



**Planning And Zoning Commission  
Agenda**

**January 6, 2026 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 December 2, 2025 Meeting.
8. Commission terms reviewed.

Chairperson Robinson Term expires 4/8/2027, This remains a two-year term.  
Commissioner Powell, Secretary, term expires 4/8/2027. This remains a two-year term.  
Commissioner Mustoe Term expires 4/14/2028. This seat became a three-year seat in April of 2025  
Vice Chairperson Nemanic Term expires 4/14/2028. This seat became a three-year term in April of 2025  
Commissioner Kelly term expires 4/14/2028. This seat became a three-year term in April of 2025.

  - a. Adopted Commission terms, years of term Ordinance 572 Series 2024  
“ 2.08.010 - Created—membership—filling of vacancies.
- A. There is created a Planning and Zoning Commission for the town, consisting of five members, who shall be residents of the town and shall be appointed by the Board of Trustees.

B. Commissioners shall be appointed to serve three-year terms expiring at the first regular meeting of the Board of Trustees in April; except that initially two commissioners shall be appointed to serve two-year terms. All commissioners shall thereafter serve staggered three-year terms.

C. When a vacancy occurs, the Board of Trustees shall appoint a new commissioner to fill the vacancy for the remainder of the term of the vacant seat.

In addition, the Mayor shall appoint two ex officio members of the Planning and Zoning Commission from among the Board of Trustees. Ex officio members are non-voting members of the Planning and Zoning Commission and are not counted for the purposes of determining a quorum. "

D. At the first regular commission meeting in January of each year, the first item of business shall be the selection of the commission chairperson and vice chairperson from the membership of the commission.

a. The chairperson shall preside over meetings. In the event questions over procedures arise, Robert's Rules of Order shall prevail.

b. The commission shall create and fill other offices as it deems necessary.

c. The recording of minutes of all commission meetings shall be the responsibility of the town clerk, or in their absence the deputy clerk, or other such other individual designated by the commission.

d. A majority of the appointed members of the commission shall constitute a quorum to do business and the affirmative vote of three fifths of the appointed members in attendance shall be necessary to pass any motion.

**8.1 Appointment of Offices: Motion and second needed.**

- a. Chairperson,
- b. Vice Chairperson,
- c. Secretary.

**9. Staff Reports**

- 9.1. Manager Reeves** – verbal update on recent administrative activities, Attachment December Report to the Board of Trustees

**10. Commissioner Updates.**

- 10.1 Chairperson Robinson report to the Board of Trustees December 2, 2025 attached.

**11. Discussion:**

- 11.1. Zoning inquiries handled by staff since the 2022 adoption of Land Use Code.**  
Attached files.

**12. Change the February 3, 2026 6:30 p.m. meeting, one time only, to February 5 2026 6:30 p.m. to meet with the Logan-Simpson Group for Interviews regarding the Comprehensive Plan.**

13. 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..

13. Adjournment



**Planning And Zoning Commission  
Minutes**

**December 2, 2025, 6:30 p.m.**

**601 Central Ave Dolores Co. 81323**

**Meet virtually from Teams link on the web.**

**<https://townofdolores.colorado.gov>**

- 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 Commissioners Powell, Kelly, and Nemanic, Chairperson Robinson, Ex Officios Curry and Peterson and staff members Manager Reeves and Assistant Clerk Swope. Commissioner
- 4. Identification Of Actual or Perceived Conflicts of Interest.** None stated.
- 5. Public Participation 5 minutes per person.** Two community members were present, Susan Matthews and William Gobus. Susan Matthews of 504 Riverside Ave presented the July 2, 2025 complaint she made to the town staff of a property boundary dispute along the southern edge of Riverside Avenue properties and the northern property of a Merritt Way property. Matthews related an accounting of a Minor Subdivision application that was approved by the Town Board in 2009. Ms. Matthews filed a complaint about violations of the Land Use Code regarding the Minor Subdivision application approval. She has approached the Town Manager and Town Board to discuss this and now is asking for a meeting with Planning and Zoning Commission to discuss the impact of the minor subdivision on the landowners along Riverside Ave. Ms. Matthews is confident the town can remediate this through processes defined in the Dolores Land Use Code.
- 6. Approval of the Agenda.**  
Commissioner Nemanic moved to approve the agenda and Commissioner Powell seconded the motion.  
Yes: all  
no: none
- 7. Consent Agenda**  
**7.1 Minutes of the October 7, 2025, Regular meeting, attached. Note: the November 2025**

**meeting was canceled.**

Commissioner Powell moved to approve the Consent agenda and Commissioner Kelly seconded the motion.

