

City of Woodland Park

March 5, 2026 at 6:00 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Following a City Council Executive Session, Mayor Case called the regularly scheduled meeting to order. 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 Clerk Mendoza, Planning Director Schminke, City Attorney Williams, Deputy City Clerk Sauer and Anita Riggle.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

A. Citizen Academy Graduation

Communications Manager Higginbotham spoke to Council about the Citizen's Academy and presented the individuals who graduated out of the Citizen's Academy. The recognized graduates were: John Boyajian, Kelly Tullos, Seth Bryant, Kelly Bryant, Holly Smith, Michael Walker, Jared Hutchison, Robyn Shaw, Sarah Salazer, Patti Arns, and Pat Miller. Graduates who could not attend the meeting were: Denise Masti, Lisa Chiffolo and Mark Kocurek.

The Mayor and City Council thanked all of the graduates for their civic engagement and congratulated them.

B. DDA Microgrant Update (A) (Presenter: Anita Riggle)

Sales Tax Accountant Anita Riggle gave Council an update on the DDA Microgrant program. She noted all applications would be submitted online this year and the deadline to apply is May 1, 2026. She also advised that the maximum grant amount is \$5,000 per resident.

C. Sales Tax Update December 2025 (A) (Presenter: City Manager Vassalotti)

City Manager Vassalotti gave Council an update on the December 2025 Sales Tax numbers.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

A. Approval of the February 19, 2026 City Council Minutes (A) (Presenter: City Clerk Mendoza)

B. Approval of the January 2026 Statement of Expenditures (A) (Presenter: City Manager Vassalotti)

Motion: To approve the Consent Calendar including the February 19, 2026 Minutes and the January 2026 Statement of Expenditures. Geer/Nakai. Motion carried 6-0.

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

7. UNFINISHED BUSINESS

(Public Comment may be heard)

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

9. PUBLIC HEARINGS

(Public comment may be heard)

- A.** Approval of a new Hotel & Restaurant Liquor License for Vista Lounge located at 19251 E. US Highway 24, Suite A, Woodland Park, Colorado (QJ) (Presenter: City Clerk Mendoza)

City Clerk Mendoza presented the new application for a Hotel and Restaurant liquor license for Vista Lounge located at 19251 E. US Highway 24, Suite A, Woodland Park, Colorado.

The applicant Jayden Lopez addressed Council and gave them information on the new business.

Mayor Case opened the public comment portion of the public hearing. There being no one to give public comment, she closed the public comment portion of the public hearing.

Motion: To approve the Hotel and Restaurant liquor license for Vista Lounge located at 19251 E. US Highway 24, Suite A, Woodland Park, Colorado. Bryant/Smith. Motion carried 6-0.

- B.** 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. (L) (Presenter: Planning Director Karen Schminke, AICP)

Planning Director Schminke and Jennifer Gardner with Logan Simpson presented the ordinance to Council, noting this has been a long and involved process spanning over three years with over twenty work sessions. They gave the timeline of the project and noted there was legal review and public input.

Mayor Case and Mayor Pro Tem Nakai thanked them for all of their hard work on the Unified Development Code.

Mayor Case opened the public comment portion of the public hearing. There being no one present to speak, she closed the public comment portion of the public hearing.

Motion: To approve 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. Nakai/Jones. Motion carried 6-0.

10. NEW BUSINESS

(Public comment may be heard)

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

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

B. Council Reports

Mayor Pro Tem Nakai noted the first meeting of the year for the UAC is going to be Tuesday, March 11, 2026 at 4:30pm.

Councilmember Bryant commented that the next KPWB Committee meeting will be on Thursday at 5pm. He encouraged any citizens wanting to get involved to apply to join the committee. He thanked outgoing Judge McClintock for her service to the City and congratulated her on her recent appoint to Teller County Court. He thanked Communication Manager Kristen Higginbotham for all of her hard work on the Citizens Academy and thanked all who participated.

Councilmember Geer shared his attendance at the recent HPC meeting on Tuesday where they discussed the Robert House and Ross Building.

Councilmember Jones noted the Golf Course Open House at Ute Pass Cultural Center and he thanked Anita for the great report she presented.

Councilmember Smith commented on the AP High School class for Miss Stone and their Ice Cream business plan noting he really enjoyed it.

C. City Attorney's Report

City Attorney Williams congratulated Planning Director Schminke and all who worked on the Unified Development Code, she noted the adoption of the UDC is a great accomplishment. She also congratulated all of the graduates of the Citizens Academy.

D. City Manager's Report

City Manager Vassalotti echoed City Attorney Williams and noted what a quality product the UDC is. He also congratulated the graduates of the Citizens Academy. He commented on the Golf Course Open House coming up. He noted the City is looking for vision and feedback from the public.

City Clerk Mendoza gave an update on the election and noted ballots will be mailed out the week of March 16, 2026.

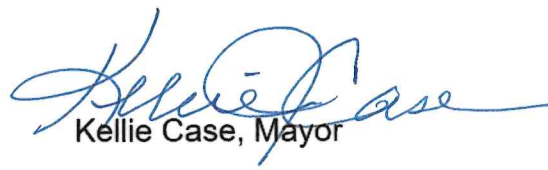
12. ADJOURNMENT

Mayor Case adjourned the meeting at 6:57pm.

Respectfully submitted:


Monica Mendoza CMC, City Clerk

APPROVED THIS 19th DAY OF March, 2026



Kellie Case, Mayor