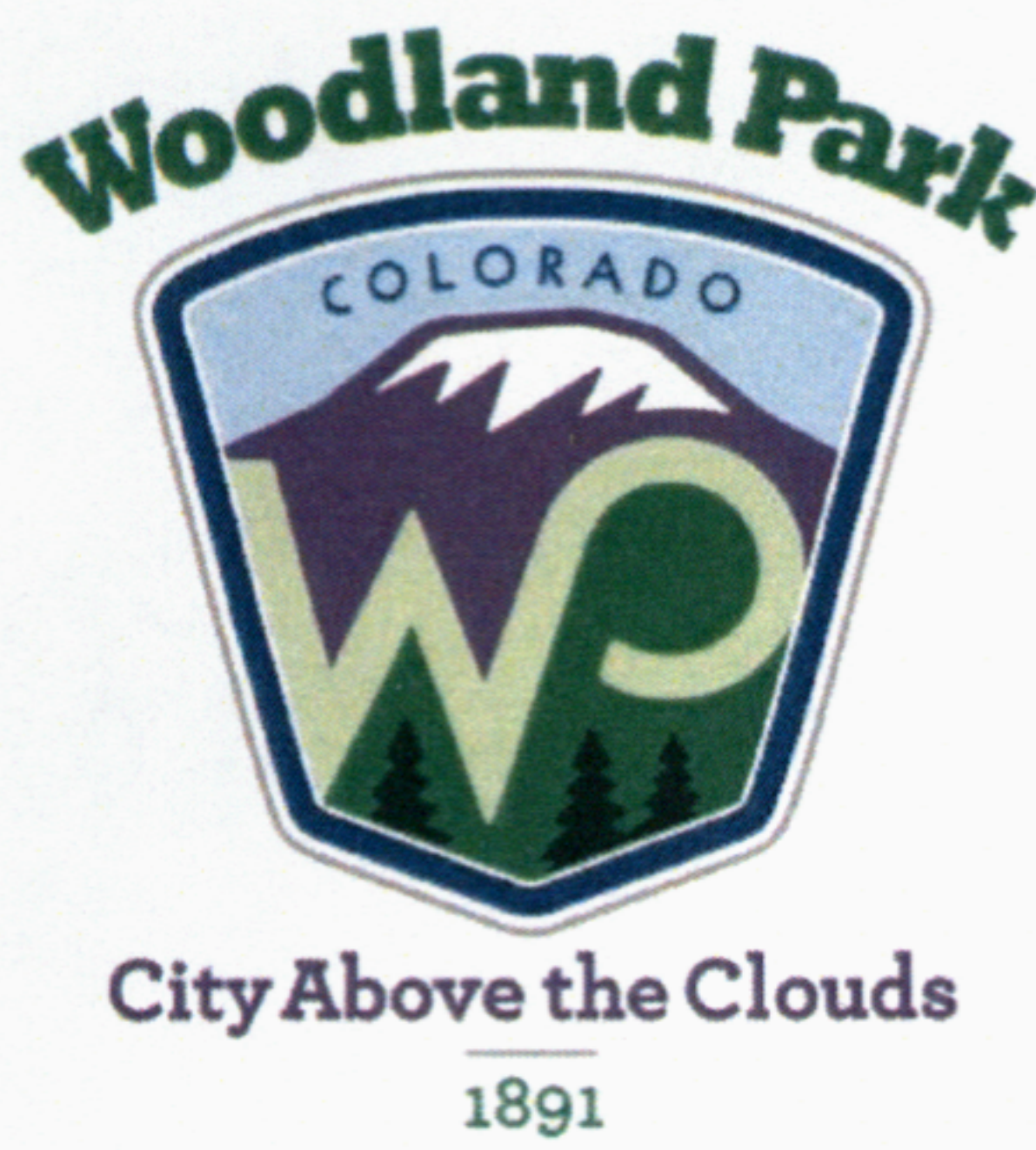




City of Woodland Park

July 20, 2023 at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Following a work session regarding the presentation of the Parks, Trails and Open Space Master Plan by Logan Simpson and an Executive Session of the City Council regarding CRS 24-6-402(4)(f), Personnel matters, more specifically the discussion of the appointment and contract of an Interim City Manager, Mayor LaBarre called the Council Meeting to order at 6:35 PM.

