

*****Revised November 4, 2020**



**City of Woodland Park
City Council Agenda
November 5, 2020
7:00 PM**

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.

Due to COVID -19 practices the City will be practicing social distancing and limiting the public to the first 17 people in attendance to include staff and Council in the City Council Chambers. We will have an over-flow room set-up in the Parks and Recreation Classroom where the Council Meeting will be broadcasted and another 17 individuals may attend, also practicing social distancing. Please wear a face covering.

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

A. Swearing in of newly elected Council member. *(pending election results)*

Presenter: City Clerk, Suzanne Leclercq

B. Recognition of Clint Vahsholtz – King of the Mountain winner of the open wheel competition.

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 minutes from the October 15, 2020 City Council Regular Meeting and the October 21, 2020 Special Council Meeting. **(A)**

Presenter: City Clerk, Suzanne Leclercq

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

7. UNFINISHED BUSINESS

(Public Comment may be heard)

A. Continuation of the 2021 Budget Discussion including the Enterprise Funds and Culture and Recreation Funds.

Presenter: City Manager, Darrin Tangeman and Finance Director Emily Katsimpalis

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

- A. Consider first reading of Ordinance No. 1383, Series 2020 amending portions of Municipal Code *Title 16 Mobile Homes, Title 18 Zoning, and Title 20 Flood Damage Prevention Regulations*, all related to single-family dwelling units in the Multi-Family Residential-Urban (MFU) and Multi-Family Residential-Suburban (MFS) districts and set the second reading and public hearing for November 19, 2020. **(L)**

TABLED FROM SEPTEMBER 17, 2020 and OCTOBER 1, 2020.

Presenter: Planning Director, Sally Riley

- B. Consider first reading of Ordinance No. 1385, Series 2020 amending the Woodland Park Municipal Code Sections 3.08.100 and 5.04080 concerning Business License Fees. **(L)**

Presenter: City Manager Darrin Tangeman and City Attorney Jason Meyers

9. PUBLIC HEARINGS

(Public comment may be heard)

- A. None

10. NEW BUSINESS

(Public comment may be heard)

- A. None

11. REPORTS

(Public comment not necessary)

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

- 1. Election Update

Presenter: City Clerk Suzanne Leclercq

- 2. 3rd Quarter Financial Report

Presenter: Finance Director, Emily Katsimpalis

12. EXECUTIVE SESSION: None

13. ADJOURNMENT

**Per Ordinance No. 1363, Series 2020 posted on the City Website 10/28/2020

Woodland Park City Council
Council Chambers – City Hall
October 15, 2020 Council Meeting Minutes
7:00 PM

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.

1. ROLL CALL

The following members of Council present were: Mayor Val Carr, Mayor Pro-Tem Hilary LaBarre, Councilmembers Kellie Case, Hilary LaBarre, Rusty Neal, Jim Pfaff and Robert Zuluaga.

The following Staff Members also in attendance for this meeting were: City Manager, Darrin Tangeman, Assistant City Manager/City Clerk, Suzanne Leclercq, Management Analyst, Rob Felts, Finance Director, Emily Katsimpalis, Planning Director, Sally Riley, Police Chief Miles DeYoung, Parks and Recreation Director, Cindy Keating, Public Works Director, Kip Wiley, City Attorney, Jason Meyers and City Engineer Robyn Brown.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A.** Presentation from Keep Woodland Park Beautiful Committee of the annual Beautification Award to Miss Priss and Choices.

Jan Wilson, Chairperson of Keep Woodland Park Beautiful presented Pamela Miksell and Theresa Diamond with Beautification Awards for their work on improvements to their businesses, Miss Priss and Choices. Councilmember Zuluaga thanked Jan Wilson for her dedication and volunteerism with the Keep Woodland Park Beautiful Committee.

- B.** Appointment to the Community Advisory Committee (CAC) for the Pikes Peak Area Council of Governments (PPACG), located in Colorado Springs.

City Clerk Leclercq reviewed her Staff Report with the Council regarding the appointment to CAC. Leclercq reviewed that CAC serves as a formal mechanism for the active participation of citizens in the planning, promotion and evaluation of activities of the Pikes Peak Area Council for Governments. Jon DeVaux has been serving as the City of Woodland Park's PPACG CAC representative since July of 2017. The term for this position is up as of October 2020 and PPACG is looking for an appointment from Council for their October 28, 2020 Council Meeting. Leclercq shared with the Council that according to Council's policies she advertised the opening on the City's website, Facebook page and sent a letter to the incumbent Mr. DeVaux. Leclercq reported that only one application was received and that was from incumbent Mr. DeVaux.

Mr. DeVaux appeared via zoom and shared his experience and desire to continue on the CAC. Councilmember Zuluaga asked if anyone could apprentice with Mr. DeVaux so they can gain some of his knowledge and experience. Mr. DeVaux shared that the meetings are open and anyone could attend.

Council thanked Mr. DeVaux for his service to the City of Woodland Park.

MOTION: To appoint Jon DeVaux to the Community Advisory Committee. Zuluaga/Case. Motion carried 6-0.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:

5. CONSENT CALENDAR:

A. Approval of minutes from the City Council Special Meeting September 24, 2020 and City Council Regular Meeting October 1, 2020.

MOTION: To approve Approval of minutes from the City Council Special Meeting September 24, 2020 and City Council Regular Meeting October 1, 2020. Case/Neal. Motion carried 6-0.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:

A. No Public Comment

7. UNFINISHED BUSINESS:

A. Presentation of the proposed budget and Budget Message for the 2021 budget for the City of Woodland Park.

City Manager Tangeman shared a power point presentation regarding the 2021 City Manager's Budget Message and the 2021 Budget. (Slides are attached to the minutes for the record).

B. Presentation of the proposed Capital Program for the 2021 Budget Year.

City Engineer Robyn Brown and Public Works Director Kip Wiley reviewed the 2021 Capital Program. (Handout of proposed Capital Plan for the 2021 budget attached to the minutes).

There being no Council discussion Mayor Carr opened up the Public Comment.

Former City Manager David Buttery congratulated City Manager Tangeman, the Staff and Council on the current fund balance. Buttery asked if cutting services in 2021 could or would happen as a result of a flat budget. City Manager Tangeman said it will happen.

Councilmember Case commented that the "flat budget" goal is a caution. The Council can continue to look and adjust the budget throughout the year if things begin to look better.

Councilmember Pfaff thanked Buttery for his comments and shared that he found them to be condescending. Pfaff also shared that the Council is having to fix mistakes made during the former City Manager's administration.

8. PUBLIC HEARINGS

Mayor Carr read the QJ announcement into the record.

At this time Mayor Pro-tem recused herself from this hearing.

A. Approval of Ordinance No. 1384, Series 2020, a request to extend the deadline for completion of the improvements to the existing U-Haul parking lot to June 30, 2021 located at

19251 E. Highway 24 with a legal description of Lot 1, Aspen Acres as requested by Pete LaBarre, High Country Real Estate Holdings, LLC in the Community Commercial (CC) zone district.

Councilmember Neal for the record wanted to make sure that applicant Peter LaBarre had no issue with him hearing this case. Mr. LaBarre thanked Mr. Neal and stated he did not.

Planning Director Riley reviewed the staff report with the Council. Riley reviewed with Council that on September 9, 2020 the City of Woodland Park received a request from property owner, Pete LaBarre to extend the deadline to complete improvements to the existing parking lot to June 30, 2021. Riley reported that on May 16, 2019 the City Council approved Ordinance No. 1345, Series 2019 and granted a Conditional Use permit for "18.09.090.F.6 Truck and Trailer Rental" use at 19251 East Highway 24 in the Community Commercial zone with conditions.

Mr. LaBarre shared that boring for the water line will start with a pit in the middle of his parking lot, he said, adding that if the installation isn't completed before next June, he will go ahead and pave and then patch the pavement afterwards. Mr. LaBarre stated that he would not be asking for another extension.

MOTION: Approval of Ordinance No. 1384, Series 2020, a request to extend the deadline for completion of the improvements to the existing U-Haul parking lot to June 30, 2021 located at 19251 E. Highway 24 with a legal description of Lot 1, Aspen Acres as requested by Pete LaBarre, High Country Real Estate Holdings, LLC in the Community Commercial (CC) zone district. Neal/Pfaff. Motion carried 5-0.

9. NEW BUSINESS

- A. Approve Resolution No. 867, Series 2020 for a multi-tap reservation for Trail Head Townhomes.

Public Works Director Kip Wiley reviewed the staff report with the Council. Wiley shared that the Developer (Habitat for Humanity) of Lot 2 Valley View Subdivision has requested to reserve 18 water taps for his 18 multi-family dwelling unit project. Wiley reviewed that the Lot 2 Valley View Subdivision is zoned for multi-family urban which can accommodate up to 20 units.

There being no questions by Council nor any Public Comment the following motion made:

MOTION: Approve Resolution No. 867, Series 2020 for a multi-tap reservation for Trail Head Townhomes. Pfaff/Zuluaga. Motion carried 6-0.

10. REPORTS:

- A. **Mayor's Report:** Mayor Carr shared the upcoming events for the next two weeks.
- B. **Council Reports:** Councilmember Case reported on the most recent PRAB meeting.
Councilmember Neal gave an update on the KWPB committee.
Councilmember Zuluaga reported that the DDA is moving forward with negotiations for plans for Bergstrom Park.
- C. **City Attorney Reports:** No report.
- D. **City Managers Reports:** Finance Director Katsimpalis reviewed the Sales Tax Report for Council stating that in August there was a 7.8% decrease in sales tax.

City Manager Tangeman introduced Michael Lawson the new Assistant City Manager and shared that

Michael's first day is officially on October 19, 2020.

11. EXECUTIVE SESSION:

At 8:59 PM the following motion was made:

MOTION: To move into Executive Session: *Pursuant to C.R.S. Section 24-6-402(4)(f)(i) for discussion of a personnel matter, and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: Regarding the City Manager's Employment Agreement. Case/Neal. Motion carried 6-0.*

Meeting adjourned 9:00 PM.

The following individuals were present at the Executive Session. Mayor Val Carr, Mayor Pro-tem LaBarre, Councilmember Kellie Case, Councilmember Rusty Neal, Councilmember Jim Pfaff, Councilmember Robert Zuluaga, City Manager Darin Tangeman and City Attorney Jason Meyers.

The Executive Session concluded at 9:57 PM.

The Public Meeting was opened and the following motion was made:

MOTION: To direct negotiators to move forward as discussed and authorize the Mayor to sign an agreement. Pfaff/Case. Motion carried 6-0.

