



**Planning And Zoning Commission
Agenda**

March 4, 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 February 4, 2025 meeting.
8. Staff Reports
 - 8.1. **Manager Reeves** – verbal update on recent administrative activities, Attachment February Reports to the Board of Trustees
 - 8.2. **Attorney Kelly** – No report.
 - 8.3. **Building Official Doudy** – attachment February report to the Board of Trustees
9. Commissioner Updates.
 - 9.1 Chairperson Robinson report to the Board of Trustees February 4 2025, attached.
10. Discussion:
 - 10.1 Comprehensive Plan - public outreach. Review the Commissioners' input on the form presented by Commissioner Tucker in February. The goal of this exercise is

to identify potential issues, solutions and references. The expected outcome is to agree on a process.

10.2 Updating demographic data for 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



**Planning And Zoning Commission
Minutes**

**February 4, 2025 6:30 p.m.
601 Central Ave Dolores Co. 81323
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1. **Call To Order.** The meeting was called to order at 6:32 p.m.
2. **Pledge Of Allegiance.** The group recited the pledge.
3. **Roll Call.** Present at the meeting were Chairperson Robinson, Commissioners Powell, Tucker and Kelly, Ex Officios Peterson and Curry and Staff members Manager Reeves and Assistant Clerk Swope.
4. **Identification Of Actual or Perceived Conflicts of Interest.** No one declared any conflicts with the agenda items.
5. **Public Participation 5 minutes per person.** No one of the two community members attending by Zoom made any comments.
6. **Approval of the Agenda.**
Commissioner Kelly moved and Commissioner Tucker seconded to approve the agenda.
Yes: all
No: none
7. **Consent Agenda**
7.1 Minutes of the January 7, 2025 meeting.
Commissioner Tucker moved and Commissioner Kelly seconded to approve the minutes with the title corrected to “Minutes” from “Agenda.”
Yes: all
No: none.
8. **Staff Reports**
8.1. Manager Reeves – verbal update on recent administrative activities, Attachment December Reports to the Board of Trustees. Notice of the pending Commissioner

vacancy in April.

Manager Reeves updated the Commissioners on items the Board of Trustees reviewed and learned about in January.

The Crisis Intervention Program that was previously funded by the County will be funded by municipalities who will pursue grants to sustain the program. It is a beneficial program that just recently served a Dolores community member.

The property owner west of Kelly's Kitchen has obtained a technical grant from Colorado Housing Finance Authority to investigate the potential use of the property, ideally mixed use. Manager Reeves proposes that the space currently used by Kelly's and the Gift shop trailer would be determined to fulfill the required 30% ratio of commercial use. There was no pushback from the Commissioners.

Start Up Colorado, an economic development agency that provides support for new businesses with planning, funding, and development, will be visiting Mancos soon. Commissioner Powell would like to know the tax designation of that property. The County has a higher tax rate for vacant and commercially designated properties than residential properties. Trustee Curry reports that his residential property is taxed at a commercial rate because he owns a Short-Term Rental business. Commissioner Kelly asked him how the County determines that he has a commercial property. He says it is sales tax reporting.

The Bike Park project will be receiving the first of four cash installments for \$184,000. Construction will begin in late June and be completed in October. The Lost Canyon Bike Club will be fundraising the \$800,000 match. They will also be pursuing donations from the Bike industry's foundations and companies.

The State of Colorado Wildfire Resiliency board held a meeting to address methods to create resiliency in existing properties. Regulations for certain types of exterior finishes to structures are going to be enforced by mandate within the communities with wildfire hazards. Other standards include landscaping, trees, and clearances of the landscaping. Chairperson Robinson has been tracking this and expects some pushback to these standards within communities because the selection of approved trees is very limiting. Once the State adopts these new regulations municipalities will have 90 days to adopt the mandatory standards.

The town will be appointing a new judge to the open position in March. The new Judge serves in courts around the region.

The owner of 43 Porter Way is preparing an application for detached single family dwelling. This property has several known geographic hazard challenges including a main power line that crosses the property.

Phase II of the water improvement plan is beginning the planning and engineering stage.

