

**CITY OF CORTEZ
PLANNING AND ZONING COMMISSION REGULAR MEETING
TUESDAY OCTOBER 7, 2025
6:30 p.m.**

1. The Planning and Zoning regular meeting was called to order at 6:30 p.m. on Tuesday, October 7, 2025, with the Pledge of Allegiance. An introduction of new Commissioner Charles “Charlie” Borchini, Jr. was made by Vice-Chairperson Robert Bright. Roll Call was taken and Commissioners present included: Vice-Chairperson Robert Bright, Richard Fryhover, Nina Thao, and Charles Borchini, Jr. Chairperson Robert Rime was absent.

Staff members present were: Interim Community and Economic Development Director/City Planner Jason Armstrong, Contract City Planner Nancy Dosdall, Interim Public Works and General Services Director Casey Simpson, Project Engineer Ian Roberson, IT Support Technician Aaron Holloman, Public Works Secretary Karie Beougher, and Deputy City Clerk/Permit Technician Cheryl Lindquist.

There were three members of the public in the audience.

2. A motion was made by Commissioner Fryhover and seconded by Commissioner Thao to approve the meeting minutes for the September 2, 2025 Regular Meeting with the vote as follows:

Borchini	Bright	Fryhover	Thao	Rime
n/a	n/a	Yes	Yes	Absent

Commissioner Borchini had not been appointed at that time and Vice-Chairperson Bright had been absent on that date.

3. PUBLIC PARTICIPATION had no members of the public to speak.
4. PUBLIC HEARINGS:

- a. RESOLUTION NO. 11, Series 2025 was presented by City Planner Armstrong introducing a Conditional Use Permit and Special Exception for Patricia Mancuso, 1540 Arrowhead Lane. She is asking to put a metal carport in the front of her home which crosses into the city right-of-way. The Special Exception is for the construction material of the roof. Planner Armstrong discussed details on the carport and utility clearance findings. The Conditional Use Permit requires the

applicant to address all conditions applied. Ms. Mancuso spoke as to the reasoning for the carport, including her health issues and needed security of her vehicle.

The hearing was opened for the public, no one spoke so the hearing was closed. A motion was made by Commissioner Thao to approve as presented and seconded by Commissioner Borchini. The vote was as follows:

Borchini	Bright	Fryhover	Thao	Rime
Yes	Yes	Yes	Yes	Absent

- b. RESOLUTION NO. 9, Series 2025, Proposition 123-Fast Track, was presented by Contract City Planner Nancy Dosdall. Planner Dosdall stated this is a new code revision for this year per the State of Colorado. The Proposition is administered through DOLA and the City of Cortez opted into the program earlier this year. This revision states that the City of Cortez is obligated to adopt a “Fast Track” land use processing policy and regulations for qualified affordable housing projects by January 1, 2027. The process guarantees approval/denial within 90 days of a complete project submittal to the City. With adoption of the “Fast Track” amendments prior to December 31, 2025, the City will be eligible for a \$50,000 grant from DOLA, which could be used for additional code work, comprehensive plan amendments and other planning projects. The City already has a qualified submittal process, but it needs to be presented in writing. These revisions to the Land Use Code will introduce a new section, Section 3.07 Incentives, which are available to affordable housing only. Exhibit A was handed out to the Commissioners and Planner Dosdall presented the City’s proposed revisions.

The hearing was opened for the public, no one spoke so the hearing was closed.

After the Commissioners discussed the proposal, Commissioner Thao made a motion that the Planning and Zoning Commission approve Resolution No. 9, Series 2025, a resolution recommending that Council approve the proposed revisions to the Land Use Code as presented by staff with the exception of Section 3.07.5A1, stating future projects include no more than four dwelling units, not the sixteen as presented. The motion was seconded by Commissioner Borchini and the vote follows:

Borchini	Bright	Fryhover	Thao	Rime
Yes	Yes	Yes	Yes	Absent

5. NEW BUSINESS – none

6. UNFINISHED BUSINESS – none

7. OTHER ITEMS OF BUSINESS;

- a. Casey Simpson, Interim Public Works and General Services Director for the City of Cortez, introduced Ty Koppenhafer of Jones and DeMille Engineering who created a presentation to introduce and encapsulate the efforts of the Stormwater Masterplan to gather feedback from the City Planning and Zoning Commission concerning the draft plan, proposed projects, and the overall strategy for implementation. The Commissioners had questions regarding timing, funding, and priorities of the many projects needing attention as proposed by Jones and DeMille Engineering.
- b. Jason Armstrong, Interim Community and Economic Development Director and new Cortez City Planner reviewed the Administrative Approval projects with the Commission.
 1. Sanchez Subdivision at 1531 Lebanon Rd.
 2. O'Brien Subdivision at 403 S. Market St.
- c. Permits issued August 16 through September 15, 2025 were reviewed.

8. ADJOURNMENT:

A motion was made by Borchini to adjourn and seconded by Thao with the vote as follows:

Borchini	Bright	Fryhover	Thao	Rime
Yes	Yes	Yes	Yes	Absent

The meeting was adjourned at 7:32 p.m.

PLANNING & ZONING COMMISSION


 Robert Bright, Vice-Chairperson

ATTEST:


 Cheryl Lindquist, Deputy City Clerk