Meeting adjourned 9:59 PM.

Suzanne Leclercq MMC, City Clerk

APPROVED THIS _____ DAY OF _____, 2020

Val Carr, Mayor



2021 Annual Draft Budget Presentation 10/15/2020

Darrin Tangeman, City Manager

Emily Katsimpalis, Finance Director

City Manager Budget Message

- ▶ 2021 - Flat Budget (Operations and Maintenance Costs equal to or less than the previous year).
- ▶ 2021 General Fund budget projected expenditures \$142,432.00 less than 2020 budget.
- ▶ Inflationary increase in doing business without increasing expenditures requires reductions in service in 2021.
 - ▶ Factors: Insurance, healthcare, utilities, chemicals, supplies, labor, etc.
 - ▶ Healthcare insurance will increase by 4.5% in 2021.
- ▶ Flat budget not sustainable beyond 2021 or services will be noticeably impacted and staff retention will fall.

City Manager Budget Message

- ▶ UFBR = 27% (approximately: \$2,456,799.00 at the end of 2021).
 - ▶ GFOA best practice is a minimum of 16.67%.
 - ▶ Bottom line: The City has a healthy UFBR.
 - ▶ UFBR was 6% in 2017 = \$568,900.00
- ▶ Capital Debt Service Reserve: Add \$500,000 in 2021 for a total of \$600,000 at the end of 2021.
- ▶ Total General Fund Capital Expenditures requested: \$370,000.00
- ▶ No employee salary increases currently included in 2021 budget.
 - ▶ CPI shows 2.1% cost of living increase so far in 2020.
 - ▶ Cost of a 1% COLA increase = \$48,000.00 from General Fund.

City Manager Budget Message

- ▶ Business Licensing Fee reduction:
 - ▶ \$50.00 in 2020
 - ▶ \$42.50 in 2021 (approximate annual revenue reduction = \$15,000)
 - ▶ \$35.00 in 2022 (approximate annual revenue reduction = \$30,000 total)
- ▶ Please keep in mind that further reducing revenues has an impact on the City's future ability to fund our obligations for a Planning and Environmental Linkage Assessment (\$384,000) and the Devolution of HWY 24 (Approx. \$10 million) from CDOT to the City of Woodland Park upon construction of a reliever route.

Finance Director Highlights

- ▶ Revenue projections for year end 2020 expected to be \$50,435 more than budgeted.
 - ▶ Primarily due to CVRF funds
- ▶ Year end 2020 expenditures are expected to be \$627,645 less than originally budgeted due to staff diligence and COVID-19 budget cuts.
- ▶ In 2021, the UFBR is projected to be 27 percent. The total 2021 projected ending fund balance is \$4,143,865 and is broken down into the following components:
 - \$665,000 is the amount due from the Woodland Park Downtown Development Authority (DDA).
 - \$356,680 is restricted for emergencies (TABOR requirement, 3 percent of annual revenues)
 - \$65,386 is tied to vehicle supplies inventory.
 - \$600,000 is the total that will be in the Capital Debt Service Reserve (\$100,000 in 2020 and \$500,000 in 2021).
 - \$2,456,799 is the remaining unrestricted, unassigned fund balance, which is 27 percent of the total budgeted operating expenditures.

Finance Director Highlights

- ▶ 2020 COVID-19 related impacts and mandated closures will reduce 2021 lodging tax projections from \$254,800 to \$135,000
- ▶ Overall revenues are expected to decline from 2020 budgeted of \$11,884,575 to \$11,685,500 (2 percent decrease).
 - ▶ Highway User Tax Fund is expected to decline \$162,056 (State forecast)
 - ▶ Severance Tax is expected to decline \$106,590 (State forecast)
- ▶ Sales Tax is expected to increase by 1.5% or \$64,212 in 2021 for the 2% General Fund Sales Tax.
- ▶ 2021 Lodging taxes are projected to increase from 2020 year end projections from \$135,000.00 to \$165,000.00.
- ▶ Total 2021 General Fund expenditures are budgeted at \$11,662,221 or \$142,432 (1.3 percent) less than 2020.

Finance Director Highlights

- ▶ 2021 Culture and Recreation Fund transfer is expected to decrease in 2021 from \$585,911 to \$465,035
- ▶ Personnel & Reorganization:
 - ▶ The 2021 budget does not project any new personnel added. Due to reorganization there will be an overall reduction in personnel by 0.68 Full-Time Employees, with a deliberate collaborative effort to transition our Teen Center to a partnership with the Pikes Peak Boys and Girls Club in 2021.
 - ▶ The reorganization will realign staff in critical areas to increase productivity and effectiveness, as well as result in a significant decrease in personnel costs from the overall \$142,432.00 reduction in 2021 budgeted expenditures.

Questions?



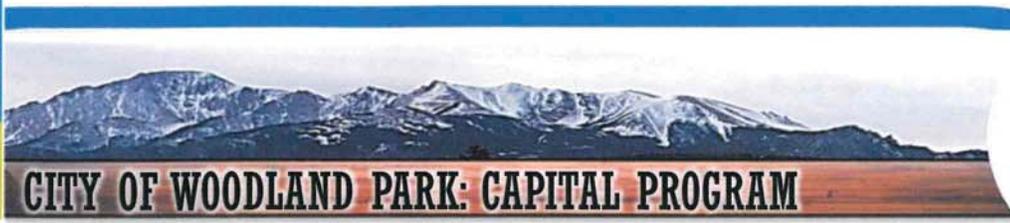
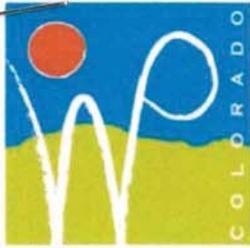


2021 Capital Program

10/15/2020

Kip Wiley, Public Works Director

Robyn Brown, Deputy Public Works Director/City Engineer



2021

CITY OF WOODLAND PARK: CAPITAL PROGRAM

Honorable Mayor Carr, City Council Members, and Members of the Woodland Park Community,

The following outlines planned investments in capital infrastructure and assets for FY 2021. The projects are summarized in Table 1 below by fund expenditure. The total planned capital investment in FY 2021 equals \$6.23 million across all funds and infrastructure types. Ninety-eight percent (97.6%) of this total investment is dedicated to governmental infrastructure systems and operational assets like streets, drainage, and water and wastewater facilities. Two percent (2.4%) of the total capital investment supports other systems like long-range planning and information technology infrastructure.

TABLE 1. Proposed Capital Program for FY 2021	General Fund	410 Fund	420 Fund	510 Fund	520 Fund	Grant Match
2021 Comprehensive Plan Update and Review of Land Use Codes	\$ 100,000					\$ 50,000
Fiber Optic Connectivity	\$ 50,000					
UPCC Fire Suppression System Installation	\$ 100,000					
Cemetery Expansion - Road Cut-In	\$ 60,000					
Police Department HVAC Upgrades	\$ 62,453					
ADA Sidewalk and Pedestrian Ramp Improvements		\$ 300,000				\$ 250,000
Kelley's Road Full-Depth Reclamation		\$ 574,665				
Baldwin Street / Rampart Range Road Full-Depth Reclamation		\$ 584,122				
City-wide Miscellaneous Full-Depth Reclamation Projects		\$ 757,753				
Highway 67 Widening		\$1,200,000				
Stormwater Infrastructure - Culvert Replacement and Channel Grading			\$ 50,000			
Disinfection Outreach Verification Evaluation (DOVE)				\$ 600,000		
Meter Replacement				\$ 250,000		
Radium Removal System				\$ 350,000		
SCADA Upgrade to Plant Computer				\$ 75,000		
Chemical Feed Pump Replacement				\$ 15,000		
Treatment Facility Front Wall Repair				\$ 25,000		
Reservoir Design				\$1,000,000		
Lucky Lady Wells SCADA Installation				\$ 15,000		
New Spectrophotometer					\$ 7,200	
Compost Air Pipe and Temperature Probes Replacement					\$ 13,800	
Reroof and Paint Outbuildings					\$ 6,200	
Effluent Channel Repair					\$ 20,000	
Phase II Boiler Controls					\$ 20,000	

Projected Costs	
2021 Capital Cost:	\$6,236,193
2021 Grant Match:	\$ 300,000
2021 Total	\$5,936,193

**Woodland Park City Council
Council Chambers – City Hall
Special Meeting – Work Session
October 21, 2020**

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.

1. ROLL CALL: Mayor Carr called the meeting to order at 6:00 PM.

A. The following members of Council were present: Mayor Carr, Mayor Pro-tem LaBarre (left the meeting at 9:25 PM), Councilmembers Kellie Case, Rusty Neal, Jim Pfaff (councilmember Pfaff arrived at 7:10 PM), and Robert Zuluaga.

The following Staff Members were also in attendance for this meeting: City Manager Darrin Tangeman, Assistant City Manager Michael Lawson, City Clerk Suzanne Leclercq (via zoom), City Attorney Jason Meyers, Management Analyst Rob Felts, Finance Director Emily Katsimpalis (via zoom), Planning Director Sally Riley (via zoom), Police Chief Miles DeYoung

Council Worksession – 2021 Budget Discussion (minutes are not recorded for worksessions)

At 9:32 the following motion was made:

MOTION: To move into Executive Session No. 1: Executive Session for discussion of a personnel matter under C.R.S. Section 24-6- 402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: Evaluation with the City Attorney. Neal/Case. Motion carried 5-0.

The Executive Session began at 9:32 PM with the following individuals in attendance. Mayor Val Carr, Councilmembers Kellie Case, Rusty Neal, Jim Pfaff, Robert Zuluaga and City Attorney Jason Meyers.

The Executive Session concluded at 9:58 PM.

At 9:59 PM the Council returned to the Public Meeting and the following motion was made:

MOTION: To direct the Mayor to finalize City Attorney contract amendment, authorization to sign amendment, authorization to finalize City Attorney's evaluation and compensation increase as discussed. Case/Pfaff. Motion carried 5-0.

At 10:02 AM the following motion was made:

MOTION: to Move into Executive Session No. 2 Pursuant to C.R.S. Section 24-6-402(4)(b) for a conference with the City Attorney for the purpose of receiving legal advice concerning a lawsuit. Neal/Pfaff. Motion carried 5-0.

Upon the advice of the City attorney the recording was stopped at 10:04 PM. The recording resumed at 10:14 PM and the Executive Session concluded at 10:19 PM.

At 10:15 PM the Council returned to the Public Meeting and the following motion was made:

MOTION: To direct the City attorney to proceed as discussed. Pfaff/Neal. Motion carried 5-0.

