



City of Woodland Park
City Council Agenda
May 20, 2021
7:00 PM

6:15 PM Executive Session - Pursuant to C.R.S. Section 24-6-402(4)(f)(i) for discussion of a personnel matter, specifically the City Manager's contract.

- 1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Girls of the West presentation.
B. Logan Simpson Comprehensive Plan update.
C. Appointment of Deputy Municipal Judge.
D. Approval of City Manager's contract and Oath of Office.
E. Presentation, update and request for Council and community support for Salute to American Veterans rally planned for August 2021.

- 4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA
5. CONSENT CALENDAR

All matters listed under Consent Calendar are considered routine business by the Council and will be enacted with a single motion and a single vote by roll call. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Calendar and considered separately.

- A. Approval of the May 6, 2021 Regular City Council Meeting Minutes.
B. Approve March 2021 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof.

- 6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

- 7. UNFINISHED BUSINESS
(Public Comment may be heard 1)

- A. Consider allocation of funds for the World War II Memorial Wall in Victor, Colorado.

- 8. ORDINANCES ON INITIAL POSTING
(Public comment may be heard 1)

- A. None

The Woodland Park City Council is pleased to have residents of the community take time to attend City Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared and will generally be limited to five (5) minutes in order to allow everyone the opportunity to be heard. PUBLIC COMMENTS ARE EXPECTED TO BE CONSTRUCTIVE. Questions raised on non-agenda items may be answered at a later date by letter in order to facilitate proper research. PLEASE SIGN IN TO SPEAK ON A PARTICULAR AGENDA ITEM. Written comments are welcome and should be given to the City Clerk prior to the start of the meeting. Written materials will not be accepted during regular agenda items in the interest of time.

9. PUBLIC HEARINGS

(Public comment may be heard ¹)

- A. ZON2021-05 The Grove at Spruce Haven: Consider Ordinance No. 1396, 2021, a rezoning request by HopTree Development, LLC (Joe Kent & Erin Obering, Applicant) and Diane K. Dunlap Kremer Trust (Bradley Philson, Property Owner) to rezone from Community Commercial (CC) to Multi-Family Residential Suburban (MFS) approximately 1.71 acres of land (portion of the W2 NW4 Section 24, Township 12 South, Range 69 (AKA portion Kowitz tracts) (920 Spruce Haven Drive). **(QJ)**
(Presenter: City Planner Lor Pellegrino)

10. NEW BUSINESS

(Public comment may be heard ¹)

- A. Approve Resolution No. 877, series 2021 allocating 8 Multi-family water taps for the proposed Rampart Village Townhome development by HopTree Development II, LLC at Lots 3-6, Block 9 Foster's Addition to Manitou Park. **(A)**
(Presenter: Utilities Director Kip Wiley)

11. REPORTS

(Public comment not necessary)

- A. Mayor's Report
- B. Council Reports
- C. City Attorney's Report
- D. City Manager's Report

- 1. Sales Tax and Lodging Tax Report March 2021, City Manager Michael Lawson
- 2. Woodland Aquatic Center update, Parks and Recreation Director Cindy Keating

12. ADJOURNMENT

*Per Ordinance No. 1391, Series 2021 posted on the City Website 5/12/2021

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.

1

Public comment is intended for the community to provide feedback to the City Council. In an effort to facilitate a productive meeting, we urge everyone to strive to be respectful of one another. Public Comment is not intended to be a platform for argument or abrasive conduct. City Council and staff will take note of your concerns and comments and will work towards providing a response at a later time as appropriate. We ask that you state your name and municipality of residence before you begin your comments. Comments will be limited to 5 minutes. We appreciate your assistance in creating an atmosphere of civility as we all work together for the betterment of our community.

Woodland Park City Council
Council Chambers - City Hall
May 6, 2021
7:00 PM
(In Person/Via Zoom)

If interested in viewing the corresponding video / discussion related to the subject below you can go to the City's YouTube page to view the video. Time stamp after each item is noted for your convenience and corresponds with recorded video.

1. CALL TO ORDER AND ROLL CALL

Mayor Pro-tem LaBarre called the meeting to order at 7:00 PM.

City Clerk Leclercq called roll with the following members of Council present:

Mayor Pro-tem LaBarre, Councilmember Alfieri, Councilmember Case, Councilmember Neal, and Councilmember Zuluaga.

The following staff members appeared in person: Acting City Manager Michael Lawson, City Attorney Nina Williams, City Clerk Suzanne Leclercq, Planning Director Sally Riley, City Planner Lor Pellegrino, Chief of Police Miles DeYoung and Utilities Director Kip Wiley.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS:

A. DDA Presentation on the budget allocation and progress of Woodland Station.

Al Born, Elijah Murphy and Tanner Coy each shared information on Woodland Station. [\(1.06\)](#)

B. Presentation on refresh of City “visual identity”. [\(33.19\)](#)

Acting City Manager Michael Lawson introduced Dave Cotler from Apex Branding Design who shared a presentation with the Council regarding the process of coming up with a new City logo.

C. Presentation of the 2020 Teller County Hazard Mitigation Plan by Don Angell, Emergency Manager, Teller County. [\(1.09:50\)](#)

Don Angell, Emergency Manager for Teller County presented the 2020 Teller County Hazard Mitigation Plan. Angell thanked the city for the support of Andy Leibrand and Robin Lindberg during the process.

At this time Mayor Pro-tem LaBarre suggested that item 10 A Approval Resolution No. 875 adopting the 2020 Teller County Hazard Mitigation Plan be heard at this time. Planning Director Sally Riley reviewed this Resolution with the Council. Council suggested that a link be added to the 2020 Teller County Hazard Mitigation Plan to the website for the Community to review. [\(1.09:50\)](#)

Motion: To approve Resolution No. 875 adopting the 2020 Teller County Hazard Mitigation Plan. Case/Zuluaga. Motion carried 5-0.

D. Council vacancy discussion. [\(1:26.27\)](#)

Council held discussion on the filling of the vacant Mayoral seat and the vacant Council seat as a result of Jim Pfaff's resignation. Council was concerned with doing a call for applications for the vacant council seat at this time as it would result in a 6 person council and may be tough to get business done.

Motion: To not consider applications at this time for the vacant Council seats and keep the Council at 5 members. Zuluaga/Neal. Motion carried 5-0.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:

A. None

5. CONSENT CALENDAR: [\(1:48.41\)](#)

City Clerk Leclercq held a quick demo for the Council and audience on how to look at the minutes and time stamps on the City's website.

A. Approval of the April 15, 2021 regular City Council Meeting Minutes with corrections as noted. Case/Zuluaga. Motion carried 5-0.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: [\(1:58.23\)](#)

- Mac McVicker spoke to Council regarding the difficulties of filling vacancies on the BOR.

The time being 9 PM Mayor Pro-tem LaBarre called for a short recess.

9:07 PM Mayor Pro-tem LaBarre called the meeting back to order.

- Gail Wingerd shared two upcoming events with Council regarding Main Street.
- Elijah Murphy spoke to Council regarding the upcoming Veteran's Rally and the need for Council's help to support this event.
- George English shared some ideas he had regarding RV Parking, a bypass and traffic issues.
- Joe Fury shared his disappointed in the Council not appointing Mike Nakai at the April 15 Council Meeting to the Planning Commission.

7. UNFINISHED BUSINESS:

A. None

8. ORDINANCES ON INITIAL POSTING

A. Consider Ordinance No. 1395, Series 2021, on initial posting Amending Chapter 15.02 of the Municipal Code of the City of Woodland Park by Adopting By Reference the Pikes Peak

Regional Building Code, 2017 Edition, 2nd Printing and set the Public Hearing for June 3, 2021. [\(2:34:19\)](#)

Motion: To approve Ordinance No. 1395, Series 2021, on posting Amending Chapter 15.02 of the Municipal Code of the City of Woodland Park by Adopting By Reference the Pikes Peak Regional Building Code, 2017 Edition, 2nd Printing and set the Public Hearing for June 3, 2021. Neal/Case. Motion carried. 5 -0.

B. Consider Ordinance 1396, Series 2021 on initial posting, Grove at Spruce Haven and set the public hearing for May 20, 2021. [\(2:48:08\)](#)

Motion: Consider Ordinance 1396, Series 2021 on initial posting, Grove at Spruce Have and set the public hearing for May 20, 2021. Case/Neal. Motion carried 4-1 with Zuluaga voting no.

9. PUBLIC HEARINGS

A. Consider a request by Dave Garretson (Property Owner) for a 2-year extension of the approved Pines at Tamarac Planned Unit Development (PUD) Master Plan and a 1-year extension of the approved Pines at Tamarac Preliminary Plat for residential development on 20.61 acres on Lot 2, Block 1, Dayspring Christian Fellowship (205 Sourdough Road) in the Pines at Tamarac PUD zone district. [\(2:58:33\)](#)

There being no Council discussion or any Public Comment the following motion made.

Motion: Approve a request by Dave Garretson (Property Owner) for a 2-year extension of the approved Pines at Tamarac Planned Unit Development (PUD) Master Plan and a 1-year extension of the approved Pines at Tamarac Preliminary Plat for residential development on 20.61 acres on Lot 2, Block 1, Dayspring Christian Fellowship (205 Sourdough Road) in the Pines at Tamarac PUD zone district. Neal/Case. Motion carried 5-0.

10. NEW BUSINESS

A. Approve Resolution No. 876 Implementing Level 2 Watering Restrictions for the City of Woodland Park. [\(3:07:25\)](#)

Utilities Director Kip Wiley reviewed the need for implementing a Level 2 Watering Restriction for the City of Woodland Park. Council discussion was held on the need to add an end date to the restrictions of this Resolution and that they did not want it open ended.

Motion: To add an end date to the watering restrictions of 4/30/2022 or unless changed earlier by Council. Neal/Alfieri. Motion carried 4 - 1 with Case voting no.

Motion: To approve Resolution No. 876 implementing Level 2 Watering Restrictions for the City of Woodland Park with amendment of an end date of 4/30/2022 or unless changed to an earlier date by Council. Alfieri/Neal. Motion carried 4 - 1 with Case voting no.

11. REPORTS [\(3:29:40\)](#)

- A. Mayor's Report
- B. Council Reports

Councilmember Alfieri shared the details of Crabby Tax Night being held on May 17. Alfieri also shared that the Holiday Home Tour has started meeting and planning their event for this year.

Councilmember Neal shared that new officers were elected to the KWPB Committee. Neal also shared his disappointment with the subcommittee of the Comp Plan he is on and that he felt like there was a pre-screening of the survey questions and what is being presented to the citizens is biased. Neal wanted to put the Council on notice that unless all comments come forward he would not be supporting this plan.

Councilmember Zuluaga shared that he would like to re-visit the order of the Council Agenda and make it more suitable time wise to the guests that are waiting to speak. City Clerk Leclercq shared that she would supply Council with agendas from other municipalities so that they can get some ideas on how to do this.

- C. City Attorney's Report
- D. City Manager's Report

1. Comp Plan Update - Planning Director, Sally Riley.

2. Naming Policy - City Clerk Leclercq shared with the Council that a member of the Council needed to volunteer to serve on the Memorial/Naming Committee. Councilmember Case volunteered to do so.

12. ADJOURNMENT

Mayor Pro-tem LaBarre adjourned the Council Meeting at 10:52 PM.

Respectfully submitted:

Suzanne Leclercq MMC, City Clerk

APPROVED THIS _____ DAY OF _____, 2021

Hilary LaBarre, Mayor Pro-tem

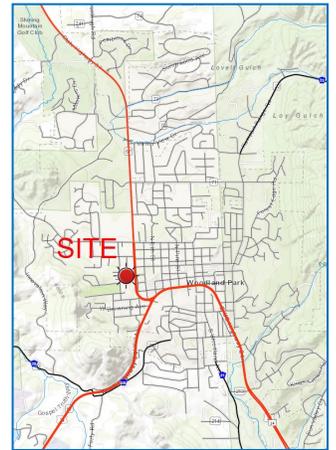


City Council Staff Report Public Hearing May 20, 2021

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
9.A	Planning	Lor Pellegrino, AICP City Planner

AGENDA ITEM

ZON2021-05 The Grove at Spruce Haven: A rezoning request by HopTree Development, LLC (Joe Kent & Erin Obering, Applicant) and Diane K. Dunlap Kremer Trust (Bradley Philson, Property Owner) to rezone from Community Commercial (CC) to Multi-Family Residential Suburban (MFS) approximately 1.71 acres of land (portion of the west half of the northwest quarter of Section 24, Township 12 South, Range 69 (AKA portion Kowitz tracts) (920 Spruce Haven Drive). **QJ**
(Planning Commission Public Hearing 7 p.m. – April 22, 2021)



BACKGROUND

This 1.71 acre unplatted parcel is currently vacant land zoned Community Commercial (CC). The Applicant would like to rezone to Multi-Family Residential Suburban (MFS), plat, and then construct Townhomes.



Aerial showing surrounding uses

Despite numerous rezonings (originally zoned Residential (R-1) in 1969, then Agricultural (A-1) in 1979, and finally Community Commercial (CC) in 1996), this property has remained unimproved while development has occurred all around it. The dwellings to the west were built in 1920 (227 Coraline) and 1954 (924 Spruce Haven) while the dwellings to the east (now part of Fred's Towing) date back to the mid to late 1930s. Many of the tracts in this area were conveyed as a metes and bounds rather than a subdivision process by the Kowitz family (unplatted tracts known as the Kowitz tracts). It is not known why this tract remained as large as it is today while others in the area were distributed as 0.2 acre tracts or smaller.

