service” means an establishment or place of business primarily engaged in the sale for off-premise consumption of alcoholic liquors, including beer, wine, and distilled spirits with drive-thru service. Other items like dry goods and food products may be sold.

Liquor Store, without Drive-Thru Service

“Liquor Store, without Drive-Thru Service” means an establishment or place of business primarily engaged in the sale for off-premise consumption of alcoholic liquors, including beer, wine, and distilled spirits. Other items like dry goods and food products may be sold.

Local Street

"Local Street" means any street designated primarily to provide access to abutting property.

PROPOSED

Lot

"Lot" means a parcel of land occupied or intended for occupancy by a use permitted in this title, including one main building together with this accessory building, open spaces, and parking spaces required by this title, and having its principal frontage upon a street.

Lot, Hillside

"Hillside Lot" means any lot with fifty (50) percent of its area having a slope of thirty (30) percent or greater, or any lot where more than fifty (50) percent of its front yard area has a slope of thirty (30) percent or greater.

Lot of Record

"Lot of Record" means a lot or parcel of land, the deed to which has been recorded in the office of the county recorder prior to the adoption of the ordinance codified in this UDC.

Lot, Double Frontage

"Double Frontage Lot" means a lot which runs through a block from street to street and which has two (2) nonintersecting sides abutting on two (2) or more streets.

Lot, Reverse Corner

"Reverse Corner Lot" means a lot having its side right-of-way substantially a continuation of the front lot line of the first lot to its rear. The side setback along the street side of a reverse corner lot shall not be less than the required front setback for principal buildings along such a side street.

M

Manufacturing and Industry, Light

"Light Manufacturing and Industry" means a use engaged in the manufacture, predominantly from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment, packaging, incidental storage, sales, and distribution of such products, but excluding basic industrial processing. Light manufacturing and light industrial activities are carried out within an enclosed building; do not use water in the manufacturing or industrial operations either for processing, cooling, or heating; and do not emit smoke, noise, odor, dust, vibration, or fumes that are detectable beyond the walls of the building in which it is housed.

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Manufacturing and Industry, Heavy

"Heavy Manufacturing and Industry" means a use engaged in the basic processing, transformation, or fabrication of raw or bulk materials into finished or semi-finished products. This includes operations such as refining, smelting, chemical processing, heavy equipment manufacturing, and similar activities that may involve outdoor storage, use of water for processing, cooling, or heating, and the emission of smoke, noise, odor, dust, vibration, or fumes detectable beyond the walls of the building in which the activity occurs. Heavy manufacturing typically requires significant infrastructure and may have greater environmental or operational impacts than light manufacturing uses.

Manufactured Home Park

“Manufactured Home Park” means a parcel of land under single ownership that has been planned and improved for the placement of more than one (1) manufactured home, park model dwelling, or tiny house dwelling for single-household dwelling purposes. Accessory uses include community meeting space, common laundry and recreational facilities, and vehicle parking for residents and staff.

Manufactured Home Park Service Building

"Service Building" means a building housing toilet and bathing facilities for men and women, with laundry facilities and such other facilities as may be required by this UDC.

Manufactured Home Sales

“Manufactured Home Sales” means establishments engaged in the sale of mobile, manufactured, or factory-built modular homes or residential structures as the principal use of a lot, but not including occupancy on site.

Marijuana Uses (MJ)

Definitions pertaining to Marijuana Uses:

(MJ) Marijuana

"Marijuana" means all parts of the plant of the genus cannabis whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or its resin, including marijuana concentrate. "Marijuana" does not include industrial hemp, nor does it include fiber produced from the stalks, oil, or cake made from the seeds of the plant, sterilized seed of the plant which is incapable of germination, or the weight of any other

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ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other product.

(MJ) Marijuana Accessories

"Marijuana accessories" means any equipment, products, or materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, composting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, vaporizing, or containing marijuana, or for ingesting, inhaling, or otherwise introducing marijuana into the human body.

(MJ) Marijuana Center, Medical

"Medical Marijuana Center" means a person or entity licensed to operate a business as described in the Colorado Medical Marijuana Code that sells medical marijuana and medical marijuana-infused products to registered patients or primary caregivers as defined in Article XVIII, § 14 of the Colorado Constitution, but is not a primary caregiver, and which a municipality is authorized to prohibit as a matter of law.

(MJ) Marijuana Cultivation Facility

"Marijuana cultivation facility" means an entity licensed to cultivate, prepare, and package marijuana and sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers.

(MJ) Marijuana Establishments

"Marijuana establishments" means a marijuana cultivation facility, marijuana testing facility, marijuana product manufacturing facility, or retail marijuana store.

(MJ) Marijuana Membership Club

"Marijuana membership club" means any building or structure wherein two (2) or more people gather for the primary purpose of consuming marijuana or marijuana products, or any building or structure wherein club members meet with the ongoing practice of routinely or regularly consuming marijuana or marijuana products.

(MJ) Marijuana Product Manufacturing Facility

"Marijuana product manufacturing facility" means an entity licensed to purchase marijuana; manufacture, prepare, and package marijuana products; and sell marijuana and marijuana products to other marijuana product manufacturing facilities and to retail marijuana stores, but not to consumers.

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(MJ) Marijuana Products

"Marijuana products" means concentrated marijuana products and marijuana products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to, edible products, ointments, and tinctures.

(MJ) Marijuana Testing Facility

"Marijuana testing facility" means an entity licensed to analyze and certify the safety and potency of marijuana.

(MJ) Retail Marijuana Store

"Retail marijuana store" means an entity licensed to purchase marijuana from marijuana cultivation facilities and marijuana products from marijuana product manufacturing facilities and to sell marijuana and marijuana products to consumers.

(MJ) Patient

"Patient" shall have the same meanings as set forth in Article XVIII, Section 14(1) of the Colorado Constitution.

(MJ) Primary Caregiver

"Primary Caregiver" shall have the same meanings as set forth in Article XVIII, Section 14(1) of the Colorado Constitution.

Medical Clinic

"Clinic" means a facility or institution, whether public or private, principally engaged in providing services for health maintenance and the treatment of mental or physical conditions. A medical clinic may include a pharmacy as an accessory use.

Medical, Dental, or Optical Laboratories and Fabrication

"Medical, Dental, or Optical Laboratories and Fabrication" means establishments providing support to the medical profession and patients, such as medical and dental laboratories, blood banks, oxygen, and miscellaneous types of medical supplies and services, including the fabrication of medical, dental, or optical related materials.

Micromobility Uses (MM)

Definitions pertaining to Micromobility Uses:

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(MM) Docking Hub or Station

“Docking Hub or Station” means the site of one (1) or more micromobility vehicle parking spaces designated for the purpose of parking, storing, and recharging micromobility vehicles and any kiosks, structures, or signage associated with or under the control of a single micromobility-share operation.

(MM) Micromobility

"Micromobility" means small, lightweight vehicles typically operated at speeds below 20 miles per hour and designed for individual use over short distances. These vehicles may be human-powered or electrically assisted and include bicycles, e-bikes, electric scooters, skateboards, and similar devices. Micromobility does not include vehicles that are required to be registered with the state as motor vehicles.

