

PLANNING AND ZONING COMMISSION

AGENDA

DATE DECEMBER 7, 2021, 6:30 P.M.

IN PERSON AT

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**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.**
- 5. APPROVAL OF THE AGENDA**
- 6. PUBLIC PARTICIPATION 5 minutes per person.**
- 7. CONSENT AGENDA**
 - 7.1 Minutes of November 2, 2021, and Notes of November 16, 2021, Commission to Board meeting**
 - 7.2 Change the January 4, 2022, meeting to January 11, 2022.**
 - 7.3. Set a public hearing for proposed Ordinance 557 adopting the Updated Land Use Code on January 11, 2022**
- 8. Updated Manufactured Home Park zoning standards.**
 - 8. a. RV parking in manufactured home parks - Discussion**

9. Zone district map review.

10. Proposed adoption schedule

11. STAFF REPORTS-Dolores LUC Citizen Participation Plan

12. Adjournment.

PLANNING AND ZONING COMMISSION

MIINUTES

DATE NOVEMBER 2, 2021, 6:30 P.M.

IN PERSON AT

420 CENTRAL AVE DOLORES CO. 81323

OR VIRTUALLY BY THE LINK BELOW:

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1. **CALL TO ORDER** Chairperson Robinson called the meeting to order at 6:34 p.m.
2. **PLEDGE OF ALLEGIANCE.** The pledge was recited by all in attendance.
3. **ROLL CALL.** Present at the meeting were: virtually, Ex Officios Trustee Lewis and Watters, Commissioners present in person, Chairperson Robinson Commissioners Powell, Tucker, and Heeney. Staff present Virtually, Attorney Kelly and Planner Garvin. In person, Manager Charles, Building Official Doudy and Assistant Clerk Swope. Commissioner Truelsen was absent.
4. **IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.** No conflicts reported.
5. **APPROVAL OF THE AGENDA.** Commissioner Powell moved and Commissioner Heeney seconded to approve the agenda.
Yes. All
No. None
6. **PUBLIC PARTICIPATION 5 minutes per person.** No public attended this meeting.
7. **CONSENT AGENDA**
 - 7.1 Minutes of October 5, 2021, and Notes of October 12, 2021, Commission to Board meeting
 - 7.2 Continue this meeting to November 16, 2021
Commissioner Powell moved and Commissioner Tucker seconded to approve the consent agenda.
Yes. All
No. None

6. Re-label Highway Mixed Use to Corridor Mixed Use,
7. Remove Neighborhood Mixed Use from the zone map. Planner Garvin thought it could be helpful to have an unused zone district in the plan in the eventual need for a zone,
8. Clarify that ADU's are allowed in R2 and R3 zones but not as "Affordable Housing",
9. Setback exceptions could be permitted up to 10% of the minimum setback,
10. Make exception permit for lot coverage a permitted process,
11. Define "Affordable Housing" designation,
12. Parking minimum off-street parking requirements for affordable housing assumes that there will be street parking or other parking solutions. Affordable Housing applicants may provide more off-street parking than the minimum.

9.1 Zone district map review. Identify areas that have not been designated with new zoning. This item was not discussed at this meeting.

9.2 Discuss Conservation Easements and Open Space zoning for Harris property and hillside tracts of town owned property. Attorney Kelly briefed the Commission on the process of establishing a conservation easement and other solutions for protecting these properties from future public or private development. Kelly mentioned a deed restriction where the town could deed itself a dedicated open space condition on the property but that it was not permanent. The goal of holding these properties in a permanent conservation status is to protect ridgeline features as they are to meet the objectives of the Comprehensive Plan. Members of the Commission desire the town to set restrictions for conservation and establish maintenance standards for wild land fire mitigation and weed control.

10. Items for November 16, 2021, Meeting

- **Public hearing for Ordinance #556 to repeal and replace Articles pertaining to Hazards and Environmentally Sensitive areas and administration and Procedures**
- **Planning Commission recommendations to the Town Board for adoption.**
- **Review of full code. Any other preparations for full adoption.**

11. Continue this meeting to November 16, 2021. The meeting was adjourned until November 16, 2021, at 8:28 p.m.

MINUTES

PLANNING AND ZONING COMMISSION

DATE NOVEMBER 16, 2021, 6:30 P.M.