On Spruce Haven Dr. looking northeast oversite and to Fred's



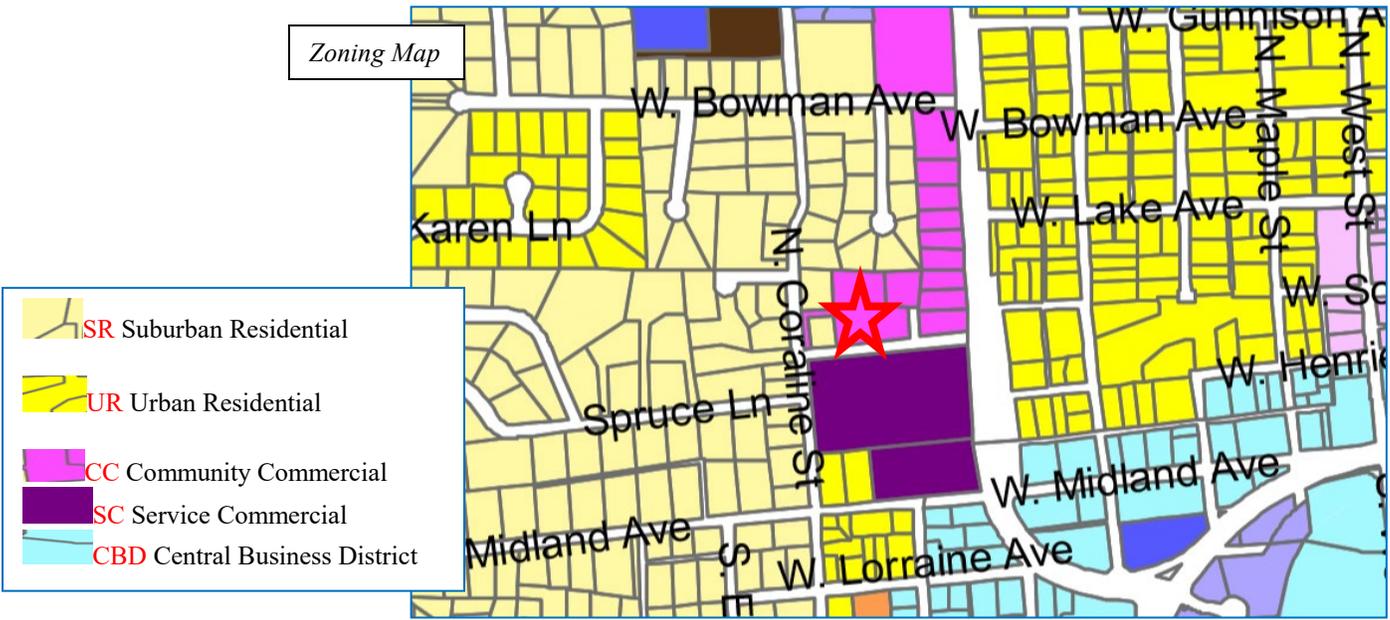
On Spruce Haven Dr. looking north over site





EXISTING SURROUNDING USES AND ZONING

	ZONE	USE
NORTH	Suburban Residential (SR)	Woodland Hills 1 Residential Subdivision (platted 1977)
EAST	Community Commercial (CC)	Fred's Towing & Storage, Residences/Cabins, Maintenance Shop
SOUTH	Service Commercial (SC)	Spruce Haven Drive, Tractor Supply Retail Store
WEST	Suburban Residential (SR)	Single Family Residences, N. Coraline Street



	COMMUNITY COMMERCIAL (CC) MC 18.21	MULTI-FAMILY RESIDENTIAL SUBURBAN (MFS) MC 18.14
Purpose	General retail, office, community service business	Max. 8 attached dwelling units/acre (max. 13 DU permitted on 1.71 ac)
Permitted Uses (typical)	Sports Club, Vet, Pet Shop, Rec Center, Auto Part Sales, Auto Rental, Office, Bank, Copy Shop, Health Clinic, Restaurant, Retail Sales, one Single Family Unit/Duplex per lot	Park/Playground/Tennis Court, Small Home Child Care, Essential Services
Conditional Uses (typical)	Greenhouse, Campground, RV Park, Appliance/Furniture Repair, Gas Station, Auto Sales, Contractor Services/Office, Hotel, Fast Food, Warehouse, Self-Storage, Multi-family (3+ DU) subject to platting, Apartments	Residence Care Home, Nursing Home, School, Church, Public Facility, Duplexes/Multi-Family Units subject to platting, Apartments
Height	35 feet	30 feet (20 feet accessory building)
Setbacks	25 feet Front/Rear; 8 feet Side (15 feet abutting residential zone)	25 feet Front/Rear, 8 feet Side (4 feet accessory buildings)
Frontage	50 feet	40 feet
Parking	Typ. 1 space/200 SF of floor area	MC 18.14.070 • 1.5 spaces/1-bedroom unit • 2 spaces/2-bedroom unit • 2.5 spaces/3+-bedroom unit
Fencing & Shrubbery	6-foot high solid fence buffer abutting residential; may be barbed	MC 18.42: max. 6' high privacy fence
Signs	Commercial signs allowed by permit	MC 18.48.070.C: Low-profile identification sign allowed by permit
Sidewalks	Construction required or fees-in-lieu.	MC 18.33.170: Construction required or fees-in-lieu
Landscaping	25% of lot (1/2 next to residential zone)	18.33.180.E: Streetyard landscape strip (20') adjacent to street
Open Space	20% of lot	40% of lot

CONCEPTUAL PROPOSAL



The applicant's concept shows 7 duplexes (14 dwelling units) on the site. Given the lot size at approximately 1.71 acres, the maximum density permitted at 8 DU/acre is 13.68 DU which in all practicality rounds down to a maximum of 13 total dwelling units on this site. Remember that a rezoning application simply changes the zone district and the concept plan simply demonstrates the feasibility of development. The applicant is not bound to this concept and, in fact, this site plan with this concept would not be approved since it shows greater than permitted density (14 DUs rather than 13). However, the concept does demonstrate that a development with 13 DUs or less is feasible.

PROPOSED THE GROVE AT SPRUCE HAVEN	
Purpose	Attached dwelling units with 6.4 units per acre
Permitted Uses (typical)	Single family attached townhomes, 14 units with 7 buildings.
Conditional Uses (typical)	
Height	26 Feet
Setbacks	25 feet Front/Rear and Side
Frontage	
Parking	56 total; 28 garage and 28 outside parking spaces.
Fencing & Shrubbery	New privacy fencing surrounding the property.
Signs	No entrance signage
Sidewalks	TBD
Landscaping	64% of property will be landscaped
Traffic	Proposed 128 trips per day

DEVELOPMENT CONSIDERATIONS



Access.

This tract has access to/from Spruce Haven Drive to the south which is a 59.2 foot wide dedicated and improved public right-of-way/local street (Book 290, Page 399 & 400, Reception No. 182862).

Utilities. A public water

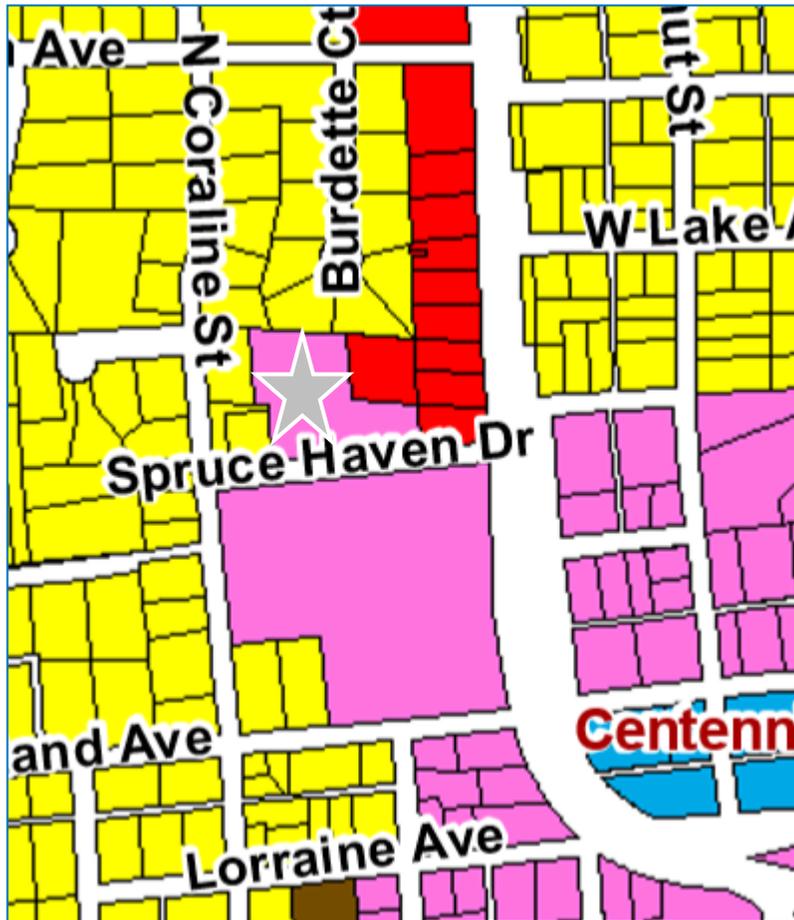
main is located under Coraline Street and a public sewer main is located under Spruce Haven Drive. Extension of the surrounding utility mains to reach this tract is feasible with development of the property. Dry utilities (i.e., natural gas, electric, phone and cable) are also available in the area. An analysis of the City's capacity to serve new residential tracts is provided within the "Rezoning Analysis" section of this staff report. The applicant would be required to submit for a Conditional Use Permit and concurrent Site Plan for Planning Commission and City Council review. Plan and profile drawings of all infrastructure (water and sewer lines, roads, etc.) and all engineering would be submitted with the Zoning Development Permits and must comply with all City requirements.

Drainage and Topography. The topography is a gentle slope that drains from the southwest to the northeast with the lowest elevation at 8,602 feet in the northeast corner and the highest at 8,627 feet in the southwest corner. The site is predominantly open grass with a few clusters of aspens. If the rezoning is approved, the applicant would be required to submit for a Conditional Use Permit and concurrent Site Plan for Planning Commission and City Council review. Construction drawings for all drainage and erosion control and all engineering would be submitted with the Zoning Development Permits and must comply with all City requirements.

REZONING ANALYSIS

Amendments to Title 18 (including supplements, changes, modifications or repeal of boundaries or regulations) are regulated by MC 18.69.010 and City Charter Section 15.7. This section of the Municipal Code outlines the process for review and the review bodies involved, but does not provide any specific review criteria. It is staff policy to use the Comprehensive Plan as a guide and the following six review criteria when considering rezoning applications.

1. Is the proposed zoning consistent with the Comprehensive Plan Map?



Comprehensive Plan Map

- **Yes.** The Plan Map identifies the subject property as “Mixed Use” which is consistent with the proposed MFS residential zone district. The Plan states Mixed Use areas are those “areas of the City that may be best suited for either Commercial or Residential uses (i.e., single-family and multi-family).”



2. Is the proposed zoning consistent with the Comprehensive Plan Goals and Objectives?

- **Yes.** Staff believes that the rezoning request meets many Plan Goals and Objectives including:
Land Use and Growth Goal #1 provides opportunities for growth and development while preserving community and environmental quality. The MFS zone reduces sprawl by allowing higher densities and reducing the amount of needed infrastructure.

Housing Goal #1 provides for a balanced and diverse housing supply that is well-designed and maintained, and available and accessible to all citizens throughout the entire community. Townhomes are encouraged in the MFS zone district and provide a more balanced and diverse supply of housing to the community.

Economic Development Objective #1.6 increases desirability of Woodland Park as a place to live and work by providing diverse housing options. Allowing for a higher density on this fully serviced infill tract provides more housing options for City residents.

3. ***Have changes occurred in the surrounding properties that warrant a change in zoning classification?***
 - **Yes.** This tract has been vacant and undeveloped since City incorporation in 1891. A buyer is currently interested in purchasing the tract and would like to develop residential single family dwelling units (duplexes). In October 2016, the City in conjunction with Teller County and surrounding communities, published the “Affordable Housing Needs Assessment” which identified a present need of at least 741 rental, workforce, senior, and other housing units in the City of Woodland Park. The demand for attainable housing for the resident community workforce is a real and pressing need that supports this rezoning application.

4. ***Is rezoning to MFU zone appropriate at this location?***
 - **Yes.** The opportunity for higher density housing located on this infill tract surrounded by developed residential lots and subdivisions efficiently utilizes existing infrastructure and provides an orderly development progression. The site is close to City parks, open space, schools, places of worship, emergency services, downtown and commercial uses, utilities and transportation corridors. The property’s terrain, access and proximity to services contribute to a very developable parcel. As an infill lot, high density residential development on this site provides an opportunity to reduce sprawl. Lengthy and expensive extensions of infrastructure (i.e. roads, water, sewer, etc.) would not be required. Finally, the property abuts residential zone districts (Suburban Residential) to the north and west and commercial (mixed use) zones to the east and north and therefore is compatible with surrounding residential uses and zone districts.

5. ***Can the maximum density be served with planned water resources?***
 - **Yes.** The MFS Zone allows up to 8 du/ac (up to 13 DU on 1.71 acres) to the planned build-out scenario of the City. The “2018 Vacant Lot and Land Use Study” forecasts a population scenario of 13,600 residents at build-out versus the planned target of 12,600 residents based upon developable water supply of 1,475 acre-feet. Attachment C is a memo from Utilities Director Kip Wiley who explains this issue in detail. It is understood that an increase in residential densities can be supported in the short term because the City currently has the water to serve the proposed density if this MFS rezoning is approved and built today. However, in the long term it is difficult to predict if the City will utilize the planned water resources prior to the build-out of all vacant lands. At the time of this rezoning application, the growth represented by build-out is compatible with the City’s Comprehensive Plan. The City is in the process of developing water supplies

which are sufficient to serve the City in accordance with the Comprehensive Plan. However, because water development is only partially within the City's control, the City cannot reserve water for specific lands and cannot guarantee that water taps will be available for any specific property at any future date including future lots in this tract.

6. Can the maximum density be served with wastewater treatment resources?

- **Yes.** With the recently completed expansion of the City's wastewater treatment plant, a service population of 14,100 people can be accommodated. The City's current population is approximately 8,200. Wastewater treatment capacity to serve the proposed zoning change is available and adequate for present and future needs.

Development Process and Further Applications: The City's development and zoning standards are applied with the Conditional Use Permit (CUP) and Site Plan Review (SPR) applications and the Townhome Plat. These standards apply to infrastructure improvements for roads, drainage, and utility installation and also include consideration for landscaping, tree preservation, lighting, parking, architectural design and other design elements. When structures are proposed, Zoning Development Permits concurrent with Building Permits are reviewed and approved by 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 a public notice poster and notice of the public hearings was published in compliance with the requirements in the Municipal Code. Written comment regarding this rezoning proposal are attached to this staff report as Appendix C.

Applications were referred to the City Utilities/Public Works Director, the City Inspector, CDOT, IREA and the NETCFPD. All comments made have incorporated into this Staff Report or can be addressed with subsequent development applications (i.e., Site Plan and Zoning Permits).

PLANNING COMMISSION REVIEW

The Planning Commission public hearing occurred on April 22, 2021. Pursuant to Title 18.69 and City Charter Section 15.7, the Planning Commission reviewed the application, held a public hearing and recommended that City Council approve the request. The Planning Commission minutes are attached to this staff report as Appendix D.

STAFF RECOMMENDATION

APPROVE Ordinance 1396, 2021 (ZON2021-05) The Grove at Spruce Haven, a rezoning request by HopTree Development, LLC (Joe Kent & Erin Obering, Applicant) and Diane K. Dunlap Kremer Trust (Bradley Philson, Property Owner) to rezone from Community Commercial (CC) to Multi-Family Residential Suburban (MFS) approximately

1.71 acres of land (portion of the west half of the northwest quarter of Section 24, Township 12 South, Range 69 (AKA portion Kowitz tracts) (920 Spruce Haven Drive).

CITY COUNCIL REVIEW

The City Council introduction and first reading of Rezoning Ordinance 1396, 2021 occurred on May 6 and the public hearing was scheduled for May 20, 2021. Pursuant to Title 18.69 and City Charter Section 15.7, City Council shall review the request and shall either zone the property or deny the request. Four (4) affirmative votes of the Mayor and members of Council shall be required to overrule the Planning Commission recommendation. Any request denied shall not be resubmitted or reconsidered for a period of one (1) year after such denial, unless an initiated petition is approved (City Charter Section 8.1).

