



City of Woodland Park City Council

5:30 PM Open House **Come say farewell to City Manager Michael** **Lawson.** **(Light refreshments will be served)**

August 3, 2023 at 6:30 PM

AGENDA

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS**
 - A.** Oath of Office to Police Officer Brennen Sullivan.
(Oath of Office administered by Chief of Police, Chris Deisler)
 - B.** Proclamation declaring August 6th - August 12th, 2023 as Woodland Park Farmers Market Week.
(Farmers Market Representative Sara Swart)
- 4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
- 5. CONSENT CALENDAR**
 - A.** Consider Ordinance No. 1456, Series 2023, on initial posting, an Ordinance Further Extending the Pines at Tamarac Planned Unit Development (PUD) Master Plan and Preliminary Plat and set the Public Hearing for August 17, 2023 (QJ) (Presenter, Planning Director Karen Schminke, AICP)
 - B.** Consider Ordinance No. 1457, Series 2023, on initial posting, an Ordinance Approving the Modification of the Allowed Use of Lot 4 of the Wal-Mart PUD from "Eating/Drinking Place, Eat-In And Drive-Through" to also Allow a Car Wash and set the Public Hearing for August 17, 2023 (QJ) (Presenter, Planning Director Karen Schminke, AICP)
- 6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (1)**
- 7. UNFINISHED BUSINESS**

(Public Comment may be heard)

 - A.** Re-cap of the Signature Event process and allocations.
(Presenter City Manager Michael Lawson)
- 8. ORDINANCES ON INITIAL POSTING**

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

(Public comment may be heard)

10. NEW BUSINESS

(Public comment may be heard)

- A. Outgoing Remarks City Manager Michael Lawson.
- B. Oath of Office - Interim City Manager Aaron Vassalotti.
(Oath administered by Deputy City Manager/City Clerk Suzanne Leclercq)

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

Woodland Park FARMERS MARKET WEEK
August 6th -12th , 2023
By the COUNCIL/MAYOR of Woodland Park, CO
A PROCLAMATION

WHEREAS, in conjunction with National Farmers Market Week, this is an ideal time to highlight the benefits farmers markets bring to Colorado communities.

WHEREAS, nearly 100 farmers markets across the state offer farm-fresh, affordable and healthy products such as fruit, vegetables, dairy products, herbs, flowers, baked goods, meats, eggs, locally made foods, and much more; and

WHEREAS, farmers markets serve as integral links between urban, suburban, and rural communities, especially as people increasingly desire local products, and to support resilient, local supply chains; and

WHEREAS, farmers markets are important outlets for agricultural producers to sell directly to those who buy their local products and to increase their farm income, as well as stimulating business development and job creation; and

WHEREAS, farmers markets foster direct relationships between community members and agricultural producers, promoting sustainable food systems and increasing the public's understanding of agriculture; and

WHEREAS, farmers markets are critical components of the food and agriculture supply chain and continue to serve communities in ways that are safe, inviting, and accessible for all; and

WHEREAS, innovative local farmers, ranchers, farmworkers, food processors, market staff, and volunteers adapt to meet community needs and provide local food options; and

WHEREAS, the State of Colorado and the Colorado Department of Agriculture strongly support and promote the development and operation of farmers markets and other direct-to-market activities for agricultural producers that promote local products through the Colorado Proud program;

THEREFORE, to further awareness of farmers markets' contributions to Woodland Park life,

I, Hilary LaBarre, Mayor, do hereby proclaim the week of August 6-12, 2023, as

Woodland Park Farmers Market Week.



STAFF REPORT

TO: Mayor LaBarre and City Council

FROM: Karen Schminke, Director of Planning & Building Services

DATE: August 3, 2023

SUBJECT: Consider Ordinance No. 1456, Series 2023, on initial posting, an Ordinance Further Extending the Pines at Tamarac Planned Unit Development (PUD) Master Plan and Preliminary Plat and set the Public Hearing for August 17, 2023 (QJ) (Presenter, Planning Director Karen Schminke, AICP)

BACKGROUND: On July 18, 2019 City Council approved the Pines at Tamarac Planned Unit Development (PUD) Final Master Plan and Preliminary Plat. The Master Plan consisted of 26 single family lots on the 20.61 acre lot. On May 6, 2021 City Council approved a two-year extension of the Pines at Tamarac PUD Master Plan to July 18, 2023 and a one-year extension of the Pines at Tamarac Preliminary Plat to July 18, 2022. On August 25, 2022 the Planning Commission approved another one-year extension of the Preliminary Plat so it would expire July 18, 2023 along with the PUD Master Plan. The applicant is currently applying for a 2-year extension of the approved Pines at Tamarac PUD Master Plan and a 1-year extension of the approved Pines at Tamarac Preliminary Plat.

