



**Planning And Zoning Commission
Agenda**

April 1, 2025 6:30 p.m.

601 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
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 March 4, 2025 meeting.
8. Staff Reports
 - 8.1. **Manager Reeves** – verbal update on recent administrative activities, Attachment March Reports to the Board of Trustees.
 - 8.2. **Building Official Doudy** – attachment March report to the Board of Trustees
9. Commissioner Updates.
 - 9.1 Chairperson Robinson report to the Board of Trustees March 4 2025, attached.
10. Discussion:
 - 10.1 Comprehensive Plan - commission review of the 1997 Comprehensive plan and the Plan Review of 2019 to determine relevance and find new elements to consider.

11. Future Agenda Items: These items are being retained on the agenda until the Commissioners and Staff have the capacity to discuss, plan or revamp.

-Comprehensive Plan Sub plans, Weed Management , Watershed Management, Hazards Mitigation. - Public outreach and education.

-Continuation for developing a process to work with staff to edit the Special Exception Permit Application form to align completely, explicitly, and precisely with the current Comprehensive Plan and Land Use Code: Group discussion, facilitated by the Manager. This is carried over from July and August.

- Examine the 30% front occupancy in the Corridor and Downtown Mixed used zones..

12. Adjournment



**Planning And Zoning Commission
Minutes**

March 4, 2025 6:30 p.m.

601 Central Ave Dolores Co. 81323

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1. **Call To Order.** Chairperson Robinson called the meeting to order at 6:35 p.m.
2. **Pledge Of Allegiance.** The group recited the pledge.
3. **Roll Call.** Present at the meeting were Chairperson Robinson, Commissioners Powell, Tucker, and Nemanic, Ex Officio Curry and staff members, Manager Reeves and Assistant Clerk Swope. Absent were Commissioner Kelly and Ex Officio Peterson.
4. **Identification Of Actual or Perceived Conflicts of Interest.** No conflicts were presented.
5. **Public Participation 5 minutes per person.** Megan Mustoe from 501 Central was attending the meeting. She has interest in applying for the vacancy in April. Commissioner Tucker is “retiring” from the Commission after 15 years.
6. **Approval of the Agenda.** Commissioner Nemanic moved and Commissioner Tucker seconded to approve the agenda.
Yes: all
No: none
7. **Consent Agenda**
7.1 Minutes of the February 4, 2025 meeting.
Manager Reeves found a typo in the minutes of February 4, 2025 concerning fundraising for the bike park. The actual amount needed to be raised by the bike park club is \$174,000, not the stated \$800, 000. Secondly the Tri-City County meeting is named the Quad-City -County meeting. Towaoc, Cortez, Dolores and Mancos are the four participating cities.
8. **Staff Reports**
8.1. Manager Reeves – verbal update on recent administrative activities, Attachment

February Reports to the Board of Trustees.

Manager Reeves updated the Commission on Clean up days to explain how the event will be managed. The town consultant Ken Charles is in the process of applying for a grant for engineering plans for run off mitigation. Reeves updated the Commission on many of the upcoming events and improvements to the Community Center.

Commissioner Nemanic asked for details on a complaint she heard regarding a resident on Merritt Way who had a frozen water line and then a frozen meter. Meters did freeze around town late January and early February. The lack of snow and frigid temperatures caused inactive water and sewer lines to freeze. The customer with the frozen water line did report that the line had thawed and his house was operational. There is a factor in some cases where the lines are not deep enough to stay out of the frost.

Commissioner Tucker asked if the limited Short-Term Rentals had maxed out. The answer was they have and there is a waiting list going.

Manager Reeves reports that there are no grant funding opportunities for an update at this time. She will pursue all aspects for funding in the meantime. She is meeting with a planner from Logan Simpson this month and is trying to connect with Elizabeth Garvin from Clarion Associates. Clarion Associates do Comprehensive Plans.

8.2. Attorney Kelly – No report.

8.3. Building Official Doudy – attachment February report to the Board of Trustees.

The Commission did not have any questions or comments for this report.