ATTACHMENTS

- A.** Application
- B.** Utility Comments: Water Analysis Memo by Utilities Director
- C.** Public Comments
- D.** Planning Commission Minutes: April 22, 2021
- E.** Ordinance 1396, 2021



City of Woodland Park
 Development Services
 220 W South Avenue
 Woodland Park, CO 80863

Rezoning Request

The Grove at Spruce Haven
 920 Spruce Haven Drive
 West Half of the Northwest Quarter of Section 24, Township 12 South, Range 69 West of the 6th P.M.
 Requesting Entity: Grove at Spruce Haven, LLC

Project Overview

We are seeking City approval to rezone the un-platted, 2.18-acre parcel, currently zoned Community Commercial (CC), to Multi-Family Residential Suburban (MFS) and plat the parcel to allow for construction of 7, 2-unit townhomes (14-single family attached dwellings), as outlined in this submittal. The proposed development will result in density of 6.4-units per acre, 20 percent below the MFS zone maximum allowed density of 8-units per acre. Each dwelling will include 3-bedrooms, 2-bathrooms and 2-car garage, totaling approximately 1,650 square feet of living space.

The homes are designed to be high-efficient, low-maintenance. Proposed standard exteriors finishes will include stucco, composite decking, and bronze steel roofing. Standard interior finishes will include 10' ceilings, a mix of carpet and hard surface flooring, solid wood cabinets, and granite countertops. The units are expected to list starting in the mid-\$300's, meeting the need for more attainable, work-force housing, as outlined the in the 2016 Teller County Affordable Housing Report.

Area Characteristics

	ZONE	USE
NORTH	Suburban Residential (SR)	Woodland Hills 1 Residential Subdivision
EAST	Community Commercial (CC)	Fred's Towing and Storage Yard
SOUTH	Service Commercial (SC)	Spruce Haven Drive, Tractor Supply Retail Store
WEST	Suburban Residential (SR)	Single Family Residences, N. Coraline Street

Site Characteristics

This tract has access to/from Spruce Haven Drive, a 60 foot-wide dedicated and improved public right-of-way/local street, along the south property boundary. Public water and sewer mains are located in the Spruce Haven Drive ROW. Natural gas, electric, and data service are also available in the area.

The topography slopes from the southwest to the northeast, with the lowest elevation at 8,602 feet in the northeast corner and the highest at 8,627 feet in the southwest corner. The site is predominantly native grass with a several mature clusters of aspens and evergreen, all of which we have taken steps to maintain with our design. Additional trees will be included in the site landscape design. In addition, new privacy fencing will be erected along the east, north, and west lot lines, including where the existing Fred's Towing sheet metal barrier is located, which we believe will generally improve the area aesthetic.



The proposed site plan includes a 25' setback around the exterior of the property, where an 8' setback is required.

Development Considerations

We believe rezoning from CC to MFS is the best and highest use of the parcel and will provide a natural transition between the existing single family and commercial uses. The proposal aligns with the current Woodland Park Comprehensive Plan, which identifies the subject property as *Mixed Use*, defined as areas of the City that may best suited for either commercial or residential uses and meets the following comprehensive plan goals:

- Land Use and Growth Goal #1 is to provide opportunities for growth and development, while preserving community and environmental quality. The MFS Zone District reduces sprawl and provides for a more efficient use of infrastructure.
- Housing Goal #1 is to provide a balanced and diverse housing supply that is well- designed, well maintained, and available and accessible to all citizens throughout the entire community. As outlined above, the homes will provide balanced housing stock, while maintaining a harmonious aesthetic.
- Housing Objective 1.1: Promote stable, safe, diverse neighborhoods throughout Woodland Park that provide a wide range of housing options and link residents to destinations to learn, work, ship, recreate and relax. This development improves the range of housing options available.
- Community Character and Design Action 1.2.1: Promote compatible infill... that fits with the character of its neighborhood (... appropriate buffers and transitions between land uses, street and trail connections...) We believe this development fits with the character of the neighborhood.
- Economic Development Action 1.4.2: Encourage infill residential and workplace developments near downtown retail locations to augment local demand for retail goods and services, to create additional sources of labor for businesses and generate a sense of place, through more people energizing the downtown. This infill residential project will support downtown businesses.
- Community Character and Design Action 1.5.1: ... [consider] the type, placement and maintenance of landscaping; the preservation of ... existing trees to the maximum extent feasible. We have worked diligently to preserve the existing trees.
- Economic Development Objective #1.6 is to increase desirability of Woodland Park as a place to live and work by providing diverse housing options, expanded educational opportunities and additional community amenities. Allowing for a higher density on this tract can provide more housing options to current and future residents in Woodland Park as an infill development.
- Water Action 2.1.1: ...prioritize land uses/housing needs ...to produce maximum benefit... Land uses/housing needs currently in highest priority include affordable housing and higher density housing in and adjacent to the central business district.

Despite numerous re-zonings (originally zoned Residential (R-1) in 1969, then Agricultural (A-1) in 1979, and finally Community Commercial (CC) in 1996), this property has remained unimproved while development has occurred on all adjacent parcels.



Community Feedback

Prior to rezoning submittal, we sent letters to approximately 30 properties in the neighborhood with an overview of the project and a request for feedback and input on our proposed site plan. We received feedback from approximately 30% of the surrounding properties. We incorporated input throughout the proposal and shared the direct feedback with City Planning. It is our expectation that we continue to collaborate closely with our neighbors as we move forward, including monthly project updates for those interested.



Rezoning Impact Analysis

	COMMUNITY COMMERCIAL (CC)	MULTI-FAMILY RESIDENTIAL (MFS)	PROPOSED THE GROVE AT SPRUCE HAVEN
Purpose	General retail, office, community service business	Attached dwelling units with 2-8 dwelling units/acre	Attached dwelling units with 6.4 units per acre
Permitted Uses (typical)	Sports Club, Vet, Pet Shop, Rec Center, Auto Part Sales, Auto Rental, Office, Bank, Copy Shop, Health Clinic, Restaurant, Retail Sales	Single-Family, Two-Family, 3-4 attached units, 5+ attached units	Single family attached townhomes, 14 units with 7 buildings.
Conditional Uses (typical)	Greenhouse, Campground, RV Park, Appliance/Furniture Repair, Gas Station, Auto Sales, Contractor Office, Hotel, Fast Food, Warehouse, Storage	Single Family requiring subdivision, Taxi/Bus Station, School, Church, Nursing Home,	
Height	35 feet	30 feet (accessory building 20 feet)	26 Feet
Setbacks	25 feet Front/Rear; 8 feet Side (15 feet abutting residential zone)	25 feet Front/Rear; 8 feet Side (4' accessory buildings)	25 feet Front/Rear and Side
Frontage	50 feet	40 feet	
Parking	Typ. 1 space/200 SF of floor area	1.5 spaces/1-bedroom unit 2 spaces/2-bedroom unit 2.5 spaces/3+-bedroom unit (35)	56 total; 28 garage and 28 outside parking spaces.
Fencing & Shrubbery	6-foot high solid fence buffer abutting residential; may be barbed.	No requirement.	New privacy fencing surrounding the property.
Signs	Commercial signs allowed by permit.	Entrance signs allowed by permit.	No entrance signage
Sidewalks	Construction required or fees-in-lieu.	Construction required or fees-in-lieu.	TBD
Landscaping	25% of lot (1/2 next to residential zone)	No requirement	64% of property will be landscaped
Traffic	No requirement – typical 396 - 972 trips per day.	No requirement	Proposed 128 trips per day

Proposed Site Plan



MEMO

To: Sally Riley, Planning Director
Lor Pellegrino, City Planner
Robyn Brown, City Engineer/Public Works Director
Phil Pyles, City Construction Inspector

From: Kip Wiley, Utilities Director

Date: March 25, 2021

Subject: The Grove at Spruce Haven - 14 Multifamily units

The proposed multifamily use will result in higher water usage than the currently zoned use allowed in Community Commercial District. The additional dwelling units will further expand the City's water service population above the population previously committed to 12,600 people at build-out. With a new expansion of the wastewater treatment facility the City will be able to support a population of 14,100. Therefore, wastewater needs will be met when densities are increased. Water available is based on 1,475 AF of total annual water and 0.117 AF per capita per year. The City Staff has estimated water availability based upon the build-out of residential zoned vacant lots, master planned subdivisions and estimated densities of unplatted land. The most current vacant lot study (2018) shows a built out population of 13,600 to include 400 high priority units. The additional 1,000 people or 404 units stretches our water availability. If the current vacant property does not develop as planned, meaning less density (fewer dwelling units) there could be more water available. It could also work in the opposite direction. It is difficult to precisely predict the future development of vacant property. Currently we have the physical water to support this proposal if built today. If built in the future, it will have to be decided whether or not these density increases can be supplied with water and wastewater services.

To reiterate, we have the physical water to support 14 dwelling units. What we do not know is exactly how the City will grow/develop into the future and increasing the number of dwelling units in this area will more than likely (if built out) limit the number of taps we sell in the future and potentially increase the overall build out population. The City will not be able to guarantee water to all vacant lots as density increase on those lots that were not planned for larger densities. Adding more potential dwelling units to the current planned total dwelling units will remove potential water from the vacant lots that develop in the future unless more water is legally acquired and developed/purchased (i.e. transmitted, stored and purchased). In summary, an increase in residential densities can be supported on the short term because the City currently has the water to serve additional multifamily units. However, on the long term it is difficult to predict if the City will utilize the planned water resources prior to build-out of all vacant lands. City Council will also have to allocate all multifamily unit water taps for the proposed project.

The proposed development of this property would also require the water main in Spruce Haven to be extended 275 feet to Coraline Street. The City's Engineering Specification require no more than 12 units on a dead end water line. The water main is located on the south side of Spruce Haven drive and is a dead end at the Tractor Supply Company. Sewer service may be challenging as this lot slopes toward the north and there is not a sewer main to tie into on the north side of the property. The sewer service would need to flow toward Spruce Haven Drive or Coraline Street. This may require the units to be reconfigured on the lot and the lot to be raise to acquire adequate slopes for sewer service.

All proposed multifamily taps are allocated on a project by project approval basis. All propose multifamily projects triplex or larger are review by City staff for recommendation and City Council approval. The applicant shall pay a tap fee of \$200.00 per multifamily tap allocation at the time of City Council approval.

920 Spruce Haven Dr. Woodland Park

Allison Binschus <ab3833mbh@gmail.com>

Thu 04/22/2021 11:02 AM

To: Lor Pellegrino <lpellegrino@city-woodlandpark.org>; Ken Bush <kenvalleyauto@gmail.com>

[EXTERNAL]

We own property adjacent to proposed building site.

We are opposed to this project for several reasons.

1, Drainage issues

A simple drainage system, ie; a retaining pond would not be sufficient with the topography. Development would have to include underground drainage piped into existing infrastructure.

2. And, as we were contacted only yesterday (4/20/2021) about applicants wanting to take 20' of our property as an easement for no apparent reason if we are reading the proposed drawing correctly.

We feel a better usage for this property and the whole community might be some kind of retail/restaurant usage, as there isn't anything of this nature on this edge of the city.

We would appreciate your serious consideration for our concerns.

Thank you,

Kenneth Bush

Allison Binschus

Appendix C: Public Comment

WOODLAND PARK PLANNING COMMISSION
MEETING MINUTES for APRIL 22, 2021 – 7:00 PM
Council Chambers, 220 W South Avenue, Woodland Park

This meeting was a hybrid meeting with in-person and virtual attendance. The Zoom meeting link is in the calendar on the City website front page. Public input is very important to the Planning Commission. Comments were encouraged in writing in advance of the meeting to be submitted by mail to the Planning Department at PO Box 9007, Woodland Park, CO, 80866 or email to sriley@city-woodlandpark.org.

- 1. ORDER AND ROLL CALL:** Order was called at 7:03 p.m. Commissioners present: (In-person) None. (Zoom) Chairman DeVaux, Vice-Chairman Ken Hartsfield, Al Bunge, Vickie Good, Lee Brown, Larry Larsen, Ellen Carrick. Commissioners absent: None. Staff present: Planning Director Sally Riley (Zoom), City Planner Lor Pellegrino (in-person and Zoom), Planning Technician Dave Burgess (in-person).

Commissioner Brown had audio problems and was unable to answer the roll call but was present by video and ultimately resolved the audio issue.

- 2. APPROVAL OF MINUTES:** The April 8, 2021 minutes were approved as presented.

3. PUBLIC HEARINGS

- A. ZON2021-05 The Grove at Spruce Haven:** A rezoning request by HopTree Development, LLC (Joe Kent & Erin Obering, Applicant) and Diane K. Dunlap Kremer Trust (Bradley Philson, Property Owner) to rezone from Community Commercial (CC) to Multi-Family Residential Suburban (MFS) approximately 1.71 acres of land (portion of the west half of the northwest quarter of Section 24, Township 12 South, Range 69 (AKA portion Kowitz tracts) (920 Spruce Haven Drive). (*City Council Public Hearing 7p – May 20, 2021*) (QJ)

At 7:21 pm, after resolving some difficulties with Zoom, City Planner Pellegrino presented a slide show of the staff report, going over the rezoning request as submitted and finding that the MFS zone district is consistent with the goals, objectives, and mixed-use designation in the 2010 Comprehensive Plan and would be appropriate for the location given surrounding zones and existing uses and existing infrastructure. Staff recommended that the Planning Commission recommend that City Council approve the request based on findings of conformance to the zoning regulations and the Woodland Park Comprehensive Plan as described in the staff report and as presented at public hearing.

Mr. Joe Kent provided an overview of the rezoning request complete with a concept proposing 6 duplexes (12 single-family units) approximately 1,625 SF each with 3-bed/2-bath/2 car garage units. He described the community engagement process to date which has consisted of mail-outs reaching 30 surrounding properties. All input is considered and future input will be sought throughout the development process. Every effort will be made to keep existing on-site trees and 25-foot setbacks from all property boundaries are proposed.

Utilities Director Kip Wiley explained how the City assesses water and wastewater with development proposals and ultimately stated that currently, the City does have the water to support the proposed residential units. Looping of the water network will be required and lift stations may be required for some of the units depending on the elevation of the sewer line relative to the units.

Mr. Larsen stated that he thought the memo was very good and asked how future water capacity can be expanded and how commercial taps are considered. Mr. Wiley stated that more water could be developed or purchased but funds will be needed. Mr. Wiley also stated that the City does not track commercial taps but typically commercial development uses less water than a residential development.

Chairman DeVaux asked, and Mr. Wiley responded that the City currently has 500 taps left in single family tap with currently developed water.

Chairman DeVaux opened the public comment portion of the meeting.

City Planner Pellegrino stated that she received an email from Mr. Bush (owner of the 4 lots to the east – aka Fred’s Towing) suggesting that commercial may be a better use and asking about the access easement abutting his lot.

Planning Director Riley allowed ‘KC’ to speak on Zoom and mentioned that ‘KC’ inquired in the Zoom chat about fencing, lighting and building height. Mr. Joe Kent clarified that currently it is just a conceptual design but that fencing improvements will be proposed adjacent to Fred’s Towing as will on-site lighting and building heights. All details will be worked out with neighbors and will be specified in more detail with further applications.