RECOMMENDATION: Approve on initial posting Ordinance No. 1456, Series 2023, an Ordinance Further Extending the Pines at Tamarac Planned Unit Development (PUD) Master Plan and Preliminary Plat and set the Public Hearing for August 17, 2023.

ATTACHMENTS: 1. Ordinance 1456 Approving Pines at Tamarac PUD-PP Extension

**CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1456, SERIES 2023**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF
WOODLAND PARK, COLORADO FURTHER EXTENDING THE PINES AT
TAMARAC PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN AND
PRELIMINARY PLAT**

WHEREAS, the City of Woodland Park, Colorado (“City”) is a statutory City, duly organized and existing under the laws of the state of Colorado; and

WHEREAS, pursuant to C.R.S. § 31-15-401, the City by and through its City Council (“Council”), possesses the authority to adopt laws and ordinances within its police power in furtherance of the public health, safety and welfare; and

WHEREAS, pursuant to C.R.S. § 31-23-301 the Council also possesses the authority to adopt and enforce zoning regulations; and

WHEREAS, pursuant to the Woodland Park Municipal Code (the “Code”), PUD master plans and preliminary plats must be approved by the Planning Commission; and

WHEREAS, on July 18, 2019, the Council approved the Pines at Tamarac PUD Final Master Plan and Preliminary Plat; and

WHEREAS, pursuant to the Code, a preliminary plat may be extended for an additional year by the Planning Commission and PUD plans can be extended for two-year periods by City Council; and

WHEREAS, on May 6, 2021, the Council approved a two-year extension of the Pines at Tamarac PUD Master Plan and a one-year extension of the Preliminary Plat; and

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

WHEREAS, on May 15, 2023, City staff received application for another extension of the Tamarac PUD Master Plan and Preliminary Plat; and

WHEREAS, the Planning Commission held a public hearing on the application on July 13, 2023 and recommended approval the applicant’s extension based on the evidence in the staff report and presented at the public hearing.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF WOODLAND PARK, COLORADO as follows:

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

Section 2. Extension of Tamarac PUD Master Plan and Preliminary Plat. Effective upon the effective date of this Ordinance, the Pines at Tamarac PUD Master Plan previously extended until July 18, 2023, shall be extended two-years until July 18, 2025. Further the Pines at Tamarac PUD Preliminary Plat shall be extended one year until July 18, 2024.

Section 3. Effective Date; Expiration. The subject PUD Master Plan and Preliminary Plat originally granted on July 18, 2019, and extended until July 18, 2023 and July 18, 2022 respectively, and then until July 18, 2023 for the Preliminary Plat, shall be extended again, and the PUD Master Plan shall expire on July 18, 2025 and the Preliminary Plat shall expire on July 18, 2024, unless extended to a later date.

Section 4. Should any one or more sections or provisions of this Ordinance or of the Code provisions enacted hereby be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance or of such Code provision, the intention being that the various sections and provisions are severable.

Section 5. *Effective Date.* This Ordinance shall be in full force and effect from and after its publication as required.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS ____ DAY OF _____, 2023.

City of Woodland Park

Hilary LaBarre, Mayor

ATTEST:

City Clerk, Suzanne Leclercq



STAFF REPORT

TO: Mayor LaBarre and City Council

FROM: Karen Schminke, Director of Planning & Building Services

DATE: August 3, 2023

SUBJECT: Consider Ordinance No. 1457, Series 2023, on initial posting, an Ordinance Approving the Modification of the Allowed Use of Lot 4 of the Wal-Mart PUD from "Eating/Drinking Place, Eat-In And Drive-Through" to also Allow a Car Wash and set the Public Hearing for August 17, 2023 (QJ) (Presenter, Planning Director Karen Schminke, AICP)

BACKGROUND: On April 13, 2005 Woodland Park City Council approved a request to rezone 49.09 acres from Agricultural to Planned Unit Development (PUD). This PUD is known as the Wal-Mart PUD due to the fact that construction of a Wal-Mart Super Center was planned for this parcel. In 2007, City Council approved the Final Plat which consisted of 6 lots and 4 tracts. The Wal-Mart store was to be built on lot 1 while lots 2-6 were to be developed in the future with various commercial uses. Currently, lot 4 of the Wal-Mart PUD allows for an eating/drinking place and drive through. The applicant is requesting a PUD amendment to also allow for a carwash to be constructed the subject property.

