



Town of Ridgway Master Plan Amendment Process

Adopted by the Ridgway Town Council on January 11, 2023

Submittal:

1. The party or parties interested in amending or updating the Town of Ridgway Master Plan (“Master Plan”) and/or Future Land Use map submit their request in writing to the town along with the following materials:
 - Narrative explaining the intentions of the amendment, the reasoning for the request, and how the request furthers the Community Vision, Values, Goals, and Policies.
2. In instances where the amendment also includes an amendment to the Future Land Use map, the following shall be submitted as well:
 - A map depicting the area(s) to be changed on the future land use map indicating the current Land Use Classification and proposed Land Use Classification.
 - All owners of all property(ies) affected by the change in land use classification shall provide written acknowledgement that the request is being made. If they are supportive of the amendment, the written acknowledgement should indicate their support as well.
 - An analysis of how the change in land use classification will impact the provision of town services including, but not limited to, water, sewer, roadways, emergency services, etc. and the anticipated economic impact in the short-term and long-term. Such an analysis should include capital expenses and long-term maintenance and replacement costs of any assets or infrastructure.

Completeness and Review:

3. The submittal will be reviewed for completeness by the Town prior to distribution.
4. Upon determination of completeness, the Town will distribute the request to affected entities such as fire protection districts, water/sewer districts, school districts, Ouray County departments, utility providers, and other agencies or entities who may have an interest in the Master Plan amendments.

Public Meetings:

5. The requestor shall plan and schedule a public open house where all residents and interested individuals and groups within the Town can attend to learn about the request and provide feedback and input. This meeting will be an opportunity for the requestor to present the request and the justification for such request. The presentation should include an appropriate level of analysis consistent with the submitted materials.



- Notice of the hearing shall be posted at town hall, on the town's website, and in a newspaper of general circulation a minimum of 15 days prior to the date of the meeting. The newspaper notice shall be posted 2 times with the first being between 30 and 45 days before the meeting and the second being between 10 to 15 days before the meeting.
 - The requestor shall cause detailed notes and attendance records to be kept of the discussions had at the meeting.
6. Following the meeting, the requestor shall meet with Town staff to discuss the meeting and next steps. In the sole discretion of the Town, an additional meeting may be necessitated to address issues, concerns, or comments brought up at the meeting by the general public.
- If a second meeting is not required, the requestor must update the submittal package addressing all comments brought up at the public meeting and raised by referral agencies or organizations.
7. The requestor shall submit the updated materials addressing all comments and feedback heard through the process to date to the town for review.

Open Comment Period:

8. An open comment period of not less than 21 days where the general public can provide comments and/or feedback on the requested amendments.
- The comments will be gathered by the Town and provided to the requestor as quickly as possible as they are received.
9. At the end of the 21-day comment period, the requester and the Town staff shall meet to once again discuss the comments receive and determine the next steps. At the sole discretion of the town, the requestor may be required to hold another public meeting or focused discussions with specific community members. Town representatives shall be present at any meeting the requestor has with community members and the requestor shall continue to take detailed notes and attendance records of all meetings and participants.

Planning Commission Hearing:

10. Once all public comments have been addressed to the satisfaction of Town staff, the requestor shall submit the final request including all pertinent information related to the request, including, but not limited to:
- Narrative
 - Justification



- Updated map
- Detailed analysis on provision of services
- Community Engagement report that includes all materials presented at each meeting, the date and time of each meeting and discussion, the participants of each meeting, and the notes taken at each meeting.

11. Once accepted by Town staff, the application will be set for consideration at a hearing before the Planning Commission.

- The application packet will be sent to necessary agencies who reviewed the packet initially
- Town staff will prepare a staff analysis and staff report
- The requestor shall be responsible for presenting the request and answering any questions or concerns raised by staff, commissioners, or the general public.
- The hearing shall be noticed by posting at town hall and one posting in a newspaper of general circulation between 10-15 days prior to the Planning Commission hearing date.
- The Planning Commission shall review the materials and all testimony at the hearing against the Master Plan Amendment Criteria addressed in the Master Plan and render a decision to either adopt the amendments, adopt the amendments with conditions, deny the amendments, or continue the amendments for additional information to be gathered.

Town Council Ratification:

12. Unless the Planning Commission continues the hearing, the request, with the Planning Commission action, shall be forwarded to the next available Town Council meeting (not necessarily the immediately following meeting) for their consideration.

- The Town Council meeting is not a public hearing.
- Town staff will update the analysis and staff report provided to the Planning Commission and forward to the Town Council.
- The requestor shall be responsible for presenting the request and answering any questions or concerns raised by staff, commissioners, or the general public.
- At the end of the presentation, the Town Council may either adopt, adopt with conditions, deny, or continue the request based on the Master Plan Amendment Criteria.