9. Commissioner Updates.

9.1 Chairperson Robinson report to the Board of Trustees February 4 2025, attached.

The report was mistakenly not attached and will be circulated to the group by Chairperson Robinson.

10. Discussion:

10.1 Comprehensive Plan - public outreach. Review the Commissioners' input on the form presented by Commissioner Tucker in February. The goal of this exercise is to identify potential issues, solutions, and references. The expected outcome is to agree on a process.

Commissioner Tucker suggested that the exercise of completing this template was premature and the group has chosen to continue examining the 1997 Comprehensive Plan and the 2019 Plan Review to see where changes need to be made in preparation for the update.

Assistant Clerk Swope will prepare matching sets of the Comprehensive Plan, the review and related documents for the Commission and the Ex Officios.

10.2 Updating demographic data for the Comprehensive Plan.

Manager Reeves is going to be obtaining demographic data when it is needed.

11. Future Agenda Items: These items are being retained on the agenda until the Commissioners and Staff have the capacity to discuss, plan or revamp.
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 - Continuation for developing a process to work with staff to edit the Special Exception Permit Application form to align completely, explicitly, and precisely with the current Comprehensive Plan and Land Use Code: Group discussion, facilitated by the Manager. This is carried over from July and August.
 - Examine the 30% front occupancy in the Corridor and Downtown Mixed used zones..

12. Adjournment.

Chairperson Robinson adjourned the meeting at 7:57 p.m.

Linda Robinson, Chairperson

Ann Swope, Assistant Clerk



Town Manager's Report

Date: March 4, 2025

To: Board of Trustees

From: Leigh Reeves, Town Manager

New format let me know what you think.

Community Updates & Announcements

Summer Events & Park Planning

Susan will be sharing the calendar for Chamber events happening this summer. As a group, we need to decide which park will host these events and whether we want to allow camping.

New Oven Installation at the Community Center

Exciting news! A new oven will be installed at the community center on **Friday, March 7th**. The old ovens have been sold, and the space will be cleaned and prepped for the new one. This project is led by Sarah Vass and the Community Center Advisory Board.

Grant Updates

- **Parks Committee Grant:** Nikki Gillespie and Mari Gillium applied for a **\$15,000 grant from Outride.org**. I submitted it on **February 27th**, ahead of the **March 1st** deadline. This gives us time to answer any follow-up questions from the organization.
- **Missed Grant Opportunity:** Kalin wrote an excellent grant proposal that was a great fit for us, but unfortunately, the organization chose to keep their funds within their state.

FEMA Grant Issues

We are ready to submit our FEMA grant, but we're unable to access the **FEMAGO website** due to issues with our previous treasurer's account setup. **FEMA, FSD, SAM.gov, and**



login.gov all have complications that Kelley and I are working hard to resolve. We've been collaborating with **Julie Beyers and Shawn Servos** to fix this.

One suggested solution was to partner with **Montezuma County** through an **MOU**, but they declined because of their new rules against pass-through grants. Our goal is to clear this up by **Tuesday** so we can apply for the **stormwater engineering design grant**. Having an engineered plan in place makes it much easier to secure funding.

Short-Term Rental (STR) Fees

Many of you have asked about STR fees:

- **License:** \$250
- **Inspection:** \$100
- **Total:** \$350
- **State Business License:** \$25

For comparison, **Salida charges \$1,000 per STR** and has about 250 licensed rentals. That seems quite high!

Property Dispute on Riverside

We recently received an email from a resident involved in a legal dispute over property lines with their neighbor. At the time the issue began, there was no requirement for a **survey before building accessory structures**, which has now led to complications.

From her attached photo, you can see that **snow from a carport collapsed a chain-link fence**. No setback variance was requested or approved, which created this issue. Unfortunately, several homeowners have built on town property.

To prevent future problems, we might consider requiring:

- A **permit for landscaping** on town property.
- **Surveys before fence installation** to avoid legal disputes later.

