

RIDGWAY PLANNING COMMISSION

REGULAR MEETING AGENDA

Tuesday, June 27, 2023

5:30 pm

Pursuant to the Town's Electronic Participation Policy, the meeting will be conducted both in person and via a virtual meeting portal. Members of the public may attend in person at the Community Center, located at 201 N. Railroad Street, Ridgway, Colorado 81432, or virtually using the meeting information below.

Join Zoom Meeting

<https://us02web.zoom.us/j/84236936503?pwd=a3Qya2ppNjZMVTdnZkZTS0haLzkrZz09>

Meeting ID: 842 3693 6503

Passcode: 623009

To call in dial: 408.638.0968 or 253.215.8782 or 669.900.6833

Written comments can be submitted before the meeting to kchristian@town.ridgway.co.us or delivered to Town Hall Attn: Planning Commission

ROLL CALL: Chairperson: Michelle Montague, Commissioners: John Clark, Pam Foyster, Bill Liske, Russ Meyer, Jennifer Nelson, and Jack Petrucci

WORK SESSION:

1. Review of draft *Development Review Process Guide*
2. Review and prioritization of *Future Land Use Regulations Discussion Items List*

ADJOURNMENT

AGENDA ITEM #1

Town of
RIDGWAY

**DEVELOPMENT REVIEW
PROCESS GUIDE**



July 2023



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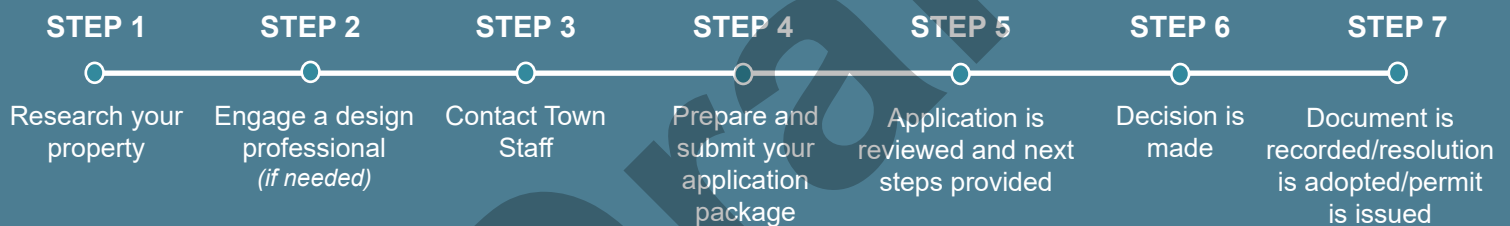
ABOUT THIS GUIDE & APPLICATION STEPS

About this Guide

This guide is intended to explain the development and review process for the Town of Ridgway. Whether you are a resident looking to apply for a lot variance, or a developer interested in subdividing land, better understanding the process will help with the success of your project. Researching and planning are essential, and this guide provides the most current information to enhance clarity and predictability.

Every project is unique and will have different requirements. We highly recommend you contact Town Staff to discuss your project well ahead of submitting your application. Staff can make you aware of any major issues or pitfalls, and will provide an overview of the planning process. Staff will also help determine whether a Pre-Application meeting is needed before you formally submit your development application.

Applicant's Steps



The Town has six categories of Land Use/Development applications;

