



PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
AUGUST 2, 2022  
6:30 P.M.

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES FOR THE PLANNING AND ZONING COMMISSION REGULAR MEETING ON JULY 5, 2022.

Planning and Zoning Commission will consider approving the minutes for the regular meeting July 5, 2022.

**Presenter:**

3. NEW BUSINESS

- a. Introduction of New Planning & Zoning Commissioner Katrina Weiss and Oath of Office  
Planning and Zoning Commission can comment.

**Presenter:** Rachael Marchbanks and Cheryl Lindquist

- b. Discussion and Possible Action - Various Code Amendments -  
Consideration of various code amendments and possible action to direct staff to draft an ordinance for possible amendments to the land Use Code Sections 3.0S(a) Schedule of Use Regulations, 3.0S(b)(9) Child Care Facility, 3.0S(b)(11) Mobile Venders, 3.0S(b)(22) Accessory Dwelling Units, 3.06(a) Schedule of Residential Area Regulations, 3.09(f) R-2 Multi-family District Minimum lot Area, 3.14(b)(f) Neighborhood Business District Minimum lot Area and 2.02 Definitions

Planning and Zoning Commission will consider

**Presenter:** Contract City Planner Nancy Dosedall

4. PUBLIC HEARINGS

- a. The application received from Charles Albert for a Zoning Map Amendment has been withdrawn.  
Planning and Zoning Commission will acknowledge as withdrawn.

**Presenter:** Contract City Planner Nancy Dosedall

5. UNFINISHED BUSINESS

6. OTHER ITEMS OF BUSINESS

- a. Permits Issued in July 2022  
Planning and Zoning Commission will review

**Presenter:**

7. PUBLIC PARTICIPATION

8. ADJOURNMENT



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

August 2, 2022

Agenda Item: 2.

MEMO TO: Planning and Zoning Commission

FROM: Cheryl Lindquist, Permit Technician/Deputy City Clerk

SUBJECT: APPROVAL OF MINUTES FOR THE PLANNING AND ZONING COMMISSION  
REGULAR MEETING ON JULY 5, 2022.

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**BACKGROUND**

See attached

**RECOMMENDATION**

Planning and Zoning Commission will consider approving the minutes for the regular meeting July 5, 2022.

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**Attachments**

Minutes for July 5, 2022

PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
TUESDAY, JULY 5, 2022

1. The regular meeting was called to order at 6:30 p.m. and was opened with the Pledge of Allegiance. Commission members present were Chairperson Robert Rime, Vice-Chairperson Rebecca Levy, Commissioner Lance McDaniel and Commissioner Jim Skvorc. City staff present included Contract City Planner Nancy Dosedall, Community and Economic Development Director Rachael Marchbanks, City Manager Drew Sanders, City Attorney Patrick Coleman, and Deputy City Clerk Cheryl Lindquist. There were 2 people in attendance.

Commissioner McDaniel moved that the minutes of the Regular Meeting of June 7, 2022, be approved.

Commissioner Skvorc seconded the motion and the vote was as follows:

Levy	McDaniel	Skvorc	Rime
Yes	Yes	Yes	Yes

2. PUBLIC HEARING:

An application from Charles Albert for a Zoning Map Amendment had been received. Contract City Planner Dosedall presented the documentation for the Zoning Map Amendment stating that Mr. Albert has requested a continuance for the project due to indecision between some of the sellers. The Public Hearing was opened and Sarah Kuhn, a resident of the neighborhood, stated her objections of having multi-residential housing in that location due to traffic issues which already exist. The Public Hearing was closed. The difference between Commercial zoning and Neighborhood Business zoning was then discussed.

Commissioner McDaniel moved that the Zoning Map Amendment be continued to the August 2, 2022, Planning and Zoning Commission meeting.

Commissioner Skvorc seconded the motion and the vote was as follows:

Levy	McDaniel	Skvorc	Rime
Yes	Yes	Yes	Yes

3. NEW BUSINESS:

Montezuma County will hold a Public Hearing on July 14, 2022, for review of a proposed Subdivision Amendment Application to the Keith Evans 2 Lot Moderate Subdivision. Contract City Planner Dosedall stated this is a small lot line adjustment. There were no questions or comments from the Commissioners.

