



## **Planning And Zoning Commission**

### **Agenda**

**June 3, 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 May 6, 2025 meeting.
8. Staff Reports
  - 8.1. Manager Reeves – verbal update on recent administrative activities, Attachment May Reports to the Board of Trustees
  - 8.2. Attorney Kelly – No report.
  - 8.3. Building Official Green –included in Managers report.
9. Commissioner Updates.
  - 9.1 Chairperson Robinson report to the Board of Trustees May 6, 2025, attached.
10. Discussion:
  - 10.1 Comprehensive Plan - updates for the statutory requirements.
    - a. List of statutory requirements provided by the Logan -Simpson group.

b. Title 16 of the Land Use Code regarding Affordable housing, one of the requirements for the Comprehensive Plan.

10.2 Start developing content related to the list of statutory requirements.

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**

**May 6, 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 6:37 p.m.
2. **Pledge Of Allegiance.** The group recited the pledge.
3. **Roll Call. Introduction of new member Megan Mustoe.**  
Present at the Meeting were Chairperson Robinson, Commissioners Mustoe, Kelly, and Nemanic, Ex Officios Curry and Peterson and Manager Reeves and Assistant Clerk Swope.
4. **Identification Of Actual or Perceived Conflicts of Interest.** None.
5. **Public Participation 5 minutes per person.** No other community members attended the meeting.
6. **Approval of the Agenda.**  
Commissioner Nemanic moved and Commissioner Kelly seconded to approve the agenda.  
Yes: All  
No: none
7. **Consent Agenda**  
**7.1 Minutes of the April 1, 2025 meeting.**  
Commissioner Kelly moved and Commissioner Nemanic seconded to approve the consent agenda consisting of the April 1, 2025 Minutes.
8. **Staff Reports**  
**8.1. Manager Reeves** – verbal update on recent administrative activities, Attachment April Reports to the Board of Trustees.  
Manager Reeves reviewed her manager’s report submitted to the packet. She told them

about the new hire for the vacant Building Official position. Other items of review were the Farmers Market, baseball and Little League and the town applying for the Daniels Foundation grant and Clean up Days operations for May 19 and 20. In land Use subject is a house on n 10<sup>th</sup> street needing a remodel but such effort will trigger the 50% rule for the flood plain regulation so the owner is opting for a tear down and Manufactured dwelling to be installed there on a foundation above the flood plain.

Manager Reeves will share the latest proposal for services relating to the public engagement requirement of the Land Use Code update project she received from the Logan Simpson planning company.

9. **Commissioner Updates.**

9.1 Chairperson Robinson report to the Board of Trustees April 1, 2025, attached.

10. Discussion: Comprehensive Plan Update (a one-page document for each of the sections below will be provided at the meeting)

**10.1. Comprehensive Plan's history and list of existing Town Planning documents.**

Chairperson Robinson used this handout to bring the Commissioners up to date on the history of the Comprehensive Plan development. Chairperson Robinson told the Commission about the creation of the first Action Plan. The committee, called Greater Dolores Action (GDA) created the plan with the help of Nancy McGarrigle, a Forest Service employee who guided the group through the development process. This plan development was crucial for the town to be eligible for grant funding from the Federal Government. There is one more document that is relative to the others. The "Dolores River Development Impact Analysis" produced by RPI Consulting Inc. This one will be reviewed and added to the existing documents data sheet .

The Commissioners would like to create a library of these documents that are accessible to the Commission. They talked about using a shared drive like Dropbox.

**10.2. Guidelines and regulations for creating/updating comprehensive plans.**

Commissioner Mustoe has been doing some research on the statutory requirements for creating and updating a Comprehensive Plan. She found that a municipality has to include several Components in the plan relating to housing, tourism and water supply etc. Mustoe will continue studying other cities' plans. She shared the Comprehensive Plan from Bennet Colorado as an example of a Plan that seems like a marketing strategy or promotional intent to "sell" the vision of Bennet to the viewer of the plan. Manager Reeves will reach out to the planning company Logan Simpson to see if they have a format for those things in their services.

**10.3. Development of an outline for updating Dolores' Comprehensive Plan:**

- **Additions**
- **Deletions, and,**

- **Sections to be revised.**

The Commission deferred this section to another meeting. They asked to have the information regarding statutory content and determine the overall responsibility for developing the Comprehensive plan.