(MM) Micromobility Fleet

"Micromobility Fleet" means a group or collection of micromobility devices—such as bicycles, e-bikes, or e-scooters—owned, managed, or made available by a single operator for shared public use, typically through rental or subscription services. Fleets may be docked or dockless and are often deployed in public spaces or on private property with public access

Mineral Extraction

“Mineral Extraction” means any facility, land, or portion thereof, removal or recovery by any means whatsoever of sand, gravel, soil, rock, minerals, mineral substances or organic substances, other than vegetation, from water or land on or beneath the surface thereof, exposed or submerged.

Mini-Storage or Self-Storage

"Mini-Storage or Self-Storage" means individual, secured, and self-contained storage units, lockers, or spaces for rent to the general public for the storage of personal property, household goods, or business items. The use does not include commercial or professional business operations, manufacturing, or vehicle repair.

Mixed-Use Development

“Mixed-use Development” means a development characterized as a pedestrian-friendly development that blends two or more residential, commercial, cultural, institutional, and

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industrial uses in the same building or within separate buildings on the same site or on nearby sites. It is traditionally thought of as having street-level retail with residential units above.

Mobile Home Park

"Mobile Home Park" means any lot or parcel of land used for the location and habitation of mobile homes and manufactured homes regardless of whether or not a charge or leasing fee is made for each or any mobile home upon the parcel.

Mobile Home Space

"Mobile Home Space" means a plot of ground within a mobile home park designated for the accommodation of one (1) mobile home.

Model Home

"Model Home" means a dwelling unit used initially for display purposes which typifies the type of units that will be constructed in the subdivision.

N

Natural Erosion

"Natural Erosion" means the wearing away of the earth's surface by water, wind, or other natural agents under natural environmental conditions undisturbed by man.

Natural Medicine Business Uses (NM)

Definitions pertaining to natural medicine businesses:

(NM) Natural Medicine

"Natural Medicine" means psilocybin or psilocyn and other substances described in the Natural Medicine Regulatory Act as "natural medicine."

(NM) Natural Medicine Business

"Natural Medicine Business" means any of the following entities licensed under the Natural Medicine Regulatory Act including a natural medicine healing center, a natural medicine cultivation facility, a natural medicine products manufacturer, and a natural medicine testing facility or another licensed entity created by the state licensing authority.

(NM) Natural Medicine Healing Center

"Natural Medicine Healing Center" means a facility where an entity is licensed by the state licensing authority that permits a facilitator as defined by the Natural Medicine

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Regulatory Act, to provide and supervise natural medicine services for a participant as defined by the Natural Medicine Regulatory Act, which includes a participant consuming and experiencing the effects of regulated natural medicine or regulated natural medicine product under the supervision of a facilitator.

(NM) Natural Medicine Product

"Natural Medicine Product" means a product infused with natural medicine that is intended for consumption, as provided by the Natural Medicine Regulatory Act.

(NM) Natural Medicine Regulatory Act

"Natural Medicine Regulatory Act" means the Colorado Natural Medicine Code codified in Colorado Revised Statutes.

(NM) Natural Medicine Services

"Natural Medicine Services" means a preparation session, administrative session, and integration session, as provided by the Natural Medicine Regulatory Act.

(NM) Participant

"Participant" means an individual who is twenty-one (21) years of age or older who receives natural medicine services prescribed by and under the supervision of a facilitator, as provided by the Natural Medicine Regulatory Act.

(NM) Regulated Natural Medicine

"Regulated Natural Medicine" means natural medicine that is cultivated, manufactured, tested, stored, distributed, transported, or dispensed, as provided by the Natural Medicine Regulatory Act.

(NM) Regulated Natural Medicine Product

"Regulated Natural Medicine Product" means a natural medicine product that is cultivated, manufactured, tested, stored, distributed, transported, or dispensed, as provided by the Natural Medicine Regulatory Act.

(NM) State Licensing Authority

"State Licensing Authority" means the authority created under the Natural Medicine Regulatory Act for the purpose of regulating and controlling the licensing of the cultivation, manufacturing, testing, storing, distribution, transfer, and dispensation of

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regulated natural medicine and regulated natural medicine product, as provided by the Natural Medicine Regulatory Act.

Nonconforming Sign

See Sign, Legal and Illegal Nonconforming

Nonconforming Structure

“Nonconforming Structure” means any building or structure the size, dimension, design, or location of which was lawful prior to the adoption, revision, or amendment of this UDC, but which fails to conform to the requirements of the development regulations applicable to the property by reasons of such adoption, revision, or amendment.

Nonconforming Use

“Nonconforming Use” means any use of land that was legally in existence on the effective date of this UDC and has been in regular and continuous use, but which does not conform to the use regulations prescribed by this UDC.

O

Office

"Office" means an establishment engaged in professional, semi-professional, business, government, philanthropic institutions, or client-oriented services. Offices do not include retail or wholesale activities which require the receiving, stocking, storing, displaying, manufacturing, selling, or renting of merchandise or equipment, except where specifically permitted as an accessory use.

Open Space

"Open Space" means any parcel or area of land or water essentially unimproved and set aside in its natural state, dedicated or reserved for public or private use or enjoyment or for the use and enjoyment of owners, occupants and their guests of land adjoining or neighboring such open space. Open space may include active recreational facilities such as play equipment, ball fields, court games and picnic tables. However the improved recreation facilities would be only a small part of the overall open space.

Open Space, Common

"Common Open Space" means land within or related to a development, not individually owned or dedicated for public use, that is designed and intended for the common use or enjoyment of

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the residents and their guests of the development and may include such complementary structures and improvements as are necessary and appropriate.

Open Space, Private

"Private Open Space" means common open space, the use of which is normally limited to the occupants of a private development or community.

Open Space, Public

"Public Open Space" means open space owned by a public agency and maintained by it for the use and enjoyment of the general public.

Open Space Ratio

"Open Space Ratio" means total area of open space divided by the total site area in which the open space is located.

Outdoor Vending

“Outdoor Vending” means peddling, selling, serving, displaying, offering for sale or giving away services, goods, wares, merchandise, food, or beverages from a stationary and temporary location, including a food truck.

P

Parks

"Parks" means public or private land areas available for recreational, educational, cultural and aesthetic use which provide for family and small group activities that may include playgrounds, picnic facilities, shelters, restrooms, pond recreation, lawn games, horseshoe pits, shuffleboard activities, benches and similar recreational items.

Parks, Community

"Community Parks" are larger, twenty (20) to fifty (50) acres in size. They allow for group activities and offer recreational opportunities that are not feasible at the neighborhood level, such as large picnics or athletic activities. The service area should be one-half to three-mile radius. Community parks should be designed for both active and passive recreation.

Parks, Mini

"Mini Park" is the smallest park classification. These parks have also been described as vest pocket parks or tot lots. Typically, a mini park is between 1500 square feet and two (2) acres. A

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"mini park" includes both active uses such as playgrounds and swings, and passive uses such as picnic areas and sitting areas.

Parks, Neighborhood

"Neighborhood Park" remains the basic unit of the park system. They are developed for both active and passive recreation activities, geared toward residents who live within the service area. The neighborhood park site should be accessible by interconnecting trails, sidewalks or low volume residential streets. The size of the neighborhood park is two (2) to ten (10) acres. The size and location are often determined upon the types of recreational activities proposed for the neighborhood.

