

PLANNING AND ZONING COMMISSION
REGULAR MEETING
TUESDAY, OCTOBER 4, 2022

1. The regular meeting was called to order 6:30 p.m. and was opened with the Pledge of Allegiance. Commission members present were Chairperson Robert Rime, Commissioners Rebecca Levy, Lance McDaniel, Jim Skvorc, and Katrina Weiss. City staff present included Building Inspector Sean Canada, City Attorney Patrick Coleman, and Deputy City Clerk Cheryl Lindquist. There was 1 person in the audience.

Commissioner McDaniel moved that the minutes of the Regular Meeting of September 6, 2022 be approved.

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

Levy	McDaniel	Skvorc	Weiss	Rime
abstain	Yes	Yes	Yes	Yes

2. PUBLIC HEARINGS:

- a. Building Inspector Sean Canada presented an application from Staton Jeter for a conditional use permit and amended plat located at 820 N. Dolores Rd. He stated that Mr. Jeter is proposing to build a 2400 sq. ft. shop/garage on the lot next to his home which requires an amendment to combine the two lots. Commissioners had questions regarding use, driveway, height, and lighting which Mr. Staton was able to answer.

Commissioner Weiss made the motion to recommend to City Council for approval, subject to the following 4 conditions to ensure compliance with the standards in the Land Use Code for a site development plan and conditional use permit:

- (1). All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents. Specifically, all public improvements shall comply with the minimum requirements of the 2009 City of Cortez Construction Design Standards and Specifications.
- (2). The appropriate construction drawings and reports for the project, must be approved by the Building Official, and a building permit obtained prior to any construction on site.
- (3). Prior to issuance of a full building permit, the applicant shall vacate the existing lot line and consolidate the properties.
- (4). The garage/shop is limited to accessory uses to a single-family dwelling such as personal storage.

Commissioner Skvorc seconded the motion with the vote:

Levy	McDaniel	Skvorc	Weiss	Rime
Yes	Yes	Yes	Yes	Yes

3. NEW BUSINESS

- a. Discussion on public meeting/hearing rules of decorum. Commissioners were asking for some guidelines for meetings. City Attorney Patrick Coleman presented some rules he had drafted for discussion. After much deliberation commissioners agreed to use the same method that city council uses at their meetings for consistency. They also discussed a short coaching for the public on the rules of decorum before meetings and posting the rules of decorum on the video screens before meetings. Mr. Coleman also suggested allowing public input before each subject, and requiring name only from speakers. It was also discussed to have staff present the application/applicant to the commission, next the applicant will advocate for their project and present their documentation, then any public that wants to participate can speak on the project, and staff will then give a final summary. It was agreed that the applicant should be presenting their own project and answering any questions the commissioners may have. Commissioners also stressed the need to enforce the deadline to applicants for getting their documents in to staff for submittal of the agenda packets.

4. OTHER ITEMS OF BUSINESS

- a. Permits issued September, 2022

5. PUBLIC PARTICIPATION – none

6. ADJOURNMENT OF REGULAR MEETING

Commissioner Skvorc moved that the meeting be adjourned at 7:30 p.m.


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

Levy	McDaniel	Skvorc	Weiss	Rime
absent	Yes	Yes	Yes	Yes

PLANNING AND ZONING COMMISSION


Robert Rime, Chairperson

ATTEST:


Cheryl Lindquist, Deputy City Clerk