IN PERSON AT

420 CENTRAL AVE DOLORES CO. 81323

OR VIRTUALLY BY THE LINK BELOW:

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1. **CALL TO ORDER** Chairperson Robinson called the meeting to order at 6:30 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** Present at the meeting were: Commissioners in person, Truelsen, Powell and Robinson, virtually, Commissioner Tucker and Ex Officio Watters. Staff present; Attorney Kelly, Building Official Douady, Assistant Clerk Swope attended in person and Planner Garvin and Manager Charles attended virtually. Commissioner Heeney and Ex Officio Lewis were absent.
4. **IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.** None stated.
5. **APPROVAL OF THE AGENDA.** Commissioner Truelsen moved and Commissioner Powell seconded to approve the agenda.
Yes: all
No: none
6. **PUBLIC PARTICIPATION 5 minutes per person.** No public attended the meeting in person or virtually.
7. **Public Hearing Ordinance No. 556 Repealing and Replacing sections IX and XIII of the Land Use Code pertaining to Development in Hazardous or Environmentally sensitive areas and Administration and Common and Specific Procedures** (restated to correctly identify the section of the Land Use Code being repealed with this language "Replacing Article V J. pertaining to Ridgeline hazards Standards, Article .I.1 pertaining to vested property rights, Article .VI Administration and Procedures and sections of Title 2.08 of the Dolores Municipal Code pertaining to the Planning Commission.")

The public hearing was opened at 6:34 p.m. Ordinance #556 Series 2021 repealing and reenacting Article V J. pertaining to Ridgeline Hazards Standards, Article I.1 pertaining to Vested Property Rights, Article VI Administration and Procedures and sections of Title 2.08 of the Dolores Municipal Code pertaining to the Planning Commission.

Attorney Kelly read through the sections of the ordinance that defines the repeal and reenactment of each Section of the Land Use Code and the Municipal code.

Planner Garvin briefed the Commission on the articles proposed to be reenacted within the existing Land Use Code. She identified the elements of the Hazards and Environmentally Sensitive areas, specifically the new sections of the article. Parts of the existing code standards were carried forward and blended with the new sections. New sections are: Tiered Evaluation and Review, Hillside Development Standards, Grading and Erosion Control Permit, Riparian Buffer Standards and Wildfire Hazard Study.

Planner Garvin then reviewed the reenactment of Article VI with the following new sections. General Procedures, Administrative Adjustments, Grading and Erosion Control Permit, Location and Extent Review, Conservation Subdivision, Site Plan Review and Solar and Wind Energy Facilities Permitting. All the existing sections of Article VI remain in the article and Short-Term Rental Business Regulations will be included in this Article in the final draft of the Full Updated Land Use Code.

The Commission made some observations and asked for the definitions in Hazards and Environmentally Sensitive Areas be added to definitions chapter of the full draft land Use Code,

To comply with the statutory requirements of Public Hearings. Chairperson Robinson called for public comments. No public participants were present, Chairperson Robinson then closed the public hearing.

7.1 ACTION ITEM

The Commissioners were present with the following options for moving the Ordinance forward to the Town board:

Chairperson Robinson called for a motion from the options listed below.

a. Recommend Ordinance Replacing Article V J. pertaining to Ridgeline hazards Standards, Article I.1 pertaining to vested property rights, Article VI Administration and Procedures and sections of Title 2.08 of the Dolores Municipal Code pertaining to the Planning Commission for approval by the Town Board as is,

or with conditions set hereto,

or

b. Return ordinance to staff for further development.

Commissioner Powell moved and Commissioner Truelsen seconded to recommend approval of Ordinance 556 subject to the conditions the staff revise and update the definitions.

