

**Planning And Zoning Commission  
Agenda  
March 5, 2024 6:30 p.m.  
420 Central Ave Dolores Co. 81323  
Or Virtually by The Link Below:**

Join Zoom Meeting  
<https://zoom.us/j/92252992315>  
Meeting ID: 922 5299 2315  
One tap mobile  
+16699006833,,92252992315# US (San Jose)  
+12532158782,,92252992315# US (Tacoma)

1. **Call To Order**
  - 1.1 **Introduction of Interim Town Manager Leigh Reeves and Commissioner Lainey Nemanic, appointed February 12, 2024.**
2. **Pledge Of Allegiance**
3. **Roll Call**
4. **Identification Of Actual or Perceived Conflicts of Interest.**
5. **Public Participation 5 minutes per person.**
6. **Approval of the Agenda**
7. **Consent Agenda**
  - 7.1 **Minutes of the February 6, 2024 meeting.**
8. **Presentations / other business**
  - 8.1 **Nina Williams Coordinator of Dolores Watershed Resilient Forest Collaborative to discuss plant to apply for a grant to complete a Watershed and Wildfire Mitigation Plan form the Colorado Water Conservation Board for the upper Dolors River.**  
Attachment; email from Ms. Williams
  - 8.2 **Commissioner terms and reappointments. Timeline and process.** Attachment; Title 2 of the Dolores Municipal Code, current occupied terms. Length of terms etc.
9. **Staff Reports**
  - 9.1. **Interim Manager; attached. Manager Ruud February Report to the Board, attached.**
  - 9.2. **Attorney Kelly presenting language for item 10.2**
  - 9.3. **Building Official Doudy – attachment February 2024 report to the Board of Trustees.**

- 10 **Commissioner Updates.**
  - 10.1 **Chairperson Robinson.** Attached- February 2024 Report to the Board of Trustees.
11. **Discussion:**
  - 11.1. **Consistency of definitions within the Land Use Code and the Building Code. No attachment. Review of amendments to the language presented to the commission on February 5, 2024. (Included in the presentation for item 10.2)**
  - 11.2. **Conditions under which the New Land Use Code regulations for commercial parking lots and landscaping would be triggered. Review of language presented at the February 5, 2024 meeting. Attachment- Attorney Kelly presentation with commissioner input.**
  - 11.3 **Bufferyards 7.2 C 1. Review of presentation of February 5,2024 meeting.**
    - 11.3. ***Weed Management Plan Update from Interim Manager.*** Interim Manager Reeves will be attending a meeting with fellow town managers and the county administrator to discuss a plan for compliance with the Colorado Weed Act on Thursday, March 7<sup>th</sup>. No attachment.
    - 11.4 ***Watershed Plan. No attachment***
12. **Future Agenda Items: to be determined.**
13. **Adjournment**

**Planning And Zoning Commission  
Minutes  
February 6, 2024 6:30 p.m.  
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1. **Call To Order.** Vice Chairperson Heeney called the meeting to order at 6:33 p.m.
2. **Pledge Of Allegiance.** The group recited the pledge of allegiance.
3. **Roll Call.** Present at the meeting were Chairperson Robinson(virtually), Vice Chairperson Heeney, Commissioner Powell, Tucker, Ex Officio Lewis, Staff members Manager Ruud, Building Official Doudy, Attorney Kelly and Assistant Clerk Swope.
4. **Identification Of Actual or Perceived Conflicts of Interest.** No one reported any perceived or actual conflicts of interest.
5. **Public Participation 5 minutes per person.**

Broc Smith, owner of SteakOut restaurant, addressed the Commission regarding proposed additional requirements for parking lot improvements triggered by zoning regulations. He pointed out that parking lots are functions of a business who are concerned for the safety of the customers as well as the cost of maintenance on the surface area for parking and a reduction of available parking spots. He suggested that there might be a perceived conflict of interest of the Commissioner who is a professional Landscape architect creating requirements for landscaping. His view is that business should not be forced to make improvements to a parking lot that causes additional financial and maintenance burdens.