ADJOURNMENT: The meeting adjourned at 10:16 PM.

Suzanne Leclercq MMC, City Clerk

APPROVED THIS _____ DAY OF _____, 2020

Val Carr, Mayor



City of Woodland Park City Council Memo

First Reading: November 5, 2020, 7pm

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
8.A.	Planning	Sally Riley, AICP Planning Director

AGENDA ITEM

Consider first reading of Ordinance No. 1383, Series 2020 amending portions of Municipal Code *Title 16 Mobile Homes, Title 18 Zoning, and Title 20 Flood Damage Prevention Regulations*, all related to single-family dwelling units in the Multi-Family Residential-Urban (MFU) and Multi-Family Residential-Suburban (MFS) districts and set the second reading and public hearing for November 19, 2020. (L)
TABLED FROM SEPTEMBER 17, 2020 and OCTOBER 1, 2020.

BACKGROUND

The legislative process began with identifying the land use problem.

1. Land use §18.09.090.N.1 classifies single-family uses as a “Permitted Use” with administrative review in MFS and MFU zones.
2. As a “Permitted Use,” public input is limited comments only with no public hearings before Planning Commission and City Council.
3. High density developments create neighborhood impacts that are appropriately mitigated through a Conditional Use Permit (CUP) process.
4. Definitions were updated to be consistent with State and Building Code definitions including: Manufactured (HUD) Homes, Mobile Homes (prior to June 1976), Modular Factory Built Residential Structures, Recreation Vehicles, and Recreational Park Trailers.
5. A majority of City Council believes that high density detached single-family development in MFS and MFU zones is not appropriate in Woodland Park and would rather see attached units such as duplexes, condominiums, and apartment buildings.

A legislative duty of the Planning Commission and City Council is to thoroughly evaluate applicable sections of the zoning regulations, remove ambiguities, clarify definitions, and assess development review processes.

This code amendment process began in September 2019 with the Planning Commission studying options and drafting new language. A joint work session with City Council and Planning Commission took place in June 2020 and Council provided further specific direction at their July 9, 2020 work session to eliminate more than one single-family residential unit in the MFS and MFU zones.

The final step in this legislative process is to conduct public hearings. The Planning Commission hearing took place on August 27, 2020 and the City Council public hearing is proposed for November 19, 2020.

ZONING AMEMDMENT CONTENT

The proposed language is intended to:

1. Provide consistent **definitions** for mobile homes built prior to June 15, 1976, manufactured homes (HUD Certified) and built after June 15, 1976, and factory built residential structures on permanent foundations (a.k.a. modular homes). Also added are definitions for HUD Code, recreational park trailers, the term “attached,” and dwelling or residence, single-family.
2. Modify the **Table of Permitted Uses** so that more than one single-family home in MFS and MFU on a platted lot is no longer allowed. Also, the table has changed all multi-family developments from a “Permitted Use” (administrative review) to a “Conditional Use” (CUP) (public hearings before the Planning Commission and City Council). Various residential use categories and descriptions have been updated and clarified.
3. Include minor amendments to the **MFS and MFU standards** (§18.14 and §18.15).

PLANNING COMMISSION

On August 27, 2020 the Planning Commission held a public hearing to finalize the proposed code amendment. After conducting a proper public hearing, the Commissioners voted 8 to 1 to recommend approval of Ordinance No. 1383 with minor edits. Draft minutes are attached.

RECOMMENDATION

Move to approve first reading of Ordinance No. 1383, Series 2020 and set the public hearing for November 19, 2020.

ATTACHMENTS

- Redlined copy of Code Amendment Ordinance No. 1383 version 11
- Clean copy of Code Amendment Ordinance No. 1383 version 11
- Minutes (draft) from the August 27, 2020 Planning Commission public hearing

Please contact the Planning Department (687-5283) if you have any questions.

**CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1383, SERIES 2020**

**AN ORDINANCE AMENDING RELATED PORTIONS OF THE WOODLAND PARK
MUNICIPAL CODE INCLUDING TITLE 16 MOBILE HOMES, TITLE 18 ZONING, AND
TITLE 20 FLOOD DAMAGE PREVENTION REGULATIONS**

WHEREAS, the City of Woodland Park has become aware of several potential inconsistencies and incongruences in the Woodland Park Municipal Code in regards to allowing multiple detached single-family residential dwelling units in the Multi-Family Residential-Suburban District (MFS) and the Multi-Family Residential-Urban District (MFU) on a single property without subdivision; and

WHEREAS, the City Council finds, determines and declares that it is necessary to make amendments to Titles 16, 18 and 20 to the City of Woodland Park Municipal Code to provide for the orderly development of property within the City of Woodland Park; and

WHEREAS, the 2010 Comprehensive Plan Land Use and Growth Objective 1.2 encourages the City to evaluate regulations and requirements so that they are easy to use and understand, enforceable through prompt and fair procedures, and consistent with the Comprehensive Plan; and

WHEREAS, in order to effectuate an adequate public comment timeframe and process for the necessary Municipal Code amendments, the City Council enacted a nine month moratorium in effect until July 23, 2020 and extended the moratorium for another six months to January 2, 2021 for accepting applications to develop more than one detached single-family residential dwelling unit in the MFS and MFU zones (Ordinance No. 1354, Series 2019 and Ordinance No. 1379. Series 2020, and

WHEREAS, the Planning Commission and City Council held public hearings on August 27, 2020 and November 19, 2020 respectively and deems it to be in the City's best interest to proceed with code amendments while the moratorium is in effect; and

WHEREAS, the City Council finds, determines and declares that it is in the best interests of the citizens of Woodland Park to update Titles 16, 18 and 20 of the Municipal Code.

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

Section 1. The following sections of the Municipal Code in Title 16 Mobile Homes are amended to read as follows (red = new language and strikethrough = deletion):

16.04.020.B. "HUD Code" means the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC Section 5401, et seq., as amended.

16.04.020.~~B~~.**C.** "Manufactured mobile (HUD) home" means a preconstructed building unit or combination of preconstructed building units **that:**

- a. Includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the site of the completed home;
- b. Is designed for residential occupancy in either temporary or permanent locations;
- c. Is constructed in compliance with the HUD Code (i.e., HUD homes with a red label constructed on or after June 15, 1976);
- d. Does not have motor power; and
- e. Is not licensed as a recreational vehicle.

~~without motor power designed and commonly used for residential occupancy by persons in either temporary or permanent locations, which unit or units are manufactured in a factory or at a location other than the residential site of the completed home.~~

16.04.020.~~C~~.**D.** "Manufactured home" "Modular factory-built residential structure or modular" means a manufactured home constructed to the building codes adopted by the State Housing Board and City of Woodland Park Municipal Codes Title 15. Modular factory built structures are designed to be installed on a permanent foundation, and does not include any home constructed in compliance with the HUD Code or designed as a mobile home. A factory built residential structure is also known as a modular home. ~~a single-family dwelling which is partially or entirely manufactured in a factory; is not less than twenty-four feet in width and thirty-six feet in length; is installed on an engineered permanent foundation; has brick, wood or cosmetically equivalent exterior siding and a pitched roof; and is certified pursuant to the "National Manufactured Housing Construction and Safety Standards Act of 1974," 42 U.S.C. 5401 et seq.; as amended.~~

16.04.020.~~D~~.**E.** "Mobile home" means a manufactured home built prior to the implementation of the HUD Code on June 15, 1976. ~~a single-family dwelling built on a permanent chassis designed for a long-term residential occupancy and containing complete electrical, plumbing and sanitary facilities and complete electrical, water and sanitary facilities and designed to be installed in a permanent or semi-permanent manner with or without a permanent foundation which is capable of being drawn over public highways as a unit, or in sections special permits.~~

16.04.020.~~E~~.**F.** "Mobile home park" or "Manufactured (HUD) home park" means any lot or a parcel of land **for the location and habitation of mobile homes used for the continuous accommodation of two or more mobile homes and manufactured HUD homes** regardless of whether or not a charge is made for each or any mobile home upon the parcel. ~~Mobile home park does not include mobile home subdivisions or property zoned for manufactured home use.~~ **Zoning Section 18.09.090.N.8. limits mobile homes and/or manufactured (HUD) homes to the Mobile Home Park (MHP) zone.**

[Re-numerate the remaining definitions in 16.04.020.]

Section 2. The following sections of the Municipal Code in Title 18 Zoning are amended to read as follows (red = new language and strikethrough = deletion):

18.06.038.a. "Attached" means, when used to describe dwelling units, dwelling units that are within the same building; e.g., duplex, tri-plex, four-plex, townhouses or apartment buildings. Dwelling units connected only by decks, porches, carports, or features not structurally integral to the dwelling units are not attached.

18.06.159. "Dwelling or residence, single-family" means a building containing only one dwelling unit and, if permitted in accordance with §18.33.135, one accessory dwelling unit.

18.06.160. "Dwelling or residence, two-family" means a building containing two attached dwelling units, commonly referred to as a duplex.

18.06.170. "Dwelling or residence, ~~multiple~~ multi-family" means a ~~dwelling or residence building~~ containing more than two attached dwelling units.

18.06.270. "HUD Code" means the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC Section 5401, et seq., as amended.

18.06.307. "Manufactured ~~mobile~~ (HUD) home" means a preconstructed building unit or combination of preconstructed building units that:

- a. Includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the site of the completed home;
- b. Is designed for residential occupancy in either temporary or permanent locations;
- c. Is constructed in compliance with the HUD Code (i.e., HUD homes with a red label constructed on or after June 15, 1976);
- d. Does not have motor power; and
- e. Is not licensed as a recreational vehicle.

~~without motor power designed and commonly used for residential occupancy by persons in either temporary or permanent locations, which unit or units are manufactured in a factory or at a location other than the residential site of the completed home.~~

18.06.320. "Mobile home" means a manufactured home built prior to the implementation of the HUD Code before June 15, 1976. ~~a single-family dwelling built on a permanent chassis designed for a long-term residential occupancy and containing complete electrical, plumbing and sanitary facilities and complete electrical, water and sanitary facilities and designed to be installed in a permanent or semi-permanent manner with or without a permanent foundation which is capable of being drawn over public highways as a unit, or in sections special permits.~~

18.06.330. "Mobile home park" or "Manufactured (HUD) home park" means any lot or parcel of land used for the location and habitation of mobile homes and/or manufactured (HUD) homes regardless of whether or not a charge or leasing fee is made for each or any mobile home upon the parcel. Zoning Section 18.09.090.N.8 limits mobile homes and/or manufactured (HUD) homes to the Mobile Home Park (MHP) zone.