1. Annexation
2. Platting and Construction Document's
3. Rezoning
4. Site Design
5. Building Permits

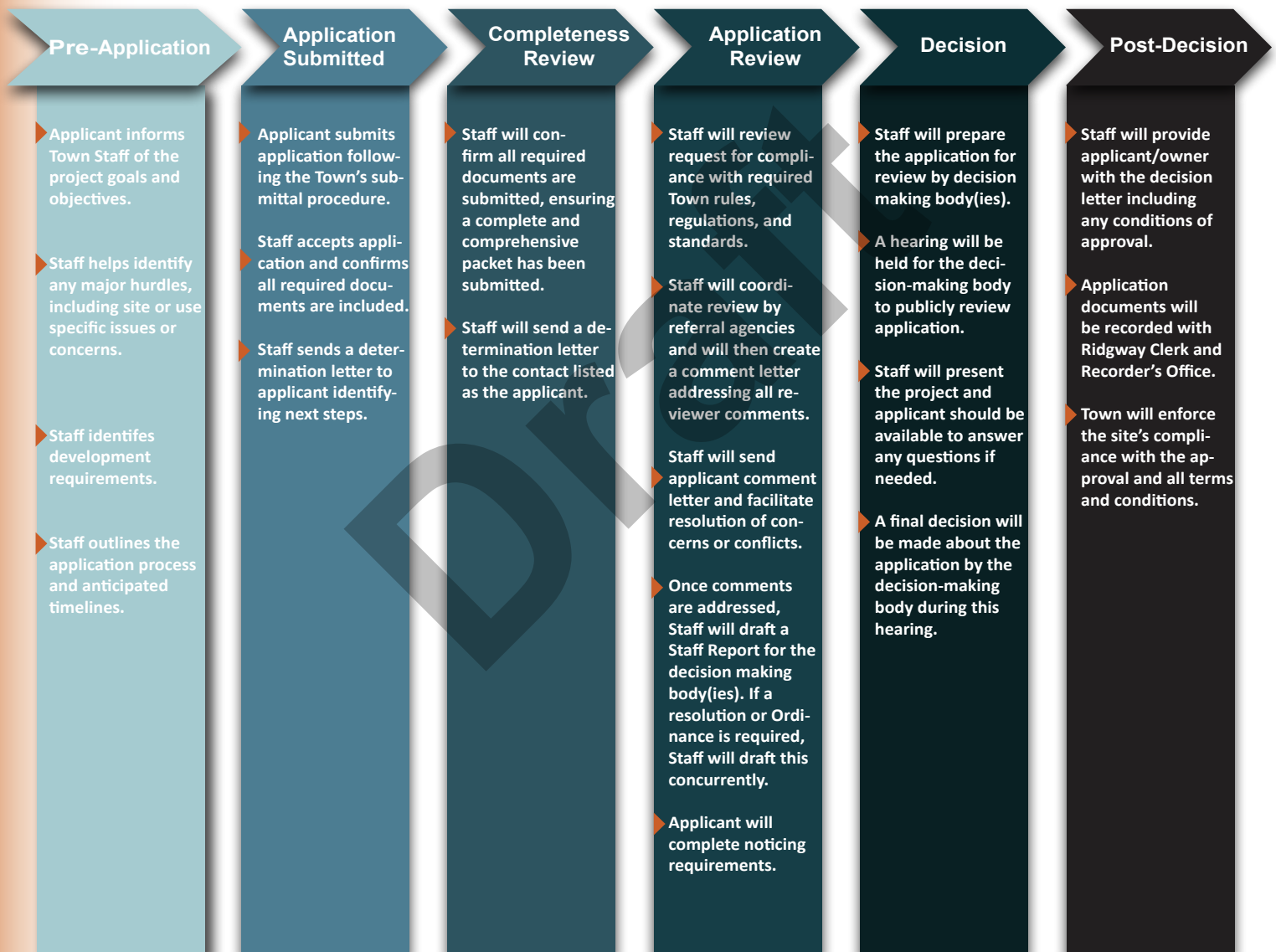
Depending on the type of project or application, the submittal requirements and approval process will vary. The appendices within this guide include information for each of these six categories and what the development process will look like for each. This will help determine where your project best fits.

KNOW YOUR ZONE

Knowing the zoning of a property is essential in understanding what and how something can be built on that property. Refer to Chapter 7 Land Use Regulations of the Municipal Code for more information on zoning requirements.

What is the development process?

The development process is the mechanism for Town representatives, whether it be Town Staff, Board of Trustees, Board of Adjustments, or Planning & Zoning Commission, to be able to review and adopt policies and regulations for physical development within the Town.



ZONING MAP AMENDMENT

Amendments to the Official Zoning Map may be made by an ordinance enacting a revised map or by an ordinance amending portions of the Official Zoning Map by specifying the legal description of the property to be rezoned. A copy of the Official Zoning Map, as amended from time to time, shall be maintained in the Town Clerk's office available for public inspection. Periodically, copies of the Official Zoning Map, as amended, may be reproduced and made available to the public.