Broc Smith is opposed to the proposed change in surface treatment affecting landscaping requirements. He feels like the trigger would have negative impact on improvements and the owner would lose parking spots with the requirement.

Bill Mccoy of 3<sup>rd</sup> street would like to see overall clean up enforced throughout town. He complained of abandoned inoperable vehicles, streets needing repairs and resurfacing and improvements to the storm drainage system. He reports that an individual is car camping on town streets and worries about the sanitation aspect of camping in a car.

Grant Smith owner of GST Liquors reports that the storm drains on the intersection of

11<sup>th</sup> and railroad do not handle the flow of some storms and create flooding on the intersection.

Manager Ruud responded to the citizen comments by saying the Land Use Code is functional, he agrees with the business owners that parking lots are for cars.

Concerning the streets, Manager Ruud informed the group that the town is asking the voters to approve a sales tax increase of a half a penny. If successful the additional revenues would be directed to street maintenance and improvements. Concerning the drainage capacity, the town does need to improve with in the town drainage but the Highway department and the county will also need to improve the capacity within their jurisdiction specifically the culverts under the highway and the county roads. This is likely to be a long-term process with the three agencies working on solutions in concert. Manager Ruud advised anyone to report their concerns to the town manager or the Sheriff's department.

**6. Approval of the Agenda**

Commissioner Powell moved and Commissioner Tucker seconded to approve the agenda.

Yes: all

No: none

**7. Consent Agenda**

**7.1 Minutes of the January 9, 2024 meeting.**

Commissioner Tucker moved and Commissioner Powell seconded to approve the consent agenda.

Yes: all

No: none

**8. Staff Reports**

**8.1. Manager Ruud** – verbal update on recent administrative activities, Attachment, January Report to the Board of Trustees.

Additional information; the new gym in Dolores was issued a sign permit for the new business. Manager Ruud and Building Official Douady have been responding to inquiries regarding changes to the Dolores Mountain Inn Motel from the prospective new owner. Manager Ruud passed on the Legislative update from Colorado Municipal League regarding a new bill creating requirements related to accessory dwelling units that currently targets “a municipality that has a population of 1,000 or more and that is within the area of a metropolitan planning organization.”

Manager Ruud is concerned that this legislation will eventually impact this municipality's ability to regulate Accessory Dwelling Units regarding size, design and parking standards.

**8.2. Attorney Kelly presenting language for item 10.2**

**8.3. Building Official Doudy** – attachment January report to the Board of Trustees, 2023 Year end totals data.

**9 Commissioner Updates.**

**9.1 Chairperson Robinson report to the Board of Trustees January 22, 2024 attached.**

**10. Discussion:**

**10.1. Consistency of definitions within the Land Use Code and the Building Code. No attachment.**

The topic of this discussion was about the definition for valuation of improvements. The Land Use Code has an inconsistent use of terms for measuring the value of improvements. One term is “market value” found in the flood damage prevention definition of Article 2.7 and another term is “assessed valuation” found in the applicability in the Site Plan Review of Article 13.23.

Building Official Doudy explained the valuation process used by FEMA and the International Code Council. It is a table with national average of square foot costs building costs based on construction type and occupancy. This table is evaluated and updated every 6 months. Building Official Doudy recommends the definition be matched with the ICC and FEMA definitions. Building Official Doudy also reminds the Commission that the 10 % square foot increase trigger point for requirements is much stricter in Article 7 than the trigger for requirements of 50% of total value in the Building Code and in FEMA regulations.

Attorney Kelly advised the Commission to determine what definition they want to use and pass the recommendation of the amendment to the Board of Trustees for approval. Commissioner Powell says the mathematics for this doesn’t make sense to her because the estimate value could be much lower than actual value. Also, that the valuation could affect the percentage trigger.

Building Official Doudy says the ICC valuation table helps the review of the project easier to determine the average expected cost of the improvement.

Commissioner Heeney and Commissioner Tucker like the table for consistency with valuations in general.

The Commission will look deeper into the definitions for market value and the valuation with the ICC chart at the next meeting.

