



City of Woodland Park Memo for Planning Commission

Public Hearing Date: January 22, 2026

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
4A	Planning	Karen Schminke, AICP Planning Director

AGENDA ITEM 4A

Unified Development Code: Consider repealing Title 16 Mobile Homes, Title 17 Subdivisions, Title 18 Zoning, and Section 5.24 Wireless Communication Facilities, of the Woodland Park Municipal Code and to reestablish and adopt said regulations as the Unified Development Code for the City of Woodland Park, Colorado. (L)

BACKGROUND

As allowed by Colorado state law, the City of Woodland Park has regulated the use of land since 1969. The regulations found in Title 16 – Mobile Homes, were first adopted in 1969. The information found in Title 18 – Zoning, was also initially adopted in 1969. Regulations pertaining to the division of land found in Title 17 – Subdivisions, were adopted in 1979.

These regulations have evolved over the past 57 years through a variety of ordinances that have added and amended various provisions with the majority of the amendments occurring in Title 18 – Zoning. The result of these amendments is the integrity of the original format or structure of the regulations has long since eroded and the current regulations are often confusing and difficult to navigate.

The primary purpose of this project was to do a wholesale restructuring of Title 16 – Mobile Homes, Title 17 – Subdivision, Title 18 – Zoning, and Section 5.24 – Wireless Communication Facilities (WCFs) into one Unified Development Code (UDC). The City contracted with Logan Simpson (LS) for assistance on this project.

PROJECT

Project Objectives. The primary objective of this project was to do a wholesale restructuring of Title 16 – Mobile Homes, Title 17 – Subdivision, Title 18 – Zoning, and Section 5.24 – Wireless Communication Facilities (WCFs) into one Unified Development Code (UDC) for easier use. Additional objectives included:

- Updated language to modernize terminology, ensure plain English, and include purpose statements
- Consolidated and updated definitions
- Centralized and clarified application procedures
- Detailed review and approval authority responsibilities

- Modernized terminology in the Use Table and updated use specific standards
- Updated the Parking Table to correspond with the terminology in the Use Table
- Incorporated recently adopted ordinances on Short Term Rentals, Natural Medicine Businesses, and Water Requirements for Development

Process. The initial phase of this Unified Development Code project began in early 2021 as the Comprehensive Plan update project was being completed. The comprehensive plan, which after a robust process with extensive community engagement, was adopted in October 2021. It is an aspirational document that guides the future development and growth of Woodland Park.

The initial phase of the Unified Development Code project focused on a preliminary analysis of four existing titles to understand the City of Woodland Park’s priorities:

Title 16 – Mobile Homes

Title 17 – Subdivisions

Title 18 – Zoning

That portion of Title 5 regarding Wireless Communication Facilities (WCFs)

The number one priority identified for this project was a structural overhaul of the regulations. It also identified the need to completely update the administrative provisions that govern the processing of applications.

This led to Phase 2 of the project which involved combining the existing Zoning, Subdivision, Mobile Home, and Wireless Communication Facilities provisions into a single Unified Development Code, otherwise known as the UDC.

The Planning Commission, and any members of City Council and Board of Adjustment who wished to participate, functioned as an advisory committee. Beginning in October 2022, this group held more than 20 work sessions and did a very slow crawl through the proposed draft that LS developed.

The proposed document is comprised of seven chapters, each of which serves a distinct purpose, while working together. Those chapters are:

Chapter 1- General Provisions provides the legal framework for the UDC.

Chapter 2 – Zone District Standards describes the purpose of each of the City’s zone districts.

Chapter 3 – Development Standards contains the regulation and standards applicable to most development.

Chapter 4 – Use Standards contains details for where land uses may be located and any additional standards a specific use must meet.

Chapter 5 – Subdivision Standards are the regulations that must be meet as a part of subdividing land.

Chapter 6 – Administration is the central location where all application procedures are located.

Chapter 7 – Definitions includes definitions of land uses and other terms used in this UDC.