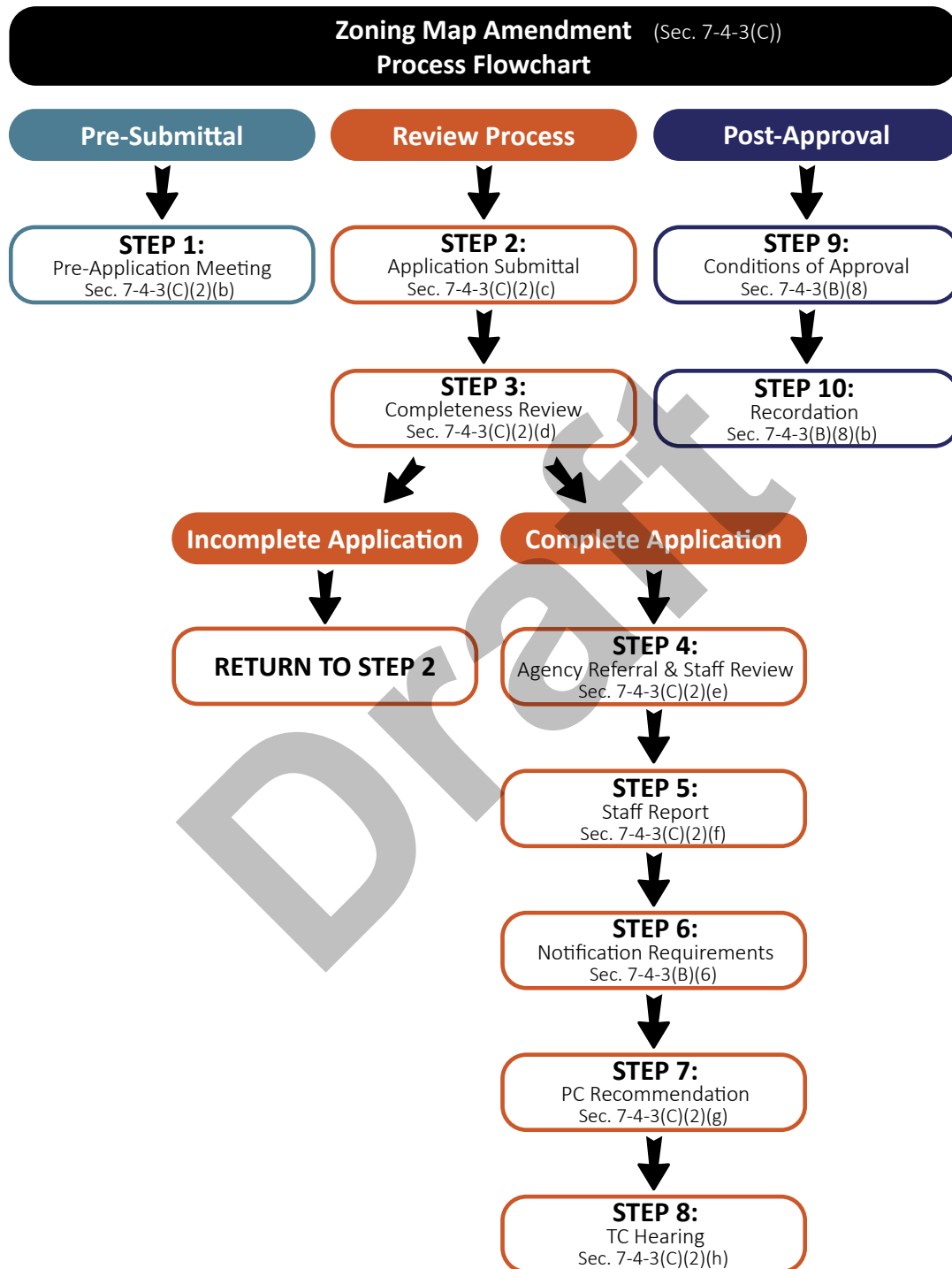
Rezoning may be requested or initiated by the Town, the Planning Commission, or the owner of any legal or equitable interest in the property or their representative. The area considered for rezoning may be enlarged by the Planning Commission on its own motion over the area requested in the application as part of its recommendation.