Building Permit Request – 43 Porter Way

The owners of **43 Porter Way** have submitted a building permit request. Our goal is to move



this forward for discussion at the **April 1st Planning & Zoning meeting**. If approved, it will go to the **Town Board on April 14th** for final approval.

Since our town staff has never processed a **Tier 3 geological report**, we are bringing in **Nancy Dosdale from SEH** to guide us through the process. We will also seek a **second opinion from an engineer who represents the Town** to make sure all designs meet our standards.

Agenda Items

Public Hearings & Ordinances

- **11.1 Montezuma Liquor License Renewal**
- **11.2 Ordinance 584 (Second Reading & Public Hearing):** Repealing Ordinance 543 from 2020, which addressed COVID-19 policies.
- **11.3 Ordinance 585 (Second Reading & Public Hearing):** This would transition a 2020 emergency agreement into a permanent one.

Discussion Point: How do we want to define “public” for town meetings? Some options include:

- Residents
- Business owners
- Property owners

Should we also require **Zoom attendees to sign in with their name and town address** so we can confirm eligibility? We've received comments from people who don't live or own property here.

- **11.4 Ordinance 586 (Second Reading & Public Hearing):** Updates the **Dolores Marijuana Code** to reflect current laws.
- **11.5 Town Liquor Code Updates:** Our liquor code needs to be modernized. **Jon has drafted language based on Fruita's code** for your review.



New Business & Approvals

- **12.1 Resolution R647:** Approval of a contract with **Shums Coda** for building plan reviews. The **State of Colorado is 9 months behind** on approving building plans, so **Shums Coda (contracted by the state)** will help review site plans for this **2-year project**.
- **12.2 Resolution R649:** Approval of an **MOU with Dolores School District RE-4A** to handle the costs of inspections that Shums Coda will conduct.

Date: March 20th, 2025

To: Board of Trustees

From: Leigh Reeves, Town Manager

Workshop Discussion Items

Farmer's Market Planning

As we plan for the Farmer's Market, here are some things to consider:

- Should we charge an entry fee?
- Should booths have assigned numbers or spaces?
- Should we limit vendors to farmers, food items, honey makers, florists, and herb sellers?
- Should we allow machine-made or flea market items?
- Will we pay for live music?
- Should the town have an information booth?
- Will we hire a manager?
- Will vendors need a sales tax license? (Fresh produce is not taxed by the town or state.)

Summer Event Planning

Here's a list of summer events: Riverfest – JRP, Community Flea Market – FP, Boggy Draw Beat Down – FP, Escalante Days – FP, Softball Tournament – JRP, Harvest Fest – FP, Chamber Banquet – DCC

Key questions to discuss:

- Should we require festival permits?
- Should alcohol be allowed? What about hard liquor?
- What kind of fencing is needed?
- Should camping be allowed at JRP?
- How many vendors should be allowed at each festival?

- Will any streets need to be closed?
 - How many sheriff's deputies will be required?
 - Do vendors selling alcohol need a sales tax license?
 - Do we want to host a July 4th event, and if so, where?
-

Community Center & Facilities

- **New Oven Installed:** The community center now has a brand-new oven! Kelly Gregory created a helpful cleaning guide for the griddle, and Fred will be checking it after each use to make sure it stays in great condition.
- **Seasonal Help:** Dave Harper is returning for summer work! I'll be reaching out to see if he can start a little earlier to help with painting and repairs at the community center. He and Fred will be working together on these projects.
- **Website Improvements:** We're looking into redesigning the town's website to include a "Friends of" nonprofit page that would support the community center.

Property & Development Updates

- **Land Use Code Issue:** The owner of 208 N 8th Street wants to divide their property and sell the side with the garage. Unfortunately, this would create a non-conforming structure, which isn't allowed under our land use code. The only way to legally split the property would be to remove the garage and sell it as an empty lot. The previous owner had been living in the garage, but it was never inspected or built for residential use.
- **New Home Construction:** Martin Built Homes is finishing up development on the last two lots on 15th Street. Their contractor did a fantastic job installing culverts and fixing the driveway leading into the project.
- **New Grease Trap Regulations:** The State has introduced new grease trap rules, which now require quarterly monitoring and reporting. David has set up a program to help local businesses stay in compliance.