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**

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Linda Robinson, Chairperson

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Ann Swope, Assistant Clerk

## **Town Manager's Update**

Submitted by Leigh Reeves, Town Manager

May 21, 2025

### **I. Grants & Funding**

#### **Daniels Fund Grant**

I'll be meeting with Jay Cruzan to talk about the baseball fields. We're working on a rough estimate for improvements, including better dugouts and new scoreboards. This is an important step in the grant process, and we're hoping to move on to the next round of funding.

#### **Phase II Water Project**

I've been in touch with Siobhan Yoest and Patrick Rondinelli to talk about funding the next part of our water system improvements. Unfortunately, EIAF (Energy and Mineral Impact Assistance Fund) grants have been canceled for the rest of 2025. We're aiming to apply in early 2026 and plan to coordinate funding from the EPA and CDPHE to make everything work together.

The Maintenance Team and I are meeting tomorrow with Catherine Carella from SGM to look at the first set of design ideas for replacing our water mains.

### **II. Community Cleanup – Spring 2025 Complete!**

Our spring cleanup was a big success! Justin, Audra and RJ hauled 15 tons of metal, 32 dump loads of green waste. Randy manned the roll offs at the shop. The admin team, moved a roll off of trash, appliances, furniture and electronics along with Trustee Roan, Josh Maule and Lee Halberg helped two residents that called in for help. Here's what we hauled away:

- 20 tires
- 6 beds
- 12 TVs
- A water pump, a keyboard, and an old stereo with a record player

Josh, Ann, Kelley, and I took three truckloads to the landfill. We also filled a trailer and brought it to our big dumpster at the shop. The Uptown Mobile Home Park filled their dumpster to the top!

I was really proud of the community. So many people took time to clean up their yards and properties—it made a big difference.

#### **Ordinance 564 – What's Next?**

- Several properties have been flagged for having unsafe or hazardous materials
- Many properties aren't cleaned up, we'll send the first warning letters next week.
- Property owners will have 14 days to take action
- If nothing is done, they may be cited and have to go to Municipal Court

### **Fire Risk Reminder**

It's going to be a hot and dry summer. Clean, well-kept properties don't just look nice—they help reduce the risk of wildfires. People who are keeping up their yards deserve support and thanks!

### **III. Community Center Updates**

- The Community Center Advisory Committee will now meet on the 3rd Tuesday of each month at 5:30pm.

#### **New Communication Plan for the Advisory Committee**

We want to make sure everything is open, fair, and clear:

- We will continue to take meticulous notes for our transparency records.
- Any unusual user requests will go through me or Fred to the Advisory Committee for discussion and investigation.
- The committee will work with the person or group who made the request to learn more.
- The committee will share their recommendation with the Town Board in person or in writing.
- We can discuss what y'all would like to do for an appeal process if the person/group isn't satisfied with the decision.

#### **Reminder for Trustees**

If a request is appealed to the Board, trustees must avoid weighing in early. If you've talked about the issue with the committee or the person making the request, you might need to step back from that vote.

### **IV. Building Department News**

Current Projects:

- A used bookstore is opening in the log cabin east of Montezuma's. No opening date yet.
- The Vibe (18398 Hwy 145), a new art gallery and coffee shop, plans to open on June 7.
- Ryan's work in the building department is sparking new ideas for development.
- One developer mentioned that our Land Use Code still feels a bit strict. After we finish the Comprehensive Plan, we may want to review the code again.
- Today, I'll be meeting with Chris Holkestad to sign papers to buy back 43 Porter Way
- The Sirens did go off last Sunday night around 7pm. In my discussions with the Sheriff and Dispatch it seems we had an electrical issue that will need to be investigated further. We had a post on the town FB page within in 20 minutes of the siren going off.

### **V. Resolutions & Board Action Items**

There are no resolutions or ordinances this time. After talking with the Mayor, we've decided to cancel the May 28th board meeting.

I will be on vacation during the week of June 9-13, returning Monday June 16th.

Enjoy your Memorial Day weekend!