4. UNFINISHED BUSINESS:

Contract City Planner Dosedall and Community and Economic Development Director Marchbanks updated the Commissioners on the outcome of the Board of Adjustments meeting for the Mesa Verde Inn. Three separate variances were approved by the Board of Adjustments. The next step for the Mesa Verde Inn will be a site plan submission to the Planning and Zoning Commission.

Contract City Planner Dosedall also stated that the code will need to be revised due to the changes in state legislation regulations regarding child care as a home occupation.

City Manager Sanders introduced the new City Attorney Patrick Coleman.

Contract City Planner Dosedall discussed the outreach at Third Thursday, June 16, 2022, presenting the public with information on ADU's and Food Trucks. There were 38 responses to the ADU survey. Most respondents were positive about ADU's.

There were almost 400 responses on the Food Truck survey. A Food Truck Forum will be held at 2:30 pm on July 13, 2022 in Council Chambers for business owners and the public to offer more input.

Community and Economic Development Director Marchbanks stated that the city is continuing to work on updating the website to make it more user friendly and current.

5. PUBLIC PARTICIPATION: none

6. OTHER ITEMS OF BUSINESS:

- a. Building Permits for June 2022

7. ADJOURNMENT OF REGULAR MEETING

Commissioner McDaniel moved that the meeting be adjourned at 7:23 p.m.

Commissioner Levy seconded the motion, and the vote was as follows:

Levy	McDaniel	Skvorc	Rime
Yes	Yes	Yes	Yes

\_\_\_\_\_  
Robert Rime, Chairperson

ATTEST:

\_\_\_\_\_  
Cheryl Lindquist, Deputy City Clerk



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

August 2, 2022

Agenda Item: 3. a.

MEMO TO: Planning and Zoning Commission

FROM: Cheryl Lindquist, Permit Technician/Deputy City Clerk

SUBJECT: Introduction of New Planning & Zoning Commissioner Katrina Weiss and Oath of Office

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**BACKGROUND**

**RECOMMENDATION**

Introduction of New Planning & Zoning Commissioner Katrina Weiss and Oath of Office.

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CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

August 2, 2022

Agenda Item: 3. b.

MEMO TO: Planning and Zoning Commission

FROM: Cheryl Lindquist, Permit Technician/Deputy City Clerk

SUBJECT: Discussion and Possible Action - Various Code Amendments -  
Consideration of various code amendments and possible action to direct staff to draft an ordinance for possible amendments to the land Use Code Sections 3.0S(a) Schedule of Use Regulations, 3.0S(b)(9) Child Care Facility, 3.0S(b)(11) Mobile Venders, 3.0S(b)(22) Accessory Dwelling Units, 3.06(a) Schedule of Residential Area Regulations, 3.09(f) R-2 Multi-family District Minimum lot Area,  
3.14(b)(f) Neighborhood Business District Minimum lot Area and 2.02 Definitions

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**BACKGROUND**

See attached

**ISSUES**

**RECOMMENDATION**

Discussion and Possible Action - Various Code Amendments

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**Attachments**

Various Code Amendments  
Daycare facilities  
Mobile Venders  
Food Truck  
Food Truck Forum  
ADU

### 3.05(b)(11)

Mobile vendors are not allowed in the central business district (CBD) **unless associated with an approved special event. In no instance shall mobile vendors locate within the right-of-way of a public road within the CBD.** Mobile vendors shall be regulated as set forth in the Cortez City Code at Chapter 15, Article IX, Mobile Food Vendors Sections 15-66 thru 15-68.8 and all other applicable Cortez City Code sections, now in effect or as may be amended from time to time.

### 3.05(b)(9)

~~Child Care Facility. Child care facilities that desire to operate other than permitted hours shall apply for a conditional use permit.~~

Child Care Facility, large, home based should be **Permitted** in all districts.

#### **New Definitions:**

**Affordable housing.** Housing for which households with an area median income of eighty (80) percent or lower pay thirty-three (33) percent or less of their household gross monthly income on monthly housing costs.

**Workforce Housing:** Housing for which households with an area median income of between eighty (80) percent and one hundred and twenty-five (125) percent pay thirty-three (33) percent or less of their household gross monthly income on monthly housing costs

### 3.09 R-2, residential multi-family district

(f) Minimum Lot Area. The minimum lot area per dwelling unit in the R-2, residential multi-family district shall be as follows, subject to [Section 3.06\(c\)](#) of this chapter:

(1) Six thousand (6,000) square feet per single-family dwelling unit;

(2) Three thousand five hundred (3,500) square feet per duplex unit.