Chairman DeVaux asked about drainage, on-site parking and fire review. Mr. Kent stated drainage will be addressed and managed on-site and will be designed by an engineer in compliance with City regulations, as will parking and fire considerations.

Mr. Nakai (Woodland Park) asked if density could be varied to which the City Planner responded that the density as established in the MFS zone cannot be changed or varied by the Board of Adjustment or staff.

Mr. Kent stated that there will be no negative impact to property values from this type of development.

Mr. Hartsfield asked about conditions to the rezoning and the Planning Director stated that conditions cannot be added to a rezoning request.

Seeing no one else in Council Chambers wishing to speak, and none on Zoom, Chairman DeVaux closed the public comment portion of the meeting.

MOTION: Vice-Chairman Hartsfield moved, and Commissioner Larsen seconded, to recommend that City Council approve ZON2021-05 The Grove at Spruce Haven rezoning request by HopTree Development, LLC (Joe Kent & Erin Obering, Applicant) and Diane K. Dunlap Kremer Trust (Bradley Philson, Property Owner) to rezone from Community Commercial (CC) to Multi-Family Residential Suburban (MFS) approximately 1.71 acres (portion of the W2 of the NW4 of Section 24-T12S-R69 (AKA portion Kowitz tracts) (920 Spruce Haven Drive) based on findings of conformance to the Zoning regulations and the Comprehensive Plan as described in the staff report and as presented in public hearing.

Motion passed.

YES: Bunge, DeVaux, Brown, Good, Larsen, Hartsfield, Carrick **NO:** None

B. Pines at Tamarac PUD and Preliminary Plat Extension: A request by Dave Garretson (Applicant & Property Owner) for a 2-year extension of the approved Pines at Tamarac Planned Unit Development (PUD) Master Plan and a one (1) year extension of the approved Pines at Tamarac Preliminary Plat for residential development on 20.61 acres on Lot 2, Block 1, Dayspring Christian Fellowship (205 Sourdough Road) in the Pines at Tamarac PUD zone district. *(City Council Public Hearing 7 p.m. - May 6, 2021) (QJ)*

City Planner Pellegrino presented the staff report, going over the extension request as submitted. She recommended that the Planning Commission recommend that City Council approve the request based on findings of conformance to the zoning and subdivision regulations as described in the staff report and as presented at public hearing. She mentioned that the applicant was not present in-person or on Zoom tonight.

Chairman DeVaux asked what happens if the preliminary plat expires before the master plan expires and if the applicant could increase the density. City Planner Pellegrino stated that a request for a new preliminary plat may be submitted at any time or after this one expires and an increase in density would only be permitted with a master plan amendment.

Chairman DeVaux opened the public comment portion of the meeting and seeing no one else in Council Chambers or on Zoom wishing to speak, closed the public comment portion of the meeting.

MOTION: Commissioner Brown moved, and Commissioner Bunge seconded, to recommend that City Council approve the request by Dave Garretson (Applicant & Property Owner) for a 2-year extension of the approved Pines at Tamarac Planned Unit Development (PUD) Master Plan to July 18, 2023 and a one (1) year extension of the approved Pines at Tamarac Preliminary Plat to July 18, 2022 for residential development on 20.61 acres on Lot 2, Block 1, Dayspring Christian Fellowship (205 Sourdough Road) in the Pines at Tamarac PUD zone district based on findings of conformance to the Zoning and Subdivision regulations as described in the staff report and as presented in public hearing.

Motion passed.

YES: Bunge, DeVaux, Brown, Good, Larsen, Hartsfield, Carrick **NO:** None

4. REPORTS

A. Envision Woodland Park 2030: Planning Director Riley provided a brief overview on the Town Hall on April 14 which was attended by 60 people. The Town Hall meeting and survey polls are posted on the website. Eight subcommittees (60 people) are reviewing the goals, objectives and actions of the current plan. Logan Simpson is reaching out to the Civics Class at the high school and has conducted 20 1-on-1 stakeholder interviews. Interviews are ongoing as are the website questionnaires covering various topics. She reminded everyone that the next subcommittee meeting is April 26 and that the audits should be completed prior to then. Planning Commissioners were encouraged to Zoom into the City Council work session scheduled for 6p-7p Wednesday April 28 regarding the 180-day occupancy limit for RV Parks and Campgrounds.

B. Staff stated that no items are scheduled for the May 13 meeting.

5. **ADJOURN:** The meeting adjourned at 8:44 pm.

Approved this _____ day of _____, 2021 by _____
Jon DeVaux, Chairman

**CITY OF WOODLAND PARK
ORDINANCE NO. 1396 SERIES 2021**

AN ORDINANCE TO REZONE FROM COMMUNITY COMMERCIAL (CC) TO MULTI-FAMILY RESIDENTIAL SUBURBAN (MFS) 1.7 ACRES IN THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 24, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH P.M. (920 SPRUCE HAVEN DRIVE)

WHEREAS, the City of Woodland Park (the “City”) has received a request to rezone a 1.7-acre part of an unplatted tract of land (the “Property”) owned by Diane K. Dunlap-Kremer Trust from Community Commercial (CC) to Multi-Family Residential Suburban (MFS); and

WHEREAS, in accordance with Municipal Code Section 18.72.060, and Charter Sections 7.2 and 15.7.b.1., public hearing notices were published in the local newspaper, posted on the property, and mailed to adjacent property owners; and

WHEREAS, the Woodland Park Planning Commission held a public hearing on April 22, 2021 and recommended approval based on testimony presented at that hearing; and

WHEREAS, City Council has reviewed the request, the staff and Planning Commission recommendations, and after holding a public hearing on May 20, 2021, hereby finds that based upon the evidence contained in the City Council Staff Report and testimony presented at the City Council public hearing, the rezoning request meets all the legal requirements and criteria for a rezoning; and

WHEREAS, it is in the City’s best interest to rezone the Property from Community Commercial (CC) to Multi-Family Residential Suburban (MFS).

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO, ORDAINS ADOPTION OF THIS ORDINANCE AS FOLLOWS:

Section 1. Property Description. That 1.7-acre part of unplatted tract of land in the West Half of the Northwest Quarter of Section 24, Township 12 South, Range 69 West of the 6th P.M. (AKA Part of the Kowitz Tracts) with an address of 920 Spruce Haven Drive, Woodland Park and as depicted in Exhibit A attached hereto.

Section 2. Zoning. The property described above is hereby zoned Multi-Family Residential Suburban (MFS) and the City Official Zoning Map is hereby amended to reflect such determination.

Section 3. Water Availability. As of the date of this Ordinance, the growth represented by the Property’s buildout is compatible with the City’s Comprehensive Plan. The City is in the process of developing water supplies which are sufficient to serve the City in accordance with the Comprehensive Plan. However, because water development is

only partially within the City's control, the City cannot reserve water for the Property and cannot guarantee that water taps will be available for the Property at any future date.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after its publication as required.

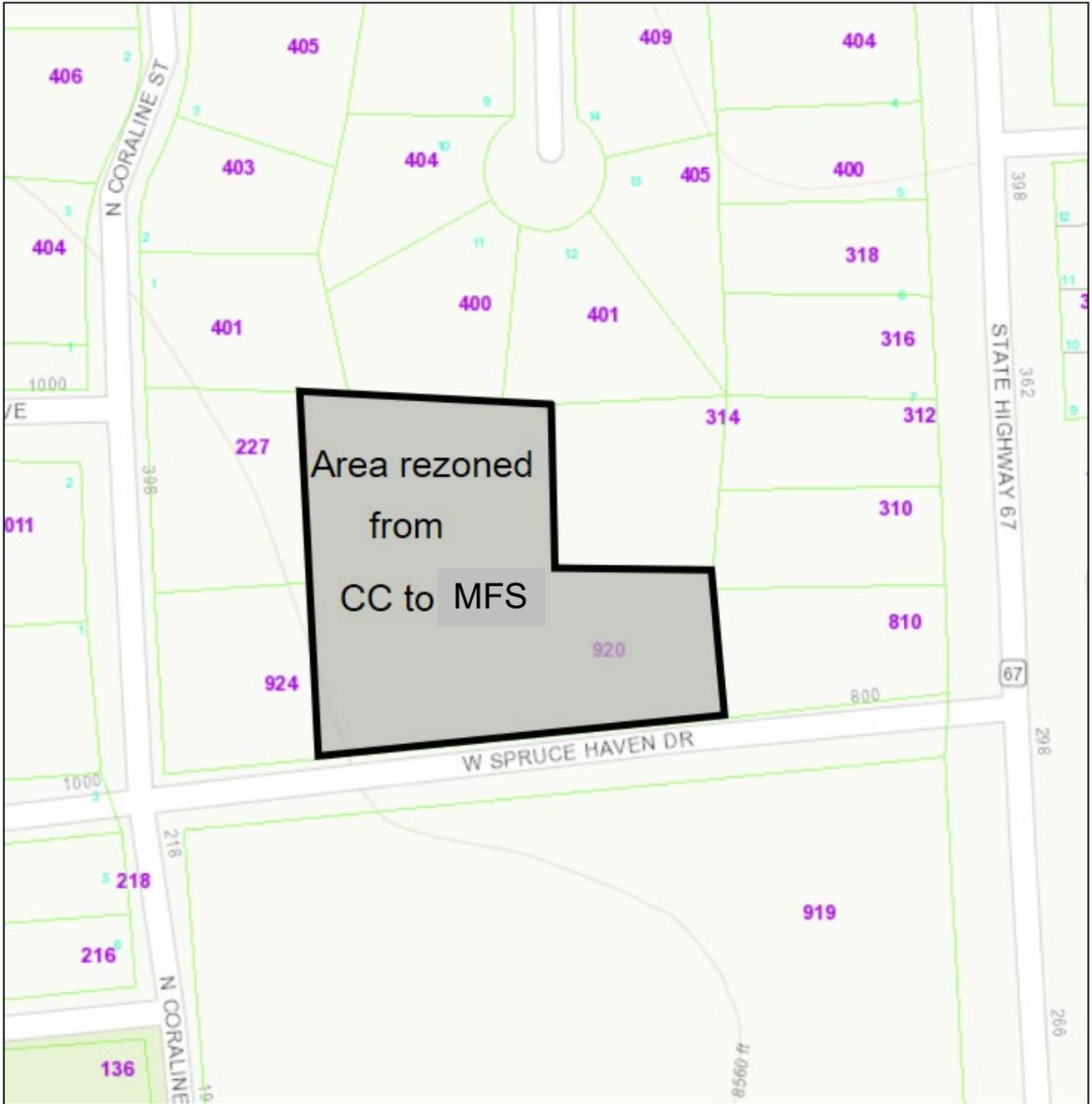
Section 5. The recitals contained in this Ordinance constitute the findings of the City Council and are incorporated herein by reference.

PASSED BY THE CITY COUNCIL ON SECOND AND FINAL READING, FOLLOWING PUBLIC HEARING THIS ____ DAY OF _____, 2021.

Hilary LaBarre, Mayor Pro Tem

ATTEST: _____
City Clerk

EXHIBIT A





WOODLAND PARK
CITY ABOVE THE CLOUDS

City of Woodland Park Staff Report for City Council

Meeting Date: May 20, 2021

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
10. A	Utilities	Kip Wiley Utilities Director

ITEM:

Resolution 877 - 8 Multifamily Dwelling Units Water Tap Allocation

BACKGROUND:

The Developer (HopTree Development II, LLC.) of Lots 3-6 of Block 9 Fosters Addition to Manitou Park (303 Baldwin St.) has requested to reserve 8 water taps for an 8 multifamily dwelling unit project. The .92 acre site is planned to include 4 duplexes and associated infrastructure improvements.

Lots 3-6 of Block 9, Fosters Addition to Manitou Park was rezoned in November 6, 2019 to allow residential use in the Community Commercial zone. This use allowed for two units per lot. The Proposed Development includes 4 duplexes (8 Townhomes). Each dwelling unit will be a 2-story single-family residence with approximately 1,909 square feet of living space, including 3 bedrooms, 2.5 bathrooms, 2 car garage, and upper deck. Each unit will be platted as an independent townhouse. There will also be an extension to a water and sewer main to serve this development.

The 8 multi-family taps for this project come out of the multi-family bank however, the taps are purchase at a single family rate. Staff considers this project similar to a single family residential project when assessing the tap fees for each unit.

CONDITIONS OF APPROVAL:

Pursuant to Section 13.27.050 D. water taps for multifamily projects are allocated by City Council on a project-by-project basis. The Developer is requesting the approval of 8 water tap allocations for the multifamily project. The applicant shall pay \$200 per multi-family tap allocation at the time of City Council approval. Tap allotments are required to be used within a two-year timeframe from the date of City Council approval. If not used within the two-year window, the applicant may obtain one two-year administrative extension of the multifamily water tap allocations by requesting an extension and paying another \$200/dwelling unit tap allocation fee. Such requests shall be made in writing and delivered with payment to the City Manager or his designee prior to the initial expiration of the City Council approved tap allocation. This administrative extension shall be granted unless the subject project is out of compliance with applicable City Code provisions.

Resolution #380 was adopted on August 7, 1997 to establish criteria with which to evaluate multifamily water tap allocations. Listed below are the eleven criteria and the staff’s response as to whether the Rampart Village Townhome project meets or does not meet each criterion.

Multifamily criteria for tap allocation	YES	NO
1. Are taps currently available as provided by the tap management plan?	X	
2. Can the community economically provide for the water and waste water treatment capacity?	X	
3. The project design furnishes efficient access for police, fire and emergency services.	X	

4. The project adequately addresses and mitigates on and off site transportation and circulation impacts.	X	
5. The proposal is compatible with surrounding land uses and mitigates potential negative impacts on adjoining uses.	X	
6. The proposal addresses affordable housing needs.		
7. The proposal includes service and facilities for the senior community and the handicapped.	(seniors)	X (handicapped)
8. The project provides for the protection and preservation of natural resources.	X	
9. The project does not detrimentally impact significant cultural or historic features.	X	
10. A. The project design is aesthetically inviting, pedestrian friendly.	X	
10. B. The project design is consistent with local mountain character and small town environment	X	
11. The project design conforms to the Parks, Trails and Open Space Master Plan by providing access and linkage to existing and planning recreational facilities trail and sidewalk systems, schools, neighborhoods and commercial areas.	X	

STAFF’S POSITION:

The City’s water tap management plan provides the mechanism by which the City controls water taps sales to be compatible with the City’s water supply. The plan requires an annual allotment of water taps and a periodic assessment of water supply. It also requires multi-family projects triplex and larger to be approved by City Council as a developer cannot purchase more than two taps a month. Multi-family projects typically build most of the dwelling units at the same time therefore the developer needs to allocate the taps in order to construct the project.

Recent years have shown our City’s water usage per capita demand to slowly decrease; however, in 2018 and 2020 we saw a slight increase due to dry conditions. In addition to the City’s planned water and current water conservation, the City is in a position to grow and develop while supplying water to that growth. Currently multi-family units consists of approximately 10% of the total dwelling units.