**10.2. Conditions under which the New Land Use Code regulations for commercial parking lots and landscaping would be triggered. No attachment**

Attorney Kelly presented language pertaining to additional requirements in the Landscaping Article 7.2 Applicability section. The Commission asked Attorney Kelly to produce this language that sets a trigger point for improvements to existing parking lots. The language would be placed under 7.2 B 1. (a) and article 8 section 8.2 Applicability where a 10 percent or greater change in area or type of surface triggers additional landscaping requirements. It was suggested by Ex Officio Youngquist to apply to commercial zoned property only. Feedback from the Commission was that they want to

come up with a trigger that was unambiguous. They want to end up with improvements that meet the intent of the Land Use Code. Commissioner Heeney asked if this would encourage property owners to make changes. The Commissioners will send this to the Board of Trustees to review.

The next section of new language Attorney Kelly introduced was to set a standard for off-street parking to be properly drained and in a manner that does not allow storm water to run onto neighboring properties or exceed the capacity of the Town's storm drains.

Building official Doudy calls this requirement capricious and arbitrary because the capacity of the town's storm drains would have to be calculated for each property, additionally the town does not have a storm water management plan.

The Commissioners were advised by Attorney Kelly to not include the new language in the recommendation to the Board of Trustees until a future time when the town did adopt storm water management plan.

Attorney Kelly presented new language to the 13.23 Site Plan Review C. 3 Referral to the Planning Commission a statement that the Planning Administrator would refer proposes expansion of a parking lot and any resurfacing of 10% or more of an existing parking lot in commercial use with a different material.

Manager Ruud suggests the existing language already gives the the Zoning Administrator the option to move any proposal to the Planning Commission for review. The Commissioners want a more involved platform for information regarding zoning and development applications.

Attorney Kelly's last presentation was for changes in Article 7 Section 7.3 Applicability C (a), Buffer yards, by removing the language that allows a street to be counted as a buffer yard. Building Official Doudy is opposed to removing this language as it has real hardship consequences to existing businesses within the Corridor Mixed Use zone. The Montezuma Mexican is the first example he offered to the Commissioners. This business has a narrow parking lot adjacent to highway 145. If the trigger for landscaping was initiated then the business parking would have to create a buffer yard on the street frontage for the percentage of the lot that was being improved. Attorney Kelly sees conflict within the code for different elements in Article 7 and 8.

The Commissioners would like to review this again at the next meeting along with the new language for parking lot improvements or resurfacing.

### **10.3. Weed Management Plan No attachment**

Commissioner Tucker updated the Commission about the ongoing development of the weed inventory map of Dolores proper. The County has been cutting budget funding over the entire County operating Budget. Tucker recommends that the town hold off on developing a weed management plan until the county program is back on track.

### **10.4 Watershed Plan. No attachment**

Commissioner Powell suggests the Planning Commission and the Board of Trustees

invite the Mancos Water Conservancy District manager Sensa Walcott to present the Mancos plan the two groups. Attorney Kelly says the Board of Trustees would be the proper place to get the information and in addition the Town should get a grant or plan on hiring an engineering study do be performed in order to develop a plan and ordinance adoption. The manager will invite Ms. Walcott to present the Mancos Conservancy District Watershed Plan to the Board of Trustees.

**10.5 HB24-1152 – Accessory Dwelling Units Legislation Attachment- Colorado  
Municipal League legislative alert**

**Link to the bill**

[https://leg.colorado.gov/sites/default/files/documents/2024A/bills/2024a\\_1152\\_01.pdf](https://leg.colorado.gov/sites/default/files/documents/2024A/bills/2024a_1152_01.pdf)

**Link to CML website** <https://www.cml.org/>

Manager Ruud suggest the Commission read the entire bill. It may have a future impact on the town’s ability to enforce local land use requirements.