Parks, School

"School Parks" site may serve in a number of capacities such as a neighborhood park, youth athletic field or a before-and-after school program. The optimum size of a school park site is dependent upon the intended uses, topography, configuration or other factors.

Parks, Special Use

"Special Use Parks" classification covers a broad range of parks and facilities oriented toward a single purpose or use. Special use parks are so unique, there are no standards for site selection or facilities requirements.

Parks, Sports Complex

"Sports Complex Park" classification consolidates heavily programmed athletic fields, usually baseball, softball and soccer.

Parking Facilities, Commercial

“Commercial Parking Facilities” means any off-street parking operation that is operated as a business enterprise with a service charge or fee being paid by the vehicle operator. These types of operations may include an enclosed structure (other than a private garage) or open, hard surfaced area (other than a public street or private road), designed, arranged, and made available for parking vehicles.

Parking Lot

"Parking Lot" means an area not within a building where motor vehicles may be stored for the purposes of temporary, daily, or overnight off-street parking. Parking lot includes a tract of land used for the temporary parking of motor vehicles when such use is not accessory to any other use. A parking fee may or may not be charged.

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Parking Space

"Parking Space" means an area designed to accommodate the parking of one (1) vehicle.

Person

"Person" means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, interstate body, or other legal entity of any type whatsoever.

Personal Services

"Personal Services" means establishments primarily engaged in providing services involving the care of a person or personal goods or apparel. Examples of these types of services may include barber or beauty shop, shoe repair shop, interior decorator, photographic studio, dance or music studio, self-service laundry or dry cleaner, laundry and dry-cleaning pick-up station, tailor or dress-maker, artist studio, picture framing, caterers, and other services of a similar nature, as well as repairs or adjustments to bicycles, small appliances, watches, locks, musical instrument, and similar personal goods.

Pet Shop or Grooming

“Pet Shop or Grooming” means retail establishments engaged in the sale of animals as pets or animal products and supplies to the general public for personal or household consumption. Pet Shops may also render services incidental to the sale of such goods, including pet or animal grooming services such as bathing, clipping, and combing.

Pharmacy

“Pharmacy” means a place where drugs and medicines are prepared and dispensed.

Plant Nursery

“Plant Nursery” means a facility where plants, trees, shrubs, and similar vegetation are grown, maintained, or stored for retail or wholesale sale. The use may include commercial greenhouses and sales of soil, fertilizers, pottery, and garden supplies.

Plat

"Plat" means a map and supporting materials of certain described land prepared in accordance with subdivision regulations as an instrument for recording of real estate interests with the county clerk and recorder.

PROPOSED

Playground

"Playground" means the basic unit of the municipal recreation system used primarily by children.

Private Club or Lodge

"Private Club or Lodge" means a facility or premises operated by a nonprofit or membership-based organization for the exclusive use of its members and their guests. Such uses may include meeting spaces, dining areas, lounges, recreational amenities, or event facilities. Private clubs or lodges are not open to the general public and are typically used for social, cultural, fraternal, or athletic purposes. This definition excludes nightclubs, bars, or similar establishments primarily operated for commercial entertainment.

Private Park or Recreation Facilities

"Private Parks or Recreation Facilities" are those areas and facilities that are privately owned and operated by a home owners association or non-profit for the benefit of the residents or members.

Public Utility Provider Facilities

“Public Utility Provider Facilities” means transmission substations, distribution stations, pump stations, transformer and regulator substations and any accessory use that requires an enclosed above ground structure or storage area.

Published Public Notice

"Published Public Notice" means publication in the official city newspaper, or in compliance with Woodland Park City Charter, prior to the meeting at which the item is to be heard.

QR

Radio or Television Broadcasting Station

“Radio or Television Broadcasting Station” means commercial and public communications uses including radio and television broadcasting and receiving stations and studios, with facilities located entirely within buildings.

Recreation Areas

"Recreation Areas" means those public or private land areas to be used for picnicking and other recreational uses, including, but not limited to, athletic fields, tennis courts, public swimming areas, or playgrounds and sites for recreational facilities.

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Recreation Facilities

"Recreational Facilities" means a recreation facility or activity provided as an accessory use to a residential community or neighborhood either for public or private good, i.e., tennis courts, swimming pool, recreation centers, skateparks, etc.

Recreational Entertainment, Indoor

"Indoor Recreational Entertainment" means an indoor commercial facility designed and equipped for the conduct of sports and leisure-time activities, i.e., arcades, bowling alleys, movie theaters, billiards, roller rinks, etc.

Recreational Entertainment, Outdoor

"Outdoor Recreational Entertainment" means an outdoor commercial facility designed and equipped for the conduct of sports and leisure-time activities, i.e., recreation grounds, tennis courts, miniature golf courses, batting cages and similar recreational activities.

Recreational Park Trailer

"Recreational Park Trailers" means a trailer-type unit that is primarily designed to provide temporary living quarters for recreational, camping, or seasonal use that is built on a single chassis mounted on wheels. Recreational park trailers are typically constructed in compliance with applicable American National Standards Institute (ANSI) standard A 119.5.

Recreational Vehicle Park

"Recreational Vehicle Park" means a lot or parcel of land designated for legal use as a campground and recreation vehicle park on which two (2) or more recreational vehicles, camping trailers, recreational park trailers or campers, are parked, or any lot or parcel of land on which unoccupied recreational vehicles, camping trailers, recreational park trailers or campers, whether new or used, are parked for the purposes of inspection, sale, storage or repair.

Recreational Vehicle

"Recreational Vehicle" means a vehicle which is manufactured, constructed, or equipped primarily for use as a self-propelled home, house car, or mobile living quarters, capable of being legally operated on the highways, and containing permanently installed essential living facilities for intermittent or short-term occupation of no more than one hundred eighty (180) days. This term shall not include any towed utility trailer, nor shall it include any vehicle defined in the license and registration laws as an automobile or passenger bus.

PROPOSED

Recycling Facility

“Recycling Facility” means a collection center that includes receptacles, trailers, or structures used for the collection of recyclable materials. For the purpose of this definition, “collection” means aluminum, steel, copper, plastic, glass, paper, bottles, cans, clothing, household goods and similar items which may be recycled for remanufacturing, reprocessing, or reuse.

Referral Agency

“Referral Agency” means a department, agency, organization, or utility provider—internal or external to the local government—that is asked to review and comment on a land use application. Referral agencies provide technical input, identify potential conflicts, and ensure consistency with applicable regulations, plans, and service capabilities.

Religious Land Use

“Religious Land Use” means churches, synagogues, or other semi-public institutions for worship including residential structures for religious personnel and accessory buildings.

Restaurants, with Drive-Thru Food Service

"Restaurants, with Drive-Thru Food Service" means an establishment whose principal business is the sale of pre-prepared or rapidly prepared food directly to the customer either in-store or in a drive-thru. Food will be in a ready-to-consume state for consumption either within the restaurant building, in cars on the premises, or off the premises.

Restaurants, without Drive-Thru Food Service

"Restaurants without Drive-Thru Food Service” means an establishment that generally provides a full-service menu and that prepares food after menu items are ordered and serves food and beverages primarily to persons seated within a building for consumption on-site.