The allocation of 8 water taps utilizes 11% of the total multi-family bank (72 taps) allotment while 64 taps or 89% of the bank is available for other projects (remember multi-family taps come from the single family tap bank).

Staff also supports that the proposed 8 dwelling unit project can be served with the City’s water and sewer system.

STAFF RECOMMENDATION:

Approve Resolution 877, allowing 8 water tap allocations for the proposed project at 303 Baldwin St.

**CITY OF WOODLAND PARK, COLORADO
RESOLUTION NO. 877, SERIES 2021**

A RESOLUTION ESTABLISHING 8 MULTIFAMILY RESIDENTIAL WATER TAP ALLOTMENTS FOR LOTS 3-6, Block 9, FOSTER ADDITION TO MANITOU PARK

WHEREAS, the Developer (HopTree Development II, LLC.) of Lots 3-6 Block 9, Fosters Addition to Manitou Park (303 Baldwin St.), is requesting 8 Multifamily Residential water taps for 8 multifamily dwelling units; and

WHEREAS, the City Council of the City of Woodland Park adopted a Water Tap Management Plan in 1997; and

WHEREAS, the implementation of the City's Water Tap Management Plan requires the annual establishment of a single family residential water tap allotment and a periodic multifamily residential dwelling unit allotment in accordance with procedures established by the plan; and

WHEREAS, the City requires all multifamily taps to be allocated on a project approval basis pursuant to Section 13.27.050.D. of the Municipal Code.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND PARK THAT:

Section 1: The City of Woodland Park hereby approves water tap allocations for 8 multifamily dwelling units with the terms and conditions expressed in Section 2. The water tap allocations will support the proposed project located at Lots 3-6 Block 9, Fosters Addition to Manitou Park, Woodland Park, CO.

Section 2: The water tap allocation will be valid on the date starting from City Council approval. Allocation fees in the amount of \$200/dwelling must be paid upon City Council approval. If allocation fees are paid and no project phases are started or taps paid in-full within the two-year date of approval, the applicant shall forfeit the water tap allocations and any funds associated with the allocations. The forfeited allocations will be returned to the multifamily allotment bank. For projects which are not initiated as described above within the initial two-year tap allocation period approved by City Council, the applicant may obtain one two-year administrative extension of the multifamily water tap allocations by requesting the extension and paying another \$200/dwelling unit tap allocation fee. Such requests shall be made in writing and delivered with payment to the City Manager or his designee prior to the initial expiration of the City Council approved tap allocation. This administrative extension shall be granted unless the subject project is out of compliance with applicable City Code provisions.

This Resolution was adopted at a regular meeting of the City Council of the City of Woodland Park, Colorado held on the _____ day of _____, 2021.

Hilary LaBarre, Mayor Pro-Tem

ATTEST:

Suzanne Leclercq, City Clerk

**CITY OF WOODLAND PARK
HISTORICAL TAX COLLECTIONS**

March 2021

(unaudited)

Sales Tax Collection compared to prior years

March 2020 vs. March 2021– 13% increase

YTD 2021 vs. YTD 2020 – 13% increase

YTD 2021 vs. YTD 2019 – 24% increase

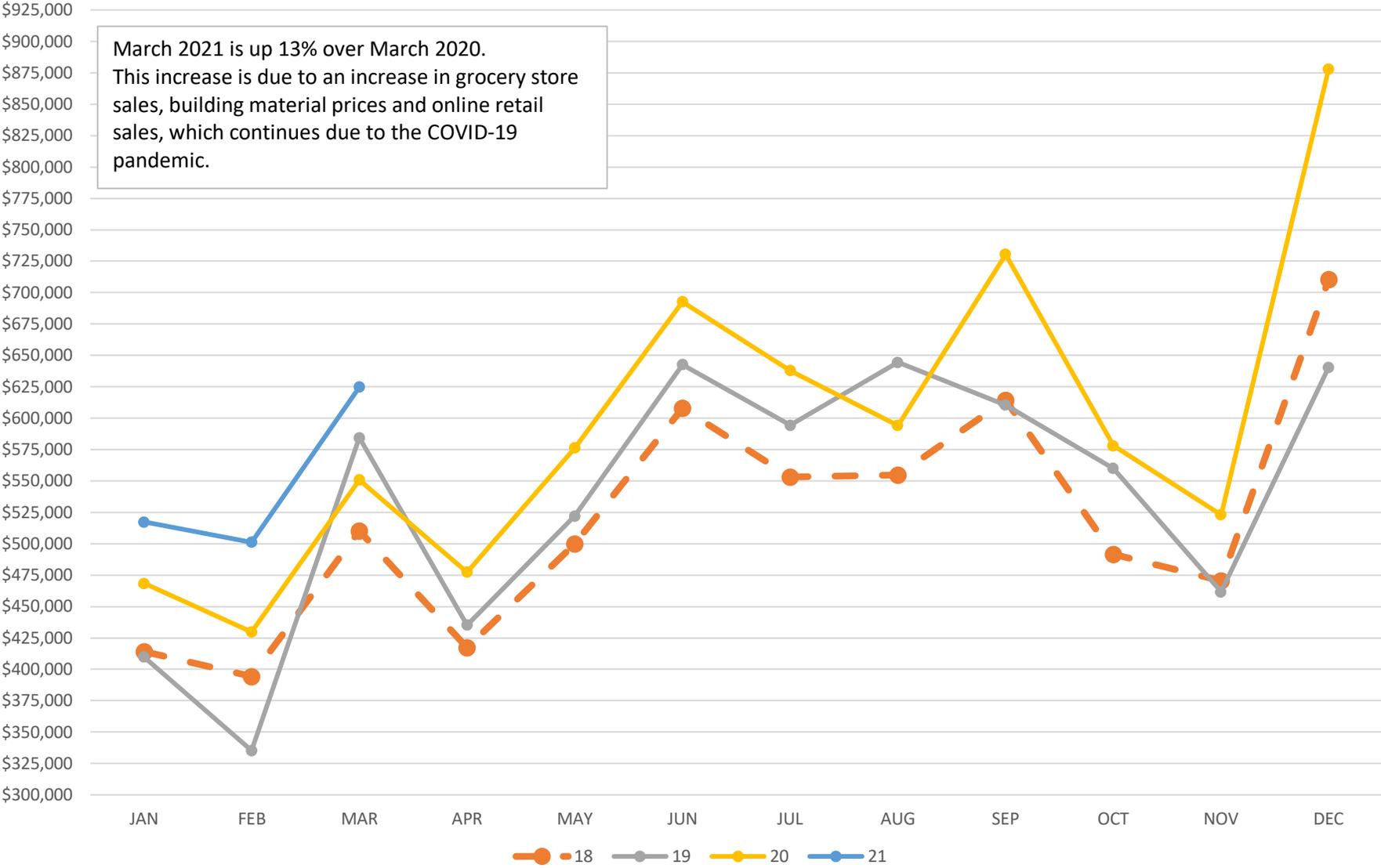
YTD 2021 vs. YTD 2018 – 25% increase

Lodging Tax Collection compared to prior years

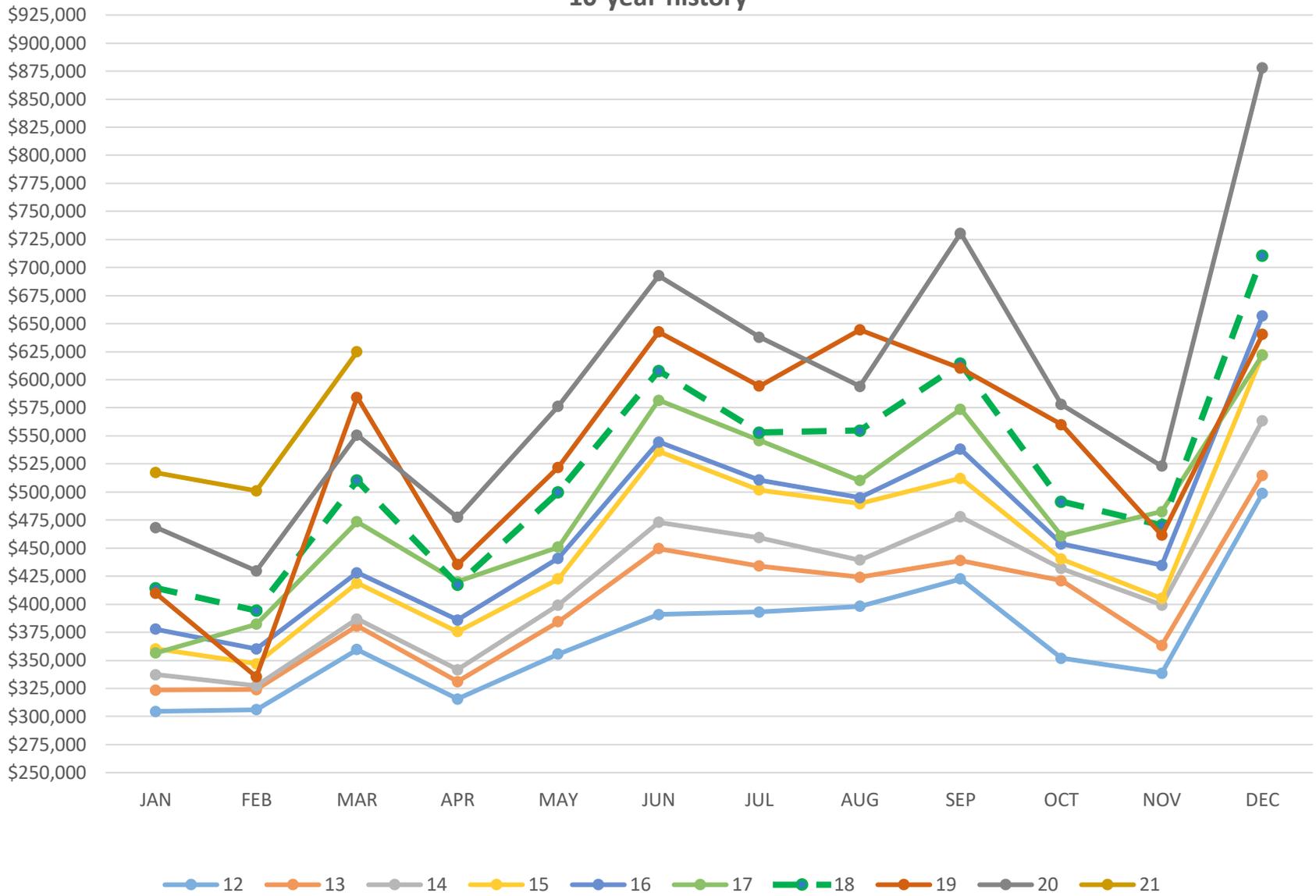
YTD 2021 vs. YTD 2020 – 75%

(See charts and tables below)

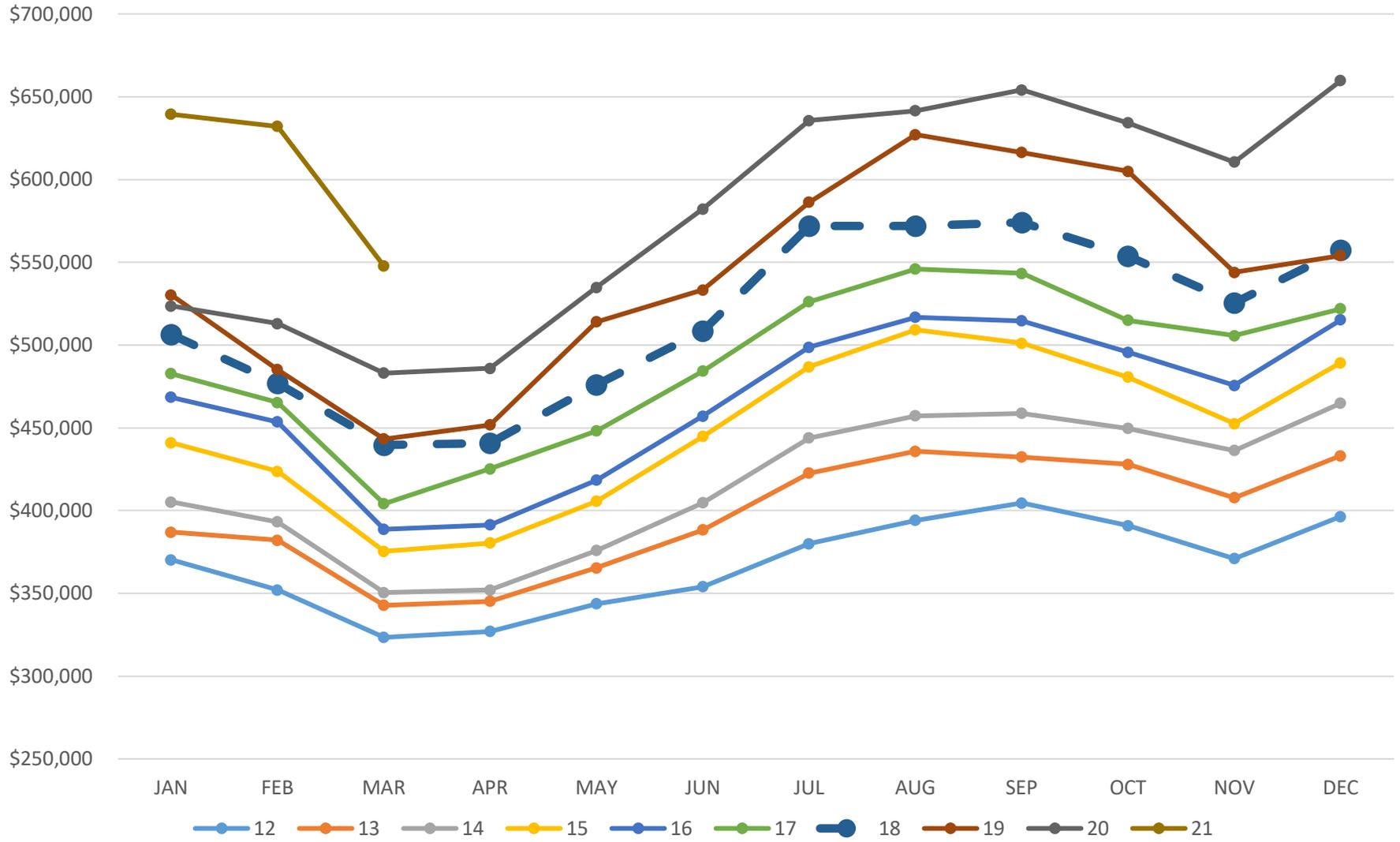
City of Woodland Park Sales Tax Collections 2018-2021