The maintenance crew is working with David Douady the Building Official on establishing construction standards for public works such as water and sewer infrastructure, street design, trenching, curb and gutter, and storm drainage.

The Board of Trustees will be revisiting the latest Ordinance regulating connections to

water and sewer taps. There are some differences of interpretations to the “piggyback” provision that allows property owners who have noncompliant connections to avoid purchasing a new tap by paying the monthly fee for services. Particularly it is the definition of a dwelling that is in question. A customer argues that an accessory structure with a connection to the principal dwelling service line is not a dwelling because it does not have a kitchen. The structure does have two bathrooms and one bedroom. The property owner is asking not to be required to pay the piggyback fee as there is no kitchen.

The developer of the Hillside Avenue Town Homes subdivision will be completing the Construction agreement that consists of installing culverts and a retaining wall. The Tri-city County quarterly meeting was hosted by the town at the Dolores Community Center and was well attended by many community members and the local government officials.

The Affordable Housing Grant from 2023 is closed after efforts to clear some confusion in billing and reimbursement requests were successful.

The Flanders Park bathroom had to have some remedial repairs to the water line and sewer line. Both lines were installed improperly and froze in the frigid dry weather.

The Commissioners discussed Tiny Homes Tiny Houses during the Managers presentation. The minutes for this discussion will be placed on Agenda item 10.3 that was set up for this discussion.

8.2. Attorney Kelly

8.3. Building Official Doudy – attachment December report to the Board of Trustees

9. Commissioner Updates.

9.1 Chairperson Robinson report to the Board of Trustees January 7 2025.

No report in the packet.

10. Discussion:

10.1. Discuss next steps for preparing for the update to the Comprehensive Plan.

The group looked at the handout provided by Commissioner Tucker.

10.2. Review of items to be prepared for the February 4, 2025 meeting.

- Recommendations on comprehensive plan consultants. How can we pay for the services?

The town will not be able to finance a planning consultant in 2025. However, Manager Reeves will be meeting with Logan Simpson planner Megan Moore or Jenn Gardener. Reeves will be looking at different plans from other communities and asking the state government representatives if there is any way to be allowed to apply for a Comprehensive Plan planning grant. Commissioner Powell says that whatever we do would meet the requirements of grantors as a document in place that would be foundational for what we are asking for the money for. The existing Comprehensive Plan is missing several modern components such as broadband and internet. This would

impact grant applications that would require a list of priorities that the town lists in their Comprehensive Plan.

As an example of the need for current priorities and an up-to-date Plan Commissioner Powell told Manager Reeves about her experience in the 1990's trying to pursue funding to acquire Joe Rowell Park. The town did not have a Comprehensive Plan in the mid 1990's and was not eligible for monies from the State, so the Greater Dolores Action group put together action plans that the state gave them an award for doing them. The action plan was to enable the town to pursue getting ownership Joe Rowell Park property.

The Comprehensive plan will reflect the aspirations of the community for affordable housing including long term rentals. Using accessory dwelling units as a source for long term rentals.

Another aspiration is to create a legacy community for families and their children and grandchildren to be able to live, work and thrive in Dolores.

The demographic tables can be updated at any time as needed. The town would have to re-open each version as it changes.

The vacant commercial properties and land in Dolores are a concern for the community. The cost of commercial construction on vacant lots and the age of the existing structures affects the decisions property owners make regarding updates or development.

Another factor in commercial development in Dolores is the low demand for services due in part to Dolores' proximity to Cortez which has a much larger commercial offering.

- Planning and Zoning Commission will work on identifying desired outcomes for the comprehensive plan at February meeting.
Many of the outcomes will be determined after the Commissioners get some public input to evaluate.
- Compiled and organized documentation/previous work product from the 2019 Plan Review.
There was nothing presented on this item.
- Commissioner Tucker to obtain public involvement process template.
Commissioner Tucker presented a Communication Plan template from a retired professional who served as a Public Information Officer. The Commission and staff will prepare individual plans that can be combined for use in the process of the Comprehensive Plan Update. The Commissioners and staff will be updating the Plan in-house and must complete a public outreach effort. This communication template will provide the implementation of public outreach. This form was sent to the Commissioners and Ex Officios to review and fill out. The group will review it as a group at the next meeting.