Retailer, Large

"Large Retailer" means establishments engaged in selling goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods.

Retailer, Small

"Small Retailer" means establishments engaged in selling goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods that are located within a store or building less than 75,000 square feet in size.

PROPOSED

Right-of-Way

"Right-of-Way" means a dedicated tract of land, reserved for present or future use as matter of right, for the purpose of circulation or utilities.

Rooster

"Rooster" means a mature, male domestic fowl. Roosters are also called cocks.

S

School, Pre-K through 12

“Pre-K through 12 School” means an educational institution that provides instruction for students in one or more grades from kindergarten through grade 12, operated and funded by private individuals and organizations or a public agency such as a school district, state education department, or other governmental authority.

School, Technical or Vocational

“Technical or Vocational School” means a nonacademic establishment such as a trade school, where instruction is offered in secretarial, computer and data processing, drafting, electronic repair including radio or TV repair, commercial art, allied health care, real estate, banking, restaurant operation, or similar trades, or vocational training such as automobile body and engine repair, construction equipment operation, building trades, truck driving, and mechanical and electrical equipment or appliance repair.

School, University or College

“University or College School” means a school providing higher education beyond grade 12, which offers either a two-year or four-year degree in specific disciplines.

Sediment

"Sediment" means solid particulate matter, both mineral and organic, that has been or is being transported by water, air, gravity, or ice from its site of origin.

Setbacks

“Setbacks” means the distance as prescribed in each zone district by which a building or structure, in whole or in part, is set back from the property line. The area within a setback shall be unobstructed by buildings or structures from the ground upward except that steps, terraces, unenclosed porches or entranceways may pierce a front or rear setback.

PROPOSED

Short-Term Rental Unit Uses (STR)

Definitions pertaining to Short-Term Rentals:

(STR) Non-Primary Residence Short-Term Rental Units

“Non-Primary Residence Short-Term Rental Units” means the short-term rental unit is not the primary residence of the owner or operator.

(STR) Primary Residence

Primary Residence means a residence which is the usual place of return for housing and where a person lives and spends a majority of the time during the year as established by two (2) or more of the following current and valid documents: (1) driver's license or Colorado state identification card; (2) voter registration; (3) motor vehicle registration; (4) document(s) designated a primary residence for income tax purposes. A person may have only one (1) primary residence for purposes of these regulations.

(STR) Primary Residence Short-Term Rental Units

“Primary Residence Short-Term Rental Units” means the short-term rental unit is the primary residence of the owner or operator.

(STR) Short-Term Rental Business

“Short-Term Rental Business” means the occupation of leasing or renting one (1) or more short-term rental units.

(STR) Short-Term Rental Unit

“Short-Term Rental Unit” means a dwelling unit, or a portion thereof, that is rented or utilized for furnishing lodging accommodation and occupancy for any period less than thirty (30) consecutive days.

Sidewalks

"Sidewalks" are of concrete construction and either attached to curb and gutter adjacent to the roadway or detached with a landscaped area between the roadway and sidewalk. Sidewalks are categorized into two (2) types, major and minor sidewalks. Major sidewalks are six (6) to (8) eight (8) feet wide usually along arterial streets or highways. Minor sidewalks are five (5) to six (6) feet wide usually along collector or local streets.

PROPOSED

Sight Triangle

“Sight Triangle” means a triangular-shaped portion of land established at street intersections in which nothing is erected, placed, planted, or allowed to grow in such a manner as to limit or obstruct the sight distance of motorists entering or leaving the intersection.

Signs (SN)

Definitions pertaining to Signs:

(SN) Sign

"Sign" means a lettered, numbered, symbolic, pictorial, or visual display that is designed to identify, announce, direct, or inform and is visible from a public right-of-way.

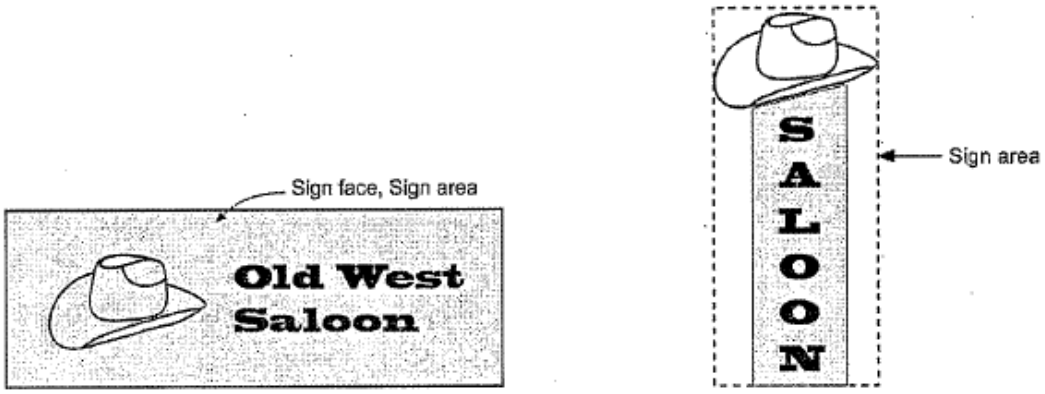


(SN) Sign Area

"Sign Area" means:

a. The area of the smallest single rectangle or circle within which the entire sign can fit excluding structural supports and architectural features, as shown below.

PROPOSED



b. Only one side of a double-faced sign shall be included in a computation of sign area.

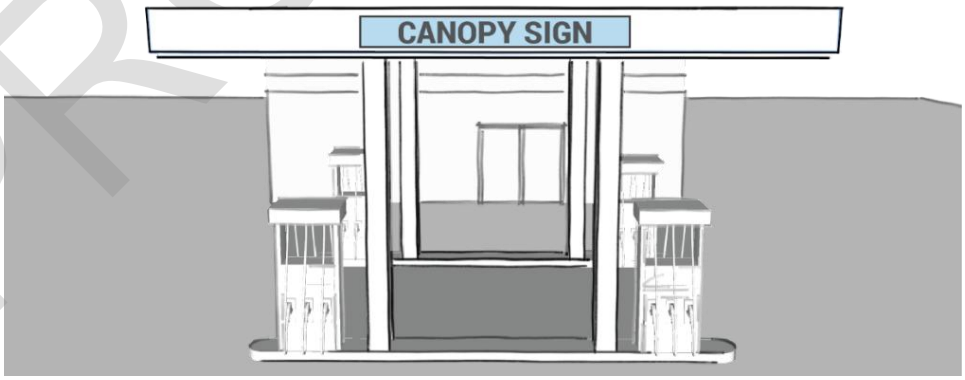
c. The sign area of a cylindrical sign shall be calculated using the following formula: ½ πdh, where d is the diameter and h is the height of the cylinder.

(SN) Sign, Awning

"Awning Sign" means a type of wall sign on a cloth, canvas-like, or other nonstructural covering that is either permanently attached to the wall of a building or can be raised or retracted to a position against the building when not in use.

(SN) Sign, Canopy

"Canopy Sign" means a sign that is attached to and erected parallel to a permanent roof-like structure that projects over a building entrance, such as at a hotel, theater, or fueling station, and is supported throughout its entire length by such canopy, and does not protrude more than twelve (12) inches from the face of such canopy.