18.06.333. "Modular factory-built residential structure" means a manufactured home constructed to the building codes adopted by the State Housing Board and City of Woodland Park Municipal Codes Title 15. Modular factory built structures are designed to be installed on a permanent foundation, and does not include homes constructed in compliance with the HUD Code or designed as a mobile home. Factory built residential structures are also known as a modular home.

18.06.405. "Recreational park trailers" means a trailer-type unit that is primarily designed to provide temporary living quarters of no more than 180 days for recreational, camping, or seasonal use that is built on a single chassis mounted on wheels. Recreational park trailers are typically constructed in compliance with applicable American National Standards Institute (ANSI) standard A 119.5. Recreational park trailers are only allowed in recreational vehicle parks and/or campgrounds.

18.06.410. "Recreational vehicle" means a vehicle which is manufactured, constructed, or equipped primarily for use as a self-propelled home, house car, or mobile living quarters, capable of being legally operated on the highways, and containing permanently installed essential living facilities for intermittent or short-term occupation of no more than 180 days. This term shall not include any towed utility trailer vehicle, nor shall it include any vehicle defined in the license and registration laws as an automobile or motor passenger bus. ~~nor shall it include any vehicle of the camper type, which was not manufactured primarily, expressly and permanently as a mobile living unit.~~

18.06.420. "Recreational vehicle park" means a zoning lot or parcel of land designated for legal use as a campground and/or recreation vehicle park on which two or more recreational vehicles, camping trailers, recreational park trailers or campers, are parked, or any zoning lot or parcel of land on which unoccupied recreational vehicles, camping trailers, recreational park trailers or campers, whether new or used, are parked for the purposes of inspection, sale, storage or repair.

18.09.010. – Designated.

The city is divided into the following districts:

- A. SR—Single-family Suburban residential district with lot sizes equivalent of one dwelling unit per acre allowing a variety of lot sizes with an approved minimum lot size of fifteen thousand square feet.
- B. UR—Single-family Urban residential district with previously developed lot size less than seven thousand five hundred square feet per dwelling unit.
- C. MFS—Multi-family residential suburban district with attached units having a density level from two to eight dwelling units per acre
- D. MFU—Multi-family residential urban district with attached units having a density level from nine to twenty dwelling units per acre

18.09.090. TABLE OF PERMITTED USES

N. Residential Dwelling Units	SR	UR	MFS	MFU	MHP		NC	CC	SC	CBD	HSC/ LI
1. One Single-family dwelling unit on a single platted lot (For Ag district refer to Section 18.17.050)	P	P	P	P	C P						
2. Single-Family dwelling units requiring a subdivision, specifically, more than one single family dwelling unit in MFS and MFU zone requires a subdivision pursuant to Chapter 17.32 Condominiums and Townhouses.	P	P	C	C	C						
3. 2. Clustered Residential Development (subject to 18.33.125)	PC	PC									
4. 3. Two-family dwelling units (i.e., duplex) subject to Chapter 17.32 - Condominiums and Townhouses except for rental buildings (i.e., single ownership apartments).			P C	P C	C						

N. Residential Dwelling Units (continued)	SR	UR	MFS	MFU	MHP		NC	CC	SC	CBD	HSC/ LI
5. 4. Three to four multi-family attached dwelling units subject to Chapter 17.32- Condominiums and Townhouses except for rental buildings (i.e., single ownership apartments).			PC	PC	P		C	C	C	C	
6. 5. Five or more attached dwelling units Apartment building(s) on a single lot.			PC	PC			C	C	C	C	
7. 6. Up to One or two dwelling units (duplex) per existing platted lot within a single structure in a commercial zone of NC, CC and CBD commercial zone (subject to 18.33.127)							PC	PC		PC	
8. 7. Accessory Dwelling Unit as defined in Section 18.06.016 and subject to 18.33.135	PC	PC					PC	PC		PC	
8. Manufactured (HUD) homes and mobile homes (pre-1976) in an existing or approved mobile home park in accordance with Title 16.					P						

18.14.005. Purposes (MFS): ~~This land use designation is intended to accommodate attached residential dwelling units with residential density levels higher than SR and UR districts. The maximum density of these dwelling units shall be eight dwelling units per acre. This land use designation is intended to accommodate attached residential dwelling units with residential density levels higher from two to eight dwelling units per acre.~~ These areas shall be fully served by municipal water and sewer and be located in areas that can accommodate projected impacts concerning traffic, pedestrian access, parks, schools, commercial centers and places of employment.

~~18.14.090. Single-family use: Every single-family project constructed in a multifamily MFS zoning district that requires a subdivision or replat is considered a conditional use permit, and is subject to site plan review described in Chapter 18.34~~

18.15.005. Purposes (MFU). ~~This land use designation is intended to accommodate attached residential dwelling units with residential density levels higher than SR, UR and MFS districts. The maximum density of these dwelling units shall be twenty dwelling units per acre. This land use designation is intended to accommodate attached residential dwelling units with residential density levels from nine to twenty dwelling units per acre.~~ These areas shall be fully served by municipal water and sewer and be located in areas that can accommodate projected impacts concerning traffic, pedestrian access, parks, schools, commercial centers and places of employment.

~~18.15.090. Single-family use: Every single-family project constructed in a multifamily MFU zoning district that requires a subdivision or replat is considered a conditional use permit, and is subject to site plan review described in Chapter 18.34.~~

Section 3. The following sections of the Municipal Code Title 20 Flood Damage Prevention Regulations are amended to read as follows:

20.02.005. Generally. ~~All words and phrases defined in this chapter shall be deemed specific to this title, Flood Damage Prevention Regulations, and shall not be interpreted to apply to other titles found in this Code.~~ Unless specifically defined in this chapter, words or phrases used in this title shall be interpreted so as to give them the meaning they have in common usage and to give this title its most reasonable application.

Section 4. Savings Clause. Should any article, section, clause or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of the balance of this Ordinance.

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

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2020

The Honorable Val Carr, Mayor

Attested by City Clerk Suzanne Leclercq _____

Approved as to form by City Attorney Jason Meyers _____

**CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1383, SERIES 2020**

**AN ORDINANCE AMENDING RELATED PORTIONS OF THE WOODLAND PARK
MUNICIPAL CODE INCLUDING TITLE 16 MOBILE HOMES, TITLE 18 ZONING, AND
TITLE 20 FLOOD DAMAGE PREVENTION REGULATIONS**

WHEREAS, the City of Woodland Park has become aware of several potential inconsistencies and incongruences in the Woodland Park Municipal Code in regards to allowing multiple detached single-family residential dwelling units in the Multi-Family Residential-Suburban District (MFS) and the Multi-Family Residential-Urban District (MFU) on a single property without subdivision; and

WHEREAS, the City Council finds, determines and declares that it is necessary to make amendments to Titles 16, 18 and 20 to the City of Woodland Park Municipal Code to provide for the orderly development of property within the City of Woodland Park; and

WHEREAS, the 2010 Comprehensive Plan Land Use and Growth Objective 1.2 encourages the City to evaluate regulations and requirements so that they are easy to use and understand, enforceable through prompt and fair procedures, and consistent with the Comprehensive Plan; and

WHEREAS, in order to effectuate an adequate public comment timeframe and process for the necessary Municipal Code amendments, the City Council enacted a nine month moratorium in effect until July 23, 2020 and extended the moratorium for another six months to January 2, 2021 for accepting applications to develop more than one detached single-family residential dwelling unit in the MFS and MFU zones (Ordinance No. 1354, Series 2019 and Ordinance No. 1379. Series 2020, and

WHEREAS, the Planning Commission and City Council held public hearings on August 27, 2020 and November 19, 2020 respectively and deems it to be in the City's best interest to proceed with code amendments while the moratorium is in effect; and

WHEREAS, the City Council finds, determines and declares that it is in the best interests of the citizens of Woodland Park to update Titles 16, 18 and 20 of the Municipal Code.

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

Section 1. The following sections of the Municipal Code in Title 16 Mobile Homes are amended to read as follows:

16.04.020.B. "HUD Code" means the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC Section 5401, et seq., as amended.

16.04.020.C. "Manufactured (HUD) home" means a preconstructed building unit or combination of preconstructed building units that:

- a. Includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the site of the completed home;
- b. Is designed for residential occupancy in either temporary or permanent locations;
- c. Is constructed in compliance with the HUD Code (i.e., HUD homes with a red label constructed on or after June 15, 1976);
- d. Does not have motor power; and
- e. Is not licensed as a recreational vehicle.

16.04.020.D. "Modular factory-built residential structure or modular" means a manufactured home constructed to the building codes adopted by the State Housing Board and City of Woodland Park Municipal Codes Title 15. Modular factory built structures are designed to be installed on a permanent foundation, and does not include any home constructed in compliance with the HUD Code or designed as a mobile home. A factory built residential structure is also known as a modular home

16.04.020.E. "Mobile home" means a manufactured home built prior to the implementation of the HUD Code on June 15, 1976.

16.04.020.F. "Mobile home park" or "Manufactured (HUD) home park" means any lot or a parcel of land for the location and habitation of mobile homes and manufactured HUD homes regardless of whether or not a charge is made for each or any mobile home upon the parcel. Zoning Section 18.09.090.N.8. limits mobile homes and/or manufactured (HUD) homes to the Mobile Home Park (MHP) zone.

[Re-numerate the remaining definitions in 16.04.020.]

Section 2. The following sections of the Municipal Code in Title 18 Zoning are amended to read as follows:

18.06.038.a. "Attached" means, when used to describe dwelling units, dwelling units that are within the same building; e.g., duplex, tri-plex, four-plex, townhouses or apartment buildings. Dwelling units connected only by decks, porches, carports, or features not structurally integral to the dwelling units are not attached.

18.06.159. "Dwelling or residence, single-family" means a building containing only one dwelling unit and, if permitted in accordance with §18.33.135, one accessory dwelling unit.

18.06.160. "Dwelling or residence, two-family" means a building containing two attached dwelling units, commonly referred to as a duplex.

18.06.170. "Dwelling or residence, multi-family" means a building containing more than two attached dwelling units.

18.06.270. "HUD Code" means the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC Section 5401, et seq., as amended.

18.06.307. "Manufactured (HUD) home" means a preconstructed building unit or combination of preconstructed building units that:

- a. Includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the site of the completed home;
- b. Is designed for residential occupancy in either temporary or permanent locations;
- c. Is constructed in compliance with the HUD Code (i.e., HUD homes with a red label constructed on or after June 15, 1976);
- d. Does not have motor power; and
- e. Is not licensed as a recreational vehicle.

