

PLANNING AND ZONING COMMISSION

AGENDA

DATE JANUARY 10, 2023, 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**
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 December 6, 2022
8. **Staff updates**
 - 8.1 Review the planning services agreement with SHE
 - 8.2 Watershed Protection Plan – how the Commission is involved with this.
 - 8.3 Continuation with Commission roles and responsibilities.
9. **Adjournment**

PLANNING AND ZONING COMMISSION

MINUTES

DATE DECEMBER 6, 2022, 6:30 P.M.

420 CENTRAL AVE DOLORES CO. 81323

OR VIRTUALLY BY THE LINK BELOW:

Join Zoom Meeting

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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 pledge was recited.
3. **ROLL CALL.** Present at the Meeting were: Chairperson Robinson, Commissioners Powell, Tucker, Watters, and Vice Chairperson Heeney. Ex Officios Youngquist and Lewis. Staff members Attorney Kelly, Building Official Douady and Assistant Clerk Swope. Absent Manager Charles.
4. **IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.** None stated.
5. **PUBLIC PARTICIPATION 5 minutes per person.** No public attended the meeting in person or on Zoom.
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 November 1, 2022
Commissioner Powell moved and Commissioner Watters seconded to approve the November 1, 2022 minutes with the corrections to item 9 on page three. "BOT" gets a definition of what it stands for.
8. **Staff updates**
8.1 DISCUSSION: Street lights and dark sky standards. Link to the International dark-sky association-
<https://www.darksky.org/our-work/lighting/>

Building Official Doudy says that the investigation into streetlights brightness and placement continues and the Commission will be getting updated information as soon as it is ready. Attorney Kelly explained that streetlights are in the public right of way and subject to government by Ordinance or resolution by the Board of Trustees whereas the Land Use Code governs private property. Commission discussed lighting and dark sky standards. Commissioner Watters mentioned the Land Use Code section on lighting and wondered what enforceable standards were added to the outdoor lighting chapter concerning light trespass and pollution. She worries about a neighbor lighting up their backyard and the impact on adjacent properties and the available tools for mitigating complaints.

The new streetlight that brought this discussion to the Commission is situated on an alley in a residential area. The lamp that was installed turned out to be the wrong type for the location. Empire Electric Association replaced it with a residential type and turned the brightness down to the lowest setting and then shielded it to the maximum coverage. Commissioner Tucker observed that the changes to the streetlight were successful in reducing light pollution. Commissioner Watters counters that the streetlights throughout town are all too bright for residential areas. Watters perceives staff is resisting enforcement of the regulations she thought were adopted in the Land Use Code to make the changes in outdoor lighting and that the staff would be tasked to identify and notice non-compliant properties to become compliant with the new outdoor lighting standards. Building Official Doudy cautions that the enforcement requires a measurable and definable parameter for compliant lighting. Chairperson Robinson agrees with Doudy and says that the next meeting will be focused on determining such parameters and review the outdoor light section of the Land Use Code and visit the International Dark Skies webpage. Attorney Kelly and Building Official Doudy both warn the commission that this effort adds to staff workload and will be prioritized accordingly. Kelly reminds the Commission that the streetlights are under the jurisdiction of the Town and governed through agreements with the Trustees and the streetlight provider. He says the commission can address private property lighting standards through changes to the Land Use Code. Commissioner Watters and Chairperson Robinson identified the most obvious light trespass in town is from business and streetlights. The matter of enforcement is governed by code but preexisting non-compliant lighting is not subject to enforcement until the fixture needs to be replaced. The exception is for health and safety situations. The staff is looking for solutions to lighting concerns. Chairperson Robinson will guide the Commission to define values and goals for a standard of lighting that pleases the dark sky crowd and preserves the safety of the community. Building Official Doudy listed some of the steps being taken to address the impact of lighting on town streets. One is to evaluate the inventory of streetlights. Another is to determine the effect of removing lights in areas where there are more than necessary. Chairperson Robinson asked the attorney how to share investigation into subjects that are done away from the meeting. The answer is that investigations results be passed through the Chairperson and then to staff and disseminated from the Administrators office to the Commissioners. Chairperson Robinson would prefer to have the Commissioners do some lighting standards research ahead of the next discussion