(SN) Sign, Detached Freestanding

"Detached Freestanding Sign" means a sign not attached to a building.

PROPOSED

(SN) Sign, Electronic Message Display

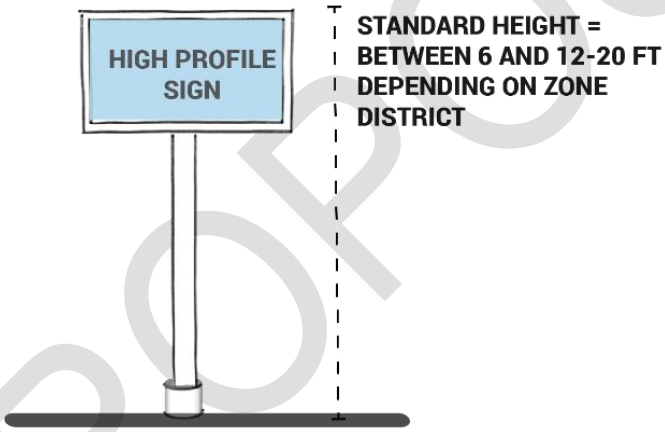
"Electronic Message Display" means a sign on which the alphabetic, numeric, pictographic, or symbolic informational content is composed of a series of lights that may be changed through electronic means.

(SN) Sign, Externally Illuminated

"Externally Illuminated" means the illumination of a sign by an artificial source of light not contained within the sign itself or on the sign face. The sign itself does not emit artificial light.

(SN) Sign, High-Profile

"High-Profile Sign" means a detached freestanding sign and support structure, the standard height of which exceeds six (6) feet, that is permanently affixed to the ground and independently supported by one (1) or more columns, poles, uprights, or braces.



(SN) Sign, Internally Illuminated

"Internally Illuminated" means the illumination of a sign by self-illumination or by an artificial source of light either on the face of the sign, such as light emitting diodes (LEDs) or light bulbs, or contained within such sign, including, but not limited to, fluorescent and neon signs. The sign itself emits artificial light.

(SN) Sign, Illegal Nonconforming

"Illegal Nonconforming Sign" means a sign that was illegally erected or maintained with respect to any laws or ordinances governing such sign at the time of its erection or maintenance.

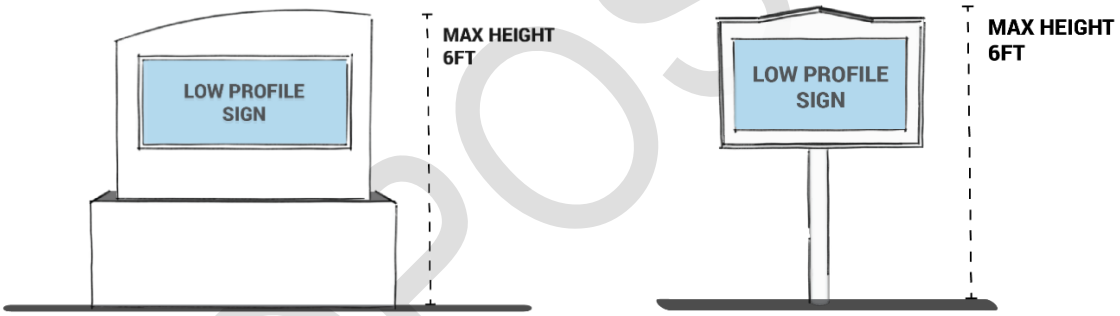
PROPOSED

(SN) Sign, Legal Nonconforming

"Legal Nonconforming Sign" means a sign that was lawfully erected prior to the adoption or the amendment of this most current ordinance and (1) that was in compliance with all of the provisions of the previous sign ordinance then in effect, or (2) was issued a permit, regardless of whether it was in compliance with all of the provisions of the previous sign ordinance then in effect.

(SN) Sign, Low-Profile

"Low-Profile Sign" means a detached freestanding sign and support structure, the standard height of which does not exceed six (6) feet, that is permanently affixed to the ground and independently supported by a masonry, timber, or other type of foundation or by one (1) or more columns, poles, uprights, or braces.



(SN) Sign, Manual Changeable Copy

"Manual Changeable Copy Sign" means a sign on which the alphabetic, numeric, pictographic, or symbolic informational content can be changed or rearranged manually.

(SN) Sign, Mural

“Mural Sign” means any scene or image painted, frescoed, tiled, or otherwise attached to a building exterior or window in which more than twenty-five (25) percent of the image (1) identifies or advertises a business, business activity, or product that is for sale on the premises, or (2) consists of a company name, symbol, or trademark designed to be readily identifiable as a logo which promotes a commercial transaction.

(SN) Sign, Nonilluminated

"Nonilluminated Sign” means a sign that neither emits artificial light nor is lit by an external source of artificial light.

PROPOSED

(SN) Sign, Off-Premises

"Off-Premises Sign" means a sign that directs attention to an establishment, business, person, commodity, place, or service that is entirely or primarily located, conducted, sold, or offered elsewhere than on the premises where such sign is erected.

(SN) Sign, Projecting

"Projecting Sign" means a sign that is attached to a building and extends outward at some angle.

(SN) Sign, Public

"Public sign" means a sign that:

a. Regulates traffic or provides general public information;
b. Is required to be posted by law; or
c. Is erected or posted by a governmental agency to protect the public health, safety, and welfare.

(SN) Sign, Ranch-Style Archway

“Ranch-Style Archway" means a vertical structure forming a passage or entrance over a driveway or access point to a residential property, subdivision, or development that may include a sign area component along the peak of the arch.

(SN) Sign, Roof

"Roof Sign" means a type of wall sign that is displayed above the eaves and does not extend more than three (3) inches above the primary peak of the roofline of a building.

(SN) Standard Height

"Standard Height" means the height to the topmost point of a sign measured from the ground on an upslope relative to the adjacent road grade and measured from the adjacent road grade on a downslope.

(SN) Sign, Wall

"Wall Sign" means a sign that is attached to and erected parallel to an outside wall of a building, an awning, or a roof; is supported along its length by such wall, awning, or roof; and does not protrude more than twelve (12) inches from the face or ends of such wall. A wall sign includes any awning sign, roof sign, any permanent window sign, and any sign that is painted directly on the exterior of a building.

PROPOSED

(SN) Sign, Window

"Window Sign" means a sign (1) mounted, (2) painted on, or (3) affixed to the glass of a window or door, or (4) placed inside a window facing the outside of the building to be seen from the exterior of the building but excludes merchandise and mannequins included in a window display.

Siltation

"Siltation" means sediment resulting from accelerated erosion which is able to settle or removable by properly designed, constructed, and maintained control measures; and which has been transported from its point of origin within the site of a land-disturbing activity; and which has been deposited, or is in suspension in water.

Social Activities

"Social Activities" means the use of any building and land for private or semiprivate club activities, including lodges, fraternities and similar activities, which cater exclusively to members and their guests, and whose facilities are limited to meeting, eating, and recreational uses, and whose activities are not conducted principally for monetary gain.

Solar Generation, Private

“Private Solar Generation” means any privately owned structure designed to utilize solar energy as an alternative for, or supplement to, a conventional energy system. This use may not include large-scale, commercial operations.