18.06.320. "Mobile home" means a manufactured home built prior to the implementation of the HUD Code before June 15, 1976.

18.06.330. "Mobile home park" or "Manufactured (HUD) home park" means any lot or parcel of land used for the location and habitation of mobile homes and/or manufactured (HUD) homes regardless of whether or not a charge or leasing fee is made for each or any mobile home upon the parcel. Zoning Section 18.09.090.N.8 limits mobile homes and/or manufactured (HUD) homes to the Mobile Home Park (MHP) zone.

18.06.333. "Modular factory-built residential structure" means a manufactured home constructed to the building codes adopted by the State Housing Board and City of Woodland Park Municipal Codes Title 15. Modular factory built structures are designed to be installed on a permanent foundation, and does not include homes constructed in compliance with the HUD Code or designed as a mobile home. Factory built residential structures are also known as a modular home.

18.06.405. "Recreational park trailers" means a trailer-type unit that is primarily designed to provide temporary living quarters of no more than 180 days for recreational, camping, or seasonal use that is built on a single chassis mounted on wheels. Recreational park trailers are typically constructed in compliance with applicable American National Standards Institute (ANSI) standard A 119.5. Recreational park trailers are only allowed in recreational vehicle parks and/or campgrounds.

18.06.410. "Recreational vehicle" means a vehicle which is manufactured, constructed, or equipped primarily for use as a self-propelled home, house car, or mobile living quarters, capable of being legally operated on the highways, and containing permanently installed essential living facilities for intermittent or short-term occupation of no more than 180 days. This term shall not include any towed utility trailer, nor shall it include any vehicle defined in the license and registration laws as an automobile or passenger bus.

18.06.420. "Recreational vehicle park" means a lot or parcel of land designated for legal use as a campground and/or recreation vehicle park on which two or more recreational vehicles, camping trailers, recreational park trailers or campers, are parked, or any zoning lot or parcel of land on which unoccupied recreational vehicles, camping trailers, recreational park trailers or campers, whether new or used, are parked for the purposes of inspection, sale, storage or repair.

18.09.010. – Designated.

The city is divided into the following districts:

- A. SR - Suburban residential
- B. UR - Urban residential district
- C. MFS - Multi-family residential suburban district
- D. MFU - Multi-family residential urban district

18.09.090. TABLE OF PERMITTED USES

N. Residential Dwelling Units	SR	UR	MFS	MFU	MHP		NC	CC	SC	CBD	HSC/ LI
1. One Single-family dwelling unit on a single platted lot (For Ag district refer to Section 18.17.050)	P	P			P						
2. Clustered Residential Development (subject to 18.33.125)	PC	PC									
3. Two-family dwelling units (i.e., duplex) subject to Chapter 17.32 - Condominiums and Townhouses except for rental buildings (i.e., single ownership apartments).			C	C							

N. Residential Dwelling Units (continued)	SR	UR	MFS	MFU	MHP		NC	CC	SC	CBD	HSC/ LI
4. Multi-family-dwelling units (3+units) subject to Chapter 17.32- Condominiums and Townhouses except for rental buildings (i.e., single ownership apartments).			C	C			C	C	C	C	
5. Apartment building(s) on a single lot.			C	C			C	C	C	C	
6. One or two dwelling units (duplex) per existing platted lot within a single structure in a commercial zone of NC, CC and CBD commercial zone (subject to 18.33.127)							PC	PC		PC	
7. Accessory Dwelling Unit as defined in Section 18.06.016 and subject to 18.33.135	PC	PC					PC	PC		PC	
8. Manufactured (HUD) homes and mobile homes (pre-1976) in an existing or approved mobile home park in accordance with Title 16.					P						

18.14.005. Purposes (MFS): This land use designation is intended to accommodate attached residential dwelling units with residential density levels higher than SR and UR districts. The maximum density of these dwelling units shall be eight dwelling units per acre. These areas shall be fully served by municipal water and sewer and be located in areas that can accommodate projected impacts concerning traffic, pedestrian access, parks, schools, commercial centers and places of employment.

18.15.005. Purposes (MFU). This land use designation is intended to accommodate attached residential dwelling units with residential density levels higher than SR, UR and MFS districts. The maximum density of these dwelling units shall be twenty dwelling units per acre. These areas shall be fully served by municipal water and sewer and be located in areas that can accommodate projected impacts concerning traffic, pedestrian access, parks, schools, commercial centers and places of employment.

Section 3. The following sections of the Municipal Code Title 20 Flood Damage Prevention Regulations are amended to read as follows:

20.02.005. Generally. All words and phrases defined in this chapter shall be deemed specific to this title, Flood Damage Prevention Regulations, and shall not be interpreted to apply to other titles found in this Code. Unless specifically defined in this chapter, words or phrases used in this title shall be interpreted so as to give them the meaning they have in common usage and to give this title its most reasonable application.

Section 4. Savings Clause. Should any article, section, clause or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of the balance of this Ordinance.

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

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2020

The Honorable Val Carr, Mayor

Attested by City Clerk Suzanne Leclercq _____

Approved as to form by City Attorney Jason Meyers _____

**WOODLAND PARK PLANNING COMMISSION
WOODLAND PARK CITY HALL COUNCIL CHAMBERS
VIRTUAL MEETING VIA ZOOM AND
IN-PERSON AT 220 W. SOUTH AVENUE, WOODLAND PARK, CO
MEETING MINUTES *for* AUGUST 27, 2020 – 7:00 PM**

Due to the COVID-19 pandemic, this meeting was a hybrid in-person and virtual electronic meeting. A Zoom link for participation was posted on the front-page of the City website. Public input in the form of written comment submitted in advance of the meeting was strongly encouraged and accommodation for public comment in real time at the meeting was made.

- 1. ORDER AND ROLL CALL:** Chairman Jon DeVaux called the meeting to order at 7:02 p.m. Chairman DeVaux was physically present. Other Commissioners physically in attendance were Lee Brown, Ken Hartsfield, Larry Larsen, and Jerry Penland. Commissioners attending by zoom video were Ellen Carrick, Vickie Good, and Peter Scanlon. Vice-Chairman Geoff Watson joined the meeting by zoom after roll call. No Commissioners were absent. Planning Director Sally Riley and City Planner Lor Pellegrino were both present.
- 2. PLEDGE OF ALLEGIANCE:** Chairman DeVaux led the recitation of the Pledge of Allegiance.
- 3. APPROVAL OF MINUTES:** The July 23, 2020 minutes were approved unanimously as presented.
- 4. PUBLIC HEARINGS:**
 - A. SUB 2020-04:** Consider a 5-year extension of the Top of Paradise Amended Master Plan to August 4, 2025. The remaining area of the Master Plan is 137.92 acres and planned for a maximum of 190 single-family dwelling units developed within the entire 198.5 acres. The subject property is generally located northeast of Thunder Ridge Drive and southeast of Majestic Parkway in the Suburban Residential (SR) zone. The extension is requested by Craig Nelson, Thunder Ridge Haven, LLC and Andrea Rodriguez, Paradise Estates, Inc. representative. *(QJ)*

Director Riley presented the case using a PowerPoint slide show. She explained that Master Plans (MP) are valid for five years, with the subject plan originally approved in 2005, and was subsequently extended in the five-year increments. This will be the third extension. She gave a brief history and overview of the development, stating that 56 acres with 58 lots of the 198.5 acres have been final platted. She specified ownership of the unplatted areas, being Craig Nelson, who owns the northernmost area, and Andrea Rodriguez, who owns the southern portions. She concluded her presentation by stating that Staff finds this request to be reasonable, and recommends approval of this MP extension request.

Chairman DeVaux opened the hearing to Commissioner discussion. Commissioner Brown asked about the practicability of updating the MP to more accurately reflect areas that have been final and preliminary platted. Director Riley explained that a MP is not intended to be entirely accurate, but more of a conceptual representation of the feasibility for platting and development, and that a preliminary plat is the instrument used to refine lot layouts and roadway configurations.

Chairman DeVaux invited the applicants' presentations. Owner Craig Nelson explained the property he owns has the potential for 44 lots under the MP, and that he has been working with staff and various engineers for preliminary platting and development planning. Commissioner Larsen asked if he intends to develop as the MP Shows. Mr. Nelson replied he does, acknowledging minor layout changes due to topographical challenges. Owner Andrea Rodriguez introduced herself and invited questions from the Commission. No further questions were forthcoming.

Chairman DeVaux opened the hearing to public comment. Tom Cadell (1023 Kings Crown Road) asked what the compelling reasons are to approve or disapprove this extension. Director Riley responded that this will give the neighborhood a concept as to how the area would be developed. If the MP was not extended, the properties would become undeveloped land with no concept for future development, but would remain in the Suburban Residential (SR) zoning district, and could be developed without a MP. Mr. Cadell asked why development hasn't already occurred, and if it make sense to keep extending the MP when the development could have potential impacts to the neighborhood. Director Riley explained there are no time constraints on property owners to develop their property. If the MP was not extended, there would be uncertainty as to how the land would be developed. Chairman DeVaux added that the MP allows for continuity of the development.

Karen Poland (1010 Kings Crown Road) expressed concerns regarding traffic congestion, and does not see any benefit with developing this area. She stated there is "clear cutting" in the development, and that she does not want more development to occur. Director Riley replied that a Preliminary Plat has been approved for "The Haven at Paradise", and with that approval, the developer may begin installing infrastructure along with clearing and grubbing, and that is only occurring within the future roadways. The work being performed is not "clear cutting", adding that erosion control is also required while the property is being developed. Regarding growth, Director Riley explained that Woodland Park has limited water supply projected to serve a population of 13,600 residents. The city is currently at approximately two-thirds of that population. The property owners of the vacant parcels have property rights to develop their property, and that there will be continued development on private property until all available property is developed. Increased traffic will occur as a result, unless a bypass is constructed in the future.

Michelle Shaver (1121 Kings Crown Road) was not objecting to the development, but has safety concerns for pedestrian traffic along Kings Crown Road due to limited visibility on this narrow roadway. The MP shows two additional side streets that will connect to the road that will further increase traffic. She proposed that a sidewalk be constructed, and that the MP be tabled until the road is made safer. She asked what that process would be. Director Riley replied that the Public Works Department would be the authority regarding safety issues in the road right-of-way, and that the Streets Crew Chief could walk this with her. There may be an opportunity to clear trees or shrubbery for better visibility. The current zoning regulations do not require sidewalks for single-family development. She explained that Kings Crown Road was originally a dirt road. Public improvements are costly for a small population, and adding sidewalks would be cost-prohibitive at this point in time. Director Riley encouraged a neighborhood meeting with the Public Works Department to discuss safety improvements.