The following individuals were present for the Executive Session: Mayor LaBarre, Mayor Pro-tem Case, Councilmember Connors, Councilmember Harvey, Councilmember Nakai, Councilmember Zuluaga, City Attorney Wilson, City Manager Lawson, Deputy City Manager Leclercq, Finance Director Vassalotti and Councilmember Neal appeared via telephone.

The following councilmembers were present for the Council Meeting: Mayor LaBarre, Mayor Pro-tem Case, Councilmember Connors, Councilmember Harvey, Councilmember Nakai, Councilmember Zuluaga, Councilmember Neal appeared via zoom.

The following members of staff were present: City Manager Lawson, Deputy City Manager Leclercq, City Attorney Wilson, Parks and Recreation Director Keating, Planning Director Schminke, Senior Planner Gates, Chief of Police Deisler, Aquatics Manager Warner, IT Intern Barnes and Utilities Director Wiley.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A.** Presentation from the Military Order of the Purple Heart on establishing Woodland Park as a Purple Heart City.
(Presenter: John Bartlett, Military Order of the Purple Heart)

John Bartlett Cpt. (R) US Army Special Forces, gave a presentation, on Woodland Park, becoming Teller County's first community to display the Purple Heart Trail Signs. Mr. Bartlett also shared his own personal story of being a Purple Heart recipient.

- B.** Proclamation designating July as Parks and Recreation Month.
(Presenter parks and REcreation Director Cindy Keating)

Mayor LaBarre read the proclamation designating July as Parks and Recreation Month into the record. Parks and Recreation Director Keating introduced Aquatics Manager Warner and Assistant Aquatic Manager Olsen, who were in attendance.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

- A. Approval of the June 2022 Statement of Expenditures and Authorize the Mayor to sign Warrants in payment thereof.

The following motion was made:

Motion: To approve the June 2022 Statement of Expenditures and approve the submittal of a grant application for the Safe Streets 4 All Grant. Case/Connors. Motion carried 7-0.

- B. Approval to submit a grant application for the Safe Streets 4 All Grant.

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

Arnie Sparnins shared that the initial posting of the STR ordinance was not in the packet for last Council Meeting. Sparnins also spoke regarding the STR Citizen's Initiative Petition.

Thomas Seehafer shared information on the Colorado Phoenix program.

Peter Treloar - owner of A to Z storage, shared concerns about the parking issues regarding Bierworks and the Hungry Bear.

Dan Tayler shared that he owned the carwash behind Bierworks and would be willing to sell the carwash for fair market value to the City to use for parking.

Peter Spraitz also shared concerns regarding the parking issues at Bierworks and the Hungry Bear.

Linda Martin thanked Police Chief Deisler for the Hero Run that took place this past weekend. Martin also shared her concerns with relocating the Pike Peak Railway Car.

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. Ordinance No. 1454, Series 2023, an Ordinance Approving a Conditional Use Permit with a Site Plan Review for the Purpose of Allowing Renovation and Expansion of the Core Electric Cooperative Facilities Located at 800 N. Hwy 67 in the Community Commercial (CC) Zone (QJ) (Presenter: Senior Planner, CJ Gates)

Senior Planner Gates shared the background of this project with the Council.

The subject property has been incorporated into the City of Woodland Park since the 1970's. CORE (previously known as IREA) received their first building permit on this property in 1979 as been operating within the City since then. Additions were made to the administrative building in 1998 and an accessory storage structure was built in 2018. CORE currently provides essential electricity services to the City of Woodland Park and the greater Teller County Area. Staff has researched this property and have found no records of a conditional use permit previously issued for this site and use.