- 11. Future Agenda Items: to be determined.**
- 12. Adjournment**

**From:** Nina Williams <[nina@dwrfcollaborative.org](mailto:nina@dwrfcollaborative.org)>  
**Date:** February 23, 2024 at 3:29:29 PM MST  
**To:** [lindarobinsonstudio@mac.com](mailto:lindarobinsonstudio@mac.com)  
**Subject: Re: Watershed Plan Presentation**

and more information on D.W.R.F can be found here [Dolores Watershed Resilient Forest Collaborative](#)

Sent from my iPhone

On Fri, Feb 23, 2024 at 2:59 PM Nina Williams <[nina@dwrfcollaborative.org](mailto:nina@dwrfcollaborative.org)> wrote:  
Hi Linda,  
Thank you for inviting me to speak with the Dolores PnZ Committee on March 5th.

As we discussed, the Dolores Watershed Resilient Forest Collaborative is investigating applying for a grant to complete a Watershed and Wildfire Mitigation Plan from the Colorado Water Conservation Board for the upper Dolores River. The Program can be accessed here: [Wildfire Ready Watersheds](#) and the Grant Program here: [Colorado Watershed Grants](#).

A similar plan in the Gunnison Basin can be found here: [Upper Gunnison Watershed Assessment](#)

We are curious if the Town of Dolores would be interested in participating in this project as a stakeholder and partner.

I'll look forward to meeting with you all,  
Best,  
Nina

--

Nina Williams, Coordinator  
Dolores Watershed Resilient Forest Collaborative  
[nina@dwrfcollaborative.org](mailto:nina@dwrfcollaborative.org)  
970-560-1443



## Chapter 2.08 PLANNING AND ZONING COMMISSION

### Sections:

#### **2.08.010 Created—Membership—Filling of vacancies.**

- A. There is created a planning and zoning commission for the town, consisting of seven members, who shall be residents of the town and shall be appointed by the town board for two-year terms as follows: Three members for one year, two members for two years, and one member for three years. As the term of each member expires the vacancy thus created shall be filled by a majority vote of the town board for a two-year term.
- B. If a vacancy occurs other than by expiration of term, a majority vote of the town board shall appoint a new member to fill the unexpired term.

(Ord. 341 (part), 1986)

#### **2.08.020 Organization.**

The planning and zoning commission shall elect a chairman from among the appointed members and shall create and fill such other of its offices as it may determine. The term of the chairman shall be one year with eligibility for reelection. The position of chairman shall be filled at the first regularly scheduled meeting in January of each year.

(Ord. 341 (part), 1986)

#### **2.08.030 Rules—Recordkeeping.**

The planning and zoning commission shall recommend rules for adoption by the town board for the transactions of business and shall keep a record of its meetings, resolutions, transactions, findings and determinations. These records shall be a public record.

(Ord. 341 (part), 1986)

#### **2.08.040 Powers and duties generally.**

The planning commission shall function and operate and perform all the duties and obligations and shall have all the powers and authority as provided under, by and through, Title 31, Article 23 of the Colorado Revised Statutes of 1973, as amended, and the appointed members shall be subject to removal from office as provided by said statutes.

(Ord. 393 § 1, 1991: Ord. 341 (part), 1986)

#### **2.08.050 Regular and special meetings.**

The planning and zoning commission shall hold at least one regularly scheduled meeting each month and such special meetings as are necessary in the opinion of the chairman; provided, that a special meeting may be

called by any four appointed members of the commission and the town administrator upon due notice to the chairman and the other members of the commission.

(Ord. 341 (part), 1986)

#### **2.08.060 Clerk—Frequency of meetings.**

The town planner or designee shall be the ex officio clerk for the planning and zoning commission, keep its records and notify it of the filing of applications for permits and such other matters as may come before the commission. Such commission shall, when there is business to transact, hold a meeting at least once each month or more often, as the business of the commission requires.

(Ord. 341 (part), 1986)

#### **2.08.070 Absence from meetings.**

Should a member of the planning and zoning commission be absent for three consecutive meetings of the commission without cause, the office of such member shall be deemed to be vacant and the term of such member terminated. The town planner or designee shall inform the town board of such action. An absence due to illness or any unavoidable absence from the town and notice thereof to the town clerk, one day before the day of any regular meeting by such member shall excuse the member. The regular meeting is provided for by law or by rule of the commission and any regularly advertised and noticed public hearing shall be deemed a regular meeting.

