



**2023 Temporary Use Permits (TUPs) Orientation**  
**City of Woodland Park Council Chambers**  
**Monday, January 23, 2023**  
**4:00 PM – 5:00 PM**  
**Agenda**

- 1. Introductions and TUP Permit Process** – Karen Schminke, Planning Director
  - Tally number of participants during 2022 per event
  - TUP application process
  - Road Construction around Memorial Park
- 2. Ute Pass Cultural Center** – Melody Klema, Event Center Manager
  - Booking an event
- 3. Event License & Sales Tax** – Ellianet Enamorados, Finance Technician
  - Collection & submission of sales tax using special event licensing
- 4. Liquor Licensing/Permits** – Sarah Minton, Deputy City Clerk
  - Requirements
- 5. Collaboration with Public Works** – Sarah Minton, Deputy City Clerk
  - Availability of Event Equipment
- 6. Information Regarding City Parks** – Cindy Keating, Parks and Recreation Director
  - Availability of City Parks to Rent
- 7. Food Requirements** – Austin May, Teller County Public Health & Environment
- 8. Fire Safety** – Tyler Lambert, NETCFD Fire Chief
- 9. Event Promotions** – Grace Johnson, Assistant to City Manager

Questions & Answers