

PLANNING AND ZONING COMMISSION

AGENDA

DATE NOVEMBER 1, 2022, 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. APPROVAL OF THE AGENDA**
- 6. PUBLIC PARTICIPATION 5 minutes per person.**
- 7. CONSENT AGENDA**
 - 7.1 Minutes of October 4, 2022**
- 8. Staff updates**
 - 8.1 Housing Task Force October 25, 2022 meeting update – verbal. Ann and David.**
 - 8.2 Code Enforcement update -verbal - Building Official**
- 9. DISCUSSION - COMPREHENSIVE PLAN – Linda Robinson and Shirley Powell will guide.**
 - 9.1 Goals, Comprehensive Plan and Timeline Table from Shirley and Linda.**
- 10. Adjournment**

PLANNING AND ZONING COMMISSION

MINUTES

DATE OCTOBER 4, 2022, 6:30 P.M.

420 CENTRAL AVE DOLORES CO. 81323

OR VIRTUALLY BY THE LINK BELOW:

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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 of allegiance.
3. **ROLL CALL.** Present at the meeting were Chairperson Robinson, Commissioners Powell, Tucker, Heeney, and Watters and Ex Officio Youngquist. Staff present were Manager Charles, Building Official Doudy and Assistant Clerk Swope. Absent was Ex Officio Lewis. No members attended virtually.
4. **IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.** None
5. **APPROVAL OF THE AGENDA.** Commissioner Powell moved and Commissioner Tucker seconded to approve the agenda.
Yes: all
No: none
6. **PUBLIC PARTICIPATION 5 minutes per person.** None.
7. **CONSENT AGENDA**

7.1 Minutes of September 6, 2022
Commissioner Tucker moved and Commissioner Watters seconded to approve the consent agenda.
Yes: all
No: none

8. STAFF UPDATES

8.1 Housing Task Force RFQ review and next steps. Manager Charles updated the Commission on the Task Force decision to recommend the applicant Rural Homes for site development planning of the properties available for possible attainable housing development. The School District is also partnering in this site plan project. The property they are looking at developing is the large, paved area on North 5th street which was last used as a parking lot for the Forest Service when it was owned by them. The school owns the area now. Commissioner Tucker has some concern about the way the property was passed to the school district in that it may have some development restrictions. The School District must resolve any conditions of that property transfer.

8.2 Code Enforcement update -verbal - Building Official. Building Official Doudy updated the Commissioners on the activities of the building department, code enforcement and business inspections.

8.3 Zoning criteria for Attainable housing. The Commission continued reviewing possible zoning strategies for the town to put in place to encourage or allow high density development.

9. DISCUSSION - COMPREHENSIVE PLAN – Linda Robinson and Shirley Powell will guide.

Commissioner Powell prepared a table showing the previous action plans the community has prepared and used since 1996 as well as the Dolores Comprehensive Plan adopted in 1997. She listed elements of each document as they appear by subject. The Commission also reviewed the 1997 Comprehensive Plan in 2019, and that document can be used as a guide for the proposed update.

Shirley and Linda propose the Commission begin identifying issues with and information missing from the current plan and making recommendations for amendments and additional components to the plan. They would like to see the town budget for the update in 2024.

Manager Charles suggested the commission use the recent community surveys and the Roadmap to Recovery developed by Region 9 to identify the community priorities from the surveys and the community issues addressed in the Roadmap plan.

Commissioner Watters reminded the group that the Board of Trustees worked on a strategic plan in 2021 that could be helpful for determining the “end goal” of updating the comprehensive plan.

A discussion about adding a second meeting to the schedule will be revisited in 2023. Some of the commission are attending 3 – 4 meetings a month and are not interested in attending more. There are administrative grants available from Department of Local Affairs that could help fund the research for the update.

Commissioner Powell will create a table summarizing goals components to the Comprehensive Plan and send them to Chairperson Robinson for review at the November 1, 2022 P&Z meeting. The Chairperson and Manager will approve the components to be recommended to the board for approval.

- 10. Adjournment.** The meeting adjourned at 7:56 p.m.

Linda Robinson, Chairperson

Ann Swope, Assistant Clerk

**COMPREHENSIVE PLAN
DRAFT Goals, Comprehensive Plan Outline, and Timeline – for discussion 11/1/2022 P&Z meeting**

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	P&Z, mayor and board, civic groups, public meetings 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 • Wildlife habitats • Existing land use patterns 	<ul style="list-style-type: none"> • Montezuma County • Federal and state land managers

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

**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</p> <p>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</p> <p>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		