(3) Three thousand (3,000) square feet per multi-family dwelling unit; and

**(4) Two thousand (2,000) square feet per multi-family dwelling unit for affordable and workforce housing. Where affordable and workforce housing projects are mixed with market rate projects the density will be pro-rated based on the percent of affordable versus market**



units. For example, a project proposing 10 affordable units and 10 market rate units would achieve an overall density of 2,500 sq. ft. per unit.

### 3.09 M-H, Residential manufactured home district.

(f) Minimum Lot Area. The minimum lot area per dwelling unit in the M-H residential manufactured home district shall be as follows, subject to [Section 3.06](#)(c) of this chapter:

(1) Six thousand (6,000) square feet per single-family and manufactured home dwelling unit;

(2) Three thousand five hundred (3,500) square feet per duplex unit.

(3) Three thousand (3,000) square feet per multi-family dwelling unit; and

(4) Two thousand (2,000) square feet per multi-family dwelling unit for affordable and workforce housing. Where affordable and workforce housing projects are mixed with market rate projects the density will be pro-rated based on the percent of affordable versus market units. For example, a project proposing 10 affordable units and 10 market rate units would achieve an overall density of 2,500 sq. ft. per unit.

### 3.09 NB neighborhood business district.

(f) Minimum Lot Area. The minimum lot area per dwelling unit in the NB neighborhood business district shall be as follows, subject to [Section 3.06](#)(c) of this chapter:

(1) Six thousand (6,000) square feet per single-family and manufactured home dwelling unit;

(2) Three thousand five hundred (3,500) square feet per duplex unit.

(3) Three thousand (3,000) square feet per multi-family dwelling unit; and

(4) Two thousand (2,000) square feet per multi-family dwelling unit for affordable and workforce housing. Where affordable and workforce housing projects are mixed with market rate projects the density will be pro-rated based on the percent of affordable versus market units. For example, a project proposing 10 affordable units and 10 market rate units would achieve an overall density of 2,500 sq. ft. per unit.

**MEMO**

**TO: PLANNING AND ZONING COMMISSION**

**FROM: NANCY DOSDALL, CITY PLANNING**

**SUBJECT: WORKSESSION: Code Amendment HB 21-1222**

**DATE: August 2, 2022**

**BACKGROUND:**

House Bill 21-1222 became effective on September 8, 2021. The bill requires local agencies to treat all licensed family child care homes the same as they would treat a single family dwelling. The existing land use code allows small, home based child care facilities as a permitted use in all zones (except "O") that allow single family homes without additional regulation. Large home based child care facilities (12 or less children) are currently conditional uses in all zones (except "O") that allow single family homes.

**DISCUSSION:**

The existing code appears compliant for small, home based child care facilities. The large, home based facilities are non-compliant and require a code amendment to make them permitted uses. The HB does not apply to non-home based facilities which can remain conditional uses in all zones.



**COLORADO**  
Office of Early Childhood  
Department of Human Services

## Increasing Access to Licensed Family Child Care Homes: Implementation of HB 21-1222 for Local Officials

**On September 8, 2021, House Bill 1222 went into effect.** The bill requires local regulatory agencies throughout Colorado to treat all licensed family child care homes (FCCH) as residences for regulatory purposes such as zoning, land use, fire, life safety, and building codes. This means that for any provider seeking a new child care license or a change in their child care license, local regulatory agencies must provide an approval letter to the provider in support of their child care license application without mandating additional regulations that would not otherwise be applied to non-child care providing residences. Further, local regulating agencies are no longer able to limit the number of children in care below a provider's state-sanctioned licensed capacity.

### Ensuring Safety

Licensed FCCHs are safe and often more affordable and accessible child care options for families across Colorado. The Colorado Department of Human Services' Office of Early Childhood (OEC) regulates child care operations in all licensed facilities to ensure quality, health, and safety standards are met for all children in care. Even though OEC regulates health and safety standards, some localities and municipalities have previously categorized the use of a child care provider's home as a commercial "use," a categorization with increased requirements that severely limited the viability and operations of FCCHs. [State child care licensing regulations](#) already require FCCHs to meet a comprehensive list of health and safety standards – created in collaboration with fire/life safety, building code, and other local officials - to ensure the wellbeing of all children in care. Therefore, by eliminating additional regulations from local agencies, providers will maintain safe environments for young children while increasing the availability of quality child care within communities throughout Colorado.

