

**CITY OF CORTEZ
PLANNING AND ZONING COMMISSION REGULAR MEETING
TUESDAY, FEBRUARY 3, 2026
6:30 p.m.**

1. The Planning and Zoning Commission regular meeting was called to order at 6:30 p.m. on Tuesday, February 3, 2026 with the Pledge of Allegiance. Roll Call was taken and Commissioners present included: Vice-Chairperson Robert Bright, Commissioners Richard Fryhover and Charles Borchini Jr. Chairperson Robert Rime was absent and Commissioner Nina Thao resigned her position on January 28, 2026. Staff members present were: Interim Community and Economic Development Director/City Planner Jason Armstrong, IT Support Technician Aaron Holloman, Public Works Secretary Karie Beougher, City Attorney Patrick Coleman, and Deputy City Clerk/Permit Technician Cheryl Lindquist.

There were 2 members of the public in the audience.

2. A motion was made by Commissioner Fryhover and seconded by Commissioner Borchini to approve the agenda for February 3, 2026 with the vote as follows:

Borchini	Bright	Fryhover	Rime
Yes	Yes	Yes	Absent

3. A motion was made by Commissioner Borchini and seconded by Commissioner Fryhover to approve the meeting minutes for the October 7, 2025 Planning and Zoning Commission meeting with the vote as follows:

Borchini	Bright	Fryhover	Rime
Yes	Yes	Yes	Absent*

*Chairperson Rime had been absent on that date.

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

5. PUBLIC HEARINGS:

- a. RESOLUTION NO. 1, Series 2026 Conditional Use Permit presented by Jason Armstrong, Cortez City Planner.

St. Margaret Mary Catholic Church is proposing a Conditional Use Permit and is seeking approval of a Minor Deviation/Special Exception for the required minimum parking requirements for Off-Street Parking. This property has Single Family 1 (R-1) zoning, and the site is bound on three sides by R-1 zoned properties, and Neighborhood Business to the south, all having a primary residential use. The application was submitted by agent Doug Sparks with permission from the Bishop of Pueblo. This project began with a demolition permit to remove the building at 40 E. Montezuma that was non-compliant and will be built on in the future. The

demolition has been completed and the lots have been consolidated through an Administrative Approval.

Religious Land use is a conditional use because it is allowed in many zones, but its specific size, traffic, and activity patterns need site-specific review to ensure compatibility with surrounding land uses. The applicant is seeking approval for a Minor Deviation or Special Exception for the required off-street parking for a religious use. The City Building Department completed a fire inspection on January 15, 2026 to determine the occupancy load for the existing and proposed structures. Based on the requirements of the Land Use Code, the total required off-street parking spaces needed would be 125 if all existing and proposed structures were simultaneously at maximum load, which is unlikely. Per the applicant, the current capacity of the existing off-street parking is 20 spaces, which includes ADA spaces. The religious use of this property has been in existence since the early 1900s. As the church and their specific offerings have changed and increased over time, the surrounding streets have demonstrated they have the needed capacity to handle the specific traffic and parking demands in the area.

City Planner Armstrong stated the recommendation alternatives for the Commission to consider, recommending Council approve the Conditional Use Permit and Special Exception/Minor Deviation, with the condition that 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.

Commissioner Borchini stated he is a member of the church but will not abstain from the discussion so we will have a quorum to vote. Commissioner Fryhover commented that the church has been established in that location for multiple years with no issues in parking. Vice-Chairperson Bright agreed with Fryhover. Doug Sparks, agent for the church stated that no new or additional uses will be on the property. He stated they consolidated the lots for future use. No new parking will be in place. He added the new building will be constructed comparable to the other buildings located on the property.

The public hearing was opened by Vice-Chairman Bright for public input, no one spoke so the hearing was closed.