Legislative Zoning: Comprehensive review and reenactment of all or a significant portion of the Official Zoning Map shall be a legislative action and shall not be required to meet any criteria set out in this Subsection.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for a zoning map amendment request. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials. All materials set forth in Section 7-4-3(B)(2), Application Material Requirements.
2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other pertinent or necessary information.
 - a. A general written narrative describing the purpose of the project;
 - b. The source and quantity of water required for the proposed use(s) within the project;
 - c. The method of wastewater treatment and anticipated quantity of wastewater generated;
 - d. When water or wastewater service would be provided by a municipality or a water or sanitation district or other public entity, written confirmation that such entity is willing and able to provide such service;
 - e. A description of any natural or man-made hazard within or in the vicinity of the land within the application and a statement describing how the anticipated impact of such hazards would be mitigated if the proposed request requires such mitigation;
 - f. A vicinity map showing to scale the proposed project area in relationship to the surrounding municipal and unincorporated area;
 - g. A description of any unique features, such as historical sites, unique landforms or scenic vistas, contained within the project area.
3. Site Improvement Plan.
 - a. The size of the map shall be of a size that is legible for reasonable review and interpretation, as determined by the Town Manager or designee;
 - b. A scale that is one (1) inch equals two hundred (200) feet or another suitable scale if approved by Town Manager or designee;
 - c. Legal description of the parcel;
 - d. North arrow, scale, and legend;
 - e. A vicinity map at a suitable scale;
 - f. Outline of the parcel boundary or the portion of the parcel that the application applies to;
 - g. The location and name of any streams, ponds, waterways, and irrigation ditches within the property boundaries;
 - h. The location and names of all roads and highways abutting the site;
 - i. All existing and proposed structures and their dimensions;
 - j. The location, dimensions and design of any existing signs on the site;
 - k. All utility easements or rights-of-way for telephone, gas, electric, water and sewer lines;
 - l. The location of vehicular drives, entrances, exits, acceleration and deceleration lanes; location and dimensions of pedestrian entrances, exits, walks and walkways;
 - m. General location, arrangement and dimensions of parking spaces, aisles, bays and other similar

information; and

- n. A notation on the site improvement plan of all existing or potential natural or manmade hazards on or adjacent to the site and a narrative description of an acceptable plan for the mitigation of the impact of such identified hazards.

4. Supplemental Materials. The following items are also required to be submitted to the Town:

- a. Proof of minimum guaranteed water supply.

5. Additional Requirements.

- a. Any other information deemed necessary by the Town Manager or designee to assist in the review of the application.

Approval Criteria

Amendments to the Official Zoning Map involving any change in the boundaries of an existing zoning district, or changing the designation of a district, shall be allowed only upon a determination following public hearing that the following criteria are met:

- 1. The amendment is not adverse to the public health, safety and welfare, and
- 2. Either:
 - a. The amendment is in general conformity with the Master Plan; or
 - b. The existing zoning is erroneous; or
 - c. Conditions in the area affected or adjacent areas have changed materially since the area was last zoned.