Gates shared that within the applicant's letter of intent, which is attached hereto, they identify the use on the subject property is "essential services and utilities". Staff has analyzed the

application and CORE's operations, and disagrees with the "essential services and utilities" designation. Staff has determined that the CORE facility's existing and proposed operations fall within the "Contractors and construction services" use, which is listed as a conditional use in the Community Commercial zone district. (Reference MC. Section 18.09.090 Districts established – Table of permitted uses for business, industrial and residential districts). CORE has been operating at the subject property since 1979 and a Conditional Use Permit has never been issued by the City. The current proposal is for a Conditional Use Permit to allow the existing operation and its proposed additional facilities to continue operating at this location within the Community Commercial zone district.

Within the attached application, the applicant has also pointed out that the current proposal includes several deviations from the City of Woodland Park Municipal Code. Within subsection B of the applicant's letter of intent, they identify that Section 18.21.045 of the City Code, states that within the CC zone the maximum number of accessory buildings on any lot for any principal building shall be two. The applicant is requesting approval of the CUP with a total of four structures and has provided information regarding why all the buildings are necessary for the operation of this facility which provides essential services to the community. Staff is viewing the property as having two separate principle uses which are the administrative side catering towards the onsite operations and the warehouse catering towards the offsite operations where CORE's employees stage vehicles and materials to then work offsite. Each principle use may have its own "primary structure" as well as two accessory structures. Subsection C of the applicant's letter of intent addresses the requirement that 25% of the 296,264 square-foot site is to be landscaped. They are proposing 119,989 square-feet of landscaping on the site which exceeds the minimum requirement of 74,066 square-feet. The issue is the location of the landscaping on the site. Half of the minimum required landscaping must abut adjacent residential zoned areas. The proposed landscape plan includes a total of 34,477 square-feet of landscaping instead of the required 37,033 square-feet adjacent to the residential zoned land to the west. It does not include additional square footage for the landscaping along the south property line adjacent to the church that is also zoned residential. The remainder of the 119,989 SF of landscaping occurs around the remaining site perimeter. As seen on the site plan, in order to maximize buffering the site from surrounding properties, the applicant is also proposing a new opaque 6' chain-link fence and is planning a landscape buffer on all sides of the site. Lastly, subsection E states of the applicant's letter of intent addresses the Architectural Design Guidelines in Section 18.33.180 H.3 of the City code. Per that Code section, "The primary use of prefabricated metal for an entire structure, panelized flat plywood and highly reflective materials for facing materials is prohibited." The only proposed exterior material for the heated vehicle parking/warehouse building (Building B) and the unheated parking building (Building C) is metal wall panels, which is typical of preengineered metal buildings. As the buildings are proposed, they do not comply with this specific section of the City Code. The proposed metal buildings are planned to be set deep into the property thus making them difficult to see from Highway 67. The additional landscape buffer as well as fencing, will also shield these proposed buildings from view from the street.

Gates shared the Analysis of Conditional Use Permit Findings in his report to the Council reviewing the following:

Municipal code section §18.57 Conditional Use Permit regulates the review of conditional use permit requests. §18.57.040.A states: "The standards for conditional use permits are intended only as a minimum necessary for review. An application for a conditional use permit, even though meeting the minimal standards of the chapter and code, may be denied, if it is

determined that the development and use is not in the best interest of the city.” §18.57.040.B specifies the standards by which all conditional uses must comply in order to receive approval. Below is a listing of the applicable CUP standards from Code Section 18.57 complete with staff’s analysis.

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.

Complies. CORE has been operating out of this location for over 40 years and provides an essential service of electricity to all of the City of Woodland Park and the greater Teller County Area. The operations performed at this location help CORE shorten response times to emergencies within the City of Woodland Park. Staff has determined that the CORE facility’s existing and proposed operations fall within the “Contractors and construction services” use, which requires a conditional use in the Community Commercial zone district.