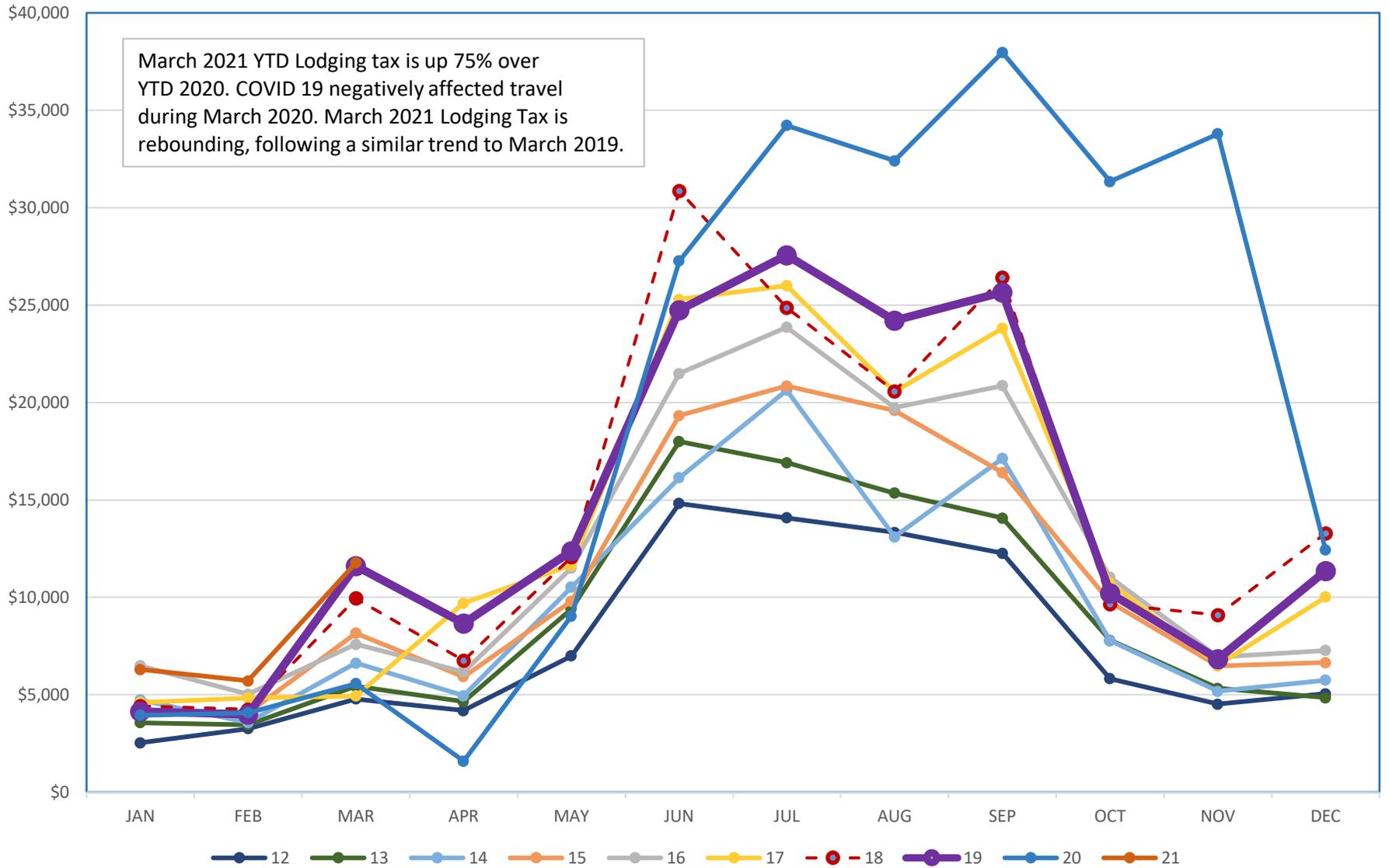
City of Woodland Park Sales Tax Collections 10-year history



**City of Woodland Park
Sales Tax Collections
Rolling 3-Month Average
10-Year History**



City of Woodland Park Lodging Tax Collections 10-Year History



Annual 3% Sales Tax Collection 10-Year History by Month (does not include the City's 1.09% sales tax for RE-2)

	12	13	14	15	16	17	18	19	20	21
JAN	\$304,571	\$323,621	\$337,313	\$360,348	\$377,888	\$356,613	\$414,283	\$409,798	\$468,475	\$517,293
FEB	\$306,084	\$324,061	\$327,397	\$347,055	\$360,223	\$382,348	\$394,349	\$335,333	\$429,745	\$501,107
MAR	\$359,606	\$380,656	\$386,803	\$418,812	\$428,017	\$473,419	\$510,278	\$584,507	\$550,768	\$624,863
APR	\$315,526	\$330,983	\$341,810	\$375,666	\$386,018	\$420,061	\$417,470	\$435,343	\$477,439	
MAY	\$355,773	\$384,380	\$399,190	\$422,517	\$440,998	\$450,957	\$499,858	\$522,008	\$576,357	
JUN	\$390,974	\$449,547	\$473,013	\$536,339	\$544,496	\$581,725	\$607,795	\$642,569	\$692,663	
JUL	\$393,039	\$434,105	\$459,243	\$501,712	\$510,770	\$545,874	\$553,063	\$594,348	\$637,881	
AUG	\$398,219	\$424,025	\$439,395	\$489,560	\$494,905	\$510,191	\$554,799	\$644,473	\$594,142	
SEP	\$422,565	\$438,862	\$477,853	\$512,221	\$538,141	\$573,766	\$614,404	\$610,360	\$730,476	
OCT	\$351,905	\$421,024	\$431,819	\$440,193	\$453,849	\$460,952	\$491,494	\$560,010	\$578,061	
NOV	\$338,598	\$363,458	\$399,206	\$405,197	\$434,807	\$482,500	\$470,367	\$461,604	\$523,004	
DEC	\$498,801	\$514,984	\$563,532	\$622,513	\$657,016	\$622,098	\$710,516	\$640,506	\$877,951	
TOTALS	\$ 4,435,661	\$ 4,789,706	\$ 5,036,574	\$ 5,432,133	\$ 5,627,128	\$ 5,860,504	\$ 6,238,675	\$ 6,440,861	\$ 7,136,962	\$ 1,643,262
1% amount	\$1,478,554	\$1,596,569	\$1,678,858	\$1,810,711	\$1,875,709	\$1,953,501	\$2,079,558	\$2,146,954	\$2,378,987	\$547,754
2% amount	\$ 2,957,107	\$ 3,193,137	\$ 3,357,716	\$ 3,621,422	\$ 3,751,419	\$ 3,907,003	\$ 4,159,117	\$ 4,293,907	\$ 4,757,975	\$ 1,095,508

Annual Lodging Tax Collections 10-Year History by Month

	12	13	14	15	16	17	18	19	20	21
JAN	\$2,539	\$3,571	\$4,734	\$4,003	\$6,484	\$4,604	\$4,417	\$4,136	\$3,944	\$6,295
FEB	\$3,258	\$3,458	\$3,578	\$4,067	\$5,031	\$4,836	\$4,253	\$3,990	\$4,071	\$5,718
MAR	\$4,786	\$5,438	\$6,630	\$8,166	\$7,595	\$4,936	\$9,938	\$11,623	\$5,576	\$11,773
APR	\$4,192	\$4,648	\$4,947	\$5,924	\$6,177	\$9,705	\$6,768	\$8,666	\$1,598	
MAY	\$6,998	\$9,411	\$10,522	\$9,799	\$11,504	\$11,652	\$12,073	\$12,368	\$9,046	
JUN	\$14,814	\$17,999	\$16,144	\$19,332	\$21,492	\$25,295	\$30,867	\$24,744	\$27,267	
JUL	\$14,078	\$16,913	\$20,630	\$20,852	\$23,862	\$25,998	\$24,867	\$27,564	\$34,220	
AUG	\$13,330	\$15,350	\$13,101	\$19,589	\$19,739	\$20,545	\$20,572	\$24,198	\$32,413	
SEP	\$12,267	\$14,067	\$17,127	\$16,412	\$20,863	\$23,805	\$26,415	\$25,655	\$37,969	
OCT	\$5,825	\$7,796	\$7,764	\$9,761	\$11,038	\$10,748	\$9,656	\$10,207	\$31,347	
NOV	\$4,516	\$5,325	\$5,185	\$6,490	\$6,936	\$6,524	\$9,092	\$6,843	\$33,788	
DEC	\$5,055	\$4,851	\$5,749	\$6,658	\$7,276	\$10,016	\$13,281	\$11,361	\$12,432	
TOTAL	\$91,658	\$108,827	\$116,111	\$131,053	\$147,997	\$158,664	\$172,198	\$171,357	\$233,670	\$23,785

Parks and Recreation, Cultural and Aquatic Center

As we move into the new year, we are committed to our mission to continually provide improved parks and recreation facilities and programs that enhance the quality life for the public. In 2021, we will introduce the NEW; new programs, new partnerships, new events, and new promotions and marketing.

Parks and Recreation

- 1-2 grade COED and 5-6 grade Boys Basketball practices began January 20 at CSCS. This program is scheduled through March 20.
- Hockey Skills and Drills started January 12 and will run through February 25.
- 3-8 grade COED Volleyball registration deadline was January 29 with late registration running through February 8. This season is scheduled to start February 23.
- Keating met with the Pickleball Above the Clouds (PAC) group to discuss the conversion of one tennis court to 3-4 Pickleball courts. A meeting was conducted with Great Outdoors Colorado and the PAC group to discuss the project and opportunities for grant funding. Next step is to meet with Renner Sports for court conversion options and costs.
- First quarter program rack cards, January-March, were produced and distributed locally.
- Planning for the Digital Recreation Activities Guide started. Request for class proposals and advertising were distributed. The guide will cover the months of March-December. The digital guide will go live on March 1.
- The City hosted the Chamber Business after Hours at the UPCC on January 19. This event was well attend with close 50 attendees.

Woodland Aquatic Center

- Two birthday party rentals were booked for February.
- A partnership was formed with Underwater Connection to offer a Open Water Diver, First Certification Course. The first session class is scheduled for February 27-28.
- Peak Swim Team and High School Swim Team resumed team practices on January 19.
- The Aquatic Center had a total of 690 lap pool reservations, 87 leisure pool reservations, 315 open swim participants and 24 of the 25 Private Family Swim Instruction sessions were filled.
- Additional staff have returned to work in preparation for group swim lessons when we go to Yellow on the COVID dial.

Ute Pass Cultural Center

- Planning and marketing for the Totally Rad Mom and Son Dinner & Dance Party started. This 80's themed event is planned for Friday, March 5, 6:00-9:00 p.m.
- Several bookings and deposits were received: 3 wedding/receptions, baby shower, graduation party, and a financial seminar.
- The Ute Pass Cultural Center hosted the following notable events: Life Line Screenings 1/12, Kiwanis Bingo 1/20, and a Wedding Reception 1/30.
- A virtual tour and photo shoot of the facility occurred on January 26. Link for photos: http://www.viewshoot.com/tour/MLSUtePassCulturalCenter_WoodlandPark_CO_80863_1013_169114.html

UPCC Revenue	2020	2021	Variance	Variance %
January	\$ 7,917.16	\$ 6,707.17	\$ (1,209.99)	-15%
UPCC Expenses	2020	2021	Variance	Variance %
January	\$10,569.28	\$8,898.17	\$ (1,671.11)	-16%

WAC Passes Sold	2021	2020
Daily Pass	315	946
3 Month Pass	0	3
Annual Pass	4	12
Punch Pass	35	113
Total	354	1074

Programs	2021	2020
Fitness Punch Card	1	8
Body Sculpt	16	33
Boxing	10	18
Private Swim Instr.	24	1
Water Fitness	235	30
Total	286	90

Youth	2021	2020
Volleyball	# Part	# Part
3-4 Grade	8	12
5-6 Grade	11	24
7-8 Grade	8	15
Total	27	51

WAC	Revenue	Expense	%
January	\$13,102.50	\$30,077.63	43.56%

Public Works

Summary: The Parks, Buildings, and Grounds crew focused on removing Christmas lights and garland on the light poles downtown. They also painted walls and installed ceiling tiles in the council chambers. The Streets Department focused on pot hole repairs, snow removal, equipment maintenance, and supported Field Services with two water main breaks.

Streets

- **Pot hole repairs:** 4 **Bags of cold patch :** 2
- **Asphalt:** N/A
- **Plowed snow:** 3 days a week average
- **Deceased animal disposal :** (5) five deer
- **Slash:** burned slash pile at Wastewater
- **Field support:** 2 water main breaks
- **Equipment Maintenance:** replaced plow blades on asphalt truck and Ford pickup

Parks, Buildings & Ground

- **Downtown:**
replaced street light pole, removed garland and Christmas banners from light poles
- **Memorial Park:**
Plowed and flooded pond 6 times
- **Meadow Wood Sports Complex:**
replaced Plexiglas at hockey rink, scraped ice rink, repaired entry sign
- **City Hall:**
painted council chambers and replaced ceiling tiles, framed windows
- **Lion's Park:**
removed lion statues and refurbished
- **Bergstrom Park**
repaired and replaced dispensers in bathroom
- **BOCES Center:**
finished installing rubber baseboards
- **Public Works Facility:**
reorganized wood shop, and installed new bin system
- **Cultural center::**
replaced back up batteries in exit signs, painted steps

Fleet

- **Minor Repairs** 25
 - **Light Vehicle Services** 5
 - **Heavy Vehicle Services** 5
- Days Out of Service**



Christmas Tree Recycling



Slash pile burn at wastewater



Police Department

Our Communications Center does an outstanding job. They are dedicated and rarely acknowledged for all they do behind the scenes. In 2020 the dispatchers answered 20,828 regular line calls, made 17,997 outbound phone calls. They answered 4,102 911 calls and built 30,450 calls for service. In their down time, they packed 1,741 cases in RIMS, entered 2,004 courtesy warnings and 1,143 citations. Their customer service is also evident while greeting walk-ins with questions, VINS and Fingerprints.

Crime Statistics

New Cases	158
Misdemeanor Cases	56
Felony Cases	18
Adult Arrest	13
Juvenile Arrest	2
Adult Marijuana	4
Juvenile Marijuana	0

Traffic

Traffic Stops	205
Courtesy Warnings	153
Traffic Citations	52
Traffic Accidents	39
Traffic Accidents w/ Deer	2
DUI (Alcohol)	3
Drugs and Alcohol	0
DWAI	0

Sex Offenders

Registration EOM	11
Violent Sex Predators	0
Adults	11
Juveniles	0

Victim's Advocate

Total New Cases	24
Service Hours	48

Woodland Park School District

Crimes Against Persons	0
Crimes Against Property	0
MAPS	0
Drugs/Alcohol	0
Weapons Call	0

Police Department Training

Physical Wellness	
Stop Sticks	
Anti-Bias	

New Officer Felipe Nardo



Year to Date

	<u>2020</u>	<u>2021</u>
Cases YTD	135	158
Arrest YTD	28	15
Calls for Service YTD	3126	2446
Accident's with Deer YTD	4	2

Communications Center

911 Calls	287
Police Calls	2309
Fire Calls	66
EMS Calls	71

New Detective Cases

Harassment	2
Suicide	1
Unattended Death	1
Runaway	1
Outside Agency Assist FBI	2
Menacing	1

Community Activity

House Watches	78
Business Watches	281
Fingerprints	1
VIN Inspections	28
Community Action Reports	47

No Teen Court due to COVID

New Cases	0
Active Cases	0
Non Compliant	0
Marijuana Cases	0



Deer vs City Vehicle



1st COVID shot

Utilities

WATER TREATMENT

Water usage averaged 629,000 gpd in January, which is up 3 percent from last month and up 6 percent from the same month last year.

