

CITY OF CORTEZ
PLANNING AND ZONING COMMISSION REGULAR MEETING
TUESDAY SEPTEMBER 2, 2025
6:30 p.m.

1. The Planning and Zoning regular meeting was called to order at 6:30 p.m. on Tuesday, September 2, 2025 with the Pledge of Allegiance. Roll Call was taken and Commissioners present included: Chairman Robert Rime, Richard Fryhover, and Nina Thao. Commissioner Bob Bright was absent and Commissioner Emily Waldron resigned July 28, 2025.

Staff members present were: Community and Economic Director Rachael Marchbanks, Contract City Planner Nancy Dosdall, Housing Specialist Lisa Bloomquist, Community and Economic Development Specialist Helen West, IT Support Technician Aaron Holloman, Public Works Secretary Karie Beougher, and Deputy City Clerk/Permit Technician Cheryl Lindquist.

There were no members of the public in the audience to speak.

2. A motion was made by Thao and seconded by Fryhover to approve the Agenda for September 2, 2025 with the vote as follows:

Bright	Fryhover	Thao	Rime
Absent	Yes	Yes	Yes

3. A motion was made by Thao and seconded by Fryhover to approve the meeting minutes for the May 6, 2025 Regular Meeting with the vote as follows:

Bright	Fryhover	Thao	Rime
Absent	Yes	Yes	Yes

4. Public Participation had no members of the public to speak.

5. Appointment of Commissioner Thao to the Historic Preservation Board was made by Chairperson Rime and seconded by Fryhover, with the vote as follows:

Bright	Fryhover	Thao	Rime
Absent	Yes	Yes	Yes

6. Appointment of Commissioner Bright, per a text from him, to replace Vice-Chairperson Waldron was made by Fryhover and seconded by Thao with the vote as follows:

Bright	Fryhover	Thao	Rime
Absent	Yes	Yes	Yes

7. A Public Hearing on Resolution No. 8, Series 2025, Land Use Code Revisions, was held with Contract City Planner Dosdall presenting. Resolution No. 8, Series 2025 is a resolution to approve code changes after numerous minor issues were found. These changes were reviewed with the Land Use Code Advisory Committee on July 16, 2025 and in a joint meeting with the Planning Commission and City Council at a workshop on August 19, 2025. Below is the summary of the proposed changes:

Chapter 1

1.05.2.A.3: incorrect citation.

1.06.1.D.6: typo.

Chapter 2

Revised definition for “Affordable Housing” to meet new State Statute.

Chapter 3

Table 3.2: Include side yard setback for residential units in the NB district.

Table 3.4: Citation correction for accessory dwelling units.

Allow accessory dwelling units as permitted uses in RE zone and CBD – voluntary compliance with 29-35-403(1).

Added additional housing types as conditional uses in the “C” zone.

Added modular home as permitted in the “RE” zone.

Switched “Farmers Market” from Permitted to Temporary use (there already were temporary use permit standards in text).

Added “outdoor recreation” and “outdoor commercial recreation” as uses with definitions.

Switched “flea markets” from permitted to temporary use, added standards similar to farmers markets.

3.06.3.B.2.a.i: Included a provision that the single-family dwelling or the Accessory Dwelling Unit (ADU) must be occupied by the property owner “at the time of application for the ADU permit.” This was added at the suggestion of the attorney due to the difficulty of enforcing occupation of the dwellings.

3.06.3.I Dwelling Mixed Use: Deleted standards b & c, which pertained to mixed use development in the “C” zone since multi-family uses are now conditional in the “C” zone.

3.06.5.N Outdoor Recreation: Added definition which encompasses most public outdoor park type uses. This land use was added after the Parks and Recreation

Department noted that public parks and outdoor recreational uses were not listed in the code.

3.06.7.E Flea Markets: Revised the definition slightly to remove indoor flea markets as these are not perceptibly different than a thrift store or antiques store. Included use standards similar to Farmers Market standards. Staff noticed during the review of the Farmers Market that Flea Markets did not have any standards and Farmers Markets did.

Chapter 4

4.01.2B Added reference and applicability of the minor deviations and exceptions process.

Chapter 5 – Administration and Procedures

5.02.5.B Parking Location and Design Standards: Removed requirement that stated that all off-street parking must have a driveway that is a minimum of twenty feet and maximum of 40 feet and simply referenced section 5.03. This statement was redundant, confusing and wrong in some cases such as single-family homes.

Table 5.6 Sign Measurements: Clarified the maximum amount of window that can be covered with signs to state “fifty (50) percent per window.