RECOMMENDATION: Approve on initial posting Ordinance No. 1457, Series 2023, an Ordinance Approving the Modification of the Allowed Use of Lot 4 of the Wal-Mart PUD from "Eating/Drinking Place, Eat-In And Drive-Through" to also Allow a Car Wash and set the Public Hearing for August 17, 2023.

ATTACHMENTS: 1. Ordinance 1457 Amending Wal-Mart PUD Lot 4

CITY OF WOODLAND PARK ORDINANCE NO. 1457, SERIES 2023

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WOODLAND PARK, COLORADO APPROVING THE MODIFICATION OF THE ALLOWED USE OF LOT 4 OF THE WAL-MART PUD FROM “EATING/DRINKING PLACE, EAT-IN AND DRIVE-THROUGH” TO ALSO ALLOW A CAR WASH

WHEREAS, the City of Woodland Park, Colorado (“City”) is a statutory City, duly organized and existing under the laws of the state of Colorado; and

WHEREAS, pursuant to C.R.S. § 31-15-401, the City by and through its City Council (“Council”), possesses the authority to adopt laws and ordinances within its police power in furtherance of the public health, safety and welfare; and

WHEREAS, pursuant to C.R.S. § 31-23-301 the Council also possesses the authority to adopt and enforce zoning regulations; and

WHEREAS, Ordinance No. 1017, Series 2005, zoned the subject property Planned Unit Development (PUD) for the purpose of developing a Planned Business Development (PBD) in accordance with the approved Wal-Mart Center Final Development Plan; and

WHEREAS, the City of Woodland Park has received an application from 7B Building & Development (Applicant) on behalf of Harman Property Management (Owner), requesting an amendment to the Planned Unit Development (PUD) to amend the allowed use from “Eating/Drinking place, Eat-in and Drive-through” to also allow a car wash on Lot 4, Wal-Mart Center, Woodland Park, Colorado and amend Building and Parking Data; and

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

WHEREAS, the Woodland Park Planning Commission considered the request on July 13, 2023 and based on evidence contained in the staff report and presented at public hearing recommended approval of the request; and

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

Section 1. Approval. The modification to the allowed uses for Lot 4 of the Wal-Mart PUD to include “Automated Express Style Car Wash” is hereby approved subject to the following conditions:

1. A final updated site plan, resolving all issued identified on the redlined plans must be approved by the City before and Zoning Development Permit (ZDP) will be issued.
2. Prior to the issuance of a building permit, the applicant shall submit for and receive approval of a:
 - a. Final Site Plan for a permitted use including landscaping, drainage, architectural elevations, access, etc.;
 - b. Infrastructure Zoning Development Permit;
 - c. ZDP's and Building Permits for all new construction, including:
 - i. All Civil/Construction Drawings
 - ii. Final Drainage Report
 - iii. Final Landscaping Plan
 - iv. Final Site Plan
 - v. Final Floor Plans and Elevations
 - vi. Final Grading, Sediment and Erosion Control Plan (with BMP's)
 - vii. Final Utility Plan (water, sewer, power, etc.)
 - viii. Final Photometric Plan
 - ix. CO Stormwater Permit/Stormwater Management Plan
3. An amended Page 1 of the PUD Plan of Development must be submitted with an updated Building and Parking Data Table to reflect the change in use and parking for Lot 4;
4. The *Private Access Drive* labeled on the site plan must be updated for consistency with the recorded subdivision plat;
5. The applicant shall amend the proposed building façade to better harmonize with the Woodland Park "mountain western" aesthetic.
6. The applicant shall provide fencing substantially the same as the fencing requirements within Section 18.42.070 of the Woodland Park Municipal Code as it were to apply to the subject parcel.

Section 2. Recitals. The recitals contained in this Ordinance constitute the findings of City Council and are incorporated herein by reference.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS 17th DAY OF AUGUST, 2023.

Hilary LaBarre, Mayor

ATTEST:

Suzanne Leclercq, City Clerk



STAFF REPORT

TO: Mayor LaBarre and City Council

FROM:

DATE: August 3, 2023

SUBJECT: Re-cap of the Signature Event process and allocations.
(Presenter City Manager Michael Lawson)

BACKGROUND: As part of the 2023 budget process, the City Council created a new signature events micro grant revolving fund. The fund is intended to provide small grant awards to qualifying events that benefited the Woodland Park community. Awards were based on events meeting certain criteria proving the events met the desire of the Council that recipients boost economic development in the City of Woodland Park. The Council included \$15,000 in the 2023 budget to fund the signature events program.

