



**Planning And Zoning Commission  
Agenda**

**May 6, 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. Introduction of new member Megan Mustoe.
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 April 1, 2025 meeting.
8. Staff Reports
  - 8.1. **Manager Reeves** – verbal update on recent administrative activities, Attachment April Reports to the Board of Trustees.
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.**
  - 10.2. Guidelines and regulations for creating/updating comprehensive plans.**
  - 10.3. Development of an outline for updating Dolores' Comprehensive Plan:**

- **Additions**
- **Deletions, and,**
- **Sections to be revised.**

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**

**April 1, 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 6:40 p.m.
2. **Pledge Of Allegiance.** The group recited the pledge.
3. **Roll Call.** Present at the meeting were Commissioners Powell, Tucker, Kelly and Nemanic, Chairperson Robinson, Ex Officios Peterson and Curry and staff members Reeves and Swope.
4. **Identification Of Actual or Perceived Conflicts of Interest.** None stated.
5. **Public Participation 5 minutes per person.** Megan Mustoe was the only in person member while there was one attending by zoom. Ms. Mustoe is interested in the ongoing discussion about the Comprehensive Plan update project.
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 the March 4, 2025 meeting.** Commissioner Nemanic moved and Commissioner Kelly seconded to approve the Consent Agenda.  
Yes: All  
No: none
8. **Staff Reports**  
**8.1. Manager Reeves** – verbal update on recent administrative activities, Attachment March Reports to the Board of Trustees.  
Items of interest were the planning for the events managed through the Chamber and

Greater Dolores Action Group and the Dolores Rotary Club.

These events are back in the traditional places and will be administered the same way. The town is now administering the Farmers Market and will allow vendors from all around to participate without fees and a few rules to participate such as set up times and area and state and county health regulations.

**8.2. Building Official Doudy – attachment March report to the Board of Trustees**

No comments or questions from the Commission were made.

**9. Commissioner Updates.**

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

Ex Officio Peterson will have an employee of the grocery attending the Ag Expo. The town put together an informational sheet to hand out to local farmers there.

**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.**

The Commission discussed formulations of what the revised Comprehensive Plan would need. For instance, the introduction might describe the accomplishments of the community regarding the goals and objectives of the original Plan. Updating all the tables and replacing outdated reports could be done in-house. The final element would be the community input for identifying future objectives and goals. Manager Reeves does now have encouragement from our Department of Local Affairs representative to pursue a planning grant. The Town Board would have to approve spending reserves for the match unless funding for the match could be found. The Commissioners asked Reeves for information about Colorado Fencing law. The Commissioners will examine a list of tables and reports that can be updated without community involvement. The Commission assigned themselves to continue reviewing the Comprehensive Plan for needed updates and identify elements for new goals and objectives. They would also like to determine the elements of the 3-mile area of influence with regards to the authority of the town with the County on development proposals. Determine what the town needs and how to assert influence in specific detail. The area in the 3-mile area includes Granath mesa and Haycamp area. Ridgeline development, public utilities, health and safety, fire hazards, road development and maintenance, are some of the detail that would be included in the detail. Also, the history section of the Comprehensive Plan could be worked on to add more layers of historical information including archeology. Commissioner Powell referred the Commissioners to the historical Assessment document which has a detailed history of the Dolores River area in the introduction.

Manager Reeves referred the Commission to an article prepared for the Montezuma County Commission concerning housing in the three incorporated areas of the county. This article was prepared to apply for the Prop 123 Housing funding. The Commissioners

discussed reaching out to professional review for suggestions and advice on the updating revisions to the Comprehensive Plan. They consider dividing the plan up to assign to the Commission to work on. To get information from the community the efforts might be hosting an information booth at Farmers Market. Another idea is to conduct a survey.

Inventory the updatable items in the existing plan.

Manager Reeves can gather the demographic data and will work on updating the tables. look at the brainstorming the commission did in 2023 regarding projecting the future Dolores in 20 years.

The Commission will complete their review of the plan and submit thoughts and suggestions for updating the objectives and goals and any other area that needs to be changed.

