



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
Land Use Review Division

DATE: September 10, 2025

TO: Brandon Smith, Deputy Clerk
Sarah B. Johnson, City Clerk

FROM: Chris Sullivan, Senior Planner

RE: Memo to Clerk to Advertise – Woodmen Road Addition No. 3 Annexation

FILE: ANEX-24-0014

Upon City Council adoption of the Resolution on September 23, 2025 setting the City Council hearing date for November 10, 2025 for the Woodmen Road Addition No. 3 Annexation, please publish the attached Notice and Resolution on the following consecutive four Saturdays listed below:

1. October 4, 2025
2. October 11, 2025
3. October 18, 2025; and
4. October 25, 2025

In addition, by certified mail, please send the Public Notice and Resolution to the following parties. These parties must receive this Notice no later than October 16, 2025 which is twenty-five (25) days prior to the City Council hearing date. Please see the attached City Clerk Affidavit that should be executed and returned to the case planner upon completion of this public notice.

Please provide notification to:

Clerk to the Board of County Commissioners of El Paso County
200 South Cascade Avenue
Colorado Springs, Colorado 80903

El Paso County Attorney
P.O. Box 2007
Colorado Springs, Colorado 80901

Southeastern Colorado Water Conservancy District (SECWCD)
31717 United Avenue
Pueblo, CO 81001

Pikes Peak Library District
P.O. Box 1579
Colorado Springs, Colorado 80901

Academy School District 20
1110 Chapel Hills Drive
Colorado Springs, CO 80920

Woodmen Road Valley Fire Protection District
3204 N Academy Blvd, Suite 100
Colorado Springs, CO 80917

Thank you for your attention in this matter.

Chris Sullivan
Senior Planner – South Team
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e: chris.sullivan@coloradosprings.gov

C: File: ANEX-24-0014

Enclosure: Public Hearing Notice
City Clerks Affidavit