8.2 Role of the Quasi-Judicial body. Attorney Kelly presented a brief description of the two roles the Commission performs. One is Legislative and the other is Quasi-Judicial. Legislative example is creating new standards to recommend to the governing body for adoption. Quasi-Judicial example is to deliberate over an application for development. These roles are both part of due process. It is intended to preserve the rights of the affected individuals to have fair and impartial hearings and opportunities to address concerns. Kelly gave examples of ways to violate the rights of due process. Some examples are investigations done by a member before the hearing, talking to other people about the subject outside of the hearing and talking to other members before the hearing. Another is being financially invested in any application. Kelly also reviewed the protocols for boards and committees adopted by the Board of Trustees in 2019. The protocols address the board behavior concerning the open meetings law and expected behavior in a meeting.

9. DISCUSSION - COMPREHENSIVE PLAN – Linda Robinson and Shirley Powell will guide.

9.1 Goals, Comprehensive Plan and Timeline Table updates from Shirley and Linda.

Commissioner Powell presented the latest table of the existing planning documents and plans relevant to the Comprehensive Plan, what they are about and when they were produced. The objective of this compilation is to make sure the future actions do not repeat work already done by the town and to provide perspective on the values and goals of the town through the years. These documents will be archived with the town office and on the town website and possibly with the library. The strategic plan is a product of the Town Board. Powell will change the list to Board strategic plan. Commissioner Watters asked if the meetings with Planner Garvin at the kickoff meeting for the Land Use Code were recorded or if any of the comments were written down. Minutes were created for the regular commission and board meetings and the staff kept images of the work sheets used to have the community weigh in on certain attributes of town.

10. Items for future agendas. The Commission will continue evaluating lighting and work on the Comprehensive plan project prep.

11. Adjournment.

Commissioner Watters moved and Commissioner Heeney seconded to reset the January 3, 2023 meeting to January 10, 2023 same time and place.

Yes: all

No: none



Building a Better World
for All of Us¹

November 9, 2022

RE: Planner Proposal
For Town of Dolores
For Professional Planning Services
November 10, 2022

Ken Charles
Town Manager
manager@townofdolores.com

Dear Ken:

Small towns throughout the United States are facing numerous challenges with Community Planning including lack of resources, rapid growth and lack of housing.

To be successful, the town needs a team that is well versed in development review, community involvement, legal issues, housing issues and a thorough understanding of development and its challenges. Short Elliott Hendrickson Inc. (SEH®) has assembled such a team. Why SEH?

Professionals you've come to know and trust will lead the team. Project Manager Nancy Dosdall has years of experience working with small towns, counties, tribes and private development projects in the four corners region. This work has built trust within the community and has given Nancy insights into the inner-workings of small towns, resort communities, counties and the legal constraints and pressures they are currently under.

We've supplemented our team with staff that bring additional expertise and enthusiasm for the types of issues Dolores is currently dealing with. SEH includes over 800 planners, engineers, architects, surveyors and environmental scientists based throughout the Midwest. Our Planning and Land Development team, based in Durango Colorado includes the same breadth of experience and talents.

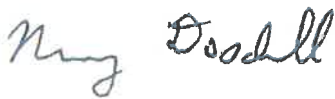
Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 934 Main Avenue, Unit C, Durango, CO 81301-5122 SEH is 100%
employee-owned | sehinc.com | 970.385.4546 | 970.385.4502 fax

We are committed to bringing professional planning services to the area. Dolores is a unique community, with its own planning and development opportunities and challenges. Having planners based in the area is important to understanding the unique aspects of the community.

Above is a summary of why we feel our team is best suited to assist the Town of Dolores with all of their planning and land use needs. We encourage you to read further to learn more specifically about how we'll work with you to ensure success. Should you have any questions, please contact Nancy. We look forward to working with you for the betterment of the community!