Chapter 6

Table 6.1 Application Procedures Summary Table: Clarify that zone map amendments and historic landmark designations require two readings at the City Council level (approved by ordinance). Added rows for Appeals and Minor Deviations which were missing. Corrected reference sections for appeals, variances, administrative adjustments.

6.02.3.D Application Completeness Review: Clarified that the Zoning Administrator may waive required items that are not applicable to a specific application.

6.02.4.C.3: Clarified that the applicant must respond to agency comments and revise and resubmit the application and allow for additional agency review when necessary.

Table 6.2: Public Noticing Table: Added timeline for Historic Designations and Annexations. Both types of reviews referenced the table but the table simply referred back to the section.

6.03.6.E.3.b: typo

6.03.E.9 & 10 Preliminary Plat Submittal Requirements: Added requirements for soils report and traffic assessment. Soils report is required in Chapter 5 but was not listed. Traffic assessment is required by CDOT for everything adjacent to the highway (which is almost all commercial development) and often necessary for us to determine impacts.

6.03.7.E.1.k Final Plat Submittal Requirements: Removed (k) requirement for proposed uses and renumbered. Proposed uses are not appropriate on a final plat as they may change over time and plats don't without a new plat.

6.03.7.E.1.o.ii Final Plat Submittal Requirements: Removed some of the dedication certificate language that referenced spaces and lien holders. These are covered in the language that will remain as "persons, firms or corporations owning an interest in the property."

6.03.7.E.1.o.i(a): Added "metes and bounds" per request of a local surveyor.

6.03.7.E.1.p Approval Certificate: Removed references to Planning Commission and replaced with City Council (Mayor) to reflect correct approval authority.

6.03.7.E.3: Construction Plans: added "roads."

6.03.12.E.2 Site Plan Submittal Requirements:

- d. clarified that existing and proposed structures should be shown.
- e. removed layout and dimension requirement (duplicative with above).
- h. removed requirement to show common open space (for subdivisions not site plans) and replace with "paving plan" since that is commonly left off.
- g. revised required site contours from 10 feet to 2 feet.
- i. removed "lots or plots" (again subdivision requirement) and added proposed storage with screening – also often left off.
- l – n. removed; these are also subdivision requirements. l (new) added "utility plan".

6.03.12.E.3: Clarified narrative requirements.

6.03.12.E.5: added "grading."

6.03.12.E.9: added "traffic assessment."

6.03.18 Appeals

- A. Purpose; clarify purpose (to appeal decisions made by boards to the City Council).
- B. change from Board of Adjustment to City Council.
- E. clarify submittal requirements.

- F. change from Board of Adjustment to City Council.
- H. remove – not applicable or necessary.

6.03.21 Minor Deviations and Exceptions – This section is all new and required after the “Minor Deviations” section was added to Chapters 3 and 5 during adoption of the code hearings.

6.04.3 Reimbursement Agreements: This section was previously in the code and appears to have been inadvertently left out. Just putting it back in with a few slight revisions.

The Public Hearing was opened with no one speaking so the hearing was closed.

Thao made the motion to recommend City Council approve Resolution No. 8, Series 2025, to approve the proposed revisions to the Land Use Code, attached to the resolution as Exhibit A. Seconded by Fryhover with the following vote:

Bright	Fryhover	Thao	Rime
Absent	Yes	Yes	Yes

8. Contract Planner Dosdall presented a review of Proposition 123, which Cortez opted in to, Housing “Fast Track” requirements from the state with incentives. The state requires the City to “Fast Track” affordable housing applications to completion in 90 days.
9. Director of Community and Economic Development Marchbanks presented three (3) Administrative Approvals.
 - 1.) Community Garage Minor Site Plan, 800 N. Broadway
 - 2.) Cortez Farmers Market Temporary Use Permit, 601 N. Mildred
 - 3.) 1309 Acoma St. Minor Subdivision
10. Director Marchbanks presented a Montezuma County Planning and Zoning application with no comments to forward to the County from the P&Z Commissioners.
11. Building Permits issued May 1,2025 through August 15,2025 were reviewed.
12. Motion by Rime at 7:31 pm to Adjourn and seconded by Thao with the vote as follows:

Bright	Fryhover	Thao	Rime
Absent	Yes	Yes	Yes

The meeting was adjourned at 7:31 p.m.

PLANNING & ZONING COMMISSION



Robert Rime, Chairperson

ATTEST:



Cheryl Lindequist, Deputy City Clerk