

PLANNING AND ZONING COMMISSION

AGENDA

SEPTEMBER 12, 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 the August 1, 2023 meeting
8. Staff updates.
9. Commissioner Updates.
10. Discussion: Comprehensive Plan planning matrix, Comprehensive Plan Relevant Documents.
11. Future agenda items:
12. Adjournment

PLANNING AND ZONING COMMISSION

MINUTES

AUGUST 1, 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.** Chairperson Robinson called the meeting to order at 6:36 p.m.
2. **PLEDGE OF ALLEGIANCE.** The group recited the pledge of allegiance.
3. **ROLL CALL.** Present at the meeting were Chairperson Robinson, Commissioners Watters, Powell, Tucker, and Heeney. Staff present, Manager Charles, Building Official Doudy, and Assistant Clerk Swope.
Absent were Ex Officio Lewis and Youngquist.
4. **IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.** None stated.
5. **PUBLIC PARTICIPATION 5 minutes per person. No other persons attended the meeting.**
6. **APPROVAL OF THE AGENDA**
Commissioner Tucker moved and Commissioner Powell seconded to approve the agenda.
Yes: all
No: none.
7. **CONSENT AGENDA**
7.1 Minutes of the June 6, 2023 and June 20, 2023 meetings.
Commissioner Tucker moved and Commissioner Watters seconded to approve the corrected minutes.
Yes: all
No: none.

8. Staff updates.

Manager Charles spoke about the \$25K Comprehensive Plan Update budget line item and reviewed the DOLA documents relating to Comprehensive Plans and 3-mile area of influence. He tied the Comprehensive plan project to some of the ongoing grants the town is involved with. One is the Grant for resource conservation coalition that will fund an administrator of the coalition. The other is Montezuma County urban growth area plan funded through a tourism grant and administered by the County Economic Development office.

The application process for the planning grant is a rolling cycle and the Town needs to submit a letter of intent whenever they want to start the update and request funding. The Commission discussed a timeline for getting ready to request funding by January 2024.

Building Official Doudy updated the Commissioners about the Insurance Services Office(ISO) rating. The best score a town can earn is 1; the lowest is a 10. The first time Doudy got a rating the town had a 10 because the adopted Building Codes were out of date. The second time he got rated the town had updated the Building Codes and improved their record keeping. The score is 4 for Residential code and 5 for Commercial code. The towns around Dolores have higher (worse) ISO ratings than Dolores does now. A big credit goes to the Board of Trustees for updating the Building Codes. The outcome for the community may result in lower premiums from the insurance companies because the towns efforts have lowered the risk of property damage.

9. Commissioner Updates. Commissioner Powell will email staff the table of documents and events she has compiled relating to Comprehensive Plan development.

11. Future agenda items: Comprehensive Plan study and prioritizing.

12. Adjournment. The Commission will make a one-time change to the next meeting from September 5, 2023 to September 12, 2023.

The meeting was adjourned at 7:30 p.m.

Linda Robinson, Chairperson

Ann Swope, Assistant Clerk

To be integrated into the DRAFT Goals, Comprehensive Plan Outline, and Timeline table
 which was reviewed at the 11/1/2022 P&Z meeting

Existing Documents with Content Relevant to the Comprehensive Plan		
Date	Document Title	Produced by
1996 1997 1998	Action Plans	Greater Dolores Action
		<ul style="list-style-type: none"> • How this Effort Came to Be • A Vision for the Greater Dolores Area • Greater Dolores Action Mission Statement • The Greater Dolores Area • What Is an Action Plan and Why is it Important? • The Process of Developing an Action Plan • Major Issues Identified by Dolores Area Citizens • Building the Plan • Partnerships and Collaboration • 1-2 year Goals • On-going Process for Amending the Action Plan • Appendix A: The Action Plan • Appendix B: Filters for Prioritizing Projects • Appendix C: Vistas Newsletter, Vol. 1, No. 2 (1996 Action Plan only)
1997	Comprehensive Plan, adopted September 8, 1997	Town of Dolores
		<ul style="list-style-type: none"> • Introduction: Authorization, Applicability, Vision Statement • Existing Conditions • Goals and Objectives • Future Land Use • Annexation Plan • Implementation • Bibliography
1999	Master Streets Plan	Town of Dolores, P&Z Commission
20??	Trails Plan	Parks and Rec Commission
2019	1997 Town of Dolores Comprehensive Plan Review	Town of Dolores, P&Z Commission
		<ul style="list-style-type: none"> • Text and maps that serve as a vision and policy statement about Town goals and desires for lands that are planned for inclusion in the Town of Dolores – the Urban Services District. • Mentioned at 1/10/2023 P&Z meeting as another document relevant to master planning and the comp plan • Review of the 22-year-old Comprehensive Plan to inform the process of preparing a grant proposal to support updating the Town’s land use code. • The 15-page review is organized by Comprehensive Plan sections, with recommendations for updating content to reflect current conditions.