Grant & Funding Updates

- **FEMA Grant Progress:** We finally gained access to the FEMA website! A big thank you to Kelley, who found the right contact to get us in. We've submitted the storm drain grant, but there's a chance we won't get approved because we only committed to a

10% match. The federal administration is now recommending a higher match to improve approval chances, so we may need to revisit our strategy.

- Fishing is Fun Grant: I presented a new proposal to the CPW board on Tuesday to request additional funding. Costs have increased since we first applied in 2022. We're also partnering with Trout Unlimited, who completed similar river work upstream.
- Water Project Phase II: SGM has been conducting soil evaluations to help us secure funding for Phase II of the water project. We're working closely with DHSEM, DOLA, and the EPA to make sure funding is available when we're ready. Catherine Carella visited and helped us find a better way to complete the 2nd Street loop, improving our project plan.
- Infrastructure Mapping: We're digging up key areas identified by SGM to better understand our water and storm drainage systems. This information will help us create more accurate county GIS records.
- Comprehensive Plan: I met with Logan-Simpson to discuss a communication plan for updating the town's comprehensive plan. DOLA suggested we apply for a grant to help fund this update.
- Closing Out Iconergy Project: RJ has been working with Mark Statz from Iconergy to finally close out a project that started in 2020. Mark will pick up the meters on Friday, March 21st, and while the financial side of this project is already done, this will officially wrap it up.

Town Maintenance & Safety Updates

- New Stop Sign Proposal: We are considering turning Riverside and 4th Street into a 4-way stop. Tammy created a map for review, and we're looking into using a motion-activated stop sign to help drivers adjust to the change.
- Street Sweeping: Our maintenance team will begin street sweeping next week—please keep an eye out for their equipment while they work.
- Flanders Park Safety: To keep people from driving into the park during events, our maintenance team will stake railroad ties along the edges.

Community Cleanup & Recycling

- Spring Cleanup: We've already noticed whole trees in the streets, so early cleanup is needed. We're putting together a volunteer team, including town staff, to help clean up trash and debris on May 19-20, during the official clean-up days.

- RFP for Roll-Off Dumpster: We are currently requesting bids for roll-off dumpster services for clean-up days, which could help reduce costs.
- Recycling Program: We'll be presenting new recycling options for the town soon. We're reaching out to companies that could help, and there are some state resources available. Mancos has opted out of the new state-sponsored recycling program, so we'll need to decide what works best for us.

Technology & Administrative Updates

- Caselle Accounting Software: We are moving forward with the Caselle conversion as quickly as possible. Ampstun has become difficult to work with, and we found out they only have 11 employees—with just one person handling accounting issues. They have stopped returning our calls, making it even harder to resolve software-related problems. Since our audit is coming up, we see no reason to delay the transition to Caselle.
- Technology Upgrades: I met with Alyssa from Netforce to discuss upgrading our equipment for Windows 11 to stay up to date.

Executive Session

- We will have an executive session to discuss an ongoing property issue.
-

Public Hearing

- 12.1 Ordinance 586, Series 2025 – Third Public Hearing & Final Reading This ordinance updates our marijuana code to align with current laws.
 - You'll find the full document in the packet again, but you've already reviewed it several times.
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Final Notes

That's all for this update! If you have any questions or want to discuss anything before the next meeting, feel free to reach out. Looking forward to seeing you all soon!