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.** The meeting was adjourned at 8:15 p.m.

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Linda Robinson, Chairperson

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Ann Swope, Assistant Clerk



**To: Dolores Town Board**

**From: Leigh Reeves. Town Manager**

**Date: April 9, 2025**

### **Community Center & Facilities**

- **Oven Inspection:** We're still working with Hobart to get the new oven inspected and properly set up so the warranty can be activated.
- **Early Painting Help:** Dave Harper got an early start on his summer work by painting parts of the community center. He's already painted the doors, foyers, kitchen, and the small southeast room.
- **Quilt Shed Request:** The Dolores Mountain Quilters have asked if they can place a 10 x 20 shed on community center property to store their quilt display items.
  - **Pros:** They're an important part of our community, and this would give them a central, easy-to-access storage space.
  - **Cons:** It would be one more structure on the property, and depending on the location, it might take away some parking spaces.

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### **Property & Development Updates**

- **Property Purchase Proposal:** We have a proposal (Resolution 651) to buy the property at 43 Porter Way for \$55,000. This wasn't included in our budget for the year, so the money would need to come out of our reserves. I'd like your approval to explore how we can keep this land under town ownership. It's a small piece of land that wouldn't easily qualify for a conservation easement.
- **P&Z Commission Vacancy:** With Mark Tucker's retirement, there is one open seat on the Planning & Zoning Commission. Commissioner Nemenic is up for reappointment. We have two strong candidates for the open position: Megan Mustoe and Cathy Lilly, both town residents who care deeply about Dolores' future. Their letters of interest are in your board packet. This is Resolution 650.
- **New Business at 18398 Hwy 145:** A new tenant is planning to open an art gallery and coffee shop. David and I walked through the building with her to go over what's needed. The renter will need to:

- Pay past-due water bills,
    - Get a backflow preventer inspection before the water can be turned back on.
  - Used Bookstore Opening: I'll be meeting on Monday, April 14th with someone interested in opening a used bookstore in town.
  - The property West of the Exxon building received a technical grant to find funding for affordable rental units. They have several ideas that could bring in 8-10 rental units of 1 bedroom and 2 bedroom floor plans.
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### **Grant & Funding Updates**

- FEMA BRIC Grant: Unfortunately, the federal government has canceled all BRIC funding, which affects our grant for engineering a stormwater emergency plan.
  - Fishing is Fun Grant: We should know in the next few weeks if we're getting more funds from Colorado Parks & Wildlife (CPW).
  - Comprehensive Plan Funding:
    - I'm working with Logan-Simpson on a communication plan for our updated comprehensive plan.
    - DOLA has given us the green light to apply for a grant to help pay for this.
    - The estimated cost is \$40,000 for the communication work and \$10,000 for expert consulting, totaling \$50,000.
    - Town staff is updating as much demographic info as possible using U.S. Census and state data on the comp plan to save on consulting fees.
    - There's currently no legal requirement to update comp plans, but that may change soon, possibly requiring updates every 5 years.
    - If we apply, we'll need to provide a 50% match (about \$25,000). I'll need direction from the board on whether to move forward.
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### **Town Maintenance & Parks**

- Street Work: Our team is still sweeping the streets and has also started road grading to smooth out bumps caused by winter weather and rain.



- **Baseball Field Prep:** We're helping the local baseball league get the fields ready for the season. Unfortunately, we didn't get enough data from the school or the league to apply for a Daniels Fund grant.
- **Flanders Park Restroom Security:** We installed a security camera to protect the new restroom and the \$15k water filling station from vandalism.
- **Park Murals:** I'm working with the school district to restore or repaint the faded murals in JRP and Riverside Parks.
- **Event Permits & Alcohol Sales:** I'll be meeting with Scott Clow, Susan, Tammy, and the Sheriff to discuss permits for Riverfest. I previously met with Susan, Tammy, Val, Deanna and the Sheriff about the Rotary Club, and Chamber events. Before approving these, we should discuss whether we want to allow beer and wine only, or hard liquor too. Tax licenses will be required for these events.
- I have a call out to the Escalante softball tournament co-ordinator. The Sheriff has requested he pay for two deputies to manage this event. I need direction from the board as we may need to rescind his permit. Last year there were several broken windshields and softballs going into traffic on the highway.