2. The proposed development and use shall not endanger the public health and welfare.

Complies. The use poses no threat to public health and welfare. Zoning of the site supports the specific activities that occur on the subject property including vehicle maintenance, construction services, and administrative offices.

3. The proposed development and use shall not substantially injure the value of vicinity properties.

Complies. The CORE facility has operated at this location for over 40 years and is adjacent to a commercially zoned property to the north. Adjacent properties have already developed. This proposal is to support existing operations and does not change the existing operations.

4. The proposed development and use shall be in harmony with the area in which it is to be located.

Complies. The use the subject property is adhering to the use label “contractors and construction services”. This specific use is allowed with a conditional use permit. This proposed development also includes 119,989 square-feet of landscaping which exceeds the minimum total site coverage requirement. It also includes fencing that will provide additional perimeter screening.

5. The proposed development and use shall conform to the provisions, objectives and policies of all city plans, adopted and in effect at the time of application, including but not limited to growth management, transportation, utilities, capital improvements and downtown redevelopment.

Complies. The development is consistent with the following principles and goals as specified in the City’s Comprehensive Plan.

6. 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, including but not limited to zoning, subdivision, utilities, buildings and construction, business regulations and engineering specifications.

May Comply. The applicant is requesting the CUP be approved with two principle buildings and two accessory buildings. They will not meeting the full landscaping percentage at the rear of the property, however have exceeded the minimum landscaping requirements. Given lot configuration, and the essential operational needs of CORE, staff is comfortable with these deviations. City staff called out issues within the applicant's site plan including the size of water main needed to serve the administrative building as well the design of the proposed sidewalk. Comments must be addressed during the construction document phase of the application process.

7. The proposed development and use shall be designed, constructed and maintained to accommodate the on-site and off-site traffic generated.

Complies. The applicant has submitted a traffic memo that is attached within the application. The memo outlines that the proposed improvements will add an average of four additional trips per day. The included traffic memo sates that the existing street network will adequately accommodate the proposed site additions.

8. 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.

Complies. The development plan has been prepared with care to minimize impacts to existing topography conserving unique features where feasible. Surface drainage is handled with a detention pond sited to reduce impacts and create a larger buffer from the residential zoned areas to the west. Final site grading and drainage are reviewed and inspected by the City Engineer and must be approved administratively during the construction document phase of the application process.

9. 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.

Complies. The proposed development is and will continue to be served by municipal water and wastewater; the Utilities Department has no issue with the proposed water usage of the proposed additions to the site. During their review the Utilities Department had minor comments that will be resolved during the Final Site Plan submittal. The final utility plan must be submitted by the applicant and reviewed and approved administratively by the City of Woodland Park Utilities Department.

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.

Complies. No safety hazards are created or identified with this project. Construction shall conform to the applicable building and fire codes and construction activity is subject to the noise regulations. The applicant proposes no changes to the site operation hours which are regular business houses other than the exception of emergencies.

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, buffer areas and other aesthetic enhancement measures, as required by the city council. (Ord. 589-1993 § 6(part), 1993)

May Comply. The proposed landscaping exceeds requirements and perimeter fencing will provide additional screening for the bulk of the property to the west of the administration building (Building A). Regarding the buildings, an entry feature is being added to Building A and will be visible from the street. The concern is with Buildings B and C where the exterior consists only of metal wall panels. While two different colors are proposed to create a faux wainscot, this does not comply with City architectural guidelines. The application will comply if the applicant identifies a different material for the wainscot and adheres to the City's architectural design standards.

Gates continued on with his report to the Council sharing the Site Plan Review Criteria and Findings.

