

CORTEZ CITY COUNCIL  
REGULAR MEETING  
TUESDAY, SEPTEMBER 8, 2026

1. The meeting was called to order in the City Council Chambers at 7:30 p.m., with the Pledge of Allegiance. Roll Call was taken and the following Councilmembers were present: Mayor Dennis Spruell, Mayor Pro Tem Bill Lewis, April Randle, Carly Wolf, Kathleen Swope, Clarisa Osborn and Claire West. Staff present included: Chief of Police Vernon Knuckles, Parks and Recreation Director Creighton Wright, Finance Director Randy Bailey, Library Director LeRoy Harris, Community and Economic Development Specialist Helen West, Contract City Planner Nancy Dosdall, Community and Economic Development Director Rachael Marchbanks, Airport Director Kyle Sloan, IT Director Jay Rohrer, Maintenance Technician Eli Brock, Public Works and General Services Director Casey Simpson, Court Administrator/Clerk Carla Odell, Human Resources Director Matt Cashner, City Clerk Danielle Wells, City Manager Drew Sanders and City Attorney Patrick Coleman. There were 5 members of the public present in the audience.

Mayor Pro Tem Lewis moved that Council approve the Agenda as presented for September 8, 2026. Councilmember Swope seconded the motion and the vote was as follows:

|       |        |        |         |       |      |      |
|-------|--------|--------|---------|-------|------|------|
| Lewis | Osborn | Randle | Spruell | Swope | West | Wolf |
| Yes   | Yes    | Yes    | Yes     | Yes   | Yes  | Yes  |

2. CONSENT AGENDA

- a. Approval of the meeting minutes from August 25, 2026.
- b. Approval of the Expenditure List for September 8, 2026.
- c. Approval of two Special Event Permits to Fundamental Needs Inc. to host fundraiser events on September 13, 2026 and October 23, 2026 from 10:00 a.m. to 10:00 p.m. at 209 W. Main Street, Cortez.

Councilmember Randle moved that Council approve the Consent Agenda. Mayor Pro Tem Lewis seconded the motion and the vote was as follows:

|       |        |        |         |       |      |      |
|-------|--------|--------|---------|-------|------|------|
| Lewis | Osborn | Randle | Spruell | Swope | West | Wolf |
| Yes   | Yes    | Yes    | Yes     | Yes   | Yes  | Yes  |

3. PUBLIC PARTICIPATION: None

4. PRESENTATIONS

Proclamation Declaring September as Suicide Awareness Prevention Month. The proclamation was read by Councilmember Wolf and sponsored by Councilmembers West and Osborn.

Councilmember Osborn moved that Council authorize the Mayor to declare September as Suicide Awareness Prevention Month. Mayor Pro Tem Lewis seconded the motion and the vote was as follows:

|       |        |        |         |       |      |      |
|-------|--------|--------|---------|-------|------|------|
| Lewis | Osborn | Randle | Spruell | Swope | West | Wolf |
| Yes   | Yes    | Yes    | Yes     | Yes   | Yes  | Yes  |

## 5. PUBLIC HEARINGS

### a. Ordinance No. 1374, Series 2026

Contract City Planner Nancy Dosdall presented Ordinance No. 1374, Series 2026 on second reading. She explained that the ordinance proposes changes to various sections of the Cortez Land Use Code (LUC). The revisions fall into two main categories. The first category includes amendments required due to updates in state statute since the LUC was last adopted. The second category consists of staff-recommended changes intended to clarify the LUC and make it more usable. All proposed changes had already been reviewed by both the LUC Code Committee and the Planning and Zoning Commission.

Planner Dosdall began by outlining the state-mandated changes. She first discussed natural medicine. New definitions for natural medicine and healing centers were added, and use standards now reference City Code to avoid future discrepancies. She then described changes relating to wildfire resiliency, which ensure consistency with designated wildland urban interface areas on the Colorado wildfire resiliency code map. These changes include updated landscaping standards for properties located within those areas. Next, she explained the new turf provisions, which limit turf in new residential development and restrict certain landscaping practices in order to promote water conservation. These standards apply to City projects as well as commercial, industrial, and larger multifamily developments. Several new definitions related to turf were added. Planner Dosdall then explained staff-recommended changes. She explained the proposed sidewalk infill amendments, noting that many existing sidewalks measure three feet wide even though five feet is required by the ADA. The amendment removes the exemption that allowed three-foot sidewalks and establishes the five-foot standard. Public Works and General Services Director Casey Simpson provided additional information regarding the concrete cost-share program. Councilmembers discussed whether the new requirement would be mandatory in both new development and existing homes, as well as potential City liability and immunity. An additional code change is the requirement for conduit installation in new subdivisions. She explained that a minimum of three telecommunications conduits would be required, which would promote future provider competition with minimal additional cost. She then outlined simplified carport design standards for carports located in the front setback. These changes are intended to make enforcement easier and ensure the standards reflect actual practices. Next, she reviewed updates to parking lot lighting requirements, which include a minimum average lighting level of one foot-candle, a limit preventing lighting levels from exceeding Illuminating Engineering Society recommendations by more than ten percent, and restrictions preventing light trespass onto adjoining residential areas. She also described new setback exceptions allowing specific encroachments such as eaves, stairways, decks, canopies, chimneys, bay windows, awnings, and porches. Finally, Community & Economic Development Specialist Helen West summarized modifications to historic preservation standards, noting that most changes were grammatical or clarifying in nature. They include the addition of a mission statement, clarification of officer elections, and alignment of definitions with national historic preservation standards.

After the presentation, the Mayor called for public comment with none provided.