Solid Waste Facility

“Solid Waste Facility” means the burial, storage, or disposal of waste refuse or materials at a permanent site. This includes any facility, incinerator, landfill, materials recovery facility, municipal solid waste landfill, private or public solid waste management facility, recovered materials processing facility, sanitary landfill, or solid waste management facility.

Special Events

"Special Events" means occurrences that are organized by one (1) or more parties and involve more than one (1) temporary use or temporary structure. By way of illustration, not limitation, special events include street fairs of any nature, flea markets, farmers' markets, parades, rodeos, craft shows, car shows, carnivals, circuses, motorcycle rallies, foot or bicycle races, and food, wine, art, or music festivals.

PROPOSED

Special Planning Area

"Special Planning Area" is an area designated by the city as an area subject to flooding, steep slopes, geologic hazards, natural wildlife, or other hazards or an area designated a historic, archaeological, ecological or other site requiring special planning.

Special Use Trails

"Special Use Trails" usually exist within parks, greenways or open spaces. They can vary in design from hard surface to natural surface and provide for specific uses such as interpretive signage or fitness elements.

Spot Zoning

“Spot zoning” means a zoning map amendment that applies to a particular parcel or small area and that is inconsistent with the surrounding zoning pattern or the applicable comprehensive plan, without a reasonable relationship to a legitimate public purpose or an overall planning objective.

Stable, Commercial

"Commercial Stable" means a facility used for the boarding, training, rental, leasing, or riding of horses or similar large domesticated animals for compensation or commercial purposes. Such facilities may include riding arenas, training areas, or other amenities and are open to clients or the general public. This use includes equestrian centers, riding schools, and similar operations conducted as a business.

Stable, Private

"Private Stable" means a structure or facility used for sheltering or keeping of horses or similar large, domesticated animals, owned exclusively and used primarily for personal or recreational purposes by the residents of the property. The facility is not open to the public and is not operated for commercial boarding, training, or rental purposes.

Storm Drainage Facilities

"Storm Drainage Facilities" means the system of inlets, conduits, channels, ditches and appurtenances which serve to collect and convey stormwater through and from a given drainage area.

Storm, Five-Year

"Five-Year Storm" means the surface runoff resulting from a rainfall of an intensity expected to be equaled or exceeded, on the average, once in five (5) years, and of a duration which will

PROPOSED

produce the maximum peak rate of runoff, for the watershed of interest under average antecedent wetness conditions.

Storm, Ten-Year

"Ten-Year Storm" means the surface runoff resulting from a rainfall of an intensity expected to be equaled or exceeded, on the average, once in ten (10) years, and of a duration which will produce the maximum peak rate of runoff, for the watershed of interest under average antecedent wetness conditions.

Stormwater Runoff

"Stormwater Runoff" means the direct runoff of water resulting from precipitation in any form.

Story

"Story" means that portion of a building other than a basement included between the surface of the floor next above it, or, if there is not floor above it, the space between the floor and the ceiling next above it.

Street

"Street" means the entire width between the boundary lines of every way which provides for public use for the purpose of vehicular and pedestrian traffic. Streets are the private or public right-of-way, dedicated to public use, which affords a primary means of access to the abutting property and includes the terms "road," "highway," "land," "place," "avenue," or other similar designations.

Structural Alteration

"Structural Alteration" means any change in structural members of a building, such as walls, columns, beams, or girders.

Structure

"Structures" means anything constructed or erected, the use of which requires permanent location on the ground.

Subdivider

"Subdivider" means any person, partnership, joint venture, association, or corporation who shall participate as owner or developer in the planning, platting or development of a subdivision.

PROPOSED

Subdivision

"Subdivision" means the division of a lot, tract or parcel of land into two (2) or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale or building development, whether residential, industrial, office, business, or other use. The term shall also include and refer to any division of land previously subdivided or platted.

Substantial Improvement

"Substantial Improvement" means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure either (A) before the improvement or repair is started; or (B) if the structure has been damaged, and is being restored before the damage occurred. For the purposes of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

T

Temporary Structure

"Temporary Structure" means anything constructed or erected of which the use requires location on the ground or attachment to something having a temporary, non-permanent location on the ground; and necessarily associated with and ancillary to a temporary use. By way of illustration, not limitation, temporary structures include: tents, canopies, stage or platforms, food vendor carts, and patio tables and chairs.

Temporary Use

"Temporary Use" means a use which is temporary or transitory in character, approved by the Planning Director, or by the City Council as provided herein, and granted for a period of time determined by the specified reviewing authority within the limits provided by a temporary use permit, for the purposes provided by and pursuant to the requirements of Subsection 6.07.050 – Temporary Use Permit (TUP). By way of illustration, not limitation, temporary uses include: sidewalk cafés, food vendor carts, retail stands, and special events of all types. Temporary uses do not include street musicians or entertainers, household garage sales, door-to-door sales.

Through Street

"Through Street" means every street or portion thereof on which vehicular traffic is given preferential right-of-way and at the entrances to which other vehicular traffic from intersecting

PROPOSED

streets is required by law to yield the right-of-way to vehicles on such through streets in obedience to a stop sign, yield sign, or other official traffic control device.

Townhome

See Single-Household Attached Dwelling

Tract

"Tract" means all contiguous land in one ownership or contiguous land in diverse ownership being developed as a unit, although not necessarily all at one time.

Traffic Report

"Traffic Report" is a written document to assess the development impacts on the capacity, safety and operations of adjacent streets and US or State Highways as applicable.

Transfer Station

“Transfer Station” means a fixed facility where solid wastes are taken from collection vehicles, temporarily stored, and ultimately relocated to a permanent disposal site.

Trails

"Trails" are a pathway designed for and used by equestrians, pedestrians, cyclist and other non-motorized uses. Various types, designs or designations of trails are described in the Parks, Trails, and Open Space Master Plan including regional trails, trail corridors, primitive trails, cross-county skiing trails, equestrian trails, trailheads and trail access points.

Transit Facilities

“Transit Facilities” means transit or bus shelters, bus terminals, stations, and associated right-of-way. May include facilities that are designed and used primarily for the protection and convenience of transit passengers, as well as accessory vehicle or bicycle parking areas that are incorporated for the purpose of providing associated Park and Ride services.

Transportation Dispatching Station

“Transportation Dispatching Stations” means taxi stands and dispatching stations that offer or facilitate transportation in passenger motor vehicles and vans in return for a service charge or fee being paid by the rider. These operations may include associated facilities for servicing, repairing, and fueling the taxicabs or vans.

PROPOSED

Transportation Services

"Transportation Services" means establishments primarily engaged in furnishing local and suburban passenger transportation, including taxicabs, passenger transportation charter service, school buses, and terminal and service facilities for motor vehicle passenger transportation.

Truck and Trailer Rental

“Truck and Trailer Rental” means establishments engaged in renting trucks and trailers as the principal use of a lot for the purpose of moving belongings or materials between locations for short-term trips of limited duration.

U

Uncovered

"Uncovered" means the removal of ground cover from, on or above the soil surface.

Usable Floor Area

“Usable Floor Area” means the specific space within a building a tenant or occupant can actually use for furniture, equipment, and personnel, measured from the inside of exterior walls and the tenant side of common walls, excluding areas like common public lobbies, stairwells, restrooms, and mechanical rooms.