CONDITIONAL *Uses*

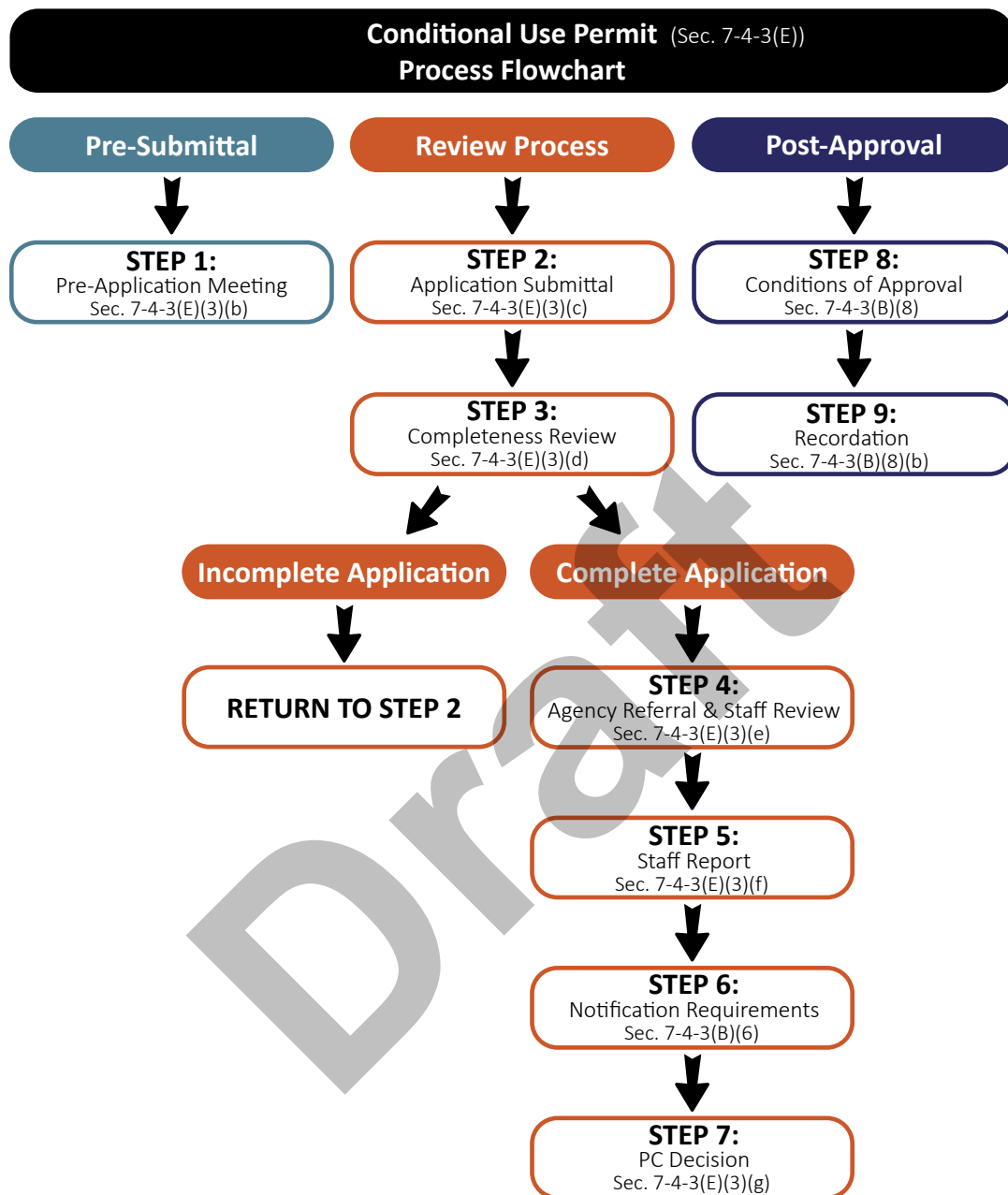
Conditional uses are land uses that have potential for causing adverse impacts on other uses due to such factors as location, method of operation, scale or intensity of activity, or traffic generated. Because of their unusual or special characteristics, conditional uses require review and evaluation so that they may be located properly with respect to their effects on surrounding properties and the Town of Ridgway at large. Conditional uses may be permitted subject to such conditions and limitations as the town may prescribe. The intent is to ensure that the location and operation of the conditional use is in accordance with the development objectives of the town and the Master Plan and will not be detrimental to other uses or properties. All conditional uses shall meet all applicable standards as detailed in this Chapter. The review process for conditional uses is set forth in Section 7-4-3(E)(2), Review Procedures.

1. Applicability. Conditional use approval is required for those uses listed as conditional uses in the Land Use Table in Section 7-4-4(O).
2. An application for conditional use approval is required and shall be submitted at the same time as site plan review if one is necessary.
3. Conditional use permits run with the land and approval may be revoked upon failure to comply with conditions associated with the original approval of the conditional use.
4. Conditional use permits issued prior to the effective date of these Land Development Regulations shall be allowed to continue as long as the use is consistent with the conditions of the permit and the provisions of Section 7-4-13, Nonconforming Uses and is renewed as required by the conditional use permit. If the conditions of approval are not maintained, it shall be considered a violation of these Land Development Regulations, punishable in a manner set forth in Section 7-1-7 Enforcement and Administration. In addition, the Town may revoke the permit.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for conditional use requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials. All items set forth in Section 7-4-3(B)(2), Application Submittal Requirements.