Town board March 10, 2025

Building Official report

Current projects:

1. #1006 – Final inspection and CO issued
2. #1156 – Final issued
3. #1143 – Rough in of gas fireplace
4. #1169 – Footer inspection
5. #1172 – Final issued
6. #1176 – Under floor inspection
7. #1111 – Final inspection and CO issued
8. #1169 – Stem wall inspection
9. #1169 – Under floor inspection

New permits: 1 permit - \$25.00

1. #1179 – Rejected due to condemnation of building
2. #1180 – Demo Permit

Consultations - Phone and in person

31 Phone and in-person

Construction Inspections

11

Future projects on the horizon:

Remodel of commercial structure will occur -

Business Inspections

None this month

Food trailer/truck inspections

None this month

STR Inspections

1

Internet Technology

No report this month

SPECIAL PROJECTS

None

STR's

No issues this month

Compliance issues

In the process of setting up inspection program for businesses that have grease traps

Other items

Non

Report to the Board of Trustees on the
 Planning & Zoning Commission meeting held
 March 4, 2025

Discussions of potential interest to the Board and items for upcoming P&Z meeting agendas:

Agenda Item/ Description	Discussion
8. Staff reports	<p>The manager delivered on oral report. The two additional written reports referenced in the agenda were not included in the packet, and were not reported on.</p>
9. Commissioner updates	<p>There were no formal updates.</p>
10. Discussion	<p>Comprehensive Plan. Linda asked about the manager for an update about potential planners and budget for the comprehensive plan. Leigh reported that she has appointments with one potential planning contractor, and that she is trying to contact Elizabeth Garvin and Clarion. Funding is still in question. However, she is trying to link information from potential contractors with her drafting a potential scope of work, potential budget, and funding plan for components of a plan that will meet DOLA's requirements and the Town's needs.</p> <p>Leigh would like P&Z to focus on determining what the Town wants and needs before she talks with planners.</p> <p>Mark discussed his frustration with the communication plan template that had been provided to the commissioners for organizing thoughts before the March 4 meeting. He said that we need a document that states: "It's a revision, here's what we need to do." P&Z needs to determine:</p> <ul style="list-style-type: none"> • our current status and starting point, • our goals, and • the actions to take to get from the starting point to the goals. <p>The commissioners discussed how to produce the document that the manager would like to have. They agreed that identification of challenges and potential solutions was critical, as were cross-references to existing planning documents and references.</p> <p>The Commission agreed to focus the April 1 meeting on comparing the 1997 comp plan with the review of the plan completed by P&Z in 2019. Ann will send the two documents to the commissioners, who will come to the April1 meeting prepared to determine which parts of the 1997 comp plan are still relevant, which need revision, which new topics should be added.</p>

11. Future agenda items:

These items are being retained on the agenda:

1. Comprehensive Plan sub-plans, including: funding, weed management, watershed management, hazards mitigation, etc.
2. Public outreach and education
3. Work with staff to edit the Special Exception Permit application.
4. Examine the 30% front occupancy in the Corridor and Downtown Mixed-Use zones.
5. Parking in town

Dolores Comp Plan Comments

Tucker

March 26, 2025

- Include an introduction that briefly describes what has been achieved or worked and what didn't. This should help incorporate the idea that we're working on revising an existing plan and not starting over. One could even identify 3-4 new or continuing priorities going forward;
- Identify new trends/issues that were not present when the original plan was approved;
- Review pertinent older documents identified by Shirely and Ann to see if some of the issues, concerns, and opportunities have been adopted elsewhere i.e. current LUC;
- Identify and/or validate annexation areas. No need to start over;
- As part of the revised comp plan a list of new priorities i.e. noxious weed plan for example should be shown in an appendix to help prioritize and budget for;
- Revise the Future Land Use section by just referencing the LUC. New zoning areas have already been approved. One could just say future land use is something that would periodically be monitored;
- Update trends in the Economic and Demographic Potential section of the old plan;

- If current parts of the current comp plan are ok let's say so and focus on other issues;
- Due to the current mode of obtaining funding i.e. grants, 3-4 project priorities that the Town wants to fund within 10 years should be identified as opposed to just referencing the them in the Town's master plan;
- Identify objectives in each section that are already addressed in the LUC or elsewhere via asterisk – this should help reduce redundancy of work/issues in the future;
- I think the 2019 Comp Plan review, as appropriate, should be incorporated into at least a first draft of the revised Comp Plan as it contains valid new and current information and needs.