### Implementation Guidance for Local Officials

- ✓ Current child care licensing regulations require that a provider receive a letter of approval from their local zoning authority to obtain a child care license. Therefore, new and existing providers will still notify or submit an application to your local zoning agency and request a letter of approval that they must submit to their licensing specialist.
- ✓ Providers must still comply with any local zoning, land use, building, or fire code that would also apply to any other residence in your community, regardless of child care operation status.
- ✓ If your locality requires a business license to operate a business out of a home, providers must still comply and pay any associated fees.
- ✓ Your locality may experience an increase in requests for new or updated zoning approval letters from new and existing FCCH providers, resulting in additional licensed child care capacity and supporting economic growth in your municipality and county.
- ✓ If your local application asks about citizenship or legal status, providers are now allowed to skip those questions. Per Senate Bills [077](#) and [199](#), professional licenses – including child care licenses – no longer require proof of citizenship or legal status. Amending local forms to remove any questions or proof of documentation related to immigration status is advised.
- ✓ For questions related to HB 1222, please contact Clayton Early Learning. Send an email to Christina Walker at [cwalker@claytonearlylearning.org](mailto:cwalker@claytonearlylearning.org) or Holley Murphy at [hmurphy@claytonearlylearning.org](mailto:hmurphy@claytonearlylearning.org).
- ✓ For questions and concerns regarding licensing requirements for family child care homes, please contact the local child care licensing specialist serving your community or the Division of Early Learning Licensing and Administration (DELLA) at [cdhs\\_oeccommunications@state.co.us](mailto:cdhs_oeccommunications@state.co.us) or 303-866-5948.

**MEMO**

**TO: PLANNING AND ZONING COMMISSION**  
**FROM: NANCY DOSDALL, CITY PLANNING**  
**SUBJECT: WORKSESSION: Food Truck/Mobile Vender Review**  
**DATE: August 2, 2022**

**BACKGROUND:**

At the request of the City Council, the Planning Department initiated a public process to review the Food Truck (Mobile Vender) portion of the land use code. The Cortez Land Use Code allows Mobile Vendors in all zones except the Central Business District subject to the following standards:

**Article IX. - Mobile Food Vendors.[1]**

Editor's note— Ord. No. 1220 , §§ 1—11, adopted March 28, 2017, amended article IX, in its entirety to read as herein set out. Former article IX, §§ 15-66—15-68.9, pertained to similar material, and derived from Ord. No. 1191 , adopted September 9, 2014.

**Sec. 15-66. - Definition.**

As used in this article only, "mobile food vendor" shall mean a retail food establishment that is not intended to be permanent and is a motorized wheeled vehicle or trailer attached to a motor vehicle designed and equipped to serve food and beverages, operating in either a static or transitory location and serving the public during the hours of operation authorized by this article. The sale and distribution of frozen milk, frozen dairy or ice confection products, candy, gum or other confection products shall be permitted for mobile food vendors.

Temporary buildings for the purpose of mobile vending are not allowed in the City of Cortez.

( Ord. No. 1220 , § 1, 3-28-17)

**Sec. 15-67. - Operations.**

The operation of a mobile food vendor is allowed provided that such operation is in compliance with all requirements and limitations contained in this article. In the event that a food vender is authorized to operate within the city pursuant to authority granted and limits found elsewhere in the code, this article shall not apply. This program may be expanded to include other types of non-food items at the discretion of city council.

( Ord. No. 1220 , § 2, 3-28-17)

**Sec. 15-68. - Licenses.**

A Cortez business or sales tax license or transient vendor license, if applicable, proof of inspection by the Montezuma County Health Department are required as well as any land owner written permission required in section 15-68.4 and must be conspicuously displayed at all times during the operation of a

mobile food vendor. Failure to display received licenses shall be a violation and punishable as set forth in section 15-68.8.

( Ord. No. 1220 , § 3, 3-28-17)

**Sec. 15-68.1. - Hours of operation.**

Mobile food vendors may operate only between the hours of 7:00 a.m. and 9:00 p.m. The mobile food vendor operation and equipment must be removed from the location described in sections 15-68.4 and 15.68.5 when not open for business.

( Ord. No. 1220 , § 4, 3-28-17)

**Sec. 15-68.2. - Zone districts.**

Mobile food vendors shall not operate in the following zone districts: CBD, central business district.