2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:

- a. A general written narrative describing the purpose of the project;
- b. Description of the current land use(s) on the property, the characteristics of the land within the property boundaries, and the current land use on all adjoining property;
- c. A time schedule for construction and/or operation;
- d. Description of how the use will be operated;
- e. How ongoing maintenance of the use and site will be provided;
- f. How the use's impacts on surrounding properties will be minimized and mitigated;
- g. A statement describing how the proposed use would be in compliance with the provisions of the Master Plan;
- h. The proposed sources of water and sanitary sewer; and
- i. A listing of additional local, state and/or federal permits required prior to commencing the proposed land use and notation of which permits have been applied for and which, if any, have been granted.

3. Site Improvement Plan.

- a. The size of the map shall be of a size that is legible for reasonable review and interpretation, as determined by the Town Manager or designee;
- b. A scale that is one (1) inch equals two hundred (200) feet or another suitable scale if approved by Town Manager or designee;
- c. Legal description of the parcel;
- d. North arrow; scale, and legend;
- e. A vicinity map at a suitable scale;
- f. Outline of the parcel boundary or the portion of the parcel that the conditional use applies to;
- g. The location and name of any streams, ponds, waterways and irrigation ditches within the property boundaries;
- h. Current and proposed grading and drainage patterns including:
 - i. Drainage arrows depicting surface flow;
 - ii. Drainage facilities and improvements; and
 - iii. A grading plan depicting existing and proposed site contours at two-foot intervals;
- i. The location and names of all roads and highways abutting the site;
- j. All existing and proposed structures and their dimensions;
- k. The location, and dimensions of any existing and proposed signs on the site;
- l. All utility easements or rights-of-way transmission and/or service lines;
- m. The location and dimensions of vehicular drives, entrances, exits, acceleration and deceleration lanes; location and dimensions of pedestrian entrances, exits, walks and walkways;
- n. General location, arrangement and dimensions of parking spaces, width of aisles, width of bays, angle of parking and other similar information;
- o. A notation on the site improvement plan of all existing or potential natural or manmade hazards on or adjacent to the site and a narrative description of an acceptable plan for the mitigation of

the impact of such identified hazards; and

- p. Any other information deemed necessary by the Town Manager or designee to assist in the review of the application.

4. Supplemental Materials. The following items are required to be submitted to the Town of Ridgway:

- a. Drainage plan or study calculating historic and proposed surface and stormwater flows and how such flows will be managed.
- b. Traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.
- c. Proof of minimum guaranteed water supply appropriate for the requested use.

5. Additional Requirements.

- a. Where deemed required by the Town Manager or designee, applicants shall submit an Industrial Use Mitigation Report that details how the proposed use will conform to the criteria outlined in Section 7-4-5, Performance Standards.
- b. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

Uses listed as conditional uses for the various zoning districts provided in this Chapter shall be allowed only if the Planning Commission determines, following review pursuant to Subsection 7-4-3(3), that the following criteria are substantially met with respect to the type of use and its dimensions:

1. The use will not be contrary to public health, safety, or welfare.
2. The use is not materially adverse to the Town's Master Plan.
3. Streets, pedestrian facilities, and bikeways in the area are adequate to handle traffic generated by the use with safety and convenience.
4. The use is compatible with existing uses in the area and other allowed uses in the District.
5. The use will not have an adverse effect upon other property values.
6. The location of curb cuts and access to the premises will not create traffic hazards.
7. The use will not generate light, noise, odor, vibration, or other effects which would unreasonably interfere with the reasonable enjoyment of other property in the area.
8. Visual impact due to a building's size shall be mitigated by means of design, landscaping, berming, and other methods of site treatment, and must be compatible with the mass and scale of existing buildings on adjacent properties, or if there are no such buildings, compatible with the mass and scale of buildings in the Town generally.

