

PLANNING & ZONING COMMISSION

REGULAR MEETING

TUESDAY, October 3, 2023

1. The meeting was called to order in the City Council Chambers at 6:30 p.m., with the Pledge of Allegiance following. Commissioners present were: Chairman Robert Rime, Commissioners Emily Waldron and Katrina Weiss. Commissioner Jim Skvorc was absent. Staff present included: Community and Economic Development Director Rachael Marchbanks, Contract City Planner Nancy Dosedall, City Attorney Patrick Coleman, IT Support Aaron Holloman, Public Works Secretary/Receptionist Karie Bradshaw, and Deputy City Clerk Cheryl Lindquist.

There were two people present in the audience.

2. Approval of the Regular Meeting Minutes of September 5, 2023.

Chairman Rime made a motion to continue approval of the minutes to the next meeting as Commissioner Weiss was not present at the meeting so a quorum could not be met for the vote for approval. Commissioner Waldron seconded the motion and the vote for continuation was as follows:

Skvorc	Waldron	Weiss	Rime
Absent	Yes	Yes	Yes

3. PUBLIC PARTICIPATION: none

4. PUBLIC HEARINGS:

- a. Resolution No. 17, Series 2023

Contract City Planner Nancy Dosedall presented Resolution No. 17, Series 2023, an application requesting approval of a conditional use permit/site development plan to establish/renovate a storage facility, SN Warehouse, LLC., located on the property at 459 W. North Street. There is an existing building on the western lot that has never been completed. The Applicant hopes to renovate the existing building into a climate controlled indoor storage with a small office, meeting room, and kitchen for employees. The second structure will consist of covered outdoor storage for large recreational vehicles, boats, etc. The eastern lot is currently vacant. A lot consolidation will be required prior to construction. Storage facilities are conditional uses in the Commercial Highway (C) zone. Planner Dosedall reviewed the six (6) conditions imposed for approval of the conditional use permit and the site plan review is to ensure compliance with all regulations and to protect the public health, safety and welfare, to promote balanced growth, to ensure

adequate provision of public services and facilities and to guide the character of the city per Section 6-14.12 (f) of the Land Use Code. Planner Dosdall also discussed parking spaces, utility easements, and landscaping.

Matthew Clark of Clark & Chapin Architects, representing the applicants, spoke that the civil engineer is working on the drainage and will have the new documentation to present before the next meeting.

The public hearing was opened and one person had questions about verifying SN Warehouse will not encroach on her property and asked about the traffic which may be increased, stating the traffic in the area is very concerning. Mr. Clark assured her that the property was surveyed and is approximately 25 feet from her building. He also stated there will be very little increase in traffic. The public hearing was closed as no one else spoke.

Commissioner Weiss made a motion that the Planning and Zoning Commission approve P&Z Resolution No. 17, Series 2023, a resolution recommending that City Council approve the conditional use permit and site development plan for a storage facility on property located at 459 W. North St., Cortez, Colorado, in the Commercial Highway (C) zone, as submitted by SN Warehouse, LLC., with staff's recommended conditions as follows:

- a. 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 and all requirements of CDOT for required highway improvements.
- b. The appropriate construction drawings and reports for the project, revised as required by the City Engineer shall be signed and stamped by a Colorado licensed architect or engineer, must be approved by the Building Official and City Engineer, and a building permit obtained prior to any construction on the Property.
- c. A drainage report meeting CDPHE requirements shall be submitted and approved by the City Engineer prior to issuance of a building permit for the Property.
- d. Prior to issuance of a building permit for the project, the lots will be consolidated.

Commissioner Waldron seconded with the vote as follows:

Skvorc	Waldron	Weiss	Rime
Absent	Yes	Yes	Yes

5. UNFINISHED BUSINESS: none

6. NEW BUSINESS: none

7. OTHER ITEMS OF BUSINESS:

a. County Development- Review of a proposed rezone from AR 35 to Heavy Industrial and Subdivision

Planner Dosedall reviewed an application to Montezuma County proposing to amend the Hoch 2 Lot Minor Subdivision and AR3-9, to create one additional lot. The applicants also propose to rezone the property to Heavy Industrial for a construction equipment and materials storage yard. Planner Dosedall stated when the subdivision/rezone were first proposed earlier this year, the City sent Montezuma County a letter with seven concerns from Planning and Zoning. The Commissioners and staff discussed the concerns and felt the previous letter expressed the Commission's concerns sufficiently.

b. County Development- Review of a proposed High Impact Permit for additional storage units to be located at 26304 Road L.

Planner Dosedall presented an application to Montezuma County proposing a permit to add additional storage units at an existing facility on County Road L. The property is within the 1-mile area of influence. County Road L is designated as an arterial road in the Master Streets Plan. The commissioners expressed no concerns or comments on this project.

c. Land Use Code Update

Chairman Rime asked the Director of Community and Economic Development Rachael Marchbanks if she could give a brief statement on the progress of the Land Use Code. Director Marchbanks stated that Logan Simpson had finalized the Housing Needs Assessment and it has been uploaded to the City's website. She also stated, there have been meetings with the Land Use Code Advisory Committee, which consists of a P&Z Commissioner, a City Councilor, a Board of Adjustments and Appeals member, City Manager, City Attorney, the assistant to the City Engineer, two local contractors, a local realtor, and four staff members, and they are working on Module 1. Module 1 is Chapters 1 thru 3 of the Land Use Code, which covers Residential and Commercial zones and general provisions and uses. Director Marchbanks added there will be a hybrid presentation and Open House held by Logan Simpson and staff, the first is scheduled for October 26th at City Hall from 4:00 p.m. to 7:00 p.m. and the other scheduled for October 27th at Cortez Chamber of Commerce from 12:00 p.m. to 2:00 p.m. Chairman Rime thanked Director Marchbanks for the update.

8. ADJOURNMENT:

Commissioner Weiss moved for the meeting to be adjourned.

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

Skvore	Waldron	Weiss	Rime
Absent	Yes	Yes	Yes

PLANNING & ZONING COMMISSION

Robert Rime
Robert Rime, Chairperson

ATTEST:

Cheryl Lindquist
Cheryl Lindquist, Deputy City Clerk