Yes: all

no: none

**8. Administrative Business. 107 S 9<sup>th</sup> (vacant lot on Railroad at 9<sup>th</sup> street)**

Manager Reeves updated the Commission about this and informed the Commissioners that the interested party has withdrawn the inquiry at this time. The proposal was for a storage yard. The proposed use is only permitted in this zone as an accessory use.

**9. Staff Reports**

**8.1. Manager Reeves** – verbal update on recent administrative activities, Attachments, November 10<sup>th</sup> Report to the Board of Trustees.

**10. Commissioner Updates.** None presented.

**11.**

**11.1 Comprehensive Plan – Kick-off meeting with Logan Simpson Group**

Power point presentation in packet in pdf.

The Logan Simpson group could not enter the Teams meeting, so they attended by phone. Kelly Naumann, the Associate Planner introduced the team and began the presentation. In considering elements to include in the new plan, Commissioner Powell would like to see methods of enforcement of compliance with the plan. As an example, the presentation the Ms. Mathews gave this evening shows that the enforcement of the Land Use Code did not meet the vision and goals of the Comprehensive Plan.

The Planning and Zoning Commission was not aware of the property dispute Mathews spoke about in the public participation item. Manager Reeves told the Commission that the issue was in litigation, and the resolution was near completion. Commissioner Nemanic made a motion to return to the meeting agenda and move to the presentation from Logan Simpson. The motion was not seconded. The meeting resumed and Logan Simpson began their presentation. Ex Officio Curry asked to have existing natural features sustained. Ms. Naumann offered to create a graphic that shows how the Comprehensive Plan relates to the Land Use Code as a part of the implementation process. The Commission can add other interests to elements as the process progresses. Chairperson Robinson got confirmation that the Logan

Simpson team had the original Comprehensive Plan and the 2019 Commission Review of the Comprehensive Plan.

The next subject was the proposed timeline for the project. Beginning in February of 2026 with phase one includes the initial mapping, a town tour, and interviews. The Logan Simpson group will interview the Commission as well as other focus groups that will be assembled by staff. Then in June of 2026, there will be a public involvement series including surveys, interactive maps and the input from the interviews and set time for community gatherings. Then Phase three will focus on staff drafting the new Plan and revisit with the community in another big engagement week around September. Throughout this process the community will have access to engage online.

Ms. Naumann asked the commissioners to complete the sentence “Engagement for the plan will be a success if...”

1. Messaging is good.
2. We could go door to door with the information.
3. We could use a drop box for comments.
4. Use the online portal the town has recently updated to email messages to the community.
5. It shows direct benefit to the community.
6. the community knows what a Comprehensive Plan is and what it does for the community.

Next is the branding element for the Comprehensive Plan. Of the three options presented, the group liked the second option best but asked to change one of the images from the elk to a river image. Also, the lettering for Imagine Dolores Comprehensive Plan to have the lettering for “Dolores Comprehensive Plan” all be the same size and let “Imagine” be in a different color and size than the Dolores Comprehensive Plan.

In Phase one the interviews will be asking about changes in Dolores within the last 10 to 20 years. The questions will get information about property values, constraints in development, natural hazards, transportation problems or benefits, and other information about how the community moves around and where they go when they are out. The interactive map will let a user place a comment on certain locations of the map that are of interest or concern to them or have concerns for safety. There will be an inventory of land occupancy and use completed by the staff. The Comprehensive Plan will have updated data tables representing demographics population growth, housing and tourism trends.