Respectfully submitted,

A handwritten signature in cursive script that reads "Nancy Dossall".

Nancy L. Dossall
AICP, LEED Green Associate
Project Manager
ndossall@sehinc.com | 970.459.1165

Company Overview

SEH is an employee-owned engineering, architectural, environmental and planning company that helps government, industrial and commercial clients find answers to complex challenges.

SHORT ELLIOTT HENDRICKSON INC. (SEH®)

Our 800-plus employee-owners share a core purpose: Building a Better World for All of Us®. This approach reflects a companywide commitment to improving the quality of life by designing safer, more sustainable infrastructure for government, and helping industrial and commercial clients achieve their business goals.

Headquartered in St. Paul, Minnesota, and with 33 offices in 11 states, you'll find evidence of our work throughout the United States.

BRIEF HISTORY

SEH was founded in 1927 under the name of P.R. Banister, Consulting Engineer, with an office in North St. Paul, Minnesota. In 1934 the office was moved to St. Paul, Minnesota, and our name changed to Banister Engineering Company. Through a series of partnerships, office expansions, new principal additions, and client growth, the company became Banister, Short, Elliott, Hendrickson, & Associates. In 1971, the company changed its name to Short, Elliott, Hendrickson, & Associates, Inc. As talented professionals continued to join the firm and services and capabilities expanded, the large group of principals, associates and partners became Short Elliott Hendrickson, Inc. in 1975.

SEH Core Purpose: **Building a Better World for All of Us®**

SHORT ELLIOTT HENDRICKSON INC.

Founded in **1927**

HAS GROWN TO



EMPLOYING

800+


engineers, architects, planners, scientists and talented professionals

WHO WORK TOGETHER TO SERVE

4 market areas: mobility, better places, clean water and renewing infrastructure



AN IMPRESSIVE **80%**

 of our clients are repeat customers



Nancy L. Dossdall, AICP

Senior Planner

YEARS OF EXPERIENCE

SEH: 15 years
Industry: 38 years

EDUCATION

Master of Regional Planning
Washington State University-
Pullman (1985)

Bachelor of Science
Environmental Studies
University of Vermont-
Burlington (1981)

REGISTRATIONS/ CERTIFICATIONS

Certified Planner (1991),
American Institute of Certified
Planners

PROFESSIONAL ASSOCIATIONS

American Planning Association,
Member 1985

Nancy brings more than 38 years of experience in land use planning and entitlement. She has served as Community Development Director for La Plata County, Colorado and on-call planner for numerous communities throughout Southwest Colorado. She has been project manager on many high profile and controversial projects that included a concentrated level of public engagement. She is an adept presenter and specializes in finding common ground amongst stakeholders to develop community-supported plans. Her work experience includes comprehensive planning, meeting facilitation, public engagement, development agreements, annexations and all facets of the entitlement process.

She has also served as a speaker at Western Planner and Colorado Planning Association Conferences. Additionally, through the Colorado Chapter of the American Planning Association and the Planning Institute of Colorado, Nancy is co-author of an online course called "Permission to Build" designed to educate Colorado Real Estate Professionals and others on basic planning principles and the development review processes in Colorado. This experience has given Nancy an expanded understanding of how to present information in a manner that the average citizen can understand and digest, making public participation meetings more "citizen friendly". The course has been online since January 2010.

EXPERIENCE

City of Cortez – Planning Consultant - Cortez, CO - March 2022 - present

Lead planner responsible for all planning tasks. Nancy currently serves as the sole planning staff for the City of 8,855. Nancy assists citizens with general questions, reviews all development applications, and presents projects and code amendments to Planning Commission, Board of Adjustment and City Council.

On Call Planning and Municipal Code Revisions – City of Ouray, CO

On Call planning during period when the City was without planning staff. Once staff was hired full time began as project manager and lead planner responsible for conducting a comprehensive land use code analysis and revision. Currently in process with the planning commission with hearings anticipated in December/January.