Report to the Board of Trustees on the  
Planning & Zoning Commission meeting held  
May 6, 2025

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

<b>Agenda Item/Description</b>	<b>Discussion</b>
10. Discussion	<p>Comprehensive Plan Update - Commission reviewed of the following:</p> <p><b>10.1 Document: Comprehensive plan history and list of existing of Town Planning documents.</b></p> <ul style="list-style-type: none"> <li>Discussed the various documents, current events, issues and concerns that influenced the development of Dolores' first comprehensive plan in 1997. Emphasis on the many planning related documents can be foundational to the new revision of the Comp Plan.</li> <li>Added a couple more planning related studies and documents to the list, noted to by commissioners and staff.</li> </ul> <p><b>10.2. Document: Guidelines and regulations for creating/updating comprehensive plans.</b></p> <ul style="list-style-type: none"> <li>Reviewed DOLA and Colorado Municipal league goals for a Comprehensive Plan. Those are assigned to the chapters / subchapters of the Comprehensive Plan.</li> <li>Discussed the need to get the updated specific State legal requirements for inclusion in the Comprehensive Plan. Community input will expand on opportunities and concerns unique to Dolores.</li> </ul> <p><b>10.3. Document: Development of an outline for updating Dolores' Comprehensive Plan:</b></p> <ul style="list-style-type: none"> <li>Have staff get the list of current State Statute requirements for topics in the Comprehensive Plan.</li> <li>The Commission can start developing Dolores' version of the required comprehensive plan elements.</li> <li>The commission can revisit the topics currently addressed that are strictly related to Dolores' vision of itself, and add or delete others as a starting point.</li> </ul> <p>To do:</p> <ul style="list-style-type: none"> <li>Systematically discuss the items listed under 10.3, above, and document those.</li> <li>Discuss the proposal submitted by Logan Simpson for managing the community input of the Comprehensive Planning process.</li> </ul>
11. Future agenda items:	<p>These items are being retained on the agenda:</p> <ol style="list-style-type: none"> <li>Comprehensive Plan sub-plans, including: funding, weed management, watershed management, hazards mitigation, etc.</li> <li>Public outreach and education</li> <li>Work with staff to edit the Special Exception Permit application.</li> <li>Examine the 30% front occupancy in the Corridor and Downtown Mixed-Use zones.</li> <li>Parking in town</li> </ol>



**From:** Megan Moore <[MMoore@LOGANSIMPSON.COM](mailto:MMoore@LOGANSIMPSON.COM)>  
**Sent:** Friday, May 16, 2025 2:44 PM  
**To:** Leigh Reeves <[leigh@townofdolores.com](mailto:leigh@townofdolores.com)>; Kelly Naumann  
<[knaumann@logansimpson.com](mailto:knaumann@logansimpson.com)>  
**Cc:** Jen Gardner <[JGardner@LOGANSIMPSON.COM](mailto:JGardner@LOGANSIMPSON.COM)>  
**Subject:** RE: Dolores Comprehensive Plan - Public Engagement Scope

Hi Leigh,

Happy Friday! We did some digging into what it looks like Dolores would be required to do:

Elements that are required in Colorado's comprehensive plan statute (C.R.S. 30-28-106 and 31-23-206) include:

- A narrative description of the procedure used for the development and adoption of the comprehensive plan,
  - Including a summary of any objections to the comprehensive plan made by neighboring jurisdictions (defined in C.R.S. 24-32-3209(1)(h), and includes special district water providers per 30-28-106(3)(a.3)(I) and 31-23-206(1.3)(b))
- Recreation and Tourism
- [Three-mile Plan](#) (required of Regional Planning Commissions and municipalities)
- Housing Plan (most recent housing action plan adopted pursuant to C.R.S. 24-32-3705)
  - HNA required for municipalities with more than 1,000 residents
  - Housing action plans are required of local governments (except if they have experienced a 1% negative population change in the most recent decennial census):
    - With populations of 5,000 or more
    - With populations of 1,000 or more that participated in regional assessment; or
    - Deemed "rural resort communities" (as of January 1, 2024)
- HB 24-174
  - Strategic Growth (more guidance available early 2026)
  - [Water Supply](#) (additional guidance)
  - Not required if the community has not received funding to do so AND are municipalities with a population of 20,000 or less and have experienced negative population change, or with a population of 2,000 or less

Since from what I could find, the town has a population of about 950, so as long as you grow less than 50 people (!) it looks like you shouldn't have to complete the housing plan. It also looks like you may not need to address the Strategic growth and water elements as you're less than 2,000 people. Basically, the comp plan would have to address the highlighted items above.

As for a format, I'm told by one of our employees that used to work for DOLA that there really isn't a format for grant requests. She actually recommended reaching out to your regional rep, Patrick, which I think you've already done!