Council discussed amending the presented code changes to allowing posts in the set back for three foot awnings, and clarifying references to weed lists in City Code.

Mayor Pro Tem Lewis moved that City Council approve on second reading Ordinance No. 1374, Series 2026, an ordinance approving revisions to the Cortez Land Use Code as set forth in the Ordinance with the following amendments: 2.03 5(a) to allow posts in the set back, and 5.6(d) which will state undesirable weeds as defined by the city. Councilmember Wolf seconded the motion and the vote was as follows:

|       |        |        |         |       |      |      |
|-------|--------|--------|---------|-------|------|------|
| Lewis | Osborn | Randle | Spruell | Swope | West | Wolf |
| Yes   | Yes    | Yes    | Yes     | Yes   | Yes  | Yes  |

6. UNFINISHED BUSINESS: None

7. NEW BUSINESS

a. Ordinance No. 1376, Series 2026

Community & Economic Development Specialist Helen West presented Ordinance No. 1376, Series 2026 on first reading, an ordinance approving the Garland Home building, located at 120 East North Street, for Historic Designation and inclusion on the City Register of Historic Resources. Details of the property will be reviewed at the second reading.

Councilmember Osborn moved that the City Council approve, on first reading, Ordinance No. 1376, Series 2026, an ordinance approving the Garland Home building located at 120 E. North Street for Historic Designation and to include this property on the City Register of Historic Resources, and set for second reading and a public hearing on September 22, 2026. Councilmember Wolf seconded the motion and the vote was as follows:

|       |        |        |         |       |      |      |
|-------|--------|--------|---------|-------|------|------|
| Lewis | Osborn | Randle | Spruell | Swope | West | Wolf |
| Yes   | Yes    | Yes    | Yes     | Yes   | Yes  | Yes  |

b. Request for Authorization for the Mayor to Sign an LPC Grant Contract Amendment with the State of Colorado

Director of Community & Economic Development Rachael Marchbanks presented a request for authorization for the Mayor to sign a State of Colorado Grant Agreement Modification, Amendment #2, to LPC Grant Agreement LPC-24-006, accepting \$50,000.00 in supplemental funding from the Department of Local Affairs. In 2024 the City opted in to Proposition 123 to qualify for housing funds; by completing a fast-track code and policy process in November 2025, the City qualified for an additional \$50,000. At the State's request the City agreed to delay receipt of the funds, and the contract is now ready for signature. The grant requires no match and no repayment so long as the funds are used as intended.

Mayor Pro Tem Lewis moved that City Council authorize the Mayor to sign Grant Agreement Amendment #2 to Project LPC-24-006, accepting \$50,000.00 in supplemental grant funds from the Department of Local Affairs. Councilmember Randle seconded the motion and the vote was as follows:

|       |        |        |         |       |      |      |
|-------|--------|--------|---------|-------|------|------|
| Lewis | Osborn | Randle | Spruell | Swope | West | Wolf |
| Yes   | Yes    | Yes    | Yes     | Yes   | Yes  | Yes  |

c. New Application for a Fermented Malt Beverage and Wine Liquor License

City Clerk Danielle Wells presented a request to set a public hearing date and neighborhood boundaries for a new Fermented Malt Beverage and Wine Liquor License for UPOP Holdings, LLC DBA Gopher (Store #49), located at 2410 Fairway Drive, Cortez.

Councilmember Osborn moved that City Council set a Public Hearing date of Tuesday, September 22, 2026, for review of a new Fermented Malt Beverage and Wine Liquor License for UPOP Holdings, LLC DBA Gopher (Store #49), and set the neighborhood boundaries as the Cortez City limits. Councilmember Wolf seconded the motion and the vote was as follows:

|       |        |        |         |       |      |      |
|-------|--------|--------|---------|-------|------|------|
| Lewis | Osborn | Randle | Spruell | Swope | West | Wolf |
| Yes   | Yes    | Yes    | Yes     | Yes   | Yes  | Yes  |

8. DRAFT RESOLUTION/ORDINANCES: None

9. CITY ATTORNEY'S REPORT: None

10. CITY MANAGER'S REPORT

- All City departments are fully engaged in preparations for the upcoming FY2027 annual budget. The City Council budget workshop is slated for Friday, October 9, 2026 from 8:30 a.m. – 4:30 p.m. at City Hall. The first reading of the FY2027 budget ordinance is anticipated to be October 27, 2026 with the public hearing and second reading on November 10, 2026.
- Three public outreach sessions have been scheduled for the residents of Cortez to receive information and ask questions about the Lodgers' Tax. All dates and locations are posted on the City's website and are announced via City social media outlets.
- The airport runway project has been fully completed with the installation of the runway lights.

11. CITY COUNCIL COMMITTEE REPORTS

a. Mayor's Report on Workshop — The Mayor reported on a visit to the airport and expressed appreciation for the opportunity to observe City facilities firsthand.

b. Other Board Reports

- i. Historic Preservation Board — The Board reported on the Civilian Conservation Corps camp presentation at the Sunflower Theatre; a State Historical Fund grant awarded to the Manaugh School to fund a structural assessment determining potential reuse; grant opportunities through the LOR Foundation; a historic preservation application for the Fundamental Needs building; and the continued success of the walking tours, which will continue through October.
- ii. Parks, Recreation and Forestry Advisory Board — The advisory board will meet on the 17th.

12. PUBLIC PARTICIPATION: None

13. OTHER ITEMS OF BUSINESS: None

14. The meeting was adjourned at 8:47 p.m.

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Dennis Spruell, Mayor

ATTEST:

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Danielle Wells, City Clerk