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### **Community Cleanup & Farmers Market**

- **Spring Cleanup Flyers:** We've posted two flyers—one with general info about cleanup days, and another asking for volunteers.
- **Volunteer Support:** Some residents need help bringing green waste or bulky items to the curb. We're looking for volunteers to assist.
- **Farmers Market Music & Food Trucks:** Staff needs clearer guidance on whether we'll pay musicians and how much we can offer. We've also had interest from food trucks and musicians who want to join the market.
- I will be working with the owner of the Mobile Home park at 18396 Hwy 145. It is an extreme fire danger due to all of the trash and old debris shoved in the spaces between the mobile homes and the fences.. Additionally, it is 10 feet on the property of the owner to the East and he is trying to make his property fire defensible for this coming dry season. I will be consulting with Jon on the best way to get this resolved.

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### **Technology & Administration**

- David Doudy has officially retired. He has worked here for the last 6+ years. He has definitely made the town a safer place to be. We will continue his work on health and safety issues and a reduction in flood insurance cost through FEMA.
- I will be working with a contract building inspector to get what the town needs to continue its exemplary building department. We will follow Health and Safety ICC, building codes moving forward, as we do now. We of course still need builders to come to town hall for their permits. Starting next week, we will have building staff here on Tuesdays and Fridays to do inspections and answer questions. We will also host a meeting with contractors on a date yet to be determined.
- Zoom & Teams Transition: Kelley and I will be running the Zoom portion of our meetings from now on. We're thinking about switching to Microsoft Teams, which would help improve security and cut costs.
- Wi-Fi & Camera at FP: Netforce finished installing a new camera at Flanders Park restroom. We had a brief issue with the internet connection, but it's now fixed. The Wi-Fi password is posted in the park.

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### **Citizen & Business Communication**

- 11th Street School Safety: I'm working with a resident on 11th Street to fix a safety issue. Cars are parking near a stop sign at 11th and Hillside, forcing kids to walk or bike into the street on their way to and from elementary school.
- Town Hall Incident: On March 31st, a business owner became upset after being asked about a business license. He entered Townhall and the Assistant Clerk's office, yelling and refusing to leave. The police were called, and we now have a police report and case number. Thankfully, no one was hurt.
  - The incident showed us that our building security needs improvement. We will:
    - Add a door connecting the clerk's office to the Sheriff's office, so staff has an emergency exit.
    - Install a panic button that connects directly to 911 dispatch.
  - I wasn't in the office that day, but I've since spoken with the business owner, and we've resolved the issue.

- Water Main Leak: There was a leak on Merritt Way, and we had to shut off water for 2–3 hours. I called all the affected homeowners to give them a heads-up. I'm trying to be more proactive with citizen communication when issues arise.
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**To: Dolores Town Board**

**From: Leigh Reeves. Town Manager**

**Date: April 23, 2025**

### **Community Center & Facilities**

- Oven Inspection: Still working with Hobart to get a proper installation for the oven.
  - Working with DCC advisory board to better define roles.
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### **Property & Development Updates**

- Working with Jon to complete the sale of 43 Porter Way, which will be completed by May 20<sup>th</sup>.
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### **Grant & Funding Updates**

- Fishing is Fun Grant: We received \$68K more funds from Colorado Parks & Wildlife (CPW). This will bring our total to \$138K for the Fishing is Fun project.
  - Comprehensive Plan Funding: We will be working with new commissioners and staff to update where we can on our own.
  - Still working through SLRFR training to complete our Covid recovery grant. Our April report has been completed.
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### **Town Maintenance & Parks**

- We have started the full season of park maintenance. We have fixed sprinklers and are working on marking for Riverfest which is 6 weeks away. We will be bringing the liquor permits for this season to you at the first meeting in May.
  - We have received no feedback about our new 4-way stop sign at Riverside.
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### **Community Cleanup**