Date	Document Title	Produced by	Summary of Contents
2021	Dolores Strategic Plan, 11-14-2021, Version 3, revised 12-17-2021	Town of Dolores Board	<p>Excel table identifying 5 goals (each with specific objectives) derived from the Town's 2021 Vision Statement: We seek smart growth that preserves character, economically and naturally sustainable prosperity that does not threaten our character, citizens, natural environment, or our resources. We aspire to be a community that feels like a safe place to stay, where people know and value their neighbor, respect differing views, co-exist with our natural environment, and strives to be economically stable.</p> <ul style="list-style-type: none"> • Goal 1: Foster an Environment of Fiscal Stability and Sustainability with a Focus on Public Safety and Infrastructure • Goal 2: Preserve and Protect the Natural Environment in and around the Town • Goal 3: Oversee Directed Growth in Diversification of Housing and Economic Development • Goal 4: Oversee Directed Growth in Diversification of Housing and Economic Development • Goal 5: Invest in Community Quality of Life including Town Parks and Providing Access to Health Services for all Citizens
2021	Joe Rowell Park community surveys	Town of Dolores – Parks & Recreation committee	<p>Questionnaire responses from 42 respondents:</p> <ul style="list-style-type: none"> • 21 within Town • 15 within 5 miles of Town • 6 living >5 miles from Town <p>Brief statements or words, color-coded to identify similar responses among respondents</p>
2021	Report for Dolores – Joe Rowell Park Master Plan Questionnaire	Town of Dolores – Parks & Recreation committee	<p>Questionnaire responses from 66 respondents; 57 of the responses are complete, 8 are partial. 35 of the respondents answered “yes” to the question: Have you provided input prior to this? Respondents offer their opinions about an early draft of the color-coded aerial photograph, showing existing and proposed new features in the next row that is titled the “Joe Rowell Park Master Plan.”</p>
2022	Joe Rowell Park Master Plan – Draft 8/31/2022	Town of Dolores – Parks & Recreation committee	<p>Color-coded aerial photograph, showing existing and proposed new features. Is there a text report to accompany this illustration?</p>
2022	Dolores Community Survey Results	Town of Dolores	<p>Results of an on-line survey soliciting respondents’ opinions about:</p> <ul style="list-style-type: none"> • Why they live/own property in Dolores • Workforce housing • Growth and expansion • Environmental protection • What might cause respondents to leave Dolores • Rank-order importance of various topics to the community over the next 10 years • Rating of Town services • Suggestions for change

COMPREHENSIVE PLAN

DRAFT Goals, Comprehensive Plan Outline, and Timeline – revised after discussion at 11/1/2022 P&Z meeting
 (request to add Board strategic plan excel list and P&Z review of 1996 Comp Plan plus 1997 GDA Action Plan)
 SP note to self: design new table listing all prior formal planning documents and contents

Note to Planning & Zoning commissioners and Town staff: What follows is a draft intended to encourage constructive conversation. There are three tables on the following pages.

- The first outlines Colorado Municipal League goals for comprehensive plans
- The third outlines where we want to be at the beginning of FY 2024
- The second outlines possible content and is probably where our discussion should focus at tonight’s meeting:
 - What will be included?
 - Who’s going to do the work?
 - Which community members should have input?
 - When do we start working on it?

Comprehensive Plan Goals – from CML Master Plan Primer		
Goals – from DOLA Master Plan Primer	Notes / Links to Comprehensive Plan Outline (below)	Tasks for P&Z
1. State and promote broad community values in the plan goals, objectives, policies and programs 2. Establish a planning process for orderly growth and development, and economic health	Develop a process to engage the public, gather their input, and integrate into the vision, mission, and Comp Plan Outline Much of this is in the 2022 LUC; cross reference the new Comp Plan clearly and explicitly to the 2022 LUC	Ensure that this goal is being met and will be discussed in the updated Comprehensive Plan. Mayors, boards, managers of: <ul style="list-style-type: none"> • Cortez • Mancos • Towaoc • Montezuma County • Dolores County • Ute Mountain Ute Tribe • Federal and state land managers • Montezuma County Heritage Museum
3. Provide for a balance between the natural and built environment	Review existing conditions <ul style="list-style-type: none"> • Brief history • Physical setting • Steep slopes • Floodplain areas 	<ul style="list-style-type: none"> • Montezuma County • Federal and state land managers