(Ord. No. 1220 , § 5, 3-28-17)

**Sec. 15-68.3. - Operating within public right-of-way.**

Except within the Central Business District where they are not allowed, Mobile food vendors may operate within the public right-of way provided they meet the following requirements:

(a) Mobile food vendor must be parked in a legal parking space and comply with all city and state parking restrictions;(b)When operating within the public right-of-way mobile food vendor may only serve customers from an adjacent sidewalk or from the curbside of the vehicle.

( Ord. No. 1220 , § 6, 3-28-17)

**Sec. 15-68.4. - Operating on private property.**

Mobile food vendors may operate on private property provided they meet the following requirements:

(a) Mobile food vendor operator must obtain prior written permission from the private property owner and must have available an original copy of such permission for inspection purposes at all times;(b) Mobile food vendor must be parked on a paved surface or weather proof surface outside any designated fire lane and outside the corner visibility triangle, as that term is defined in section 5.02(j)(3) City of Cortez Land Use Code.

( Ord. No. 1220 , § 7, 3-28-17)

**Sec. 15-68.5. - City-owned property.**

Mobile food vendors shall not operate on city property including city parking lots regardless of the zone district unless such authority to operate is provided for elsewhere in this Code or otherwise authorized by the city manager. This prohibition shall not apply to city-owned public right-of-way as provided for in section 15-68.3 of this article.

( Ord. No. 1220 , § 8, 3-28-17)

**Sec. 15-68.6. - Littering and trash removal.**

Mobile food vendor operators must keep the sidewalks, roadways and other spaces adjacent to their business site or location clean and free of paper, peelings, trash, debris and other refuse of any kind generated from the operation of their business. All trash or debris accumulating within twenty-five feet of any mobile food vendor shall be collected by the operator and deposited in a trash container maintained by the operator in good condition and constructed of a non-corrodible and watertight material, sufficient to hold the refuse generated by the business. Such container and its contents shall be removed from the site by the operator whenever the mobile food vendor moves to another location or at the close of business.

( Ord. No. 1220 , § 9, 3-28-17)

**Sec. 15-68.7. - Noise.**

Mobile food vendors must adhere to the provisions of Cortez City Code and Cortez Land Use Code now in effect or as may be amended from time to time regarding noisemaking devices.

( Ord. No. 1220 , § 10, 3-28-17)

**Sec. 15-68.8. - Violations.**

A violation of this article shall be punishable as set forth in section 17-16A of the Cortez City Code now in effect or as may be amended from time to time.