Tony Perry (330 Ponderosa Court) offered that the MP puts context and certainty on future development, and that the preliminary plat process would help to address community concerns.

Karen Thomas (751 Majestic Parkway) expressed concern regarding traffic and safety. She is also concerned over the clearing and grubbing taking place, and asked who monitors this activity. Director Riley explained that once a developer receives their entitlements when the preliminary plat is approved, the engineering drawings are reviewed and approved by the Public Works Department and the Fire Department, then the developer hires their contractor. A pre-construction meeting takes place with the City Construction Inspector, who monitors the activity to assure the work is staying within the approved scope. The public is always welcome to call City Hall with any concerns they may have with construction activity. Stop Work orders may be issued if the activity is beyond the approved scope, or if drainage and erosion control issues arise that need to be remedied.

Tim Miller (1202 Kings Crown Road) asked if the preliminary plat for “The Haven in Paradise” would remain the same. Director Riley replied it would. Mr. Miller asked if the roadways would remain as proposed. Director Riley affirmed they would, depending on preliminary and final platting, whose approval is a public hearing process. She graphically reviewed the current road system as it exists and as proposed. Director Riley clarified that each new house typically generates ten average daily vehicles trips.

With no further public comment forthcoming, Chairman DeVaux closed the public comment session, and offered rebuttal from the applicants, to which there was none. He next solicited additional deliberations from the Commissioners. Commissioner Larsen encouraged the neighborhood to become familiar with the MP so they know what to expect. Commissioner Hartsfield expressed his support for the MP which gives a good plan for future development in the area.

MOTION: Moved by Commissioner Larsen and seconded by Commissioner Hartsfield THAT the Planning Commission recommend to City Council to approve the extension of the Amended Master Plan to August 24, 2025 as described in the staff report and as presented at this public hearing.

Motion passed unanimously 9-0. Case now moves to City Council for public hearing on September 17, 2020.

B. MUNICIPAL CODE AMENDMENT: Consider an Ordinance amending portions of the Municipal Code including: Title 16 Mobile Homes; Title 18 Zoning, and Title 20 Flood Damage Prevention Regulations. The proposed code amendments are generally related to single-family dwelling units in the MFU and MFS zones. (L)

Director Riley thanked the Commissioners for their dedication, comprehension and resolve in the past year discussing this amendment through numerous work sessions while two separate moratoriums were in affect for this type of development. She reviewed the 10th draft of the Ordinance. She explained the various sections of the Municipal Code (MC) to be amended, with first reading at City Council occurring on September 17, 2020, and a public hearing on October 1, 2020.

She explained that Section 1 of the Ordinance relates to Title 16 of the MC that updates definitions of the various types of manufactured housing as they relate to the building and state codes. Section 2 of the Ordinance reflects changes to zoning regulations in Title 18 of the MC where the majority of the changes occur. Changes include additional definitions and specifics of manufactured housing, along with specifying time constraints for manufactured recreational vehicles in campgrounds and RV parks. She next reviewed the changes to MC §18.09.090, Table of Permitted Uses, which simplifies the table, removes redundancies, clarifies uses, and adds or removes permitted uses, conditional uses, and permitted conditionally uses in all zoning districts in order to mitigate impacts to the districts.

Director Riley stated that Title 20 would remain as-is since it must remain compatible with the state and FEMA regulations. She concluded her presentation stating that Staff favors the Planning Commission to recommend approval of the Ordinance to City Council.

There was discussion regarding changes to §18.15.090 Single Family Use where the amendment stated that only one dwelling unit is allowed on an existing platted lot, *at the effective date of the Ordinance*. Commissioner Good pointed out that this may be subject to misinterpretation that all currently platted properties would be exempt. Director Riley said she would refer this to the City Attorney to review prior to presentation to City Council. Chairman DeVaux opened the hearing for public comment.

Joe Fury (565 Pembroke Drive) asked if the definition of “attached” would preclude bolting two modular units together and considering them a “duplex”. Director replied it would not, since they would then have a common wall, sharing a roof structure. Bolting two independent units together would not meet the building code for fire separation. Mr. Fury stated he likes the code amendments as proposed.

Mike Nakai (225 Morning Star Court) stated that it is not clear to him that a clustered development would be “permitted conditionally” under §18.33.125 and include public hearings. Director Riley stated that it would involve public hearings since a preliminary plat would be required, along with a Site Plan Review.

Commissioner Larsen commented that this Ordinance draft allows for one single-family residential unit in the MFS and MFU zoning districts as a permitted use on an existing platted lot. He does not support this modification, and requests that the Planning Commission amend the ordinance to reinstate the provisions to allow single-family dwellings in these districts as a conditional use on an existing platted lot or subdivision, in order to create higher density neighborhoods. By not allowing for this, the City will be removing lower cost housing opportunities, which conflicts with some stated goals in the 2010 Comprehensive Plan, to encourage a balanced and diverse housing supply. He said that the MC as it exists today provides adequate protections for existing neighborhoods, and has reasonable review criteria and standards to assure quality projects and mitigate development impacts. He states it is important to recognize that the City has very few developable properties, and that most available acreage is found in the MFS and MFU zoning districts. He recommends that the Ordinance be modified to reinstate the single-family dwelling units requiring a subdivision, and make them conditional uses. Also to clarify the single-family use provisions to include one single-family unit on existing platted lots in these two districts, and that any more than one single-family dwelling unit would be required to be constructed within the district zones requiring a subdivision plat, a conditional use, and SPR. He would also like to modify the “Purposes” sections to allow to allow 4 dwelling units per acre in the MFS and MFU zones.

Commissioner Scanlon stated he has much respect for Commissioner Larsen’s knowledge and experience, and that in a perfect world, he would agree with him. However, “getting half a loaf is better than trying to get a full loaf.” The City Council rejected the original recommendation that Commissioner Larsen suggested to revert to. Part of the Planning Commission’s mission is to attempt to put into place a new Ordinance that would prevent a development similar to “The Village at Tamarac” in the future. And to the extent that they can accomplish that, maybe that’s the “half a loaf” that can be accomplished at this time. To send back a recommendation that is exactly like what was originally rejected by the CC would not be politically palatable. The City Council may not accept this current version, but at least it was carefully thought out. He is quite concerned about Commissioner Good’s comment regarding the possible loophole in the language, and that the City Attorney should be consulted so that there isn’t a loophole created with the changes. He is hesitant to approve the changes when they don’t have a final copy of it.

Chairman DeVaux suggested the approval could be subject to the City Attorney’s review. Commissioner Brown proposes that the PC subject to review by the CA recommends approval to City Council the draft of August 20 with the additional changes to

MOTION: Moved by Commissioner Brown THAT the Planning Commission recommends approval to City Council of the August 20, 2020 draft, with the following changes:

- §18.14.005 and §18.15.005; add the word “attached” after the word “accommodate”
- §18.09.090; correct the hyphenation in row 4
- §18.14.090 and §18.15.005; revised to read “only 1 dwelling unit is allowed on a lot or parcel existing at the date of this Ordinance”
- §18.15.090 and §18.15.005; accept the revisions subject to review by the City Attorney.

Seconded by Commissioner Penland.

Motion passed 8-1 with Commissioner Larsen voting against. The Ordinance now moves to City Council for public hearing on October 1, 2020.

5. REPORTS:

A. Chairman's Report: None.

B. Commissioner's Reports: None.

C. Planning Director's Report: The Planning Director stated there are no cases to be heard for the September 10, 2020 meeting, so this meeting is officially canceled. The September 24 meeting will likely be cancelled as well. She reminded the Commission that this is budget season for the City Council where they will be setting priorities. She suggested that the Commission set their top priority, and if that is the Comprehensive Plan update, to write a letter to the City Council supporting the Comprehensive Plan as their number one budget priority.

6. ADJOURNMENT: This regular meeting adjourned at approximately 9:13 pm.

Recorded by: _____
David J. Burgess, Planning and Building Technician

Approved this _____ day of _____, 2020 by _____
Jon DeVaux, Chairman



2020 Quarterly Financial Report

Third Quarter – September 30, 2020

(unaudited)

Welcome to the City of Woodland Park’s quarterly financial report. This report presents an analysis of the City’s revenue and expenditures by fund. The analysis consists of comparisons of revenue and expenditures to budget and the prior year. Third quarter (July 1-September 30) numbers this year continue to be dominated by the COVID-19 pandemic, which has caused a great deal of disruption and changes to the 2020 budget.

General Fund (100)

Expenditures

EXPENDITURES	2020 Budget	2020 YTD	% expended	2019 YTD	\$ change	% change
Elected Officials	\$ 41,500	\$ 27,127	65%	\$ 38,697	\$ (11,570)	-30%
Administration	723,970	475,600	66%	415,344	60,256	15%
Municipal Court	112,898	65,714	58%	73,302	(7,588)	-10%
Planning	506,784	268,774	53%	258,158	10,616	4%
Inter/Non-departmental	490,435	426,687	87%	371,273	55,414	15%
Finance	480,995	320,075	67%	314,135	5,940	2%
Parks, Buildings, Grounds	754,762	403,545	53%	499,973	(96,428)	-19%
Information Technology	453,447	348,281	77%	204,194	144,087	71%
Police	2,731,628	1,842,411	67%	1,987,558	(145,147)	-7%
Public Works Admin	314,973	185,064	59%	181,357	3,707	2%
Fleet Maintenance	445,513	240,367	54%	313,984	(73,617)	-23%
Street Operations	545,941	347,344	64%	310,769	36,575	12%
Community Engagement	207,895	121,993	59%	127,337	(5,344)	-4%
Debt Service	977,188	217,594	22%	224,819	(7,225)	-3%
SUB-TOTAL OPERATING	\$ 8,787,929	\$ 5,290,575	60%	\$ 5,320,900	\$ (30,325)	-1%
Transfers Out	585,911	395,707	68%	210,000	185,707	88%
School District sales tax	2,432,811	1,575,290	65%	1,064,406	510,884	48%
TOTAL	\$ 11,806,651	\$ 7,261,572	62%	\$ 6,595,306	\$ 666,266	10%

- Overall: 62% of the total General Fund Budget is expended 75% of the way through the year. 2020 operating expenditures are (-1%) (-\$30,325) below 2019. This is mainly due to a hiring freeze and a freeze on all travel and training budgets due to the COVID-19 pandemic during the second quarter. And, as always, staff continues to be cautious and conservative.
- Elected Officials
 - Budget variance: 65% of the budget is expended – Community Investment Fund (CIF) is fully expended (\$10,000) and Woodland Park Main Street contribution is also 100% expended (\$15,000).
 - Prior year variance: (-\$11,570), (-30%) less than the prior year—CIF is half what it was in 2019 (\$10,000 in 2020 vs \$20,000 in 2019).
- Administration