	<ul style="list-style-type: none"> • Wildlife habitats • Existing land use patterns 		
4. Provide for coordination and coherence in the pattern of development	<ul style="list-style-type: none"> • Review existing conditions • Brief history • Benchmark of current community values • Physical setting • Cross reference to updated LUC 		<ul style="list-style-type: none"> • Montezuma County
5. Balance competing interests and demands	<ul style="list-style-type: none"> • Prioritize essential services and maintenance • Consider budgetary constraints and opportunities 		P&Z, mayor and board, civic groups, public meetings
6. Reflect regional conditions and consider regional impacts			
7. Address both current and long-term needs			

**Draft Comprehensive Plan outline – Draft Components for the proposal scope of work –
Information from 1997 Comp Plan, 1996 Action Plan, and CML Comprehensive Plan Road Map**

Meets Goal # ??	Major and Secondary Headings	Tasks for P&Z	Possible Partners
<p>1. State and promote broad community values in the plan goals, objectives, policies and programs</p>	<p>Introduction</p> <ul style="list-style-type: none"> • Community Engagement • Authorization, and Applicability (CRS citations) • Statement of Objectives, Policies, and Programs • Comp Plan organization 	<p>Coordinate with mayor and town trustees on content</p>	
<p>3. Provide for a balance between the natural and built environment 4. Provide for coordination and coherence in the pattern of development 6. Reflect regional conditions and consider regional impacts 7. Address both current and long-term needs</p>	<p>Plan’s relationship regional plans and trends</p> <ul style="list-style-type: none"> • Economic growth potential and opportunities • Land-use inventory and capacity 		
<p>1. State and promote broad community values in the plan goals, objectives, policies and programs 2. Establish a planning process for orderly growth and development, and economic health 3. Provide for a balance between the natural and built environment 4. Provide for coordination and coherence in the pattern of development 6. Reflect regional conditions and consider regional impacts 7. Address both current and long-term needs</p>	<p>Specific topics:</p> <ul style="list-style-type: none"> • Land use <ul style="list-style-type: none"> ◦ Residential – Commercial Transition • Cultural, Historical, and Social Setting <ul style="list-style-type: none"> ◦ Historic Preservation ◦ Housing, including attainable housing ◦ Diversity, Equity, and Inclusion • Natural Setting • Proposed Light Industrial / Business Park • Town Appearance, Streetscape, Community Image • Transportation: Highway, streets, sidewalks, trails, bicycles, ORVs 		

	<ul style="list-style-type: none"> • Recreation and Tourism (note: this is a required topic) • Educational Facilities • Public Facilities and Services • Energy • Future land use patterns • Urban Influence Area 		
<p>5. Balance competing interests and demands 7. Address both current and long-term needs</p>	<p>Compliance – Cross-reference to 2022 update of the land-use code</p>		
<p>5. Balance competing interests and demands 7. Address both current and long-term needs</p>	<p>Enforcement (new topic)</p>		
<p>7. Address both current and long-term needs</p>	<p>Maintaining and updating the plan</p>		

Timeline – FY 2023 and FY 2024			
Components	Tasks for P&Z	Partners	Team Leaders
FY 2023	Review goals; add or delete as necessary	Town staff, mayor and board of trustees	P&Z chair, Town Manager, Mayor
	Develop comp plan outline with major topics and subtopics	Town staff, mayor and board of trustees	P&Z chair, Town Manager, Mayor
	Work with Town Manager to convert outline into a scope of work for the grant proposal	Town staff, mayor and board of trustees	P&Z chair, Town Manager, Mayor
	Develop a budget to support all comp plan activities, including a contractor	Town staff, mayor and board of trustees	P&Z chair, Town Manager, Mayor
	Write and submit grant proposal	Town staff, mayor and board of trustees	P&Z chair, Town Manager, Mayor
	Ensure that match and/or any additional funds are included in the Town's FY 2024 Budget	Town staff, mayor and board of trustees	P&Z chair, Town Manager, Mayor
	Hire a comp plan contractor to begin work in FY 2024		
FY 2024			
	P&Z works with comp plan contractor to complete a revised plan by EOY	Town staff, mayor and board of trustees	Comp plan contractor, P&Z chair, Town Manager, Mayor
	P&Z public hearings		
	Town Board public hearings		
	P&Z formal recommendation		
	Town Board vote		