10.3 Tiny Homes and Tiny Houses. Determine language for providing a pathway to introduce uses for Tiny Homes or Tiny Houses into the Land Use Code per direction of Board of Trustees. Listed below are the definitions that were adopted with the latest

Land Use Code Amendment Ordinance 582 S 2024.

“Tiny home” means a structure that meets the following, unless provided otherwise by C.R.S.:

(I) Is permanently constructed on a vehicle chassis;

(II) Is designed for long-term residency;

III) Includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the site of the completed home;

IV) Is not self-propelled; and

V) Has a square footage of not more than four hundred square feet.

tiny home is not:

- (I) A manufactured home as defined in C.R.S. 24-32-3302(20),*
- (II) A recreational park trailer,*
- (III) A recreational vehicle,*
- (IV) A semitrailer, or*
- (V) An intermodal shipping container.*

Tiny house” means a modular factory built residential structure not built on a permanent chassis that is 400 square feet or less; designed for long-term occupancy; built to the International Residential Code; and attached to a permanent foundation.

A resident asked Manager Reeves about the latest ordinance adopting provisions for accessory structures and dwellings within the mixed-use zone district. Included in that ordinance was the addition of the state of Colorado’s definition for tiny homes and tiny houses, listed above. Manager Reeves received a request about building a tiny house on 7th street. She took it to the Board of Trustees and was directed to ask the Commission to discuss the provisions for allowing tiny houses. The Commissioners determined that a tiny house would be an Accessory dwelling unit, ADU. The minimum size of an ADU in the Land Use Code was amended to the minimum size allowed by the adopted Building Code. Manager Reeves will establish the minimum size allowed by the building code. Once they worked through the standards of ADUs the group considered the definitions of tiny houses would be considered as an ADU if proposal. Trustee Curry asked to discuss Yurts as a permitted use. The Commission has evaluated the use of yurts as permanent structures. He related several examples of city, school, and government use of Yurts. It is appealing because Yurts are less expensive and simpler to install than permanent structures. Some considerations for introducing yurts into the standards for dwelling units would be amending building materials, compliance with flood plain standards and design standards. Ex Officio Peterson wanted to clarify that the town would be allowing tiny houses within permitted zones . The consensus was that the town would accept applications for accessory dwellings that meet the Land Use Code standards and the building code’s minimum requirements. The Comprehensive Plan will be expected to have a component for the importance of affordable housing if the town uses it to pursue funding.

11. Future Agenda Items: These items are being retained on the agenda.

-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. 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-use zones.* This item was
briefly discussed during the Manager's report presentation.

12. Adjournment. Chairperson Robinson adjourned the meeting at 8:10 p.m.

Linda Robinson, Chairperson

Ann Swope, Assistant Clerk



Town Manager's Report

Date: February 5, 2025

To: Board of Trustees

From: Leigh Reeves, Town Manager

- Before you Monday, is the contract for our new Judge, Kristen Tarrin, who will start on the March 28th court date. Resolution 645 will approve her contract.
- Resolution R643, Series 2025 is to participate in Montezuma County's Hazard Mitigation Plan. This is put forth by Jim Spratlen, EMS Manager for Montezuma County.
- Resolution R644, Series 2025 is a resolution for our amended budget to adjust revenues and expenditures by the amount of our tax revenue loss. Since the loss was roughly 10% of our budgeted revenue, we cut 10% of the expenses, except for roads, not chip sealing Central this year as Phase II water will tear all those roads up and the budget for a matching grant to complete the comp plan. DOLA will not give us a grant for this so we will have to pay in full for whatever we need.
- Ordinance 583 is to enter into an agreement for franchise rights given to Empire Electric. We will have one for Atmos Gas at the next meeting. This is payment for easements so utilities can provide their services. This is the first reading.
- David and Ann discovered that our ICC rating for residential at 4 and commercial at 5(1 is best, 10 is worst) is not working in our favor on FEMA grant funding or for a reduction in our flood insurance rates. David is working to get our score connected to official FEMA documentation.