Chairperson Robinson called for a roll call vote:

Yes: Commissioner Truelsen, Powell, Robinson and Tucker

No: none

8. STAFF REPORTS. Presentation of the draft Land Use Code.

Planner Garvin used a PowerPoint presentation to present the Full Draft Land Use Code which is a condensed version of the entire code chapter by chapter. Garvin pointed out the new articles and the new criteria for various sections of the land use code. The power point does not include articles 5 and 6 (or 9 and 13) as they are being considered for adoption with Ordinance 556

9. Discuss interior setbacks for Manufactured Home Parks. Building Official Doudy has review the setback requirements for Manufactured Home District and found the interior, rear and front setbacks in conflict with other residential districts. He recommended the setbacks for Manufactured Home District be set the same as Residential -1 district which is rear and interior setbacks at 6 feet, and street and front setbacks at 10 feet. This setback will be enforced from any covered exterior point on the structure. The Commission also reviewed lot sizes and lot coverage and wanted to see individual lot size and coverage standard be set for each Manufactured dwelling unit. Planner Garvin will make the changes to this zone district area bulk standards and have the Commission review the new language at the December 7, 2021, meeting. Attorney Kelly advised the staff to review the Dolores Municipal code title 15.20 relating to additional standards for manufactured homes.

9. 1. Begin development of Review material for Draft Land Use Code for the Board and the Public

The Commission plans to have reviewed and made comments for the draft full land use code by the end of November 2021.

The Commission will set a goal to hold a public hearing on the draft full land use code in January, the Board of trustees will hold the first reading on same on their second meeting of January and then hold second reading public hearing in February.

The Ordinance and the Land Use Code will have a provision for annual review and or update by the Commission and then by the Board for any required updates.

10. ITEMS FOR DECEMBER 7, 2021, MEETING:

Review changes to Manufactured Home Zone District.

Develop instructions for community feedback

Set up presentations for other boards and focus groups.

11. ADJOURN THE MEETING.

Section 3.6. Manufactured Home Park District



A. Purpose and Intent

The MHP Manufactured Home Park district is designed primarily to accommodate multi-family uses. It is intended for application to areas designated “Mobile Homes” on the Future Land Use Map in the Comprehensive Plan.

B. Uses

1. Permitted and conditional uses are identified in Table 4.1: Primary Uses.
2. Accessory uses are identified in Table 4.3: Accessory Uses.

C. Area and Bulk Standards

Each lot in an MH district shall comply with the dimensional standards in Table 3.5:

Table 3.5: MHP Dimensional Standards

Standard	MH	
Min. Lot Park Dimensions		
Lot Park Area/unit (sq. ft.)	6,0002 acres	
Min. Lot Width Street Frontage (ft.)	50	
Min. Lot Dimensions		
Min. Lot Dimensions per MH		
Single-section home	30' x 100'	
Multi-section home	Increase min. single-section width by 10' per additional section, length remains 100'	
Max. Lot Coverage (%)	560	
Min. Lot Area/space (sq. ft.)	3,000	
Min. Lot Width/space (ft.)	40	
Min. Setbacks (ft) between a building and a property line	Manufactured Home	Other Nonresidential Structures
Front Yard	215	10
Exterior Street Side	215	10
Interior Street Side Yard	10	10
Rear Yard	10	10
Minimum distance between manufactured homes	12 [2]	10
Structure Dimensions	Manufactured Home	Other Residential Structures
Min. Floor Area per Principal Dwelling Unit (sq. ft.)	n/a 500	1 and 2 unit du: 900; 3 or more du: 600-400
Max. Height, Principal Bldg (ft.)	205	35
Max. Height, Accessory Structure	[1]	[1]

Notes	[1] Height of principal building
	[2] Measured from nearest walls of adjacent manufactured homes or from exterior wall of any accessory structure, such as a covered porch, and the adjacent manufactured home or adjacent accessory structure.

D. District-Specific Standards for Manufactured Home Parks or Subdivisions

Manufactured home parks or subdivisions shall comply with the following standards:

1. Applicability

Existing manufactured home parks or manufactured home subdivisions shall not be enlarged, expanded, or additional manufactured homes permitted unless the same shall be brought into compliance with the standards of this subsection and the area regulations of this Section 3.5, Manufactured Home Park zone district regulations.

2. Internal Site Layout

(a) Manufactured home parks or manufactured home subdivisions shall have an internal driveway not less than 20 feet wide and the internal driveway shall have an all-weather, durable dust-free surface.