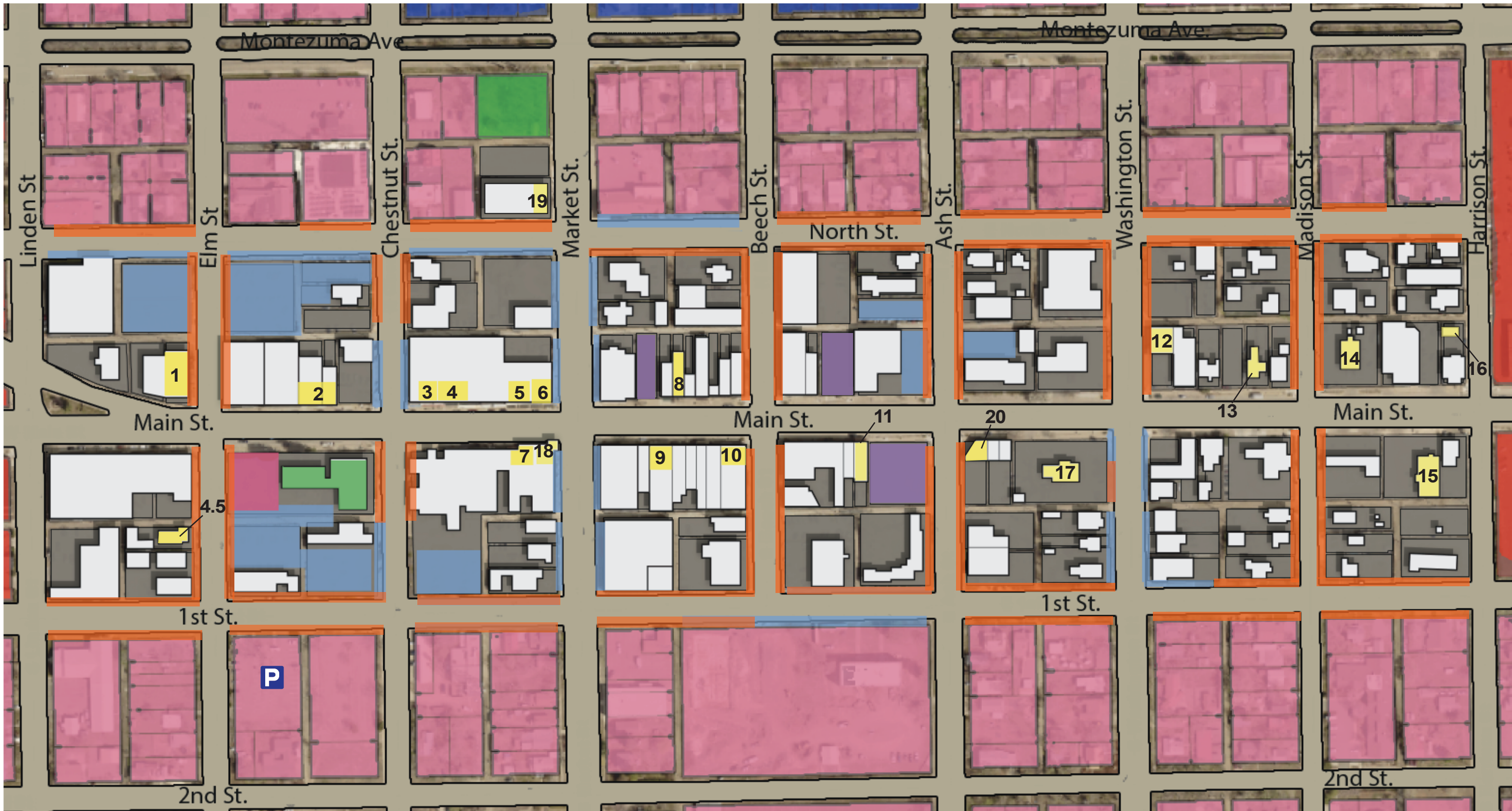
( Ord. No. 1220 , § 11, 3-28-17)

**DISCUSSION:**

At the request of the City Council, the Planning Department initiated a public process to reconsider the prohibition of mobile vendors in the Central Business District. The process generated many comments from the general public, most in support of food trucks in general. After a review of the public comments, the City conducted strategic outreach to restaurant owners and other businesses in the Central Business District. Most restaurant owners in the CBD had concerns with allowing food truck on an unlimited basis in the CBD, although most did not have concerns with food trucks being present at the Farmers Market. A summary of both general public and CBD comments is attached.



# Cortez Central Business District Food Truck Map



- |                     |   |                                       |                               |  |                                       |                            |
|---------------------|---|---------------------------------------|-------------------------------|--|---------------------------------------|----------------------------|
| Parking (private)   | County Administrative Building & Montezuma Park | <b>1</b> Beny's Diner                 | <b>5</b> Stonefish Sushi      | <b>9</b> Main St. Brewery & Restaurant   | <b>13</b> La Casa De Cortez           | <b>17</b> Wendy's          |
| FREE Public Parking | Restaurants                                     | <b>2</b> Pippo's Cafe                 | <b>6</b> Loungin' Lizard      | <b>10</b> Blondie's Trophy Room          | <b>14</b> Burger Boy Drive In         | <b>18</b> FB Organics      |
| Parallel Parking    | Vacant Lot                                      | <b>3</b> The Wigglin' Pig             | <b>7</b> Once Upon a Sandwich | <b>11</b> Gustavo's Restaurant & Bar     | <b>15</b> Lotsa Pasta & That'za Pizza | <b>19</b> WildEdge Brewery |
| Farmer's Market     |   | <b>4</b> The Farm Bistro              | <b>8</b> El Grande Cafe       | <b>12</b> Ocean Pearl Chinese Restaurant | <b>16</b> Pie Maker Bakery            | <b>20</b> Abundant Life    |
|                     |   | <b>4.5</b> Merriweather Home & Market |                               |  |                                       |                            |

PLANNING AND ZONING FOOD TRUCK PUBLIC FORUM MEETING  
WEDNESDAY, JULY 13, 2022

The Food Truck Public Forum was called to order at 2:30 p.m. by City Manager Drew Sanders. He thanked everyone for coming to this very important information gathering only meeting. Information gathered here will be presented to the Planning and Zoning Commission as well as City Council for consideration in changes to the Land Use Code.