After the in-depth review of each of the proposed chapters, the work group had opportunity to review the entire proposed document and provide comments for additional revisions. The next step in the process involved a legal review of the proposed document to ensure compliance with state and federal laws.

The result of these reviews was a proposed UDC that was then made available to the entire community for their review and comment. Every comment submitted was considered. The final proposed document, the subject of this public hearing, was posted to the City website on January 7, 2026.

Items Not Updated. The priority for this project was to restructure the current regulations into a more user-friendly format. As a result, the UDC project steered clear of updating existing specific metrics and provisions. The list of items NOT updated includes:

- Sign regulations
- Marijuana and Adult Business standards
- Landscape, fencing, and lighting standards
- Street design standards
- Architectural design guidelines
- Park land dedication and open space requirements
- Lot coverage standards

Additionally, lot coverage, setback, lot size, density, and building height standards remain the same. Title 19 – Vested Property Rights and Title 20 – Flood Regulations remain separate titles. It is also important to note, the requirements for operating short-term rentals remain the same as what our citizens approved in Ordinance 1469 in December 2023.

Items Requiring Changes. Only necessary changes were incorporated into the proposed UDC. Attached to this memo is a Summary of Substantive Changes which provides a list of those items.

Future Updates. Through this process items were identified that would benefit from an additional in-depth review at a later date. Those items include:

- Architectural design guidelines
- Landscaping standards including water wise limitations
- Lighting – possible ‘dark-sky’ type regulations
- Manufactured/modular/tiny home location clarification
- Mobile Home Park Regulations need a full rewrite
- Overlay zone maps – remove from code and relocate to official zone map
- Parks definitions review & update
- Parking metrics updates
- Sign standards – cleanup for Federal compliance and expand sign measurement to include circles and unusual shapes
- Special Use Permit (SUP) section listed uses needs to be reconciled with use table (mineral extraction, recycling facility, solid waste facility)
- Use table and associated standards refinement – consider adding uses for Powersports dealers, Energy Related Uses and Standards (Solar Generation and Wind Generation)

- Outdoor storage metrics – additional review since 2000 SF (44' by 44') seemed to be a small area for contractor storage of materials and supplies
- WP Engineering Specifications document update, especially Chapter 1 which provides policies. This will trigger some updates to Ch 5 of the UDC.

NOTIFICATIONS AND PUBLIC COMMENT

Despite a significant snowstorm that caused the public presentation of the proposed UDC to be rescheduled, the public presentation occurred on December 11, 2025.

A public review period on the proposed document occurred from December 8, 2025, through January 6, 2026. Information regarding this review period was publicized in the Pikes Peak Courier on November 26, December 3, 10, 17, 24, & 31, 2025, as well as through a 'News Flash' on the City's website. Over 250 comments were submitted and every comment was reviewed.

In compliance with the Municipal Code notice of the Planning Commission public hearing on this proposed UDC, as well as the scheduled March 5, 2026, City Council public hearing, was published in the Pikes Peak Courier on December 31, 2025. The final document for this public hearing was made available for public inspection by posting to the City's website on January 7, 2026. Staff has received no additional public comment on the proposed document.

STAFF RECOMMENDATION

It is Staff's finding that this proposed Unified Development Code meets the objectives of the project, is legally sound, and provides a functional structure for the City's zoning and subdivision regulations.

As such, Staff recommends that Planning Commission recommend City Council **approve** the proposed Ordinance repealing Title 16 Mobile Homes, Title 17 Subdivisions, Title 18 Zoning, and Section 5.24 Wireless Communication Facilities, of the Woodland Park Municipal Code and to reestablish and adopt said regulations as the Unified Development Code for the City of Woodland Park, Colorado.

ATTACHMENTS

Summary of Substantive Changes with Appendix A and B
Proposed Unified Development Code

- Chapter 1
- Chapter 2
- Chapter 3
- Chapter 4
- Chapter 5
- Chapter 6
- Chapter 7