Municipal code section §18.34 Site Plan regulates the review of site plan reviews. §18.34.010 states: "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 insure adequate utility and service systems, and to promote the health, safety and welfare of the city's citizens. (Ord. No. 966-2003, § 2, 4-3-2003)." § 18.34.070 specifies the standards by which all conditional uses must comply in order to receive approval. The proposed site plan was analyzed within the CC zone district.

A. The proposed development shall conform to the provisions, objectives, and policies of all city plans, adopted and in effect at the time of application, including but not limited to: growth management, transportation, utilities, capital improvements, and downtown redevelopment.

Complies. The development is consistent with the following principles and goals as specified in the City's Comprehensive Plan and future land use map.

B. 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: zoning, subdivision, mobile homes, utilities, buildings and construction, business regulations, and engineering specifications.

May Comply. The applicant is requesting the CUP be approved with two principle buildings and two accessory buildings. They will not meeting the full landscaping percentage at the rear of the property, however have exceeded the minimum landscaping requirements. Given ot configuration, and the essential operational needs of CORE, staff is comfortable with these deviations. City staff called out issues within the applicant's site plan including the size of water main needed to serve the administrative building as well the design of the proposed sidewalk. Comments must be addressed during the construction document phase of the application process.

C. 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.

Complies. The applicant has submitted a traffic memo that is attached within the application.

The memo outlines that the proposed improvements will add an average of four additional trips per day. The included traffic memo states that the existing street network will adequately accommodate the proposed site additions.

D. 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.

Complies. The development plan has been prepared with care to minimize impacts to existing topography conserving unique features where feasible. Surface drainage is handled with a detention pond sited to reduce impacts and create a larger buffer from the residential zoned areas to the west. Final site grading and drainage are reviewed and inspected by the City Engineer and must be approved administratively during the construction document phase of the application process.

E. 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.

Complies. The proposed development is and will continue to be served by municipal water and wastewater; the Utilities Department has no issue with the proposed water usage of the proposed additions to the site. During their review the Utilities Department had minor comments that will be resolved during the Final Site Plan submittal. The final utility plan must be submitted by the applicant and reviewed and approved administratively by the City of Woodland Park Utilities Department.

F. 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 vicinity.

Complies. No safety hazards are created or identified with this project. Construction shall conform to the applicable building and fire codes and construction activity is subject to the noise regulations. The applicant proposes no changes to the site operation hours which are regular business hours other than the exception of emergencies.

G. 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.

May Comply. The proposed landscaping exceeds requirements and perimeter fencing will provide additional screening for the bulk of the property to the west of the administration building (Building A). Regarding the buildings, an entry feature is being added to Building A and will be visible from the street. The concern is with Buildings B and C where the exterior consists only of metal wall panels. While two different colors are proposed to create a faux wainscot, this does not comply with City architectural guidelines. The application will comply if the applicant identifies a different material for the wainscot and adheres with the City's architectural design standards. The applicant sent staff an updated site plan on July 10 that includes a stucco wainscot that is desirable to staff.

REFERRALS AND NOTIFICATIONS

Adjacent property owners within 150 feet were mailed a letter notifying them of the submittal of the application as well as all meeting dates including the scheduled Planning Commission and City Council public hearings. The site was posted with public notice posters and notice of the public hearings was published in the Pikes Peak Courier in compliance with the Municipal Code. Staff has received no public comment on the proposal. Applications were referred to City departments including the City Attorney, the City Manager, the City Clerk, Utilities, Public Works, Police Department, Planning and Building and external agencies including Northeast Teller County Fire Protection District, Black Hills Energy, Core Electric, Colorado Department of Transportation, Century Link/Lumen, and TDS Telecom. The NE Teller County Fire Protection District Fire Chief submitted a comment on April 28th, 2023 stating that the application for site plan meets Fire District approval and the District will comment on the ZDP process when they see the site plan with water plans for hydrant placement. They also noted that Colorado Springs Fire Department will review building plans and conduct the inspections.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on June 8, 2023 (minutes attached). After consideration of the staff report and comments made at the public hearing, the Planning Commission voted unanimously to recommend City Council approve CUP/SPR2023-02 CORE Electric Cooperative as presented which included the five conditions recommended by staff with the addition of condition number six that reads”

“Unless determined by the City Attorney to be unnecessary, the ordinance approving this Conditional Use Permit shall acknowledge City Council approval of the proposed number of accessory buildings notwithstanding City Code § 18021.045.”