V

Variance

"Variance" means a legal modification or variation of the provisions of this UDC as applied to a specific piece of property.

Vehicle

"Vehicle" means A device in, on, or by which a person or property may be transported or drawn upon a roadway, including motorized and non-motorized devices. The term includes passenger vehicles, commercial vehicles, trucks, motorcycles, trailers, and similar conveyances unless otherwise specified.

Vehicle, Passenger

“Passenger Vehicle” means a vehicle designed primarily for the transport of people, typically including cars, pickup trucks, sport-utility vehicles, vans, and similar light-duty vehicles with a gross vehicle weight rating (GVWR) commonly under 10,000 pounds. The term excludes heavy

PROPOSED

trucks, buses, commercial fleet vehicles, recreational vehicles, and equipment vehicles unless specifically listed.

Vehicle Body, Paint, and Collision Repair

“Vehicle Body, Paint, and Collison Repair” means a facility engaged in repairing, reshaping, repainting, or restoring motor vehicles damaged by collisions or accidents. The use may include welding, frame repair, surface preparation, spray painting, and replacement of vehicle components. This does not include routine mechanical repair, auto sales, or fueling.

Vehicle Fueling Station

“Vehicle Fueling Station” means a facility where gasoline, diesel, or alternative fuels are dispensed to vehicles for retail sale. The use may include fuel pumps, canopies, pay stations, and accessory uses such as convenience stores, electric vehicle charging stations, or car washes. Does not include vehicle repair services unless permitted separately.

Vehicle Repair, Heavy

“Heavy Vehicle Repair” means any building, premises, and land in which or upon which a business, service, or industry involving the maintenance, servicing, repair, or painting of vehicles, trucks, farm machinery, and heavy equipment is conducted or rendered.

Vehicle Repair, Light

“Light Vehicle Repair” means any building, premises, and land in which or upon which a business, service, or industry involving the maintenance, servicing, repair, or painting of vehicles, including tow truck facilities, is conducted or rendered.

Vehicle Sales and Rental

"Vehicle Sales and Rental" means the use of any building, land area, or other premises for the display sale, or rental of new or used vehicles generally but may include light trucks or vans, trailers, or recreation vehicles and may include vehicle preparation or repair work conducted as an accessory use.

Velocity

"Velocity" means the average velocity of flow through the cross-section of the main channel at the peak flow of the storm of interest. The cross section of the main channel shall be that area defined by the geometry of the channel plus the area of flow below the flood height defined by vertical lines at the main channel banks. Overload flows are not to be included for the purpose of computing velocity of flow.

PROPOSED

Veterinary Facility

"Veterinary Facility" means a structure where animals are brought for medical and surgical treatment and may be held during the time of treatment and recuperation which may include overnight stays. A veterinary facility may or may not include a commercial kennel.

W

Warehousing and Distribution

"Warehousing and Distribution" means a use engaged in storage, wholesale, and distribution of manufactured products, supplies, and equipment, but excluding bulk storage of materials that are inflammable or explosive or that create hazardous or commonly recognized offensive conditions.

Water Intensive Industrial Uses

"Water Intensive Industrial Uses" means a use engaged in the manufacture, predominantly from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment, packaging, incidental storage, sales, and distribution of such products, as well as basic industrial processing. Water Intensive Industrial Uses require water in the manufacturing or industrial operations either for processing, cooling or heating and may also emit smoke, noise, odor, dust, vibration or fumes detectable beyond the walls of the building in which it is housed.

Wholesale Trade and Distribution Establishment

"Wholesale Trade and Distribution Establishment" means establishments or places of business primarily engaged in selling merchandise to retailers; to industrial, commercial, institutional, or professional business users; to other wholesalers; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies.

Wireless Communication Facility Uses (WCF)

Definitions pertaining to Wireless Communication Facilities (WCF):

(WCF) Wireless Communications Facility or WCF

“Wireless Communications Facility or WCF” means a facility used to provide personal wireless services as defined in 47 U.S.C. 332(c)(7)(C); or wireless information services provided to the public or to such classes of users as to be effectively available directly to the public via licensed or unlicensed frequencies; or wireless utility monitoring and control services. A WCF does not include a facility entirely enclosed within a permitted

PROPOSED

building where the installation does not require a modification of the exterior of the building; nor does it include a device attached to a building used for serving that building only. A WCF includes antennas (including without limitation, directions, omni-directions, and parabolic antennas), Base Stations, Transmission Equipment, Small Cell Facilities, Towers, and support equipment. It does not include the support structure to which the WCF or its components are attached if the use of such structures for WCFs is not the primary use. The term does not include mobile transmitting devices used by wireless service subscribers, such as vehicle or handheld radios and their associated transmitting antennas.

(WCF) Alternative Tower Structure

"Alternative Tower Structure" means any manmade trees, clock towers, bell steeples, light poles, water towers, farm silos, or similar alternative design mounting structures that conceal where technically feasible the presence of WCFs to make them architecturally compatible with the surrounding area pursuant to this Chapter. A stand-alone pole in the Right-of-Way that accommodates Small Cell Facilities is considered an Alternative Tower Structure provided it meets the concealment standards of this Chapter. Alternative Tower Structures are not considered Towers, for the purposes of this Chapter.

(WCF) Antenna

"Antenna" means a device used to transmit or receive radio or electromagnetic waves including without limitation panel antennas, reflecting discs, microwave dishes, whip antennas, directional and non-directional antennas consisting of one (1) or more elements, multiple antenna configurations, and other similar devices and configurations, and exterior apparatus designed for telephone, radio, or television communications through the sending or receiving of wireless communications signals.

(WCF) Antenna, Panel

"Antennas, Panel" means an array of antennas, rectangular in shape, used to transmit and receive telecommunication signals.

(WCF) Antenna, Whip

"Antenna, Whip" means a single antenna that is cylindrical in shape and omni-directional.

PROPOSED

(WCF) Base Station

"Base Station" means a structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. The definition of Base Station does not include or encompass a Tower as defined herein or any equipment associated with a Tower. Base Station does include, without limitation:

A. Equipment associated with wireless communications services such as private broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul that, at the time the relevant application is filed with the City, has been reviewed and approved under the applicable zoning or siting process, or under another State or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing such support.
B. Radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplied, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems ("DAS") and small-cell networks) that, at the time the relevant application is filed with the city, has been reviewed and approved under the applicable zoning or siting process, or under another state or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing such support.

(WCF) Camouflage or Camouflage Design Techniques

"Camouflage or Camouflage Design Techniques" means measures used in the design and siting of WCFs with the intent to minimize or eliminate the visual impact of such facilities to surrounding uses. A WCF site utilizes Camouflage Design Techniques when it (i) is integrated as an architectural feature of an existing structure, or (ii) is integrated in an outdoor fixture such as a flagpole, while still appearing to some extent as a WCF. This definition does not include Concealment Design Techniques where a facility is designed to look like something other than a WCF.