Municipal Code Revisions – Town of Ignacio, CO

Project manager and lead planner responsible for conducting the code deficiency analysis, public meetings with stakeholders, including a visioning session, and preparing the final draft of the newly updated code.

On-Call Planning Services (Town of Bayfield) – Bayfield, CO

On-call planning director/consultant. SEH was hired to provide all staffing services for this small town including development review, assisting the general public and preparation of professional reports and studies.

On-Call Planning Service – La Plata County, CO

On-call planning services on a project by project, as needed basis. Under the contract have conducted a land use analysis for siting a new shooting range and reviewed public projects. Worked with stakeholders and presented projects to the Board of County Commissioners.



Farmington Metropolitan Planning Organization Bicycle and Pedestrian Plan Update – City of Farmington, NM

Project manager responsible for working with the team to develop project priorities and create planning level estimates. Our team was hired by the MPO to update their Bicycle and Pedestrian Plan, with a focus on improving safety, health and recreation opportunities in the area. Through the extensive public engagement process, we identified opportunities, developed solutions to problems, prioritized projects and created planning level estimates to address all deficiencies.

Aztec North Main Extension – City of Aztec, NM

Lead planner responsible for facilitating the public engagement process for the project and the establishment of a new trailhead, bus stop and public gathering space for the City. Our team was hired to complete the 1,700 ft extension of North Main Avenue, linking to historic downtown Aztec and the Aztec Ruins National Monument. Public engagement played a large role in building consensus for the corridor to accommodate pedestrians, bicycles and automobiles.

Urban Renewal Authority (City of Durango - Planning) – Durango, CO

The City selected SEH to help form their first Urban Renewal Authority. Responsibilities included guiding the public engagement process and delivering technical data to help City officials and staff determine the best options for forming future public/private partnerships with developers.

EXPERIENCE PRIOR TO JOINING SEH

Community Development Director/Manager of Planning – La Plata County, CO

Nancy was responsible for supervision of current planning, long range planning and oil and gas divisions for this rapidly growing county. She supervised comprehensive plans, code revisions, code enforcement and all development activities. She supervised professional planners and engineers, created and managed budgets, wrote and administered grants, wrote RFPs and selected and managed consultants.

Manager of Planning (Summit County) – Breckenridge, CO

Nancy was responsible for all planning activities in this rapidly growing resort area.





Andrew Arnold, AICP

Economic Development Planner

YEARS OF EXPERIENCE

SEH: 5 years
Industry: 5 years

EDUCATION

Master of Regional Planning
Cornell University (2019)

Bachelor of Science
Anthropology
Cornell University (2013)

REGISTRATIONS/ CERTIFICATIONS

Certified Planner (2021),
American Institute of Certified
Planners

PROFESSIONAL ASSOCIATIONS

American Planning Association,
Member

Urban Land Institute, Member

National Geographic Society,
Explorer

Andy is an AICP certified regional planner that works with both the public and private sectors to ensure that development is politically and financially feasible. His work spans the community development spectrum, from strategically targeting federal and state grants, to providing cost allocation models for public infrastructure, to reviewing developer proformas for tax increment financing. Andy specializes in public-private partnerships, with a strong emphasis on Urban Renewal Authorities and other financial tools to encourage development with significant community benefits. He has applied this knowledge to economic development projects throughout Colorado and the United States.

Andy frequently presents at the Colorado Municipal League and Downtown Colorado Inc. conferences, sharing experience and expertise on public private partnerships and the creative tool municipalities can use to achieve community minded development.