Per Planning Commission direction, City Staff met with the City Attorney regarding the additional sixth condition. The drawing sets for this application all show the same building layout and it is not necessary to include additional language regarding the number of buildings in the approval ordinance.

STAFF RECOMMENDATION Approve Ordinance No. 1454, Series 2023, an ordinance approving a conditional use permit with a site plan review for the purpose of allowing renovation and expansion of the CORE Electric Cooperative facilities located at 800 N. HWY 67 in the Community Commercial (CC) zone which includes the following conditions:

1. 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

2. A final updated site plan, resolving all issues identified on the redlined plans must be approved by the City before any Zoning Development Permit (ZDP) will be issued.

3. All development impact fees must be paid prior to any ZDP issuance including but not limited to tap fees, stormwater capital improvement fees, transportation capital fees, etc. Fees shall be calculated concurrent with the ZDP review.

4. The applicant must submit documentation from the Colorado Department of Public Health (CDPHE) demonstrating proper removal of the underground fuel storage tanks.

5. Prior to final site plan approval, the applicant must identify a different material for the wainscot on the heated vehicle parking/warehouse building (Building B) and the unheated parking building (Building C) as well as work with staff to ensure all proposed structures adhere to the Woodland Park aesthetic.

Following the conclusion of Gates' presentation, Mayor LaBarre opened up the Public Comment portion of the Public Hearing. There being no public comment, Mayor LaBarre closed the public hearing. There being no Council discussion, the following motion was made.

To approve Ordinance No. 1454, Series 2023, an Ordinance Approving a Conditional Use permit with a Site Plan Review for the Purpose of Allowing Renovation and Expansion of the CORE Electric Cooperative Facilities located at 800 North Highway 67 in the Community Commercial Zone. Case/Nakai. Motion carried 7-0.

10. NEW BUSINESS

(Public comment may be heard)

- A.** Approve a Rock, Gem & Jewelry Show TUP - a request from Kim Packham (Applicant) and the Ute Pass Saddle Club Inc. (property owner) for on-site vendor camping August 14-21, 2023 for the Woodland Park Rock, Gem and Jewelry Show special event at 19250 E US Hwy 24 in the Service Commercial (SC) zone district. (QJ) (Presenter: Planning Director, Karen Schminke, AICP)

Following a report by Planning Director Schminke reviewing the TUP for this event, the following motion was made.

Motion: to approve a Rock, Gem & Jewelry Show TUP. Zuluaga/Case. Motion carried 7-0.

- B.** Discussion and appointment of an Interim City Manager.
(Presenter Mayor LaBarre)

Mayor LaBarre shared that the Council held an Executive Session regarding the appointment of an Interim City Manager. LaBarre shared that they interviewed Finance Director Aaron Vassalotti for the position and discussed a salary for him. LaBarre shared that no vote was taken during the session. Mayor LaBarre asked Vassalotti to come to the podium to talk about taking on the position of Interim City Manager. Vassalotti shared that he would be

honored to be the Interim City Manager.

The following motion was made.

To appoint Aaron Vassalotti as the Interim City Manager beginning on Michael Lawson's last day of August 3, 2023 and to give him an increase in his salary of 12%. Zuluaga/Case. Motion carried 7-0.

The council also shared that they would be doing a search for a permanent City Manager.