For the Land Use Code Assessment piece, Jan Gardener explained the assessment will provide a perspective on how the regulations relate to the Comprehensive Plan. Recommendations and observations will be shared with the group. Some information needs to be sent to the Logan Simpson group. One is how is the new land use code working for the town, for the applicants? A list of examples will be provided by the town staff to the Commissioners and the Logan Simpson team.

As for public engagement, the group decided that the staff will organize an event at the Community Center where the community will be able to interact with the Logan Simpson group.

The Logan Simpson group looks forward to meeting with the Planning Commission in February.

**12. Future Agenda Items:** These items are to be 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 with the current Comprehensive Plan and Land Use Code: Group discussion, facilitated by the Manager. This item is carried over from July and August 2025.
- Examine the 30% front occupancy in the Corridor and Downtown Mixed-used Zones.

**13. Adjournment.** Chairperson Robinson adjourned the meeting at 8:30 p.m.

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Linda Robinson, Chairperson

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Ann Swope, Assistant Clerk

**To:** Honorable Town Board of Dolores  
**From:** Leigh Reeves, Town Manager  
**RE:** Manager's Report – for December 8, 2025

Hello Honorable Mayor and Town Trustees,

I'm happy to share a few clear and simple updates for this month.

First, we are still working with the County on a contract for sheriff services. This helps make sure our town stays safe and that everyone understands their roles and expectations. Resolution R663 is included tonight for your approval, along with the contract for 2026. Our legal teams worked together to create an agreement that we believe will work well for both sides.

We also have good news about curbside recycling. Enough residents signed up, so we can move ahead with a curbside recycling program and trash service in **2026**. Cortez is ready to provide the service, and it should be a benefit to the whole community. We will bring an MOU for your review early next year.

In the consent agenda this evening, you'll see an **MOU for the Senior Nutrition Program** through Montezuma County. We budgeted a \$15,000 grant to support the program, and they will continue to pay for use of the space as they have in past agreements. This update came from our Advisory Committee meeting. We used to operate under a contract, but this year we decided to handle it through an MOU.

At our November workshop, you heard from **Jordan Lang and Darby Detloff**, along with CHFA and their consulting team. We now have a letter of interest going to the State Department of Housing. This will help them continue seeking funding to build **four affordable rental units** in Dolores. We are acting as the fiscal sponsor, which allows them to move forward in the state's process.

For our **budget**, we have three resolutions this evening. Kelley will walk you through the details since she has been closely managing this work.

More great news: Resolution **R684** approves the contract for the **Fishing Is Fun** project. We selected **F&M Construction**, a company with strong experience on similar river projects across the Southwest region. Work in the river will begin in December. This is a major milestone, and you should feel proud—we have been working toward this since **2022**.

We are also beginning renewed work with the Dolores Library Board. The Mayor reached out to their Board President, and we now have a presentation scheduled for our December 22nd workshop. They will share financials, collection statistics, and other updates. This will help strengthen our partnership and support the library in a positive, collaborative way.

Also on tonight's agenda is Resolution **R682**, which replaces the 2010 Handbook and the 2022 updates with a fully revised **Employee Handbook**. The new version is modernized, aligns with current Colorado statutes, and updates our system from vacation/sick time to a single **Paid Time Off** policy. This will make earned time off more flexible and useful for all staff.

We are also preparing the property next to the shop at **29 Central Avenue**, where a donated shed will be placed for the **Dolores Family Project**. They will use this space to store and pack food for families in need.

Finally, Kelley and I are working with an event planner from **Yeti Bikes** to bring a weekend gathering of Yeti riders to Dolores in July. The event would use Joe Rowell Park and the Community Center, with bands performing in Flanders Park. This could bring great exposure to Dolores as a mountain-biking destination. We are also coordinating with Jake Quigley from Zuma Ranch and will keep you updated as plans develop.

Thank you for taking the time to read this report. Please feel free to ask questions. Let's continue our good work together for the Town of Dolores.

