

PLANNING & ZONING COMMISSION

REGULAR MEETING

TUESDAY, NOVEMBER 7, 2023

1. The meeting was called to order in the City Council Chambers at 6:30 p.m., with the Pledge of Allegiance. Commissioners present were Chairman Robert Rime, Jim Skvorc, Katrina Weiss, and Emily Waldron.

Staff present included: Community and Economic Development Director Rachael Marchbanks, Contract City Planner Nancy Dossall, City Attorney Patrick Coleman, Public Works Secretary Karie Beougher, IT Support Aaron Holloman, and Deputy City Clerk Cheryl Lindquist. There was no one in the audience.

2. Approval of the Regular Meeting Minutes of September 5, 2023 and October 3, 2023.

Commissioner Skvorc moved that the minutes for September 5, 2023 be approved. Commissioner Waldron seconded the motion and the vote was as follows:

Skvorc	Waldron	Weiss	Rime
Yes	Yes	Present	Yes

Commissioner Weiss was absent for the September meeting.

Commissioner Weiss moved that the minutes for October 3, 2023 be approved. Commissioner Waldron seconded the motion and the vote was as follows:

Skvorc	Waldron	Weiss	Rime
Present	Yes	Yes	Yes

Commissioner Skvorc was absent for the October meeting.

3. PUBLIC PARTICIPATION: Chairman Rime took this opportunity to thank City Attorney Coleman for reminding the Commissioners the proper conduct commissioners need for public comments. Commissioners are not to engage in discussions with the public during this time. It is allowed if more clarification is needed or a question needs to be answered, but other conversation needs to be directed to the chairman.
4. PUBLIC HEARINGS: none
5. NEW BUSINESS: none
6. UNFINISHED BUSINESS: none

## 7. OTHER ITEMS OF BUSINESS:

a. Montezuma County Development requested comments from the Planning & Zoning commission regarding an application they received proposing a High Impact Permit submitted by Maverik, Inc., agent: Todd Meyers, located at 7255 Hwy 160-491, Cortez, CO, consisting of 10 acres, more or less, situated in Section 4, Township 35N, Range 16W, N.M.P.M., located west of Hwy 160-491, north of Road G, which is adjacent to City limits on the north side, and within the 1-mile area of influence.

Concerns were expressed by Commissioners on the water to be supplied and the access to the location from Hwy 491 and increased traffic in the area. City Engineer Kevin Kissler had provided Planner Dosedall with a letter stating his concerns and thoughts on these two issues as well.

Planner Dosedall will forward a comment letter, expressing these concerns, to the Montezuma County Planning Department and request they forward to the County Commissioners so they are included in their discussion.

b. Community and Economic Development Director, Rachael Marchbanks, presented an update on the progress being made on the Land Use Code. She spoke of the two recent Open House gatherings, the first on Thursday October 26<sup>th</sup> at City Hall Council Chambers from 4:00 P.M. to 6:00 P.M. and the second was Friday October 27<sup>th</sup> at Cortez Chamber of Commerce from 11:00 A.M. to 2:00 P.M. In honor of Halloween it was titled, "The Spooktacular Land Use Code Update." Logan Simpson representatives Jen Gardner and McKayla Dunfey put together a great presentation of informational boards, a slide show, and welcomed comments from the attendees. Director Marchbanks summarized the findings from the open house interaction: As part of the Cortez Land Use Code and Housing Policy Update, City Staff and consultants hosted Open Houses on October 26<sup>th</sup> and 27<sup>th</sup> to solicit input on key topics related to zone districts, uses, and related definitions. Over 20 community members participated by responding to questions related to residential zone districts, housing types and definitions, as well as commercial and industrial zone districts.

During the open house, respondents indicated that the proposed residential estate district and the manufactured home district descriptions could use improvements. Several of the participants questioned whether the residential estate district is needed given the size of Cortez and the need for more housing within the City. Generally, there was support for the proposed range of uses within each residential zone district with expressed interest and support in expanding opportunities for tiny and modular homes. There was also strong support for allowing more residential uses within downtown, excluding the first floor of buildings along Main Street. Finally, participants suggested refinement of the proposed definitions for modular home, attached single-family home, tiny home, mobile home, and manufactured home dwelling.

When asked whether the City is providing enough flexibility to accommodate a variety of housing types, participants provided the following comments:

- Consider creation of tiny homes and other smaller homes integrated with open space areas somewhere either within or on edge of city limits.
- There should be some standard to assure compatibility of mixed uses within the Manufactured Home District.
- Consider housing density of apartments along Empire. The area is already very dense.
- Montezuma Avenue should remain residential.
- More density, more sidewalks, more bike lanes, more duplexes please.

Numerous participants expressed concerns related to industrial areas that abut residential neighborhoods. Comments included:

- No heavy industry close to parks and neighborhoods.
- No industrial bordering residential or natural areas.
- Absolutely need to maintain separation between residential and industrial.
- Noise and smell and other possible impacts should be considered (regarding industrial areas).
- Buffers should be considered between industrial and residential so the two can exist in harmony.

Logan Simpson and city staff are currently engaged in Phase 3 of the process, which involves drafting the code all while engaging with the community advisory committee, the general public, and the Planning and Zoning Commission and City Council.

Earlier in the year, staff and consultants conducted over 30 one-on-one and small group listening sessions, soliciting feedback from nearly 40 community members in addition to conversations with Planning and Zoning board members and City Council members. This input helped draft the Cortez Land Use Code Assessment Report, which summarizes feedback and provides recommendations that will help guide the remainder of the update process.

The current Cortez LUC has some effective provisions and is generally well organized. There is, however, a significant opportunity to update and clarify language to modernize the code and ensure it meets the needs of the broader Cortez community. Some chapters will require significant updates or additions to realize the City's planning goals and objectives thoroughly while other sections will remain largely untouched. Further reorganizing, rewriting, and illustrating existing and revised zoning requirements will make the document easier to read, and potentially create a higher quality of public discourse and design.

Logan Simpson has already learned a lot from the Community Advisory Committee. The open house events are helping build on the work Logan Simpson has done thinking through how to improve residential, commercial, and industrial zone districts and their associated uses.

Commissioners thanked Director Marchbanks for the update.

8. ADJOURNMENT:

Commissioner Skvorc moved that the meeting be adjourned. Commissioner Weiss seconded the motion and the vote was as follows:

Skvorc	Waldron	Weiss	Rime
Yes	Yes	Yes	Yes

PLANNING & ZONING COMMISSION

*Robert Rime*

Robert Rime, Chairperson

ATTEST:

*Cheryl Lindquist*  
Cheryl Lindquist, Deputy City Clerk