Experience

o Urban Renewal On-Call Services – Durango, CO

Andy works as an On-Call URA and Economic Development Consultant with the City of Durango, assisting the City in establishing its first Urban Renewal Authority and forming two URA Plan Areas. He is working with the City on a large annexation that will also become its third Plan Area.

o Urban Renewal Plan Strategic Development – Delta, CO

Andy assisted the Delta Urban Renewal Authority strategically amend their existing Plan Area and identify redevelopment opportunities throughout the City.

o Miners Park Urban Renewal Plan Development – Frederick, CO

Andy worked with the Frederick URA to help create their newest Plan Area. This worked also entailed reviewing proposed bond issuances and aligning TIF revenue with Metro District bond debt-service capacity. The project will generate 300 new residences and over 100,000 SF of commercial uses.

o On-Call Urban Renewal Services (Pueblo URA) – Pueblo, CO

Andy is assisting PURA with creating two new Urban Renewal Plan Areas, including the Colorado Smelter Urban Renewal Plan which includes an EPA Superfund site. These URA Plans and economic development strategies will leverage Brownfield Clean-up grants and new industrial development to facilitate affordable housing development throughout the 2,300 acre plan area.

o Financial Analysis – Golden, CO

Andy evaluated a proposed mixed-use development's pro forma for the Golden Urban Renewal Authority for potential funding gaps. The analysis compared the developer's assumptions to market benchmarks, and evaluated the incentives needed to achieve target market hurdle rates. This analysis and report was used by the City of Golden and its URA to negotiate a funding package with the developer.



STAN CONNORS

GRADUATE PLANNER

Stan is a planner with experience providing market, feasibility and economic analysis for proposed developments. He has an in-depth knowledge of real estate market trends and conditions, as well as zoning and policy regulations. Stan is proficient in ArcGIS Pro, Adobe Creative Suite and Microsoft programs. He has also worked in RStudio, Sketchup and QGIS.

EXPERIENCE

Erie Urban Renewal Authority (Town of Erie) – Erie, CO

Planner responsible for field work and Conditions Surveys for the Erie Urban Renewal Authority. Field work and mapping for this project gave technical data to identify the necessary blighting factors required to support urban renewal activities in the town of Erie.

Southern Ute Indian Tribe Housing Needs Study – Ignacio, CO

Responsibilities for this project included creating a survey to identify the needs of the community and interviewing key stakeholders in the Ignacio area and the Southern Ute Tribe. A housing needs report finalized the survey and interview data into a collection of current housing trends and recommendations for the greater Ignacio Area.

Delta Urban Renewal Authority (City of Delta) – Delta, CO

Responsibilities for this project included mapping potential redevelopment opportunities in the City of Delta. Stan also modeled maximum development scenarios for both commercial and residential opportunities in Delta to give a visual representation of the development potential through Tax Increment Financing in the City of Delta.

Planning and Land Use Code Revisions – City of Ouray, CO

Assisting Land Use Code revisions and updates for the City of Ouray, CO. Specific tasks include creating various land use diagrams to compliment the text in the code as well as general formatting and referencing of definitions and terminology in the Code.

Urban Renewal Authority (City of Durango - Planning) – Durango, CO

Responsibilities for this project include creating land use maps and projecting development potential for public meetings that depict proposed and existing land uses for parcels that are being annexed into the City of Durango.

EXPERIENCE PRIOR TO JOINING SEH

Real Estate Market Analyst; King & Associates, Inc. – Boulder, CO

Stan was responsible for analyzing real estate market trends in the Denver Metropolitan and Front Range areas. Specific responsibilities included collecting residential and commercial real estate trends in areas relative to specific projects to forecast trends for future development proposals.



1 year
OF EXPERIENCE

EDUCATION

Bachelor of Urban Planning and
Development
Minor: Geography
University of Colorado-Boulder (2021)

PROFESSIONAL ASSOCIATIONS

American Planning Association Member

Project Understanding Narrative and Approach

Dolores is in need of occasional, on call planning services for review of development projects or other general planning needs. SEH has served in this capacity for numerous towns and cities in the region in the recent past. We are flexible in the manner that we structure the agreements, from a master service agreement with project by project task setups (La Plata County) to hourly “as needed” with a “not to exceed” hours (Bayfield and Cortez) or hourly as needed in Ouray. We will work with Dolores to create an arrangement that best meets your needs.