Report to the Board of Trustees on the  
Planning & Zoning Commission meeting held  
December 2, 2025

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

Agenda Item/Description	Discussion
11.1. Discussion	<p>Comprehensive Plan – Kick-off meeting with Logan Simpson Group. A PDF of the PowerPoint presentation was included in the meeting packet and projected at the meeting. The Logan Simpson team gave a verbal presentation via a Microsoft Teams telephone link.</p> <ul style="list-style-type: none"> <li>○ The presentation was organized into general topics, including:           <ul style="list-style-type: none"> <li>○ Project Overview</li> <li>○ Elements of a Comprehensive Plan: Logan Simpson Group asked the commissioners to consider what topics should be retained/deleted/added to the topics covered in the 1997 plan, and what should be emphasized in the Comp Plan Update</li> <li>○ Process Overview: The Engagement Plan and the Land Use Code Assessment</li> <li>○ Public Engagement, Data Gathering, and Interactive Map/Engagement Platform (GIS)</li> </ul> </li> <li>○ As presented, the Project Timeline is divided into multiple phases, starting in February 2025 and ending in September 2026.</li> <li>○ Feb. 2025 through Aug. 2026: <b>The Logan Simpson team</b> will collect information from public engagement, GIS studies, and the LUC Assessment and turn it over to the Town staff.</li> <li>○ Sept. 2026: <b>Town staff</b> will use the information gathered by the Logan Simpson team to update the 1997 Comp Plan</li> </ul> <p>Considerable discussions focused on Comp Plan branding and logo, defining clear goals, and methods to ensure meaningful public engagement.</p> <p>Next steps: <b>On February 5-6, 2026</b> the Logan Simpson team visit Dolores to tour the Town and begin collecting information from the community.</p>
2. Future agenda items:	<p><b>These items are being retained on the agenda, and include multiple topics that overlap with Comp Plan concerns previously identified by P&amp;Z commissioners.</b></p> <ol style="list-style-type: none"> <li>1. Comprehensive Plan sub-plans, including: funding, weed management, watershed management, hazards mitigation, etc.</li> <li>2. Develop a process and plan for incorporating edits and updates into the Land Use Code, for ensuring its continued alignment with the Comprehensive Plan, and for ensuring that staff and elected / appointed officials are all working from the same versions of the Plan and LUC.</li> <li>3. Public outreach and education</li> <li>4. Work with staff to edit the Special Exception Permit application.</li> <li>5. Examine the 30% front occupancy in the Corridor and Downtown Mixed-Use zones.</li> <li>6. Parking in town</li> </ol>

ADDRESS	CUSTOMER NAME	ZONING CODE SECTION ie BULK AREA REGS 3.0	QUESTION/PROPOSAL	FINDING / OUTCOME
202 N 21 STREET	REED	ART 3, 4, 5	NEW HOME	ZONING PERMIT ISSUED
203 S 2 STREET	STARK	ART 3	CARPORT	ZONING PERMIT ISSUED
18380 HWY 145 #8	EBONY GRIDDLE	ART 4	RV PARKING PERMIT	ZONING PERMIT ISSUED
18380 HWY 145 #1	JUDY SIPE	ART 3	MOBILE HOME INSTALL	ZONING PERMIT ISSUED
315 CENTRAL UNIT B	SCOTT DARLING	ART 4	CHANGE OF USE	ZONING PERMIT ISSUED
109 S 6TH STREET	PHILIP CATRAIN	ART 3, 4, 5	GARAGE	ZONING PERMIT ISSUED
507 CENTRAL	JACOB CARLONI	ART 4	CHANGE OF USE	ZONING PERMIT ISSUED
1501 CENTRAL	KEVIN RICE	ART 4	CHANGE OF USE	ZONING PERMIT ISSUED