- Spring Cleanup Flyers: We've posted two flyers—one with general info about cleanup days, and another asking for volunteers.
  - We received two volunteers to help other citizens get ready for clean-up days.
  - I will be working with the owner of the Uptown Mobile Home Park at 18396 Hwy 145. Kelley and I created a separate flyer with input from Ann to get a roll-off onto this property.
  - While traveling about town I have identified several places that need clean-up to be fire defensible space. We will be talking about this at our workshop next week.
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### **Building Department & Code Enforcement**

- Ryan Greene will be at our workshop next week. I have included his resume. For your consideration, he will be our new contracted building inspector. He has credentials in both residential and commercial inspection, health and safety, and plan approval.
- We have three projects underway currently with two more in the planning stage. The new owners of 100 Railroad were quite upset with the cost of permits for enhancing their building. We will be discussing this issue at our next workshop.
- Ryan and I will be meeting with one applicant as their drawings came in without enough information to approve the project.
- We will be discussing our ordinances

Report to the Board of Trustees on the  
Planning & Zoning Commission meeting held  
April 1, 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. Commission review of the 1997 Comprehensive Plan and the 2019 Comprehensive Plan review conducted by the P&amp;Z commissioners. What follows is a synopsis of the commissioners’ discussion of the status, updates, and new topics—following with suggestions about how P&amp;Z might proceed with the comp plan update.</p> <ul style="list-style-type: none"> <li>• Mark: We have a comp plan, so are not starting from nothings. We should integrate the 2019 comp plan review with the 1997 comp plan into a single document. Identify those goals/objectives that have been met, say so, and eliminate them from the report. Have everything in one place and move forward from there.</li> <li>• Community survey. Where is it? It was conducted by James Dietrich, Center for Community Development at Fort Lewis College (and now a staff member at Montezuma County).</li> <li>• Topics to add to comp plan: Wildfire mitigation. How town interfaces with AG community. How town interfaces with – Tourism, recreation. CSU – agri-tourism.</li> <li>• Tourism and Recreation are a comp plan topic that is required by DOLA.</li> </ul> <p>To do:</p> <ul style="list-style-type: none"> <li>• Put emphasis on priorities, making more specific what needs to be done and in what order.</li> <li>• Identify potential grantors. Determine their expectations for awarding funding align the potential organization and content of Dolores’ updates to be responsive to grantors’ requirements.</li> <li>• More discussion about 3-mile influence area. What do we want to do? What can we do?</li> <li>• Mark thinks that the County is updating their LUC and comp plan. Dolores should coordinate with the County.</li> <li>• Identify and integrate previous relevant documents. Ann will prepare an inventory of documents relevant to the comp plan that can be easily updated. Leigh will work on some of the demographic info.</li> <li>• Linda asked the commissioners to prepare lists of topics that should be deleted / added to the comp plan for the May 6 P&amp;Z meeting.</li> </ul>
11. Future agenda items:	<p>These items are being retained on the agenda:</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. Public outreach and education</li> <li>3. Work with staff to edit the Special Exception Permit application.</li> <li>4. Examine the 30% front occupancy in the Corridor and Downtown Mixed-Use zones.</li> <li>5. Parking in town</li> </ol>

## **Town board April 14, 2025**

### **Building Official report**

#### **Current projects:**

1. #1140 - Final
2. #1169 – Ice and Water inspection
3. #1153 - Final
4. #1178 – Insulation inspection
5. #1147 – Final
6. #1178 – Drywall inspection
7. #1175 – Framing inspection
8. #1181 – Framing Inspection
9. #1169 – Water and sewer line inspection
10. #1175 – Insulation inspection

#### **New permits: 1 permit - \$465**

1. #1181 - Deck

#### **Consultations - Phone and in person**

18 Phone and in-person

#### **Construction Inspections**

15

#### **Future projects on the horizon:**

None reported

#### **Business Inspections**

3

**Food trailer/truck inspections**

1 attempted

**STR Inspections**

None

**Internet Technology**

No report

**SPECIAL PROJECTS**

None

**STR's**

One application being submitted

**Compliance issues**

Grease trap binders have been distributed

**Other items**

None this period