- You will find a copy of our new Ordinance for Marijuana sales in the Town of Dolores. Jon will be discussing this at Monday's meeting. This is an effort to update our outdated ordinances. We will be looking at our liquor ordinance in the near future.
- We are in need of more guidance as I am consistently working 60 hours or more each week. As such, there are items in section 13 on the agenda that I need help prioritizing for me and my team. I don't want to assign the work to get you enough data to make a decision if the whole board is not in support of the topic of conversation.
- Item 13.1, Kelley has created a powerpoint with all the entries for the logo contest. There is also a ballot for your use. We can choose a winner tonight or discuss the next steps.
- Item 13.2, this is a discussion regarding O577 and the concept of being a member of a water "district". As a member you pay for the right to receive water that is clean, treated and safe for consumption from the town. Please see the document after my report that will help understand the future of our water system.
- Item 13.3, this will be a discussion of attendance for comment by Zoom or recording the meeting to post to our website for people to view and only have attendance be in person.
- Item 13.4, this will be a discussion of a marquee in the park for communication about town happenings.
- Item 13.5, do we want to allow Yurts to be built to building code standards in the Town of Dolores. Trustee Curry will need to recuse himself from the conversation and the vote. It is a conflict of interest for him as he will be building a yurt on his property. According to CO state law a trustee has to recuse themselves in a discussion they could profit from.
- Originally February's workshop was going to be around the community center but more time for the financial numbers has been requested. So, if we pick an item from the list in section 13 we can create a workshop or we can continue to discuss economic development opportunities.



- We are continuing discussion with CPW for more funds to complete the Fishing is Fun grant this year.
- Kelley and I attended the Region9 quarterly board meeting last Thursday. It is great to see their good work, where we can partner, where they can help and what each government entity is doing.
- The DCC committee would like to create a Friends of the DCC non-profit. We can use that entity to raise funds to help update the kitchen and other areas of the center. We can also have a paint day. I spoke with CSU contact for 4H and they would be willing to have kids help clean up in the Spring as part of their program. There are 45 kids and their parents at each 4H meeting.
- The Dolores school district has come forward with their new buildings map and a request for a setback adjustment. They will be in FEMA compliance as a requirement of their loan and the fact it is a public building.
- Planning & Zoning will be putting together a communication plan for getting input on the Comp Plan. I have contacted Megan Moore from Logan Simpson to see if they can help us with that portion. We can get an estimate of cost based on what we need. I have also contacted Elizabeth Garvin of Clarion Associates to identify her counter part at their firm.
- The Flanders Park bathroom is open to the public again. The sewer and water line were dug up by Cruzan construction. The subcontract plumber fixed both lines to properly keep them from freezing. We are working with Cruzan on the hours of time spent by our team to help.



Town Manager's Report

Date: February 20, 2025

To: Board of Trustees

From: Leigh Reeves, Town Manager

- Met with Susan Lisek about the 2025 scheduled dates. Discussed Easter Egg hunt date with her.
- Managed DCC calendar as Fred was on vacation.
- Worked with Sarah Vass, Trustee Peterson, and David to order, deliver and install new stove for DCC. It will arrive Monday, the old stoves will be removed after Sr lunch Wednesday and new one installed Friday. We have no programs in the DCC that use the kitchen this weekend.
- Set meetings at the DCC for Cortez Municipal Government (March) and Region9 (July).
- Met with Ken, Barr Engineering, the State and Trout Unlimited representatives to discuss the Fishing is Fun grant.
- Took a tour of Dolores Mobile home parks to understand some of the property line issues and illegal additions
- Sent 203 S 7th communication about their need to pay a 2nd water membership each month. They filed an R-1 permit application with 2 full bathrooms August 3, 2010. An R-1 permit is for a second building on the property.
- Working with the School District to provide state supported inspection services for the new high school and middle school project.
- Spoke with and resolved several problems around the difficulty with the 15 inches of snow that fell last Friday. Some citizens need help because of tree infringements in the alley. We did plow snow on Merritt Way on Saturday after snowfall. We also had two events at the DCC and so Justin plowed the parking lot and Ann did the sidewalks.
- Jon will be discussing the updated Marijuana ordinance to get guidance from the board.