- Prior year variance: 15% higher than the prior year – Human Resources (HR) is included in Administration and HR Generalist did not start until February 2019. Additionally, Administration includes City Clerk budget; 2020 was a municipal election year, whereas 2019 was not.
- Municipal court
 - 10% decrease (-\$7,588) compared to 2019, mainly due to closures and cancelling of court sessions during much of the second quarter.
- Planning
 - 4% increase than 2019 at same time period due to the addition of a full-time (vs. part-time previously) Code Enforcement Officer in 2020.
- Information Technology
 - Compared to 2019, increase of \$144,087 or 71% higher—this is due to the server CIP project. Purchase of servers and equipment needed for this important project that will result in reduced cost in future.
- Parks Buildings and Grounds
 - 19% decrease (-\$96,428) due to position vacancies, (including summer seasonal positions that weren't filled), the hiring freeze, and decrease in events and festivities in 2020 due to cancellations and changes caused by the COVID-19 pandemic.
- Inter/non-departmental
 - 15% increase of \$55,414 due to health insurance and other insurance and brokerage fee increases over 2019.
- Police
 - Prior year variance (-\$145,147) or (-7%) below same period 2019 – 2019 Kelsey Berreth case increased the police budget. Additionally, travel and training and hiring freezes in 2020 have added to the decrease in 2020 spending.
- Fleet Maintenance
 - There is one less full-time employee in 2020, for a total of 2 full-time employees currently, which has resulted in a decrease of (-\$73,617) or (-23%) compared to 2019. HR and Public Works plan for the third position to be advertised and filled starting in January 2021.

Revenues

- SEE TABLE BELOW
- Overall: 73% of the total General Fund Budget is received 75% of the way through the year. 2020 revenues are 6% above what they were at same time in 2019.
- Property tax
 - Budget variance: 17% or \$272,204 above 2019 3rd quarter. This is due to the property tax assessments being adjusted every other year in odd years (2019 adjustment) by the Teller County Assessor office. And, property taxes assessed in one year are due the following year (2019 due in 2020 and so on).
- Sales Tax
 - Sales tax has been trending up this year, and as of the 3rd quarter, was \$145,036 or 5% above 2019 collections. Much of this has to do with increased spending at grocery stores due to the ongoing COVID-19 pandemic.
- Highway User Tax
 - There is a (-\$118,075) or (-44%) decrease in this tax passed from the state to municipalities. The decrease is a causation of the decrease in driving--in particular during the second quarter this year—due to COVID-19 travel restrictions.

- Planning Fees
 - Large fees related to Park Capital Fees received are the reason for the \$99,966 or 324% increase in revenues for that revenue stream.
- Grants/Contributions/Donations
 - Part of the \$111,047 or 215% increase in revenues in this category is due to the DDA City Loan principal payment increasing from \$75,000 in 2019 to \$110,000 in 2020. Additionally, the police department received more grants funds in 2020 compared to 2019.

REVENUE	2020 Budget	2020 YTD	% received	2019 YTD	\$ change	% change
Taxes						
property tax	\$ 2,003,267	\$ 1,894,188	95%	\$ 1,621,984	\$ 272,204	17%
specific ownership tax	248,155	\$ 150,993	61%	\$ 146,206	4,787	3%
sales tax - 2%	4,280,825	\$ 2,821,269	66%	\$ 2,676,233	145,036	5%
sales tax - school district - 1.09%	2,432,811	\$ 1,608,647	66%	\$ 1,514,511	94,136	6%
sales tax vendor fee + late fees	152,407	\$ 100,469	66%	\$ 93,100	7,369	8%
vehicle use tax	225,145	155,561	69%	155,643	(82)	0%
construction use tax	70,000	63,831	91%	48,114	15,717	33%
franchise/occupation tax	293,660	155,745	53%	166,475	(10,730)	-6%
Total Taxes	9,706,270	6,950,703	72%	6,422,267	528,436	8%
Licenses and Permits						
business licenses	106,600	125,980	118%	106,830	19,150	18%
other licenses/permits	4,500	7,208	160%	6,948	260	4%
Total Licenses and Permits	111,100	133,188	120%	113,778	19,410	17%
Intergovernmental						
highway user tax	292,444	152,472	52%	270,547	(118,075)	-44%
E911 PSAP funding	200,000	100,000	50%	60,000	40,000	67%
road and bridge	19,000	20,790	109%	19,966	824	4%
DOLA grants	55,000	10,000	18%	16,274	(6,274)	-39%
motor vehicle registration	35,711	23,981	67%	23,846	135	1%
cigarette tax	17,000	9,395	55%	8,689	706	8%
severance tax	45,756	141,652	310%	128,428	13,224	10%
drug prevention SRO	24,000	13,200	55%	30,789	(17,589)	-57%
other intergovernmental	56,500	-	0%	2,770	(2,770)	-100%
Total Intergovernmental	745,411	471,490	63%	561,309	(89,819)	-16%
Charges for Services						
court fees	14,300	8,792	61%	6,699	2,093	31%
police fees	61,928	12,351	20%	48,909	(36,558)	-75%
planning fees	39,000	130,864	336%	30,898	99,966	324%
building permit fees	20,000	19,751	99%	21,097	(1,346)	-6%
public works fees	2,500	1,581	63%	2,396	(815)	-34%
build-a-generation/teen center	7,400	223	3%	2,095	(1,872)	-89%
cemetery fees	11,000	8,905	81%	6,170	2,735	44%
Total Charges for Services	156,128	182,467	117%	118,264	64,203	54%
Fines and Forfeitures	61,200	67,215	110%	42,260	24,955	59%
Other						
investment earnings	25,000	9,845	39%	28,395	(18,550)	-65%
grants/contributions/donations	136,500	162,777	119%	51,730	111,047	215%
miscellaneous	22,300	67,146	301%	193,932	(126,786)	-65%
Total Other	245,000	239,768	98%	274,057	(34,289)	-13%
Transfers In	920,666	613,720	67%	610,398	3,322	1%
Total	\$ 11,884,575	\$ 8,658,551	73%	\$ 8,142,333	\$ 516,218	6%

The General Fund is financially health and stable. At the end of the third quarter, the fund balance in the General Fund is \$4,202,771. Of this, \$3,073,756 is unrestricted/unassigned.

General Fund Summary	budget	2020 YTD	% received/ expended
beginning fund balance	\$ 2,805,792	\$ 2,805,792	
revenue	11,884,575	8,658,551	73%
expenditures	11,806,653	7,261,572	62%
ending fund balance	<u>\$ 2,883,714</u>	<u>\$ 4,202,771</u>	
<u>fund balance designations</u>			
nonspendable	\$ 775,000	\$ 775,000	
restricted for emergencies	354,015	354,015	
unrestricted, unassigned	1,589,314	3,073,756	
ending fund balance	<u>\$ 2,718,329</u>	<u>\$ 4,202,771</u>	

Culture and Recreation Fund (220)

CULTURE AND RECREATION FUND	2020 Budget	2020 YTD	% received/ expended	2019 YTD	\$ change	% change
Revenue						
Parks and Recreation	\$ 96,750	\$ 48,872	51%	\$ 70,301	\$ (21,429)	-30%
Woodland Aquatic Center	417,000	87,474	21%	273,351	(185,877)	-68%
Cultural Center	62,000	36,315	59%	55,905	(19,590)	-35%
Transfer In/Support	660,911	424,978	64%	260,652	164,326	63%
Total Revenue	\$ 1,236,661	\$ 597,639	48%	\$ 660,210	\$ (62,571)	-9%
Expenditures						
Parks and Recreation	\$ 347,676	\$ 191,410	55%	\$ 217,927	\$ (26,517)	-12%
Woodland Aquatic Center	749,190	322,390	43%	498,850	(176,460)	-35%
Cultural Center	139,795	75,340	54%	96,136	(20,796)	-22%
Total Expenditures	\$ 1,236,661	\$ 589,140	48%	\$ 812,912	\$ (223,772)	-28%

The fund that continues to be most affected by the COVID-19 pandemic and mandatory closures has been Culture and Recreation. All three departments/divisions that make up the fund have been greatly impacted. Hopefully the revenues continue to improve as closures and restrictions are eased or modified. The trajectory for the Culture and Recreation fund was headed in a positive direction through most of the first quarter 2020; it is disappointing to see the (-68%) drop in revenues for the Aquatic Center compared to 2019. The good news is that as of October 9, 2020 a reservation is no longer required for open swim hours at the Aquatic Center, which will improve revenues through the end of the year. An increase of 63%, or \$164,326, in transfers from the General Fund and Conservation Trust Fund was needed to keep the fund solvent through the end of Q3.

- Revenues are 48% received 75% of the way through the year.
- Parks and Recreation is 55% expended with 51% of budgeted revenues received.

- Cultural Center budget is 54% expended with 59% of budgeted revenues received.
- Woodland Aquatic Center budget is 43% expended with 21% of budgeted revenues received.
 - The following table provides further detail of the financial operations of the Woodland Aquatic Center.
 - Of note is the (-102%) or (-\$89,450) decrease in revenues compared to 2019.
 - Expenditures for personnel are (-\$165,256) or (-45%) due to the closure of the Aquatic Center in the second quarter and employee furloughs that have continued into the third quarter.

WOODLAND AQUATIC CENTER	2020 Budget	2020 YTD	% rec/exp	2019 YTD	\$ change	% change
Revenue						
Learn to Swim Program	\$ 45,000	7,845	17%	24,151	(16,306)	-68%
Fitness Programs	22,000	8,203	37%	12,711	(4,508)	-35%
Silver Sneakers Program	8,500	1,080	13%	5,990	(4,910)	-82%
Daily Use Fees	120,000	24,324	20%	84,581	(60,257)	-71%
Pass and Punch Cards	169,000	33,566	20%	89,622	(56,056)	-63%
Merchandise Sales	6,000	501	8%	2,670	(2,169)	-81%
Facility Rentals	30,000	7,583	25%	22,059	(14,476)	-66%
Special Events	3,500	3,372	96%	2,414	958	40%
Concessions	12,000	-	0%	74	(74)	-100%
Contributions/Donations	1,000	1,000	100%	28,500	(27,500)	-96%
Total	\$ 417,000	\$ 87,474	21%	\$ 176,924	\$ (89,450)	-102%
Expenditures						
Salary and Benefits	\$ 513,987	\$ 199,546	39%	\$ 364,802	\$ (165,256)	-45%
Purchased Services	18,103	18,782	104%	7,174	\$ 11,608	162%
Operating Expenditures	199,400	102,692	52%	110,037	\$ (7,345)	-7%
Supplies	17,700	1,370	8%	16,836	\$ (15,466)	-92%
Total	\$ 749,190	\$ 322,390	43%	\$ 301,210	\$ 21,180	7%

The fund balance in the Culture and Recreation Fund on September is \$133,184. Of this, \$85,003 is non-spendable inventory leaving \$48,181 unrestricted/unassigned.