Following an application process in spring of 2023, the City received 20 applications for funding. Applications were reviewed and evaluated by the city's Parks and Recreation Advisory Board (PRAB). Following a deliberative process, PRAB selected 13 recipients to receive varying dollar amounts of award. Awards ranged in value from \$250 to \$2,000.

Report

This agenda item is intended to accomplish the following:

- Give the Council and community final results of which recipients received funding and the size of award received by each;
- Share other feedback received throughout the process of what worked well and what can be improved for 2024; and
- Ask the Council for any additional revisions to the signature event micro grant program.

The results of the inaugural signature events micro grant program are presented for the Council's consideration. As the 2023 round of funding was a pilot program, this city may wish to make changes to the program based on feedback received throughout the process.

The results for funding as determined by PRAB were:

Event	Date(s)	Amount Recommend
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Veteran's Rally Salute to America	August 18 & 19	\$2,000
Symphony Above the Clouds	July 5	\$2,000
Mountain Arts Festival	August 12 & 13	\$2,000
TCFMA - Farmer's Market	June - September	\$2,000
4th of July Celebration	July 4	\$2,000
Vietnam Veteran's Traveling Memorial Wall	August 16 - 20	\$2,000
POW/MIA Recognition Ride	August 19	\$1,000
For the Record - Lightbulb Theater	October 13, 14 & 15	\$500
Dana's Dance in the Round	August 4-5 (workshop) & 11-13 Performances)	\$500
Jr. Woodland Players "Little Mermaid"	July 27, 28 & 29	\$250
Above the Clouds Ultra Trail Run	October 7	\$250
Bike the Night	August 26	\$250
CO State Baton Twirling Competition	October TBD	\$250
GRAND TOTAL		\$15,000

RECOMMENDATION: Following the award process, there were some key observations suggesting small improvements be made to boost the number of dollars available for recipients.

- Some related events that could be perceived as one single event were broken up and applied for funding under multiple applications.
- PRAB willingly served as the adjudicating body but admitted it took up a great deal of the board members' time.
- There is a Council liaison on PRAB. The liaison willingly recused themselves from voting on awards to applicants. This was done to demonstrate accountability and avoid perceived conflicts of interest.
- PRAB organically settled on a maximum award amount of \$2,000 per applicant even though the program allowed for awards of up to \$5,000.

Based on experiences stemming from the 2023 pilot program, staff recommends the following changes be made based on feedback taken from the process:

1. Limit *applicants* (i.e. natural person or organization) to one application per award cycle (annually).
2. Limit awards to a maximum of \$2,000 per applicant.
3. Have PRAB remain the award committee until an economic development-oriented committee is formed.
4. Codify the practice of Council liaison to PRAB abstaining from voting on award recipients.
5. Revisit post-event statistics from required reporting from recipients to determine the efficacy of the program. This analysis should take place in Q1 2024. This analysis should evaluate the results of each event against the goals and funding criteria for the signature event micro grant program:

"Signature events are events that primarily attract tourists from outside of Woodland Park, but also attract community involvement and local interest. They have the potential for economic impact, i.e. increased hotel occupancy, visitation, and restaurant sales. Signature events balance community impact and interest and City lodging/sales tax benefits."

Year-end reports from applicants should demonstrate performance relative to this standard. The Council should also ask which approach better achieves the program's stated goals: smaller awards

to more applicants or fewer larger awards to fewer applicants.

Questions for Council

1. Does Council wish to limit each applicant to one application per award cycle?
2. Does the Council wish to limit the maximum award available to \$2,000?
3. Does the Council wish to leave the total dollars available at \$15,000?

ATTACHMENTS: 1. 2023 Signature Events Funding Criteria and Application FINAL

2023 Signature Events Micro-Grant Application

INTRODUCTION AND PURPOSE

The City of Woodland Park is excited to announce the 2023 Signature Events Micro-Grant Program. As part of the 2023 budget process, City Council set aside \$15,000 from the Lodging Tax fund to provide micro-grants to support qualifying special events in the City of Woodland Park. Support for signature events was also identified in the 2030 Envision Woodland Park Comprehensive Plan.

Event organizers are invited to apply for funding through this program to be used for special event support in 2023.

NOTE: This is a pilot program. The City strives to provide fair and equitable support for events in our community. As part of this micro-grant program, we are evaluating existing in-kind and monetary support for all special events. This program is subject to change on an annual basis as needed. Award in 2023 does not guarantee award in future funding rounds.