References and Experience

In addition to what you’ve seen on key team member resumes, SEH has helped numerous communities meet their planning needs. To demonstrate our depth of experience, below is a list of projects SEH has completed over the past several years. The subsequent pages highlight specific projects that included contact information and references.

City of Cortez - Contract Planner

CITY OF CORTEZ, CO



Since January, 2022 when their planning staff unexpectedly both resigned, our Company has been providing all planning services for the City of Cortez. Services include responding to general public questions, reviewing all development proposals, presentations to City Council and Planning Commission and code amendments. The arrangement is hourly, but generally includes approximately 10 hours a week.

PROJECT CONTACT

Rachael Marchbanks, Community
Development Director
123 Roger Smith Ave
970.564.4046
rmarchbanks@cortezco.gov

PROJECT TIME FRAME

2022 – on-going

Town of Bayfield - Contract Planner

TOWN OF BAYFIELD, CO



Our Company provided all planning services for the Town of Bayfield from 2019 until 2021 when they hired a full time planner. Services included responding to general public questions, reviewing all development proposals, presentations to Town Board and Planning Commission and code amendments. The arrangement was hourly as directed by the Town Manager.

PROJECT CONTACT

Katie Sickles, Town Manager
1199 Bayfield Parkway
Bayfield, CO 81122
970.884.9544 ext 101
KSickles@Bayfieldgov.org

PROJECT TIME FRAME

2019 – 2021

City of Ouray Contract Planner

CITY OF OURAY, CO



Our Company provided all planning services for the City of Ouray in 2021 when they hired a full time planner. Services included responding to general public questions, reviewing all development proposals, presentations to City Council and Planning Commission. The arrangement was hourly as directed by the City Manager. Once a full time planner was hired, SEH was hired to complete a code revision under a separate contract.

PROJECT CONTACT

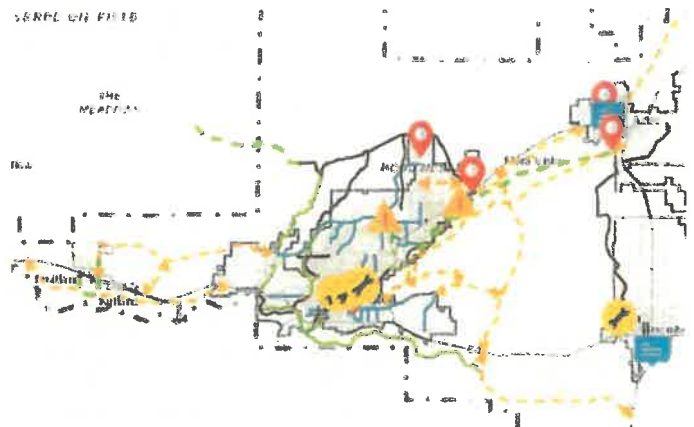
Silas Clarke, City Manager
320 6th Ave
Ouray, CO 81427
970.325.7060
clarkes@cityofouray.com

PROJECT TIME FRAME

2021 – ongoing

Bicycle and Pedestrian Plan Update

FARMINGTON, NM



Through a series of public engagement/ community outreach sessions, the project team developed an updated bicycle and pedestrian plan that identified opportunities, solutions to challenges, project priorities and planning level estimates to address any deficiencies on current trails and walkways. The project team banded together at events like National Night Out, July 4th celebrations and the County Fair to meet with the community to gather public opinion — a historically challenging task in this area. The plan will tie in with neighboring cities' plans to help boost non-motorized mobility and outdoor recreation in the area. Using technology like Strava, a social network for athletes, the team was able to pinpoint areas where people like to run and bike. The app syncs with phones, watches and other devices to track athlete performance and geo-location, giving the team data about the most used trails in the area. To learn more, visit: <https://bit.ly/2n7k7kZ>.

PROJECT CONTACT

Mary Holton, MPO Officer
100 W. Broadway, 2nd Floor
Farmington, NM 87401
505.599.1392

PROJECT TIME FRAME

January 2018 – January 2019