(Ord. 341 (part), 1986)

#### **2.08.080 Hearings.**

The commission shall hold public hearings before submitting recommendations to the town board. The town board shall not hold its public hearings or take action until it has received the recommendations of such commission. Public hearings shall be in conformance with CRS 31-23-108, as amended.

(Ord. 341 (part), 1986)

#### **2.08.090 Conflicting provisions.**

Whenever the provisions of this chapter are at variance with any of the other lawfully adopted ordinances, rules and regulations of the town, this chapter shall govern.

(Ord. 341 (part), 1986)

Chairperson Robinson Term expires 5/7/24,  
Vice Chairperson Heeney Term expires 5/7/2024,  
Commissioner Tucker Term expires 4/2/2024,  
Commissioner Powell term expires 4/2/2024.  
Commissioner Nemanic appointed February 12, 2024, term expires 5/6/2025.  
Committee members renewing in 2024 will serve 2-year terms.



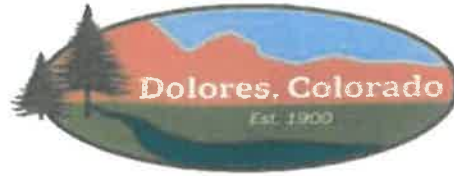
Date: March 5th, 2024

From: Leigh Reeves, Interim Town Manager, Dolores

Report: Written to the Planning and Zoning Commission

- The Town has officially purchased the Community Center(CC)
- We will be creating a new 5 person advisory board to include one board member and 4 appointed board members.
- Mark Youngquist will be leaving this board and moving to the CC board.
- I want to thank him for his work.
- I will be attending a meeting with fellow town managers and the county administrator to discuss a plan for compliance with the Colorado Weed Act on Thursday, March 7th.
- Once the new town board is seated we will be inviting Sensa Wolcott to educate them on Dolores Watershed issues. We will also be inviting the P&Z commission to attend that workshop.
- I attended the initial Montelores stakeholder meeting along with Trustee Grigg, Trustee Wheeler, and candidates for the board, Mike Sawyer and Linnea Peterson.
- The Dolores Mountain Inn closing was Monday, February 26, 2024. They will be renting the individual units as short term rentals, 30 days or less. They are already accepting applications.
- The property directly east of the Exxon building is replacing the stucco on the building in an effort to comply with our request.
- Attended the opening of Elemental, the new gym on the highway. They have a lot of programs geared towards kids and families. The event was well attended.
- Finally, I would like to thank all of you for the work you have done to move the town forward in regards to Planning and Zoning. I know it is a lot of work and each of you are basically volunteers. Thank you again!

420 Central Ave, P O Box 630 Dolores, CO. 81323  
Ph. 970-882-7720 fax. 970-882-7466  
[www.townofdolores.colorado.gov](http://www.townofdolores.colorado.gov)



## **Manager's Report Dolores Colorado**

**To: Mayor and Trustees**  
**From: Paul Ruud, Dolores Town Manager**  
**Date: February 12, 2024**  
**Re: Trustees Meeting**

**February 12 Town Board Meeting Manager Updates:**

**Trustees Meeting: Resolutions for: Community Center**

**Manager Items: Montelores Coalition Community Stakeholder Welcome Event February 28**  
**Region 9 Board of Director opening**

## **Town board February 12, 2024**

### **Building Official/Building Inspector report**

#### **Current projects:**

1. #1088 – Temporary Certificate of Occupancy has been issued
2. #1134 – Framing inspection
3. #1134 – Rough-in Plumbing inspection
4. #1075 – Final inspection
5. #1075 – CO Issued
6. #1115 – Roof sheathing inspection
7. #1115 – Framing inspection
8. #1116 – Plumbing inspection

#### **New permits: Two permits for a total of \$1,340.96**

1. #1133 – Foundation repair
2. #1134 – Tenant Improvement

#### **Consultations - Phone and in person**

43 Phone and in-person

#### **Construction Inspections**

11 construction inspections of permits issued.

#### **Future projects on the horizon:**

Possible change of use and occupancy for one of the commercial buildings in town. More will follow once the sale is completed.