- 11.1 Discussion of Ordinance 583 for an Empire Electric Franchise Agreement. This action is similar both to the Mancos and Cortez agreements.
- 11.2 Ordinance 584 Series 2025 – will repeal Ordinance 543 2020 which is the ordinance concerning the corona virus (COVID-19)
- 11.3 In accordance with last meeting’s discussion of Zoom participation. This will repeal 544 series 2020 to move this from an emergency agreement to a permanent agreement.
- 12.1 is resolution(R646) supporting a grant written by Ken Charles on our behalf to receive grant money from DHSEM to engineer flood mitigation measures.
- 13.1 Is another vote on the logo contest as there were some entries missing
- 13.2 You will find a new lease agreement if we move forward with the goose port and changes to the Galloping Goose Society’s lease with us.

Town board February 10, 2025

Building Official report

Current projects:

1. #1173 – Grease trap inspection
2. #1161 – Grease trap Inspeccion
3. #1172 – Framing inspection
4. #1172 – Temporary Final

New permits: 5 permits - \$1,720.25

1. #1174 – Waterline replacement
2. #1175 – Tenant improvement – Increasing storage inside bld
3. #1176 – Repair floor
4. #1177 – Waterline replacement
5. #1178 – Tenant remodel

Consultations - Phone and in person

29 Phone and in-person

Construction Inspections

5

Future projects on the horizon:

Possible remodel of a commercial structure

Business Inspections

1

Food trailer/truck inspections

STR Inspections

None

Internet Technology

Working with NetForce to eliminate bugs in Owl

SPECIAL PROJECTS

None

STR's

One new unpermitted STR. Working with the Owner

Compliance issues

Still working on grease trap compliance

Other items

A local daycare contacted me to ask for an inspection of their facility. The state is changing the designation of this daycare and stepping up enforcement of day cares. We will be contacting the state to see if they will approve of me as the inspector for this day care.

Community Based Communications Plan
for
[City, State]

Date: []

Contact: [Name, Title]
[e-mail address]
[Phone]

[Mailing Address]
[City, State, Zip]

Background

[Insert a few paragraphs describing the issues/ problems your community is facing, goals of your project and any anticipated challenges for implementing your project in your community].

Objectives / Desired Outcomes

[Insert a short description of the desired overarching outcome of the communication plan in furthering the goals of your project and list specific objectives].

- [Objective 1]
- [Objective 2]
- [etc.]

Key Audiences

[Think about the key audiences you need to reach, from decision-makers to neighborhood groups to the general public. Be as specific and comprehensive as possible. Communication strategies will be tailored to each of these audiences. Insert a bulleted list.]

- [Audience 1]
- [Audience 2]
- [Audience 3]
- [etc.]

Strategies

[With the above objectives and audiences in mind, develop a set of specific strategies to deliver your key messages to best effect. Insert a numbered list of up to six strategies.]

- 1) [Strategy 1]
- 2) [Strategy 2]
- 3) [Strategy 3]
- 4) [Etc.]

Tactics

[For each of the above strategies, create a specific set of tactics for message delivery to your audiences. For example, if one of your strategies is to “leverage the broad appeal of community parks and natural areas,” tactics to support this strategy could include an article about deer impacts to natural areas in the outdoor section of the community’s newspaper, signage at local parks, and postings about the benefits of deer management on the parks & recreation web page.]

1) [Strategy 1]

- [Tactic 1-1]
- [Tactic 1-2]
- [Tactic 1-3]
- [etc.]

2) [Strategy 2]

- [Tactic 2-1]
- [Tactic 2-2]
- [Tactic 2-3]
- [etc.]

3) [Strategy 3]

- [etc.]

Tactic/Audience Correlation Chart

[Filling out this chart to show the relationship between the tactics and audiences can help with the implementation of your communication plan].

Tactic	[Audience 1]	[Audience 2]	[Audience 3]	[Audience 4]	[Etc.]	[Etc.]
[Tactic 1]						
[Tactic 2]						
[Tactic 3]						
[Tactic 4]						
[Tactic 5]						
[Tactic 6]						
[Tactic 7]						
[Etc.]						
[Etc.]						
[Etc.]						
[Etc.]						
Total						