For the month, raw water to treatment totaled **60.31 AF**. Sources of raw water were as follows (top right table).

In January the City met its augmentation requirement and discharged an excess of 1.53 AF.

	January 2021		2021 YTD		2020 YTD	
Local Junior Water Rights						
Loy Gulch	12.28 AF	20%	12.28 AF	20%	191.85 AF	24%
Westwood Lakes	7.45 AF	12%	7.45 AF	12%	6.29 AF	0%
North Well Field	29.46 AF	50%	29.46 AF	50%	310.75 AF	39%
Local Junior Water Subtotal	49.19 AF	82%	49.19 AF	82%	508.89 AF	63%
Transbasin Homestake						
Augmentation Water	11.12 AF	18%	11.12 AF	18%	298.00 AF	37%
Total Raw Water	60.31 AF	100%	60.31 AF	100%	806.89 AF	100%
Homestake Pumped	12.78 AF		12.78 AF		328.87 AF	

WATER TAPS

- At the same time last year the City had committed 0 SFR water taps. Last year's total was 37.
- 2021 Base SFR Water Tap Allotment: 52
- 2021 SFR Water Taps Available from Borrow Bank: 20
- 2021 Total SFR Water Taps Available: 72
- 2021 SFR Water Taps Unused: 71
- Commercial Water Taps in 2021: 0
- Estimated In-City Vacant Platted Lots: 328
- Water Tap Planning Number: 525
- Available Multi-Family Water Taps: 72
 - Sold in 2021: 0
 - Outstanding Commitments: 71
 - Remaining Multi-Family Taps: 72

2021 SFR Water Taps Sold	January 2021	Jan 1 - January 31, 2021
Inside	1	1
Outside	0	0
Total	1	1

Field Services		
	January 2021	2021 YTD
Service Orders	97	97
Utility Locates	114	114
Water Breaks	3	3
Sewer Main Breaks & Backups	0	0

WASTEWATER TREATMENT

The average daily influent flow to the treatment plant was 0.614 MGD in January, which is 62% of plant capacity. The plant's 12-month moving average organic loading is 2366 lb. BOD/day, which is 58% of plant design capacity. The average of the effluent ammonia analyses for the month was below the detectable limit, compared to our discharge permit limit of 5.3 mg/l.

Planning and Building Department

Change in Use Proposal



Recently, Arden Weatherford purchased this parking lot on Henrietta Ave. next to the Century Link switching station. The change in use application is requesting residential use in the CBD zone. Mr. Weatherford plans to build a duplex with two unique styles: mountain modern and a small cottage as shown below. This is a wonderful “in-fill” project that adds residential lifestyles in the downtown core near shopping, restaurants, Memorial Park and City Hall.



Planning Activity

Permit Type	January 2020	January 2021	Total 2020	YTD 2021
DEVELOPMENT APPLICATIONS	1	5	29	5
SFR PERMITS	1	1	38	1
MFR PERMITS	0	2	8	2
MISC. ZONING DEVELOPMENT PERMITS	6	5	165	5
TEMPORARY USE PERMITS	2	8	30	8
SIGNS and BANNERS	0	3	29	3
HOME OCCUPATIONS	0	0	10	0
TOTAL	10	24	309	24
VALUATION OF PROJECTS	\$637,900	\$693,547	\$20,235,655	\$693,547

NOTE: Permit activity is counted for the month that the permit application is received.

Development Applications

- ZON2021-01:** Weatherford Change in Use (A)
- VAR2021-01:** Rampart Village Townhomes Rear Setback (QJ)
- ZON2021-03:** 145 Paradise Circle Change in Use (A)
- CUP2021-01:** WP Self-Storage CUP Extension (QJ)
- SPR2021-01:** WP Self-Storage SPR Extension (QJ)

Code Enforcement Activity

Type of Contact/Complaints	January 2020	January 2021	YTD 2021
NEW	1	18	18
REMAIN OPEN	1	9	9
CLOSED	0	18	18

Building Activity

Building Activity	January 2021 Plan Reviews	YTD 2021 Plan Reviews	January 2021 Inspections	YTD 2021 Inspections	January 2021 Building Permits Issued	YTD 2021 Building Permits Issued	January 2021 Building Permit Valuation	YTD 2021 Building Permit Valuation
Single Family	4	4	111	111	5	5	\$2,025,568	\$2,025,568
Residential Alterations	4	4	113	113	34	34	\$113,933	\$113,933
New Commercial	0	0	4	4	1	1	\$67,850	\$67,850
Commercial Alterations	2	2	39	39	10	10	\$85,747	\$85,747
All Other	0	0	23	23	0	0	\$0	\$0
Totals	10	10	290	290	50	50	\$2,293,098	\$2,293,098

Parks and Recreation, Cultural and Aquatic Center

Parks and Recreation is not only a leader in leisure, health and wellness, equity and conservation, but also an important contributor to the economy. Through fostering and implementing park and recreation experiences, we touch and improve the lives of so many people.

Parks and Recreation

- 1-2 grade COED and 5-6 grade Boys Basketball games began February 6 at CSCS. This program will wrap up its season on March 6.
- 3-8 grade COED Volleyball registration deadline was extended through February 28. This season is scheduled to start March 9 at CSCS.
- Instructor recruitment meetings were held for Recreation Activity Guide programs.
- Planning for the Digital Recreation Activities Guide continued. The March - December digital activities guide will go live on March 1.

Woodland Aquatic Center

- Two Birthday Party rentals and two After Hour rentals were hosted in February.
- 26 kids participated in the Woodland Swim Academy swimmer evaluation and registration on February 22.
- The Aquatic Center had a total of 690 lap pool reservations, 124 leisure pool reservations, and 676 open swim participants.

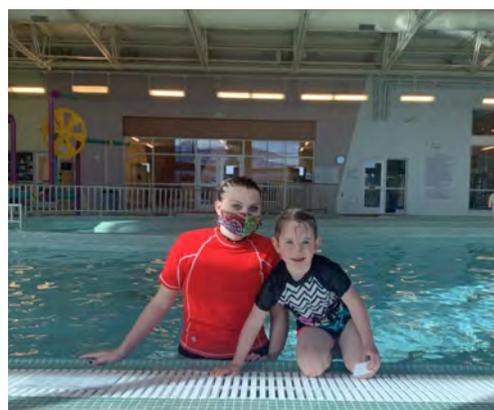
Ute Pass Cultural Center

- Planning and marketing for the Totally Rad Mom and Son Dinner & Dance Party continued including announcing the event at the MOPS meeting on February 24. This 80's themed event is planned for Friday, March 5, 6:00-9:00 p.m.
- A rental agreement was made with Falcon AeroLab, a homeschool aerospace program, for August 2021-May 2022. These rentals are held during the day, on week days; utilizing the low demand times at the facility.
- The Ute Pass Cultural Center hosted the following notable events: COVID-19 Vaccine Clinic 2/24, Kiwanis Bingo 2/24, and Lightbulb Theatre Talent Show Auditions 2/26.
- Chad Milbrandt, Part Time Facility Assistant, celebrated 20 years with the City on February 5.

UPCC Revenue	2020	2021	Variance	Variance %
February	\$ 8,637.33	\$ 5,719.17	\$ (2,918.16)	-33.79%
January-February	\$ 16,554.49	\$ 12,426.34	\$ (4,128.15)	-24.94%
UPCC Expenses	2020	2021	Variance	Variance %
February	\$8,625.75	\$6,501.07	\$ (2,124.68)	-24.63%
January-February	\$ 20,960.11	\$ 15,592.24	\$ (5,367.87)	-25.61%



Programs	2021	2020
Fitness Punch Card	1	2
Body Sculpt	7	20
Boxing	18	20
Private Swim Instr.	12	3
Water Fitness	260	22
Total	298	67



WAC Passes Sold	2021	2020
Daily Pass	387	422
3 Month Pass	1	1
Annual Pass	5	5
Punch Pass	28	35
Water Fitness	20	13
Total	441	463

Youth Volleyball	2021	2020
	# Part	# Part
3-4 Grade	11	12
5-6 Grade	27	24
7-8 Grade	16	15
Total	54	51

Public Works

Summary: The Parks, Buildings, and Grounds crew focused on removing Christmas lights, repaired sports equipment and set up soccer sports field. The Streets Department focused on pot hole repairs, snow removal, cemetery services, and supported Field Services with a water main break and sewer backup.

Streets

- **Pot hole repairs:** 12 **Bags of cold patch :** 18
- **Asphalt:** N/A
- **Plowed snow:** 2 days a week average
- **Deceased animal disposal :** (2) two deer
- **Cemetery:** Urn
- **Field support:** water main break & sewer backup
- **Ice removal:** Cleared drains of ice around town
- **Training:** Driver training at Meadow Wood Sports Complex
- **Signs:** Street sign on King's Crown installed
- **Surveyed:** Panther Field



Streets: Sign repair and maintenance

Parks, Buildings & Grounds

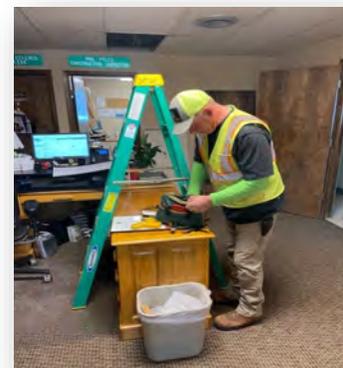
- **Downtown:**
Removed Christmas lights, replaced banners, applied ice slicer to trouble spots
- **Memorial Park:**
Repaired playground equipment
- **Meadow Wood Sports Complex:**
Repaired shade nets and poles, put soccer nets up on synthetic field
- **City Hall:**
Installed window with decorative sign in the Utilities Department
- **Lion's Park:**
Removed Christmas lights from trees and painted lion statue at flagpole base
- **Bergstrom Park:**
Removed Christmas lights from buildings and repaired a water leak
- **Centennial Trail:**
Installed dog waste signs, repaired door hardware, replaced light fixture



Streets: Assisting with water

Fleet

- **Minor Repairs** 32
- **Light Vehicle Services** 12
- **Heavy Vehicle Services** 2
- **Days Out of Service**
- **Ford F550** 4
- **Completed Projects:**
 - #31 Police Impala—cylinder head repair
 - #32 Elgin Sweeper—repaired radiator
 - #30 Ford F550— new plow equipment installed



Parks, Buildings, Grounds: Installing light fixtures in the Public Works Office

Police Department



Hello and happy Spring! Our Town is becoming busier as the COVID restrictions loosen and the weather is getting nicer. However, we aren't out of the woods yet when it comes to storms. Our weather advisors are predicting 2 feet of snow this weekend. As always, If you have to drive in bad weather, make sure you are prepared with an emergency kit and the needed essentials in your vehicle.

Crime Statistics

New Cases	143
Misdemeanor Cases	47
Felony Cases	32
Adult Arrest	12
Juvenile Arrest	0
Adult Marijuana	2
Juvenile Marijuana	0

Traffic

Traffic Stops	278
Courtesy Warnings	232
Traffic Citations	46
Traffic Accidents	29
Traffic Accidents w/ Deer	0
DUI (Alcohol)	2
DUI (Drugs)	1
DWAI	1

Sex Offenders

Registration EOM	11
Violent Sex Predators	0
Adults	11
Juveniles	0

Victim's Advocate

Total New Cases	20
Service Hours	672

Woodland Park School District

Crimes Against Persons	0
Crimes Against Property	0
MAPS	4
Drugs/Alcohol	1
Weapons Call	0

Department Training

Guns Qualifications	3
P.O.S.T Qualifications	1
Ethics	1



Year to Date

	<u>2020</u>	<u>2021</u>
Cases YTD	260	301
Arrest YTD	42	27
Calls for Service YTD	5418	4776
T/A's with Deer YTD	4	2

Communications Center 2021

911 Calls	234
Admin Calls	2814
Police Calls	2197
Fire Calls	58
EMS Calls	75

New Detective Cases

Sex Assault	
Crimes Against Person	
Menacing	
Fraud	
Drug Intel	

Community Activity

House Watches	74
Business Watches	275
Fingerprints	3
VIN Inspections	34
Community Action Reports	33

No Teen Court due to COVID

New Cases	0
Active Cases	0
Non Compliant	0
Marijuana Cases	0

New Hire Brianna Barrett



Utilities

WATER TREATMENT

Water usage averaged 721,000 gpd in February, which is up 15 percent from last month and up 18 percent from the same month last year.

For the month, raw water to treatment totaled **57.96 AF**. Sources of raw water were as follows (top right table).

In February the City met its augmentation requirement and discharged an excess of 1.59 AF.

	February 2021		2021 YTD		2020 YTD	
Local Junior Water Rights						
Loy Gulch	11.41 AF	20%	23.69 AF	20%	31.53 AF	25%
Westwood Lakes	6.55 AF	11%	14.00 AF	12%	0.00 AF	0%
North Well Field	26.65 AF	46%	56.11 AF	50%	51.34 AF	48%
Local Junior Water Subtotal	44.61 AF	77%	49.19 AF	82%	82.87 AF	79%
Transbasin Homestake						
Augmentation Water	13.35 AF	23%	93.80 AF	18%	29.74 AF	27%
Total Raw Water	57.96 AF	100%	60.31 AF	100%	112.61 AF	100%
Homestake Pumped	13.91 AF		26.69 AF		36.37 AF	

WATER TAPS

- At the same time last year the City had committed 0 SFR water taps. Last year's total was 37.
- 2021 Base SFR Water Tap Allotment: 52
- 2021 SFR Water Taps Available from Borrow Bank: 20
- 2021 Total SFR Water Taps Available: 72
- 2021 SFR Water Taps Unused: 67
- Commercial Water Taps in 2021: 0
- Estimated In-City Vacant Platted Lots: 324
- Water Tap Planning Number: 521
- Available Multi-Family Water Taps: 72
 - Sold in 2021: 0
 - Outstanding Commitments: 71

2021 SFR Water Taps Sold	February 2021	Jan 1 - February 28, 2021
Inside	4	5
Outside	0	0
Total	4	5

Field Services		
	February 2021	2021 YTD
Service Orders	217	314
Utility Locates	252	114
Water Breaks	1	4
Sewer Main Breaks & Backups	0	0

WASTEWATER TREATMENT

The average daily influent flow to the treatment plant was 0.622 MGD in February, which is 63% of plant capacity. The plant's 12-month moving average organic loading is 2380 lb. BOD/day, which is 58% of plant design capacity. The average of the effluent ammonia analyses for the month was below the detectable limit, compared to our discharge permit limit of 5.3 mg/l.