#### **Business Inspections**

Fire and Life Safety inspections will resume in February or March.

#### **Food trailer/truck inspections**

None

## **STR Inspections**

None this period

## **Internet Technology**

Repaired one board member computer.

## **SPECIAL PROJECTS**

1. New Town Hall
  - a. Painting of affected areas is ongoing.
  - b. Electricians have finished the electrical work.
  - c. Met with Netforce on new town hall AV requirements.

## **STR's**

One of the two remaining applicants is moving forward with the addition of a door out of the master bedroom to become compliant.

## **Compliance issues**

The owner of the Del Rio has hired a contractor to repair the stucco on the building. The contractor and owner have been notified that a permit is required.

Report to the Board of Trustees on the  
 Planning & Zoning Commission meeting held  
 February 6, 2024

Discussions that generated discussions of potential interest to the Board and items for future P&Z meeting agendas

Agenda Item/Description		Discussion
10.1	Consistency of definitions within the Land Use Code and Building Code	<ul style="list-style-type: none"> <li>In a continuation of discussions at the January 9 P&amp;Z meeting, Attorney Kelly presented draft language to clarify the meaning of “fair market value.” [Building Official Doudy had recommended linking the calculation of fair market value to ICC tables user by FEMA for calculating market values.]</li> </ul> <p>After additional discussion, the commissioners generally approved Attorney Kelly’s suggested rewordings, which were presented in an attachment to the agenda. However, they asked to delay a formal request to the Town Board to move ahead until after the March 5 P&amp;Z meeting. They wanted to give P&amp;Z chair, Linda Robinson, an opportunity to contribute to the discussion. She was present, via Zoom, at the meeting, but the audio link was not sufficiently clear to allow her to follow all the discussion.</p>
10.2	Conditions under which the New Land Use Code regulations for commercial parking lots and landscaping would be triggered	<ul style="list-style-type: none"> <li>In a continuation of discussions at the January 9 P&amp;Z meeting, Attorney Kelly presented draft language for specifying the conditions that would trigger the 2022 LUC’s requirements for landscaping and parking lots for commercial properties.</li> </ul> <p>After discussion, the commissioners generally approved Attorney Kelly’s suggested rewordings, which were presented in an attachment to the agenda. However, they asked to delay a formal request to the Town Board to move ahead until after the March 5 P&amp;Z meeting. They wanted to give P&amp;Z chair, Linda Robinson, an opportunity to contribute to the discussion. She was present, via Zoom, at the meeting, but the audio link was not sufficiently clear to allow her to follow all the discussion.</p>
	Bufferyards	<p>Attorney Kelly presented draft language amending the Applicability standards in the 2022 LUC (Section 7.2.C.1.) for bufferyards. The commissioners asked that this discussion be carried over to their regular meeting scheduled for March 6.</p>
10.3	Weed Management Plan	<p>Commissioner Tucker reported that the County’s “weed map” is a reasonable representation of on-the-ground conditions. He noted that the County’s efforts have been affected by budget cuts, and he will monitor and report to the P&amp;Z Commission on their weed-management efforts as additional information becomes available.</p>
10.4	Watershed Management Plan	<p>Manager Ruud will contact Sensa Walcott, Watershed Coordinator, Mancos Water Conservancy District, about their plan and to see about arranging a presentation to the Dolores town board.</p>



11	Potential agenda items for March P&Z meeting	<ul style="list-style-type: none"><li>• Bufferyards, Attorney Kelly</li><li>• Comprehensive Plan and Sub-plans: the advisability of shifting P&amp;Z's efforts from the Comp Plan to "sub-plans" that could be incorporated, by reference, into the Comp Plan.</li><li>• Historic preservation, Exon Building update, Commissioner Powell</li><li>• Weed Management Plan, Commissioner Tucker</li><li>• Watershed Management Plan, Manager Ruud</li></ul>
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## Section 7.2. Applicability

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### B. Redevelopment: Expansion, Enlargement, and Nonconformities

1. When landscaping would otherwise be required for new development, this article shall apply a proportionate requirement to redevelopment, defined for this article as whenever any building is enlarged in height or in ground coverage, as follows:

(a) Change of surface area/type of surface. Any proposed expansion of an existing parking lot in commercial use that will increase the total parking area by 10 percent or more; and any proposed resurfacing of 10% or more of an existing parking lot in commercial use with a different material shall require compliance with the applicable provisions of this Section 7 and Section 8 of this Code.