(b) Each manufactured home site in manufactured home parks and manufactured home subdivisions shall be clearly designated and arranged so that all manufactured homes have access to the internal driveway.

~~(e)—There shall be a minimum of 20 feet between manufactured homes, including enclosed porches or other enclosed extensions.~~

~~(d)~~(c) Manufactured home parks and manufactured home subdivisions shall be properly graded and well drained, so as to prevent the accumulation of surface water.

~~(e)~~(d) Each manufactured home site shall be improved with a four-inch concrete or gravel pad. No trailer with a footprint larger than the pad shall be placed on a site.

3. Development Standards

(a) All parks and individual manufactured home sites shall be provided with safe, convenient, all season pedestrian access of adequate width for the intended use.

(b) Manufactured home parks and manufactured home subdivisions shall be improved with adequate and sufficient night lighting to enable persons to walk in such areas at night without difficulty.

(c) All refuse shall be stored in fly-tight, water-tight, rodent-proof, dog-proof containers, which shall be located no more than 150 feet from each manufactured home site. Containers shall be provided in sufficient number and capacity to properly store all refuse generated in the manufactured home park or manufactured home subdivision.

(d) Exposed ground surfaces in all parts of a manufactured home park or manufactured home subdivision shall be protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.

- (e) A detached, accessory storage building or buildings shall be provided within a manufactured home park or manufactured home subdivision containing a minimum storage capacity of 10 cubic yards per manufactured home site.
- (f) Exterior boundaries of manufactured home parks and manufactured home subdivisions shall be developed with a fence, or other acceptable border to create an attractive border. The land between the fence/border and the public street improvements shall be landscaped with street trees and other landscaping materials (sufficient to reasonably screen the park from view off-site) and shall be maintained by the owner of the manufactured home park.
- (g) Manufactured home parks and manufactured home subdivisions shall connect to the sanitary sewer system.
- (h) All utility lines shall be installed underground.
- (i) Each manufactured home park or manufactured home subdivision shall include a recreational area and facilities for the use and enjoyment of the residents encompassing an area of 10 percent or two acres, whichever is less, of the total area of the manufactured home park or manufactured home subdivision. Lawns, parking, driveways, access way, streets, etc. shall not be considered part of the required recreational area and facilities.
- (j) Any manufactured home that is replaced shall meet the requirements of this LUC.

- Tentative schedule to adopt the revised Land Use Code (LUC). Beginning in October 2019 the Dolores Planning and Zoning Commission and staff has diligently worked with the town's consultant Elizabeth Garvin to draft a revised LUC. The revisions are now complete, and we are prepared to move toward adopting the full revised code. The schedule, subject to change is:
 1. On January 11, 2022, the Planning and Zoning Commission will hold a public hearing followed by a motion to recommend to the town board either approval of the code, approval with changes or to recommend not approving the LUC.
 2. On January 24, 2022, the mayor and trustees will review on First Reading adoption of the revised LUC
 3. On February 14, 2022, the mayor and trustees will hold a public hearing on the revised LUC followed by possible action to either approve the LUC, approve with changes or delay the approval pending further changes.

Dolores LUC Citizen Participation Plan

November 2021

1. Recreate the list of invitees we used for the November 2019 kick-off meetings.
 - Create list
 - Develop a schedule for meetings with these folks. Should there be several meetings as we did for the kick-off or just one?
 - What content should we send out?
 - What form should the content be in? i.e., PP, links to the draft?
2. Presentation to the Board of the PP for the entire draft? Is this needed?
3. Should we you tube and post on our website a presentation from EG of the draft PP?
4. Should we post links to the draft with organizations such as the chamber. They get more hits than does the town website.
5. Do we have the time, and do you think it makes sense to attend board meetings to discuss the draft? This is a technique that uses existing organizations. School board, FPD board, Chamber board etc. I would foresee using the PP.
6. What is most important to communicate? I think with a complex doc as the LUC it is important to define the problem, i.e., why are we doing this? It is more than the present version is a mess. Why does Dolores need a LUC that contains a whole lot of regulations? There are basic answers to this question.
7. Finalize the LUC chronology of meetings piece.
8. Media-Journal, Radio, social platforms?