Planning and Building Department

Transportation Stimulus Funds



Recently, PPACG Metropolitan Planning Organization (MPO) received \$8.5 Million in Federal Stimulus Funds to be used for high priority transportation projects and maintenance. PPACG Transportation Advisory Committee (TAC) recommended that the majority of these stimulus funds be used toward a new Powers and Research Interchange for \$7 Million. The balance of the stimulus funds will be split between nine local governments. As a result, Woodland Park will be receiving \$200,000 for maintenance. Currently, we are targeting this windfall towards the Baldwin Street and Rampart Range Road full-depth reclamation project but that may change as we learn more about eligible uses of this stimulus funding.



Planning Activity				
Permit Type	February 2020	February 2021	Total 2020	YTD 2021
DEVELOPMENT APPLICATIONS	3	3	29	8
SFR PERMITS	3	2	38	3
MFR PERMITS	0	0	8	2
MISC. ZONING DEVELOPMENT PERMITS	3	4	165	9
TEMPORARY USE PERMITS	2	1	30	9
SIGNS and BANNERS	1	5	29	8
HOME OCCUPATIONS	2	0	10	0
TOTAL	14	15	309	39
VALUATION OF PROJECTS	\$1,681,310	\$1,498,532	\$20,235,655	\$2,192,079

NOTE: Permit activity is counted for the month that the permit application is received.

Development Applications
SUB2021-01: The Haven at Paradise - Preliminary Plat Extension (QJ)
SUB2021-02: Brecken Heights - Final Plat (QJ)
SUB2021-03: Paradise Estates Filing No. 7-B - Exemption Plat (A)

Code Enforcement Activity			
Type of Contact/Complaints	February 2020	February 2021	YTD 2021
NEW	14	14	32
REMAIN OPEN	6	2	11
CLOSED	8	12	30

Building Activity	February 2021 Plan Reviews	YTD 2021 Plan Reviews	February 2021 Inspections	YTD 2021 Inspections	February 2021 Building Permits Issued	YTD 2021 Building Permits Issued	February 2021 Building Permit Valuation	YTD 2021 Building Permit Valuation
Single Family	2	6	74	185	2	7	\$771,165	\$2,796,733
Residential Alterations	9	12	112	225	41	75	\$142,214	\$256,147
New Commercial	0	0	6	10	1	2	\$9,854	\$77,704
Commercial Alterations	0	2	23	62	5	15	\$21,695	\$107,442
All Other	0	0	4	27	0	0	\$0	\$0
Totals	11	20	219	509	49	99	\$944,928	\$3,238,026

Parks and Recreation, Cultural and Aquatic Center

Parks and Recreation

- 1-2 grade COED and 5-6 grade Boys Basketball wrapped up their season on March 6.
- 3-8 grade COED Volleyball started practices on March 9 at CSCS. Games will begin April 1 with the season running through April 29.
- Youth Baseball registration deadline was March 26. A coaches meeting is planned for April 19. Team practices will begin May 1.
- The Digital Recreation Activities Guide went live on March 1. The guide will be updated with any new programs in May.

Woodland Aquatic Center

- Spring Break was a huge success at the facility. Jr Lifeguard course was offered with 7 participants, and Babysitter Bootcamp was held with 10 participants. We added two additional open swim days with over 375 participants on these days.
- Five Birthday Party rentals were hosted in March.
- Woodland Swim Academy started back up in March with 30 participants.
- The Aquatic Center had a total of 819 lap pool reservations, 170 leisure pool reservations, and 1080 open swim participants.



Ute Pass Cultural Center

- The Totally Rad Mom and Son Dinner & Dance Party was a huge success with 75 participants and a cost recovery of over 200%.
- The Ute Pass Cultural Center hosted the following notable events: Baby Shower 3/6, Kiwanis Youth Bingo 3/19, Memorial Service 3/22, Kiwanis Bingo 3/24, COVID-19 Vaccine Clinic 3/25, Lightbulb Theatre Talent Show 3/26, and Mule Deer Foundation Banquet 3/27.



<u>UPCC Revenue</u>	<u>2020</u>	<u>2021</u>	<u>Variance</u>	<u>Variance %</u>
March	\$ 6,723.12	\$ 7,647.67	\$ 924.55	13.75%
January-March	\$ 23,277.61	\$ 20,074.01	\$ (3,203.60)	-13.76%
<u>UPCC Expenses</u>	<u>2020</u>	<u>2021</u>	<u>Variance</u>	<u>Variance %</u>
March	\$10,208.08	\$6,510.02	\$ (3,698.06)	-36.23%
January-March	\$ 28,256.36	\$ 23,103.25	\$ (5,153.11)	-18.24%

<u>WAC</u>	<u>Revenue</u>	<u>Expense</u>	<u>%</u>
January	\$13,102.50	\$30,077.63	43.56%
February	\$16,250.00	\$54,315.24	29.92%
March	\$23,748.50	\$28,401.95	83.62%

<u>Youth Baseball</u>	<u>2021</u>	<u>2020</u>
	<u># Part</u>	<u># Part</u>
Kindergarten (Tball)	50	10
1-2 Grade (Pinto)	76	40
3-4 Grade (Mustang)	46	25
5-6 Grade (Bronco)	38	30
7-8 Grade (Pony)	35	0
Total	245	105
<u>Adult Softball</u>		
Mens Teams	4	7
COED Teams	14	8
Total	18	15

<u>Programs</u>	<u>2021</u>	<u>2020</u>
Fitness Punch Card	0	1
Body Sculpt	3	22
Boxing	27	9
Jr Lifeguard	7	4
Babysitter Bootcamp	10	8
Private Swim Instr.	30	3
Water Fitness	269	22
Total	346	69

<u>WAC Passes Sold</u>	<u>2021</u>	<u>2020</u>
Daily Pass	668	422
3 Month Pass	1	1
Annual Pass	10	5
Punch Pass	71	23
Water Fitness	20	12
Total	770	463

Public Works

Summary: The Parks, Buildings, and Grounds crew focused on removing Christmas lights and clearing sidewalks and trails of snow. They also installed LED lighting in several offices. The Streets Department focused on pot hole repairs, snow removal, sanding and slushing streets and snow storage removal.

Streets

- **Pot hole repairs:** 30 **Bags of cold patch :** 95
- **Asphalt:** N/A
- **Plowed snow:** 3 days a week average
- **Slushing:** Cleared street's an average of 3 days a week
- **Deceased animal disposal :** (2) two deer
- **Signs:** Replaced street signs at the police station and the post office
- **Field support:** Removed snow storage at Meadow Wood Sports Complex
- **Culvert:** Cleared culvert on Lucky Lady Drive
- **Clean-up:** Cleaned a hydraulic spill on Sundance Circle

Parks, Buildings & Ground

- **Downtown:**
Removed snow from sidewalks & trails, and installed two street light poles
- **Memorial Park:**
Removed Christmas lights, cleaned graffiti from restroom wall & removed dead trees
- **Meadow Wood Sports Complex:**
Installed soccer nets, removed shade nets from soccer hockey rink
- **City Hall:**
Installed LED light fixtures in Public Works office, and installed outlets in Council Chambers for Tv and camera system
- **Lion's Park:**
Removed Christmas lights
- **Bergstrom Park**
Repaired water line in utility closet, repaired handrail in woman's restroom
- **Cavalier Park:**
Repaired fence on Sheridan Ave at south end of park
- **Aquatic Center:**
Repaired outlets and sealed electrical conjunction box by water slide
- **Cultural center:**
Repaired electrical breaker, and installed equipment in restrooms
- **Police Department:**
Retrofitted LED fixtures, and disposed of old furniture

Fleet

- **Minor Repairs** 44
- **Light Vehicle Services** 8
- **Heavy Vehicle Services** 2
- **Days Out of Service**
- Fuso 10
- Ford F550 30



Streets; sign replacement



Streets: Snow removal

Police Department



Spring has sprung and people are out and about in record numbers! As you are out and about enjoying the weather and everything Woodland Park has to offer, please remember to be aware of any vehicle or object on the shoulder of our roadways, especially emergency vehicles. State Patrol had five of their marked patrol vehicles struck on the highways during this last quarter. Thankfully, they did not end in any deaths. Be sure to slow down and move over. Have a great Spring!

Crime Statistics

New Cases	174
Misdemeanor Cases	45
Felony Cases	
Adult Arrest	21
Juvenile Arrest	2
Adult Marijuana	3
Juvenile Marijuana	2

Traffic

Traffic Stops	291
Courtesy Warnings	235
Traffic Citations	56
Traffic Accidents	79
Traffic Accidents w/ Deer	0
DUI (Alcohol)	3
Drugs and Alcohol	0
DWAI	0

Sex Offenders

Registration EOM	10
Violent Sex Predators	0
Adults	10
Juveniles	0

Police Dept. Training

Outdoor Rifle Qualifications

Woodland Park School District

Crimes Against Persons	1
Crimes Against Property	1
MAPS	1
Drugs/Alcohol	0
Weapons Call	0
Victim's Advocate	
Total New Cases	30
Service Hours	744

New Hire Officer Kyle Johnson



Year to Date

	<u>2020</u>	<u>2021</u>
Cases YTD	358	444
Arrest YTD	53	50
Calls for Service YTD	7882	7292
T/A's with Deer YTD	4	2

Communications Center 2021

911 Calls	284
Admin Calls	3437
Police Calls	2516
Fire Calls	77
EMS Calls	101

New Detective Cases

Menacing	2
Indecent Exposure/ Public Indecency	1
Unlawful Sexual Contact	1
Missing Person/ Found Deceased	1

Community Activity

House Watches	95
Business Watches	307
Fingerprints	3
VIN Inspections	53
Community Action Reports	65

No Teen Court due to COVID

New Cases	0
Active Cases	0
Non Compliant	0
Marijuana Cases	0



K-9 Rico

Utilities

WATER TREATMENT

Water usage averaged 609,000 gpd in March, which is down 18 percent from last month and up 5 percent from the same month last year.

For the month, raw water to treatment totaled **62.20 AF**. Sources of raw water were as follows (top right table).

In March the City met its augmentation requirement and discharged an excess of 0.35 AF.

	March 2021		2021 YTD		2020 YTD	
Local Junior Water Rights						
Loy Gulch	17.50 AF	28%	41.19 AF	23%	49.15 AF	29%
Westwood Lakes	7.45 AF	12%	21.45 AF	12%	0.00 AF	0%
North Well Field	26.45 AF	43%	82.56 AF	46%	75.03 AF	45%
Local Junior Water Subtotal	51.40 AF	83%	145.20 AF	81%	124.18 AF	74%
Transbasin Homestake						
Augmentation Water	10.80 AF	17%	35.27 AF	19%	42.94 AF	26%
Total Raw Water	62.20 AF	100%	180.47 AF	100%	167.12 AF	100%
Homestake Pumped	8.37 AF		35.06 AF		54.78 AF	

WATER TAPS

- At the same time last year the City had committed 2 SFR water taps. Last year's total was 37.
- 2021 Base SFR Water Tap Allotment: 52
- 2021 SFR Water Taps Available from Borrow Bank: 20
- 2021 Total SFR Water Taps Available: 72
- 2021 SFR Water Taps Unused: 62
- Commercial Water Taps in 2021: 0
- Estimated In-City Vacant Platted Lots: 319
- Water Tap Planning Number: 516
- Available Multi-Family Water Taps: 72
 - Sold in 2021: 0
 - Outstanding Commitments: 69

2021 SFR Water Taps Sold	March 2021	Jan 1 - March 31, 2021
Inside	5	10
Outside	0	0
Total	5	10

Field Services		
	March 2021	2021 YTD
Service Orders	154	468
Utility Locates	80	194
Water Breaks	0	4
Sewer Main Breaks & Backups	0	0

WASTEWATER TREATMENT

The average daily influent flow to the treatment plant was 0.631 MGD in March, which is 64% of plant capacity. The plant's 12-month moving average organic loading is 2375 lb. BOD/day, which is 58% of plant design capacity. The average of the effluent ammonia analyses for the month was below the detectable limit, compared to our discharge permit limit of 5.3 mg/l.

Planning and Building Department

Envision Woodland Park 2030

On March 29th, the first Comprehensive Plan subcommittee meeting was held with approximately 50 volunteers and several staff members participating. Eight subcommittees have been organized similar to the process used in a decade ago. Their purpose is to review and update the 2010 Comp Plan goals, objectives and actions. The subcommittees include:

1. Land use, growth, housing, community character and design;
2. City finances, economic development and tourism;
3. City utilities: water and wastewater;
4. Transportation and drainage;
5. Public safety, emergency management and resiliency;
6. Community sustainability, parks, trails, and open space;
7. Community well-being; education, health, recreation and aging in place; and
8. Arts, culture and historic preservation.

The subcommittees will meet again at the end of April, May and June or as needed to complete their review and recommendation for our community's future goals, objectives and actions. With the help and input of Woodland Park's citizens, the City's long-range planning process is off to great start. Go to the Comp Plan webpage to learn more: <https://whatsupwoodlandpark.com/comprehensive-plan-and-land-use-code>.

Planning Activity

Permit Type	March 2020	March 2021	Total 2020	YTD 2021
DEVELOPMENT APPLICATIONS	2	7	29	15
SFR PERMITS	2	4	38	7
MFR PERMITS	0	0	8	2
MISC. ZONING DEVELOPMENT PERMITS	6	12	165	21
TEMPORARY USE PERMITS	6	6	30	15
SIGNS and BANNERS	2	2	29	10
HOME OCCUPATIONS	1	2	10	2
TOTAL	19	33	309	72
VALUATION OF PROJECTS	\$1,124,199	\$1,951,725	\$20,235,655	\$4,143,804

NOTE: Permit activity is counted for the month that the permit application is received.

Development Applications

SUB2021-04: Dixon Subdivision (QJ)
SUB2021-02: Spahn Lot Line Vacation w/o Easement (A)
ZON2021-05: The Grove at Spruce Haven - Rezone CC to MFS (QJ)
SPR2021-02: Rampart Village Townhomes - SPR (QJ)
VAC2021-02: 321 & 331 Thunder Ridge Dr. - Lot Line Vacation w/ Easement (QJ)
PUD2021-01: The Pines at Tamarac - PUD Extension (QJ)
SUB2021-05: The Pines at Tamarac - Preliminary Plat Extension (QJ)

Code Enforcement Activity

Type of Contact/ Complaints	March 2020	March 2021	YTD 2021
NEW	8	6	38
REMAIN OPEN	2	0	11
CLOSED	6	6	36

Building Activity	March 2021 Plan Reviews	YTD 2021 Plan Reviews	March 2021 Inspections	YTD 2021 Inspections	March 2021 Building Permits Issued	YTD 2021 Building Permits Issued	March 2021 Building Permit Valuation	YTD 2021 Building Permit Valuation
Single Family	0	6	110	295	0	7	\$0	\$2,796,733
Residential Alterations	11	21	106	331	45	120	\$386,247	\$642,394
New Commercial	0	0	9	19	0	2	\$0	\$77,704
Commercial Alterations	1	3	21	83	3	18	\$8,984	\$116,426
All Other	0	0	9	36	1	1	\$1,000	\$1,000
Totals	12	30	255	764	49	148	\$396,231	\$3,634,257