City Manager Sanders introduced Contract City Planner Nancy Dosedall, Community and Economic Development Director Rachael Marchbanks, and recognized County Commissioner Kent Lindsay, Mayor Rachel Medina, and City Councilman Dennis Spruell.

Contract City Planner Dosedall stated this is an investigation into whether or not there is a need to revise the Land Use Code for the benefit of food trucks. Currently the code allows food trucks in all zones except the Central Business District (CBD). The CBD is where the Farmers Market is located and they are wanting to add food trucks. City Planner Dosedall stated there is a lot of interest as the recent survey on Survey Monkey had almost 400 responses. Most were in favor of food trucks. She stated that the City is here to listen to public input to better move forward with this project. Some ideas mentioned were not changing anything, making changes to hours of operation, using available parking lots, zoning changes, plus several other options were brought up.

Julie Periman representing the Farmers Market stated that all she wanted was a food truck at the Farmers Market, a special event from June-October starting at 7:30 am until 12:00 pm on Saturdays. City Manager Sanders explained that currently food trucks are not allowed in the CBD zone and that is why this meeting was being held. The City needs to gather input from the public to come up with answers.

Contract City Planner Dosedall asked for “Brainstorming Ideas” that could be compiled for further review.

Some questions brought up were:

Do they need a permit? **Yes, at this time the health department will have to inspect and issue their permit and the fire inspector will inspect if there is a kitchen hood.**

What will be the Food Truck’s investment in this? **Food trucks are not cheap, also the operators/owners livelihood is a stake.**

Who will be enforcing the Food Truck regulations? **Possibly City Code Enforcement.**

Is there somewhere outside CBD that the Farmers Market can locate? **They have been in that location 50 years and with 51 vendors there is no place big enough.**

Is there enough traffic to support Food Trucks? **Attendees think there is.**

It was stated that no food trucks can park along Main St. due to being CDOT property. Dennis Giesler, owner of the vacant lot at E. Main St. and S. Ash St. asked if that included his lot. Although the lot is in CBD he as the owner can authorize food trucks. He said he has insurance on the lot and is interested in having food trucks. He stated that he knows several people that have food trucks and they have huge investments in the trucks.



Attendees were asked to approach the maps of the CBD and review the area. They were instructed to place stickers, green for yes, yellow for maybe, and red for no, on the maps. Most of the attendees placed red stickers along Main St. and the side streets surrounding their business interests. Green stickers were placed around the Farmers Market area and in free parking lots. During that time conversation between business owners, general public, and staff continued. The meeting concluded at 3:30 pm.

## Existing Code with proposed revisions

(22) Accessory Dwelling Units (ADUs). This type of use is intended to provide a mechanism to help meet the need of affordable housing by allowing accessory residential dwelling units under certain circumstances in areas normally restricted to a single unit, while preserving existing single-family character. All accessory single-family dwelling units shall be subject to the following requirements:

- a. An ADU shall be permitted within the RE and R-1 zones in any zone in the City as a conditional use and shall be reviewed by the planning and zoning commission and the city council as per Section 6.10 of this code, Conditional use permits.
- b. The parcel must contain an existing or proposed single-family unit that is or will be occupied by the property owner.
- c. The ADU may be attached or incorporated within the living area of the existing primary dwelling or detached.
- d. The ADU shall not result in an increase of more than twenty (20) sixty-five (65) percent in the existing living area.
- e. The ADU may be used for rental purposes and shall be reserved for occupancy of one (1) or two (2) persons.
- f. The ADU must be provided with two-one off-street parking space, in addition to the two required for the existing single family residences as per Section 5.01 of this code. Spaces ~~and~~ may be contained in a garage or protected by a carport. One of T ~~the two~~ spaces provided may be in tandem.
- g. Any new construction associated with the ADU shall comply with all setbacks, lot coverage, height, and design standards contained within the base zone and shall not alter the general appearance of the primary dwelling as a single-family residence.
- h. The ADU shall have adequate sewer and water services and additional tap fees may be required for the dwelling.
- i. The ADU shall not adversely impact traffic flow or parking in the neighborhood.
- j. The lot shall ~~consist of twenty (20) percent more area than meet~~ the minimum lot size in the underlying zoning district.

An ADU that conforms to these requirements shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use consistent with the existing general plan and zoning designation for the lot.



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et.