(WCF) Concealment or Concealment Design Techniques

"Concealment or Concealment Design Techniques" means utilization of elements of stealth design in a facility such that the facility looks like something other than a WCF. Concealment can further include a design which mimics and is consistent with the nearby natural or architectural features (such as an artificial tree), is incorporated into

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existing permitted facilities (such as being attached to the exterior of such facility and painted to match it), or replaces existing permitted facilities (such as traffic signs or freestanding light standards) so that the presence of the WCF is not apparent. This definition does not include conditions that merely minimize visual impact but do not incorporate Concealment Design Techniques such that the facility looks like something other than a WCF.

(WCF) Eligible Facilities Request

"Eligible Facilities Request" means any request for modification of an existing Tower or Base Station that does not Substantially Change the physical dimensions of such Tower or Base Station involving:

A. Collocation of new Transmission Equipment;
B. Removal of Transmission Equipment; or
C. Replacement of Transmission Equipment.

A request for modification of an Existing Tower or Base Station that does not comply with the generally applicable building, structural, electrical, and safety codes or with other laws codifying objective standards, or does not comply with any relevant federal requirements, is not an Eligible Facilities Request.

(WCF) Eligible Support Structure

"Eligible Support Structure" means any Tower or Base Station as defined herein, provided that it is existing at the time the relevant application is filed with the City.

(WCF) Existing

"Existing" means, for the purposes of Wireless Communications Facilities, a constructed Tower or Base Station that was reviewed, approved, and lawfully constructed in accordance with all requirements of applicable law as of the time of an Eligible Facilities Request, provided that a Tower that exists as a legal, non-conforming use and was lawfully constructed is existing for purposes of this definition.

(WCF) Freestanding Wireless Facility

"Freestanding Wireless Facility" means any freestanding facility, building, pole, tower or structure used only to provide wireless telecommunication services, and which consists of, without limitation, antennae, equipment, and storage and other accessory structures used to provide wireless telecommunication services.

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(WCF) OTARD

“OTARD” means Over-the-air receiving device.

(WCF) OTARD Antenna

“OTARD Antenna” means:

A. An antenna that is designed to receive direct broadcast satellite service, including direct-to-home satellite services, that is one (1) meter or less in diameter; or
B. An antenna that is designed to receive video programming services via multipoint distribution services, including multichannel multipoint distribution services, instruction television fixed services, and local multipoint distribution services, and that is one (1) meter or less in diameter or diagonal measurement; or
C. An antenna that is designed to receive television broadcast signals.

(WCF) OTARD Antenna Structure

“OTARD Antenna Structure” means any pole, Tower, or other structure designed and intended to support an OTARD Antenna

(WCF) Related Accessory Equipment

“Related Accessory Equipment” means the Transmission Equipment customarily used with, and incidental to Wireless Communication Facilities antennas, including by way of example, coaxial or fiber-optic cable, regular and backup power supply and remote radio units.

(WCF) Right-of-Way

“Right-of-Way" means, for the purposes of Wireless Communications Facilities, any public street or road that is dedicated to public use for vehicular traffic except for those rights-of-way owned by the Colorado Department of Transportation within the City limits.

(WCF) Site

“Site” means, for the purposes of Wireless Communications Facilities Towers and Eligible Support Structures, the current boundaries of the leased or owned property surrounding the Tower or Eligible Support Structure and any access or utility easements currently related to the Site. For Alternative Tower Structures, Base Stations and Small Cell Facilities in the Right-of-Way, a Site is further restricted to that area comprising the base of the structure and to other Related Accessory Equipment already installed on the ground.

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(WCF) Small Cell Facility

"Small Cell Facility" means a wireless service facility that meets both of the following qualifications:

A. Each antenna is located inside an enclosure of no more than three (3) cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than three (3) cubic feet; and
B. Primary equipment enclosures are no larger than seventeen (17) cubic feet in volume as measured on the exterior surface of the enclosure. The following associated equipment may be located outside of the primary equipment enclosure and, if so located, is not included in the calculation of equipment volume: Electric meter, concealment, telecommunications demarcation box, ground-based enclosures, back-up power systems, grounding equipment, power transfer switch, and cut-off switch.

(WCF) Substantial Change

"Substantial Change" means a modification substantially changes the physical dimensions of an Eligible Support Structure if, after the modification, the structure meets any of the following criteria:

A. For Towers, other than Towers in the right-of-way, it increases the height of the Tower by more than ten (10) percent or by the height of one (1) additional antenna array with separation from the nearest existing antenna not to exceed twenty (20) feet, whichever is greater, as measured from the top of an existing antenna to the bottom of a proposed new antenna; for other Eligible Support Structures, including Towers in the right-of-way, it increases the height of the structure by more than ten (10) percent or more than ten (10) feet, whichever is greater, as measured from the top of an existing antenna to the bottom of a proposed new antenna;
B. For Towers, it involves adding an appurtenance to the body of the Tower that would protrude from the edge of the Tower more than twenty (20) feet, or more than the width of the Tower structure at the level of the appurtenance, whichever is greater; for Eligible Support Structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six (6) feet;

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C. For any Eligible Support Structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, as determined on a case-by-case basis based on the location of the Eligible Support Structure but not to exceed four (4) cabinets per application; or for Base Stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than ten (10) percent larger in height or overall volume than any other ground cabinets associated with the structure;
D. For any Eligible Support Structure, it entails any excavation or deployment outside the current site;
E. For any Eligible Support Structure, it would defeat the Concealment elements of the Eligible Support Structure by causing a reasonable person to view the structure's intended stealth design as no longer effective;
F. For any Eligible Support Structure, it does not comply with the conditions associated with the siting approval of the construction or modification of the Eligible Support Structure or Base Station equipment, unless the non-compliance is due to an increase in height, increase in width, addition of cabinets, or new excavation that would not exceed the thresholds identified in paragraphs (A), (B), and (C) of this definition.

For purposes of determining whether a Substantial Change exists, changes in height are measured from the original support structure in cases where deployments are or will be separated horizontally, such as on building rooftops; in other circumstances, changes in height are measured from the dimensions of the Tower or Base Station.

(WCF) Tower

"Tower" means any structure that is designed and built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site. The term includes radio and television transmission towers, self-supporting lattice towers, guy towers, monopoles, microwave towers, common carrier towers, cellular telephone towers, and other similar facilities. Small Cell Facilities in rights-of-way are not Towers.

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(WCF) Transmission Equipment

“Transmission Equipment” means equipment that facilitates transmission for any FCC licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

Wind Generation, Private

“Private Wind Generation” means any privately owned structure designed to utilize wind energy as an alternative for, or supplement to, a conventional energy system. This use may not include large-scale, commercial operations.

XYZ

Yard

"Yard" means an open space on the same lot with a building, unobstructed from the ground upward, and measured as the minimum horizontal distance between the lot line and main building.

Yard, Front

"Front yard" means a yard extending across the front of a lot between the side lot lines and measured between the front lot line and the main building or any projection thereto, other than the projection of steps, terraces, unenclosed porches or entranceways.

Yard, Rear

"Rear yard" means a yard extending across the rear of the lot between the side lot lines and measured between the rear lot line and rear of the main building or any projection thereto other than the projection of steps, terraces, unenclosed porches, or entranceways.

Yard, Side

"Side Yard" means a yard between the main building or any projection thereto and the side line of the lot not encompassed by front and rear yards.

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