Culture and Recreation Fund Summary	budget	2020 YTD	% received/expended
beginning fund balance	\$ 124,685	\$ 124,685	
revenue	1,236,661	597,639	48%
expenditures	1,236,661	589,140	48%
ending fund balance	<u>\$ 124,685</u>	<u>\$ 133,184</u>	
fund balance designations			
nonspendable	\$ 85,003	\$ 85,003	
unrestricted, unassigned	39,682	48,181	
ending fund balance	<u>\$ 124,685</u>	<u>\$ 133,184</u>	

Street Capital Improvement Fund (410)

STREET CAPITAL IMPROVEMENT FUND	2020 Budget	2020 YTD	% received/ expended	2019 YTD	\$ change	% change
Revenue						
sales tax - 1%	\$ 2,140,400	\$ 1,427,121	67%	\$ 1,343,608	\$ 83,513	6%
transportation capital fees		86,645	n/a		86,645	
vendor fee & late fee - sales tax grant	76,000	50,402	66%	47,389	3,013	6%
interest	1,500	14,700	980%	33,759	(19,059)	-56%
Total Revenue	\$ 2,217,900	\$ 1,578,868	71%	\$ 1,424,756	\$ 154,112	11%
Expenditures						
street paving improvements	\$ 1,805,122	\$ 460,300	25%	\$ 323,550	\$ 136,750	42%
street repairs/maintenance	24,140	8,070	33%	11,262	(3,192)	-28%
street restriping	10,000	5,263	53%	492	4,771	969%
trail repairs/maintenance	30,000	61,977	207%	30,000	31,977	107%
parking lot repair/maintenance	164,533	37,316	23%	100,000	(62,684)	-63%
sidewalk improvements	303,511	7,067	2%	4,200	2,867	68%
machinery/equipment	596,748	404,303	68%	43,229	361,074	835%
vehicles	94,161			59,000		
street concrete repairs	40,000	1,019		57,411		
transfers out	147,950	147,950	100%	163,100	(15,150)	-9%
Total Expenditures	\$ 3,216,165	\$ 1,133,265	35.2%	\$ 792,245	\$ 341,020	43%

The Street Capital Improvement Fund ending fund balance as of September 30 is \$2,654,747.

- The main increase compared to 2019 is the machinery and equipment category. There was a new Vac-on truck purchased in 2020, which is the reason behind the \$361,074 increase in that line item.

Street Capital Improvements Fund Summary	budget	2020 YTD	% received/ expended
beginning fund balance	\$ 2,209,144	\$ 2,209,144	
revenue	2,217,900	1,578,868	71%
expenditures	3,216,165	1,133,265	35%
ending fund balance	<u>\$ 1,210,879</u>	<u>\$ 2,654,747</u>	

STORMWATER MANAGEMENT FUND (FORMERLY DRAINAGE DEBT SERVICE FUND) (420)

The Stormwater Management Fund ending fund balance as of September 30 is \$278,706.

- There have been no stormwater related infrastructure projects thus far in 2020.
- The budgeted transfer to the GF to cover street staff that work on 420 fund projects will occur in the 4th quarter.

Stormwater Management Fund Summary	budget	2020 YTD	% received/ expended
beginning fund balance	\$ 149,851	\$ 149,851	
revenue	152,100	128,855	85%
expenditures	297,022	-	0%
ending fund balance	<u>\$ 4,929</u>	<u>\$ 278,706</u>	

Water Utility Fund (510)

WATER UTILITY FUND	2020 Budget	2020 YTD	% received/ expended	2019 YTD	\$ change	% change
Revenue						
water operations	\$ 1,773,100	\$ 1,420,578	80%	\$ 1,384,181	\$ 36,397	3%
investment income	\$ 65,000	\$ 28,379	44%	\$ 69,456	\$ (41,077)	-59%
charges for services - capital	398,900	522,219	131%	465,131	\$ 57,088	12%
investment income	1,530	-	0%	1,500	\$ (1,500)	-100%
charges for services - water rights	10,400	10,783	104%	12,109	\$ (1,326)	-11%
investment income	301	-	0%	1,500	\$ (1,500)	-100%
Total Revenue	\$ 2,249,231	\$ 1,971,176	88%	\$ 1,920,268	\$ 50,908	3%
Expenditures						
administration	\$ 138,047	\$ 101,013	73%	\$ 92,935	\$ 8,078	9%
operating expenses	\$ 111,309	\$ 18,756	17%	\$ 26,319	\$ (7,563)	-29%
water treatment operations	293,400	184,090	63%	192,967	\$ (8,877)	-5%
operating expenses - treatment	511,000	291,625	57%	252,252	\$ 39,373	16%
field services	292,407	132,197	45%	154,526	\$ (22,329)	-14%
utility billing/customer service	98,878	55,119	56%	52,857	\$ 2,262	4%
capital outlay	1,751,000	192,747	11%	344,125	\$ (151,378)	-44%
transfers out to GF	193,717	145,438	75%	119,925	\$ 25,513	21%
debt service	143,099	141,672	99%	29,655	\$ 112,017	378%
water rights	18,000	127,500	708%	289,000	\$ (161,500)	-56%
Total Expenditures	\$ 3,550,857	\$ 1,390,157	39%	\$ 1,554,561	\$ (164,404)	-11%

The Water Utility Fund continues to be financially healthy and stable. The ending fund balance as of September 30 is \$5,409,957.

Water Utility Fund Summary	budget	2020 YTD	% received/ expended
beginning funds available	\$ 4,828,938	\$ 4,828,938	
revenue	2,249,231	1,971,176	88%
expenditures	3,550,855	1,390,157	39%
ending funds available	\$ 3,527,314	\$ 5,409,957	

Wastewater Utility Fund (520)

WASTEWATER UTILITY FUND	2020 Budget	2020 YTD	% received/ expended	2019 YTD	\$ change	% change
Revenue						
wastewater operations + interest	\$ 1,139,014	\$ 900,689	79%	\$ 967,929	\$ (67,240)	-7%
wastewater capital + interest	785,082	723,906	92%	652,991	70,915	11%
Total Revenue	\$ 1,924,096	\$ 1,624,595	84%	\$ 1,620,919	\$ 3,676	0%
Expenditures						
administration + operating	\$ 156,074	\$ 67,351	43%	\$ 75,581	\$ (8,230)	-11%
wastewater treatment operations	691,787	436,393	63%	446,579	(10,186)	-2%
field services	145,090	58,417	40%	44,707	13,710	31%
utility billing/customer service	40,554	17,725	44%	27,212	(9,487)	-35%
capital outlay					-	
treatment plant improvements	81,000	6,629	8%	4,366	2,263	52%
machinery/equipment	52,000	4,203	8%	158,448	(154,245)	-97%
debt service	859,163	842,610	98%	374,381	468,229	125%
transfers out to GF	163,249	122,437	75%	102,300	20,137	20%
Total Expenditures	\$ 2,188,917	\$ 1,555,765	71%	\$ 1,233,573	\$ 322,192	26%

The Wastewater Utility Fund continues to be financially healthy and stable. The ending fund balance as of September 30 is \$4,118,184.

Wastewater Utility Fund Summary	budget	2020 YTD	% received/ expended
beginning funds available	\$ 4,049,354	\$ 4,049,354	
revenue	1,924,096	1,624,595	84%
expenditures	2,186,917	1,555,765	71%
ending fund available	<u>\$ 3,786,533</u>	<u>\$ 4,118,184</u>	

Grants Fund (210)

GRANTS FUND	2020 Budget	2020 YTD	% received/ expended	2019 YTD	\$ change	% change
VALE/VOCA						
grant revenue	\$ 112,900	\$ 75,754	67%	\$ 80,018	\$ (4,264)	-5%
transfer in		-	n/a	-	-	
revenue	\$ 112,900	\$ 75,754	67%	\$ 80,018	\$ (4,264)	-5%
expenditures	\$ 112,900	\$ 71,504	63%	\$ 66,289	\$ 5,215	8%

The Grants Fund (210) supports the 1.5 Victim Advocate positions within Woodland Park PD, which are fully covered by grant monies.

Downtown Development Authority (215)

DOWNTOWN DEVELOPMENT AUTHORITY	2020 Budget	2020 YTD	% received/ expended	2019 YTD	\$ change	% change
Revenue						
property tax	\$ 715,223	\$ 660,751	92%	\$ 570,070	\$ 90,681	16%
county tax abatements	(8,000)	-	0%	-	-	
interest	415	996	240%	4,600	(3,604)	-78%
Total Revenue	\$ 707,638	\$ 661,747	94%	\$ 574,669	\$ 87,078	15%
Expenditures						
TIF reimbursement agreements	\$ 121,949	\$ 66,490	55%	\$ 109,750	\$ (43,260)	-39%
beautification	10,000	3,940	39%	-	3,940	
Woodland Station improvements	10,000	5,382	54%	12,868	(7,486)	-58%
debt service	471,073	470,932	100%	425,051	45,881	11%
other operating expenditures	57,307	22,094	39%	33,162	(11,068)	-33%
Total Expenditures	\$ 670,329	\$ 568,838	85%	\$ 580,832	\$ (11,993)	-2%

The Downtown Development Authority's ending fund balance as of September 30 is \$1,255,053. The unrestricted, unassigned fund balance is \$194,859. Non-spendable fund balance is land held for resale.

Downtown Development Authority Summary	budget	2020 YTD	% received/ expended
beginning fund balance	\$ 1,162,144	\$ 1,162,144	
revenue	707,638	661,747	94%
expenditures	670,329	568,838	85%
ending fund balance	<u>\$ 1,199,453</u>	<u>\$ 1,255,053</u>	
<u>fund balance designations</u>			
non-spendable	\$ 1,060,194	\$ 1,060,194	
unrestricted, unassigned	139,259	194,859	
ending fund balance	<u>\$ 1,199,453</u>	<u>\$ 1,255,053</u>	