C. Approval of the Parks Trails and Open Space Master Plan.

(Presenter Parks and Recreation Director Cindy Keating and Logan Simpson)

Parks and Recreation Director Cindy Keating introduced Taylor Broyhill, AICP from Logan Simpson and Jeff Webb from the Parks and Recreation Advisory Board. Broyhill and Webb shared the following information with the Council.

In 2022, the City of Woodland Park contracted with Logan Simpson to complete the Parks, Trails and Open Space Master Plan. This plan builds upon the 2018 Parks and Recreation, Trails and Open Space Plan and the 2022 Comprehensive Plan. The project kicked off in June 2022 with the first stage being Community Engagement; City Council completed a Direction Setting Questionnaire, Stakeholder Focus Groups were developed, a Technical Advisory Committee was formed, a workshop was conducted with the Parks and Recreation Advisory Board, a pop-up engagement booth was set up at the Farmers Market and an online questionnaire was conducted. Through these efforts, we had 759 participants. In spring 2023, the planning team held a Community Open House Event, Online Questionnaire #2 and Online Draft Plan Review. Through these efforts we heard from an additional 661 participants. This plan is guided by six goals that provide broad direction for establishing ideal future conditions reflective of the community values that have emerged through public engagement. The actions and recommendations of the plan support these six goals;

Safety and Quality
Community Involvement & Communications
Fiscal Responsibility
Leverage Partnerships
Sustainability
Connectivity

The recommendations presented in this plan are formed by data-driven research, best planning practices and the rich set of community values, aspirations, and preferences convey through the public engagement process.

This plan addresses three objectives and several of the action plans for the Envision Woodland Park 2030 Comprehensive Plan;

Parks, Trails and Open Space
Goal 1:

Develop and enhance Woodland Park's sense of place and quality of life by continuing to

enhance the City's parks, trails and open space system.

Objective 1.1: Continue to plan for, construct, and maintain the City's parks, trails and open space system in a manner that is consistent with community members goals. Encourage the City to develop relationships and partner with the USFS to increase access to these lands.

Action 1.1.2: Continue to implement the Woodland Park Parks, Trails and Open Space Master Plan. Update the Master Plan no later than 2023 to ensure that the information from the Comprehensive Plan is incorporated.

Action 1.1.3: Prioritize development and enhancement of parks, trails and open space to meet the needs and desires of the citizens.

Objective 1.2: Foster partnerships to fund, develop, and promote the City's parks, trails, recreation and open space.

Action 1.2.3: Build dynamic relationships and continue to partner with organizations to design and fund parks, trails and open space preservation.

Objective 1.3: Involve the community when developing plans for major parks, trails and recreational facilities.

Following the presentation from Logan Simpson, the following motion was made.

Motion: to adopt the Parks Trails and Open Space Master Plan. Nakai/Case. Motion carried 7-0.

D. Approval of the Policy for Memorial Donations and Facility Naming. (A)
(Presenter Planning Director Cindy Keating)

Planning Director, Cindy Keating introduced the Policy for Memorial Donations and Facility Naming. Keating shared the following information.

The City is experiencing an increase in requests by various City organizations, individuals, civic groups and others to donate memorials and monuments to City facilities. In an effort to preserve the aesthetics and integrity of City properties, it is our desire to create a process which will outline the requirements for potential projects and donations.

This process will require a completed application to be reviewed by the City Engineer and Parks and Recreation Advisory Board to determine if the criteria has been met. In an effort to consolidate processes, this process has incorporated the already established Facility Naming and Memorials for Mayor's Policy.

Following Keating's presentation and there being no discussion or questions from Council, the following motion was made.

Motion: To approve the Policy for Memorial Donations and Facility Naming. Case/Nakai. Motion carried 7-0.

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

Mayor LaBarre discussed with the Council to direct staff to research the option to purchase private property offered by Dan Taylor to be utilized for parking.

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

B. Council Reports

Mayor Pro-tem Case shared an update on the recovery rates for the Woodland Park Aquatic Center. Case also shared an update on PPACG.