Hope this helps, but in case of any more questions feel free to reach out or give me a call!

MM

**Megan Moore, ASLA, Assoc. AIA**

**Logan Simpson**

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## Article 16: - Affordable Housing

### Section 16.1. - Statement of policy.

The Town of Dolores, Colorado, establishes the following affordable housing policies and definitions, adjustable as necessary to remain eligible for applicable sources of state and federal funding.

Dolores, Colorado, will aim to approve housing developments priced so that more rental households earning no more than 80 percent of the Area Median Income, and homeowners earning no more than 120 percent of the Area Median Income, can afford to live in the Town.

Where required by state or federal funding requirements, these standards shall be adjusted as follows:

Dolores, Colorado, will aim to approve, and as needed, annually increase the supply of new and existing housing so that more rental households earning no more than 60 percent of the Area Median Income, and existing homeowners earning no more than 100 percent of the Area Median Income, and first-time homeowners earning no more than 120 percent of the Area Median Income, can afford to live in the Town while paying no more than 30 percent of their gross monthly income for housing.

Affordable units shall be deed-restricted for a minimum of 50 years, or a length as determined by the Dolores Board of Trustees.

([Ord. No. 565](#), § 1(Exh. A), 7-10-2023)

### Section 16.2. - Expedited review.

#### A. Applicability and Process Modifications.

A site plan for a development project that includes at least 50 percent affordable housing shall be reviewed in accordance with the general approval procedures applicable to administrative review in Section 13.6, with the following modifications:

1. A community meeting shall be required for those projects that propose:
  - a. 10 or more total dwelling units.
  - b. 10,000 square feet or more of floor area; or
  - c. Development of 3 or more units on a lot adjacent to an existing single-family detached dwelling.

The community meeting shall be held no more than 60 days prior to submission of the project application. The Zoning Administrator shall be responsible for providing reasonable notice to the entire community of the meeting time and location along with an opportunity to submit comments for at least seven days following the meeting. The applicant shall be responsible for providing a project summary to the Town at least 15 days prior to the community meeting.

The total time between when the affordable housing site plan application is determined to be complete and a determination on the site plan shall not exceed 120 days. Applicants shall have 20 days to resubmit revised documents to address comments from the Town or the application shall be considered inactive and abandoned.

#### B. Applicable Standards and Adjustments.

The project shall comply with all applicable LUC requirements with the following exceptions:

1. Vehicle parking shall be provided in accordance with Table 8.1 except that off-street parking for affordable housing units shall be provided at a minimum of 1 space per dwelling unit.
2. Bicycle parking: Long-term spaces shall be provided for single-family attached or multifamily developments as follows: 2 plus .05 per bedroom calculated across the entire development,

including market-rate units. Long-term bicycle parking shall be covered, enclosed, and secured to the maximum extent practicable. Long-term bicycle parking may be located inside a building.

3. Section 13.5 Administrative Adjustments may be requested for any applicable standard except vehicle and bicycle parking.

C. Development Timing and Construction.

The construction of affordable units in any development approved through this process shall be timed such that the units shall be constructed and pass final inspection concurrently or prior to the market-rate dwelling units in that development.

D. Submission Requirements.

The following information shall be submitted either on the site plan or with an application for expedited review, as determined by the Zoning Administrator:

1. Name of proposed development.
2. Sworn proof of ownership and a notarized letter of authorization from the landowner permitting a representative to process the application.
3. The land area and legal description.
4. The proposed land use and the area of each use in square feet.
5. The existing zoning of the property.
6. The zoning and residential density of all adjacent properties.
7. Public and private utility service lines and/or main lines with appurtenances.
8. Title certificate or abstract of titles covering all lands to be conveyed to the Town.
9. Current tax information.
10. If the application involves public improvements:
11. Preliminary construction plans for the proposed public improvements including street plan and profile sheets, storm drainage improvements plans and other improvements.
12. A preliminary pavement design report.
13. A Traffic Study, if required elsewhere in the Code.

A draft Affordable Housing Agreement with the Town that documents how the applicant will meet the requirements of this section. The Affordable Housing Agreement shall be in a form approved by the Town Attorney.

Signature blocks for the Zoning Administrator and Planning and Zoning Commission chair.

([Ord. No. 565](#), § 1(Exh. A), 7-10-2023)