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

August 2, 2022

Agenda Item: 4. a.

MEMO TO: Planning and Zoning Commission

FROM: Cheryl Lindquist, Permit Technician/Deputy City Clerk

SUBJECT: The application received from Charles Albert for a Zoning Map Amendment has been withdrawn.

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**BACKGROUND**

**RECOMMENDATION**

The application received from Charles Albert for a Zoning Map Amendment has been withdrawn.

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CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

August 2, 2022

Agenda Item: 6. a.

MEMO TO: Planning and Zoning Commission

FROM: Cheryl Lindquist, Permit Technician/Deputy City Clerk

SUBJECT: Permits Issued in July 2022

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**BACKGROUND**

See attached

**RECOMMENDATION**

Planning and Zoning Commission will review

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**Attachments**

July Permits Issued

Permit Type	Sub Type	Permit#	Address	Issue Date
Building	Accessory Structure	B22-000093	405 West 7th Street	07/18/2022
Building	Accessory Structure	B22-000097	818 North SLIGO Street	07/26/2022
Building	Accessory Structure	B22-000096	43 North Maple Street	07/26/2022
Building	Accessory Structure	B22-000084	409 North WASHINGTON Street	07/20/2022
<b>Building Total</b>	<b>Accessory Structure Total</b>			<b>4</b>
Building	Manufactured Home	B22-000089	15 East 12th Street	07/18/2022
Building	Manufactured Home	B22-000087	405 West 7th Street	07/08/2022
<b>Building Total</b>	<b>Manufactured Home Total</b>			<b>2</b>
Building	New Residential	B22-000086	2354 Par Drive	07/08/2022
<b>Building Total</b>	<b>New Residential Total</b>			<b>1</b>
Building	Other	B22-000091	416 South Beech Street	07/19/2022
Building	Other	B22-000090	1506 ALDRIDGE Road	07/12/2022
Building	Other	B22-000095	628 Colfax Avenue	07/20/2022
Building	Other	B22-000088	708 South BROADWAY	07/11/2022
Building	Other	B22-000092	622 North Washington Street	07/18/2022
<b>Building Total</b>	<b>Other Total</b>			<b>5</b>
<b>Building Total</b>				<b>12</b>
Burn Permit	Debris	BRN22-000023	36 East 3RD Street	07/13/2022
<b>Burn Permit Total</b>	<b>Debris Total</b>			<b>1</b>
<b>Burn Permit Total</b>				<b>1</b>
Plumbing	Residential	P22-000047	740 Birch Drive	07/25/2022
Plumbing	Residential	P22-000044	120 North ADAMS Street	07/08/2022
<b>Plumbing Total</b>	<b>Residential Total</b>			<b>2</b>
<b>Plumbing Total</b>				<b>2</b>
Right of Way	Public Right-of-Way	ROW22-000056	2354 Par Drive	07/08/2022
Right of Way	Public Right-of-Way	ROW22-000060	420 South Park Drive	07/25/2022
Right of Way	Public Right-of-Way	ROW22-000062	429 South PARK Drive	07/27/2022
Right of Way	Public Right-of-Way	ROW22-000053	121 North Pinon Drive	07/01/2022
Right of Way	Public Right-of-Way	ROW22-000055	137 East MONTEZUMA Avenue	07/07/2022
<b>Right of Way Total</b>	<b>Public Right-of-Way Total</b>			<b>5</b>
<b>Right of Way Total</b>				<b>5</b>
Sign	Billboard	S22-000008	Broadway and Main Billboards	07/01/2022
<b>Sign Total</b>	<b>Billboard Total</b>			<b>1</b>

Sign	Wall-mounted	S22-00009	44 East MAIN Street	07/08/2022
Sign	Wall-mounted	S22-00010	30 East Main Street	07/11/2022
<b>Sign Total</b>	<b>Wall-mounted Total</b>			<b>2</b>
<b>Sign Total</b>				<b>3</b>
Water Tap	3/4 inch	WT22-000017	2354 Par Drive	07/08/2022
Water Tap	3/4 inch	WT22-000019	15 East 12th Street	07/18/2022
Water Tap	3/4 inch	WT22-000018	1521 North Mildred Road	07/11/2022
<b>Water Tap Total</b>	<b>3/4 inch Total</b>			<b>3</b>
<b>Water Tap Total</b>				<b>3</b>
<b>All Permits Total</b>				<b>26</b>