Councilmember Neal shared an update on the DDA.

Councilmember Nakai shared Save the Dates for the Garden Tour and Beds to Rest.

Councilmember Connors shared a Military Liaison and a Historical Preservation Committee update.

C. City Attorney's Report

No Report.

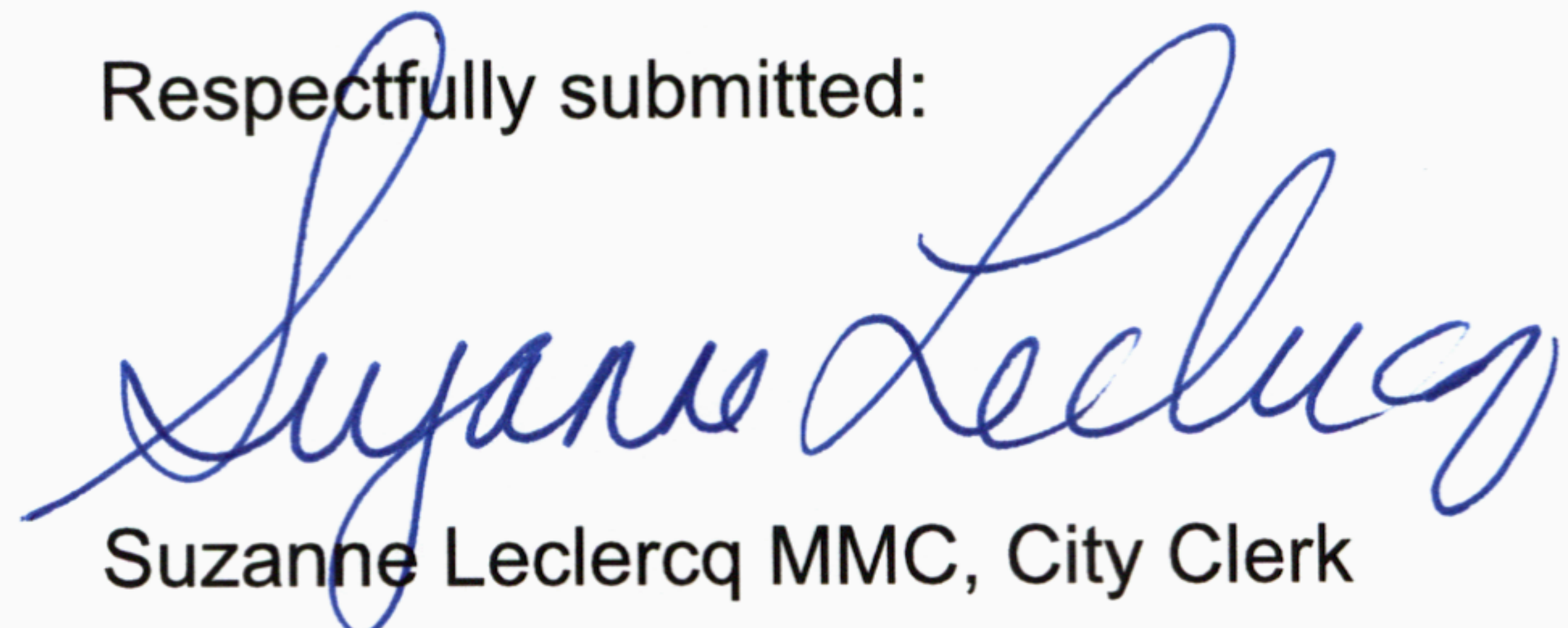
D. City Manager's Report

No Report.

12. ADJOURNMENT

The time being 8:25 PM and no further City Business, Mayor LaBarre adjourned the meeting.

Respectfully submitted:



Suzanne Leclercq MMC, City Clerk

APPROVED THIS 17th DAY OF August, 2023



Hilary LaBarre, Mayor