(b) Minimal Change. Square footage changes that increase the total gross floor area of a structure by less than 10 percent, as determined by the building permit application, shall not be required to provide additional landscaping.

(c) Proportionate Change. Square footage changes that increase the total gross floor area of a structure by more than 10 percent but less than 75 percent, as determined by the building permit application, shall require a corresponding percent increase in compliance with landscaping standards until the site reaches compliance.

(d) Full Compliance. Square footage changes that increase total gross floor area of a structure by 75 percent or greater, as determined by the building permit application, shall be required to fully comply with these standards.

(e) Measurement is based on changes to an individual structure that is subject to improvements, regardless of the total number of structures on the site.

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### C. Bufferyards

#### 1. Applicability

(a) When made applicable by new development or development change as described in Section 7.2.B, the exterior boundary of a lot that adjoins or is located across an alley from a different zone district, structure, or use, shall meet the bufferyard requirements shown in Table 7.2, below.

## Section 8.2 Applicability

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### B. Expansion, Enlargement, Change of Use, and Nonconformities

1. Whenever any existing building is enlarged in height or in ground coverage, or the use is changed to a use that requires additional parking per Table 8.1, off-street parking shall be provided as follows:

a. Change of surface area/type of surface. Any proposed expansion of an existing parking lot in commercial use that will increase the total parking area by 10 percent or more; and any proposed resurfacing of 10% or more of an existing parking lot in commercial use with a different material shall require compliance with this Section 8 and Section 7 of this Code.

b. Minimal Change. Square footage changes that increase the total gross floor area of a structure by less than 10 percent, as determined by the building permit application, shall not be required to provide additional off-street parking.

c. Proportionate Change. Square footage changes that increase the total gross floor area of a structure by more than 10 percent but less than 75 percent, as determined by the building permit application, shall require a corresponding percent increase in compliance with off-street parking standards until the site reaches compliance. For example, if the full off-street parking requirement for an existing structure is 20 spaces and the site already includes 10 spaces, a 50% expansion of the current structure requires 50% compliance with the missing 10 spaces, or 5 new parking spaces.

d. Full Compliance. Square footage changes that increase total gross floor area of a structure by 75 percent or greater, as determined by the building permit application, shall be required to fully comply with these standards.

e. Change of Use. A change, expansion, or addition of any use that requires off-street parking in addition to that already provided shall meet the requirements of Table 8.1 for the change, expansion, or addition. If the current use has insufficient parking to meet the requirements of Table 8.1, that parking shall only be required to be remedied if the entire use of the structure is changed, and then only to the maximum extent feasible on the site.

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## Section 8.7 Parking Lot Design and Layout

### A. Parking Space Dimensions, Lighting and Design

1. Each off-street parking space shall consist of an open area measuring at least nine feet wide by 18 feet long and seven feet high; provided, however, parallel parking spaces shall measure at least nine feet wide by 23 feet long and seven feet high.

2. Off-street parking shall be free of weeds, properly drained, and surfaced with concrete, asphalt, sealed pavers, cobbles, sealed brick any other material with similar characteristics and uses and shall be maintained in a usable condition at all times.

3. Off-street parking areas serving development in mixed-use, commercial, or industrial zone districts shall be landscaped and screened in accordance with requirements of Article 7, Landscaping, Screening, and Trees.

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## Section 13.23 Site Plan Review

### C. Procedure

#### 1. Common Procedures

Common procedures for site plan review are established in Table 13.2 and are summarized here for applicant convenience.

#### 2. Administrative Determination

Site plan applications are processed as a Section 13.6, Administrative Decision.

#### 3. Referral to Planning Commission

The Zoning Administrator may refer any site plan application to the P&Z that, in the Zoning Administrator's opinion, presents issues that require P&Z attention.