A motion was made by Commissioner Borchini that the Commission approve Resolution No. 1, Series 2026, a resolution recommending that City Council approve the Conditional Use Permit and special exception for a religious use on property located at 28 East Montezuma Street, zoned Single-Family 1 (R-1),

through P&Z Resolution No. 1, Series 2026, with the condition as stated in the resolution recommend to City Council and seconded by Commissioner Fryhover. The vote was as follows:

Borchini	Bright	Fryhover	Rime
Yes	Yes	Yes	Absent

6. UNFINISHED BUSINESS - none

7. NEW BUSINESS – none

8. OTHER ITEMS OF BUSINESS;

- a. Jason Armstrong, Cortez City Planner, reviewed the Administrative Approval projects with the Commission which were all approved minor subdivisions.
- b. Montezuma County projects were reviewed.
- c. Permits issued September 16, 2025 through January 15, 2026 were reviewed.

9. DISCUSSION ITEMS:

- a. Nina Thao has resigned effective January 28, 2026.
- b. Virtual participation: Is this something you would like to consider?
Vice-Chairperson Bright asked what the mechanics would be and City Planner Armstrong stated we now have the technology to remotely participate in meetings. City Planner Armstrong handed out City Council Ordinance No. 1346, Series 2025 that states the action City Council passed allowing virtual participation with some strict regulations. He asked the Commissioners if they are interest in discussing this issue they should let him know so it can be added on an upcoming agenda. Commissioner Borchini asked if there is a ballot question on the upcoming election regarding remote meetings? Attorney Coleman stated that City Charter (1950s) requires Council to meet at City Hall. City Attorney Coleman stated he provided Council with his interpretation that remote participation would qualify as meeting at City Hall and it certainly did during Covid. Council chose to adopt the Ordinance, operate under the terms of the Ordinance, which there are restrictions. Some of the Council members were concerned whether or not remote actually qualified as a meeting at City Hall, so a ballet question will be presented asking if the language in the City Charter could be made to comply with the Ordinance. If voted down, Council will have to review whether to keep the Ordinance in place or not. There is no such City Charter for the Planning Commission, so the Commission would have to adopt something similar in form of a Resolution, with

limitations set. Commissioner Borchini feels it is good to have face-to-face contact with the public. Vice-Chairman Bright feels it is a courtesy to the public to be in attendance in City Council Chambers. Commissioner Fryhover suggests to wait until after the April 7th election and see what the voters want, then revisit the subject. City Planner Armstrong appreciated the feedback and stated that after the election results he will bring it up again to see if they want to entertain a conversation at that time.

- c. City Planner Armstrong stated that State Legislature passed a bill last year that required all municipalities with qualifying conditions, Cortez definitely qualifies due to its size, to make specific amendments to adopt new items to our Comprehensive Plan and Planning and Zoning is the keeper of our Comprehensive Plan. City Planner Armstrong states that he is currently working with the Department of Local Affairs, on a funding mechanism to help us hire a consultant and if successful with the grant application we are going to start engaging the middle of this calendar year in a public process with the consultant. There are two elements we need to add to our Comprehensive Plan, a strategic growth element to make plans around infill development and preferred areas of the city for development and for preserving open space and surrounding agricultural areas and a water supply element. We need to have a good comprehensive plan with some scenarios around what the future of our water supply looks like. Our Public Works department is working through some master planning around water as well as infrastructure planning. This is supposed to be adopted by December 31, 2026, and this is the lead into the re-writing of the entire Comprehensive Plan, which could take up to two years to complete. DOLA is doing a courtesy review of the draft which City Planner Armstrong drew up. Once that is completed and returned, City Planner Armstrong will form a committee for the project. Once the RFP is approved, it will be out for about a month, then we will close the bidding and all received will be reviewed by the committee. All proposals will be broke down by the criteria selected, followed by scoring, interviews, and followed by recommendations, The project will then go to Council for approval for contract negotiations. Commissioner Borchini had questions on what the directions of the project would be and he concluded by volunteering for the committee.

10. ADJOURNMENT:

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

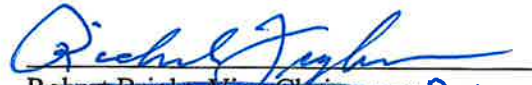
Borchini	Bright	Fryhover	Rime
Yes	Yes	Yes	Absent

The meeting was adjourned at 7:11p.m.

PLANNING & ZONING COMMISSION

ATTEST:


Cheryl Lindquist, Deputy City Clerk


Robert Bright, Vice-Chairperson 
he Resigned before signing