ADDRESS 715 RAILROAD 100 N 19TH STREET 108 N 9TH STREET	CUSTOMER NAME KKV DEVELOPMENT JERRY WHITED LYNN SIMMONS-COX	ZONING CODE SECTION ie BULK AREA REGS 3.0 ART 3, 4, 5, 7, 8 ART 4 ART 3, 4, 5, 7, 8	QUESTION/PROPOSAL REMODEL EXISTING RESTAURANT ZIRCON STORAGE UNIT DETACHED GARAGE	FINDING / OUTCOME ZONING PERMIT ISSUED TEMPORARY ZONING PERMIT ISSUED ZONING PERMIT ISSUED
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ADDRESS  
421 RAILROAD  
1603 CENTRAL AVE  
1110 MERRITT WAY

CUSTOMER NAME  
GALLOPING GOOSE  
MATT DOWNER  
TYSON ATTWELL

ZONING CODE SECTION ie BULK AREA REGS ART. 3  
ART 3, 4  
ART 3, 4, 7, 8, 13.26  
ART 3, 4

QUESTION/PROPOSAL  
UTILITY DECK  
SET BACK EXCEPTION/ ADDITION  
STORAGE SHED

FINDING / OUTCOME  
ZONING PERMIT ISSUED  
ZONING PERMIT ISSUED SPEC EXCEPTION PERMIT ISSUED  
ZONING PERMIT ISSUED

ADDRESS 18390 HWY 145 100 N 7TH	CUSTOMER NAME BROC SMITH REGGIE HAASE	ZONING CODE SECTION ie BULK AREA REGS 3.0 PERMITTED USE 4.0 ART 3.0 AND 4.0	QUESTION/PROPOSAL TINY HOME QUESTION	FINDING / OUTCOME NO ACTION
1501 CENTRAL 413 CENTRAL	JAN SWANSON OF THE BUWITY FAMILY OF CO.S STEVE WARD	PERMITTED USE 4.0 PERMITTED USE 4.0	CHANGE OF USE TO LONG TERM MOBILE DWELLINGS MINI STORAGE	RV PARK IS AND EXISTING NONCOMPLIANT USE BUT PERMITTED BY CONDITIONAL USE SHORT TERM OCC ONLY
901 RAILROAD OR 107 S 9TH ST	MARK COX	PERMITTED USE, INFRASTRUCUTRE	OUTDOOR SPORTS TOWERS.	NEED PRIMARY STRUCTURE BEFORE ACCESSORY STRUCTURE AND INFRASTRUCTURE IS \$\$\$ AND CHALLENGING
108 N 8TH	LACYEE HEATON	ART 3, 13.16	ACCESSORY STRUCTURE CHANGE OF OCCUPANCY, SPLIT LOT TO SELL	STRUCTURE NOT COMPLIANT IN SIZE AND SET BACKS. EXPENSE TO MODIFY OR ALTER STRUCTURE AND PROVIDE INFRASTRUCTURE

ADDRESS	CUSTOMER NAME	ZONING CODE SECTION ie BULK AREA REGS 3.0	QUESTION/PROPOSAL	FINDING / OUTCOME
18390 HWY 145	BROC SMITH	PERMITTED USE 4.0		NO ACTION
804 HILLSIDE	JOHNNY SAMORA	SITE PLAN 5.0	NEW HOME	ZONING PERMIT ISSUED
100 N 7TH	REGGIE HAASE	ART 3.0 AND 4.0	DECK	ZONING PERMIT ISSUED
208 N 20TH	MIKE HILL	ART 3.0 AND 4.0	DECK	ZONING PERMIT ISSUED
201 S 2ND	JEANNE RITSCHOF	ART 3.0 AND 4.0	COVERED PORCH	ZONING PERMIT ISSUED
402 RIVERSIDE	TROY CORDELL	ART 3.0 AND 4.0	CAR PORT	ZONING PERMIT ISSUED
209 CENTRAL	MAX GARCIA	ART 3.0 AND 4.0	CAR PORT	ZONING PERMIT ISSUED
45 RAILROAD AVE UNIT B	DOLORES FIRE PROTECTION DISTRICT	ART 3.0 AND 4.0	ACCESSORY BUILDING	ZONING PERMIT ISSUED
207 N 10TH	TEAL HOUSE LLC	ART 3.0, 4.0, 5.0	INSTALL MANUFACTURED HOME	ZONING PERMIT ISSUED