AWARD TIMELINE

The application deadline is May 15, 2023 at 5:00 pm and must be completed in FULL to be considered. Applications must be submitted either:

- Online at city-woodlandpark.org
- Dropped off at City Hall
- or emailed to gjohnson@city-woodlandpark.org

The Parks and Recreation Advisory Board will review and approve applications by June 14, 2023. Applicants will be notified of intent of award and receive instructions for next steps by June 23, 2023.

- Funds will be dispersed by June 30, 2023.
- Awarded funds must be used by December 31, 2023.

FUNDING PURPOSES

Because this program is funded specifically from lodging tax, the primary purpose is to increase tourism and lodging through signature events. *Signature events* are events that primarily attract tourists from outside of Woodland Park, but also attract community involvement and local interest. They have the potential for economic impact, ie. increased hotel occupancy, visitation, and restaurant sales. Signature events balance community impact and interest and City lodging/sales tax benefits.

All Signature Event Funding must be used for qualified expenses directly related to the execution of the event.

Allowable Expenses:

- Development of new events or features/activities at existing events.
- Promotion, advertising, printing, publication and any other promotional activities such as brochures, rack cards, event flyers, online/social media promotion.
- Day-of-event expenses including barricades, security, WPPD, TCSO, NETCO FD, park fees, signage, port-o-lets, etc.

Disallowable expenses:

- Events restricted to private or exclusive participation.
- Cash awards of any description, including prizes, scholarships, endowments, or donations to charitable organizations.
- Expenses not directly related to the approved program for which the application was submitted.
- Interest or the reduction of deficits or loans.

ELIGIBILITY CRITERIA

- To be considered for funding, applicants must complete this application in its entirety by the deadline advertised.
- One supplemental page supporting the application may be added if desired (12 pt font).
- Funding will be determined solely on the merit of this application; presentations will not be required.
- Funding is available only for events hosted in Woodland Park.
- One (1) application may be submitted per event.
- Application is available online at city-woodlandpark.org or in-person at City Hall. Completed applications must be submitted to gjohnson@city-woodlandpark.org or delivered to City Hall c/o Grace Johnson.
- Awarded funds must be used for events held in 2023, and no later than December 31, 2023.
- The maximum amount of funding that can be requested is \$5,000 per event.
- Applicants must provide a W-9.
- Applicants must include City logo on promotional materials where applicable.
- No funds distributed under this program shall be used for promotion of religion or in support of any political candidate or ballot issue or prospective political candidate or ballot issue.
- The City has the sole discretion to award all or none of these funds.

REPORTING CRITERIA

- A final report is required from each event receiving Signature Event funding for each year during the funding and must be submitted by December 31 of the funding year to gjohnson@city-woodlandpark.org. The final report should include:

- Summary of the event and how the funds were used.
- Attendance with specification whether attendance is *estimated or actual* based on entry fees, gate entry tabulation, etc. Please also indicate number of vendors (if applicable) and support staff.
- Failure to submit a final report may result in ineligibility for future funding.

Applicant Information (Please fill out the fields applicable to your event)

Name of Event: _____

Name of Partner Organization (if applicable): _____

Date(s) and Time(s) of Event: _____

Event Location: _____

Lead Applicant Contact Person(First & Last Name): _____

Phone number: _____ E-mail Address _____

Mailing Address: _____ City _____

State: _____ Zip _____ Tax ID Number: _____

List of Event Board of Directors: _____

How many years has your organization/event been in Woodland Park: _____

Requested Funding Amount (Maximum \$5,000 per event) \$: _____

1. Please briefly describe your event.**2. What are the short and long-term benefits of this event for your organization and for the Woodland Park community?**

3. What is the event budget? Please attach your event budget here.

4. How will the funds provided by the City of Woodland Park be used?

5. What is the estimated attendance at your event? How is estimated attendance determined? Please briefly describe the target audience the event seeks to attract.

6. Has your event/organization ever received in-kind support from the City of Woodland Park for this event in the past? (ie. Facility/park use, cache items such as barriers or cones, City staff including police, etc.) If so, please list type and quantity of in-kind support, as well as which years this in-kind support was received.

7. What is the cost to attend your event, per person?

**8. Do you have an emergency management plan, safety protocols, and traffic plan?
Please explain and attach plan(s) if applicable.**

**9. Please detail or attach any supplemental information below. Attachments for
supplemental information supporting the application must be ONE PAGE
maximum (12 pt font).**