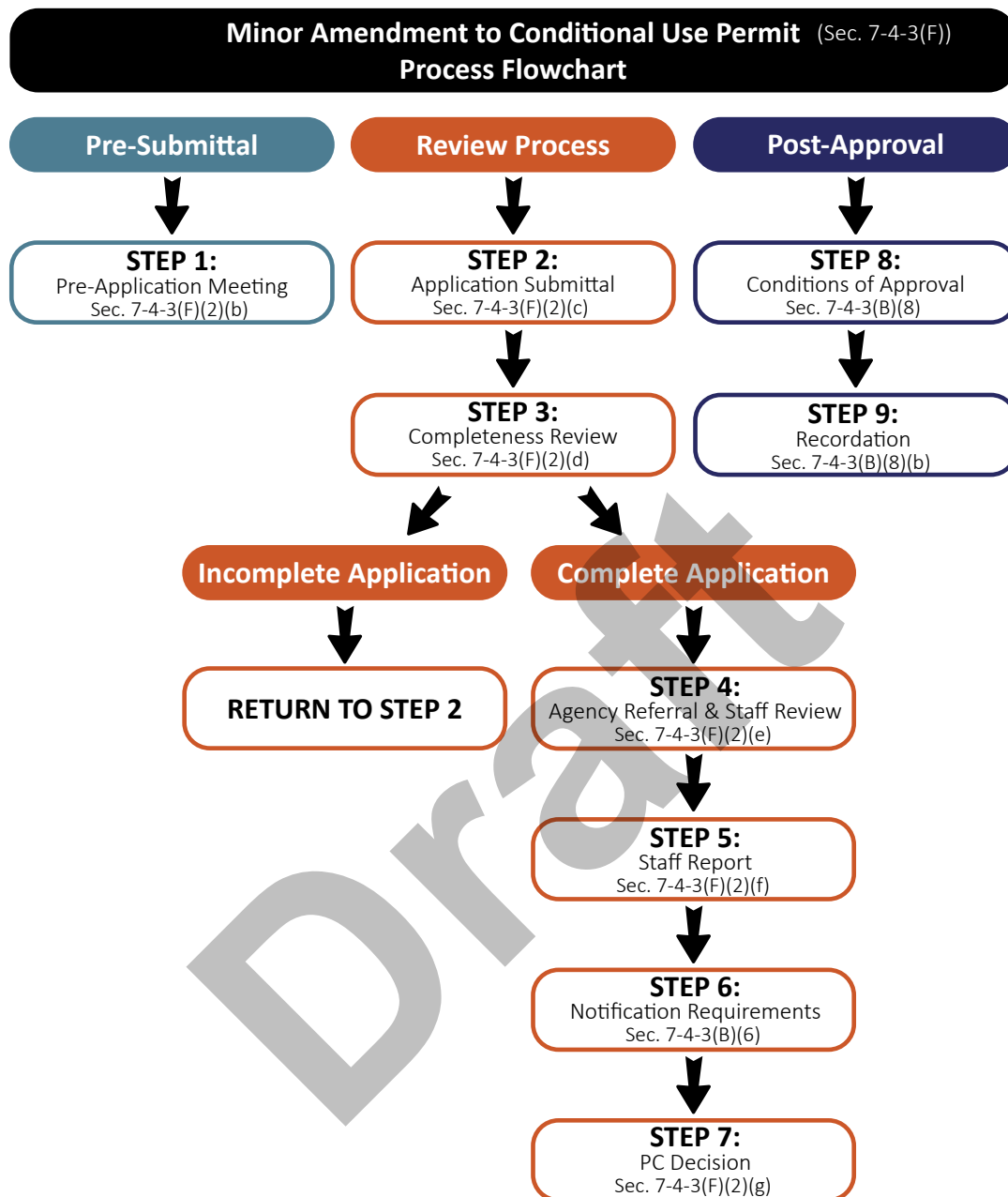
MINOR AMENDMENT TO A CONDITIONAL USE PERMIT

1. Minor amendments to conditional use permits are those that do not alter the basic intent and character of the approved conditional use and are deemed necessary in light of technical or engineering considerations not first discovered during actual construction; or could not have been reasonably anticipated during the initial review process. Minor amendments shall not include changes in use.
2. Any change not qualifying as a minor amendment shall be processed as a new conditional use request.
3. No conditional use permit may receive more than one (1) minor amendment. For purposes of this subsection, a minor amendment may include multiple amendments consolidated and submitted as one minor amendment to a conditional use permit application. Any additional amendments, minor or otherwise, shall be processed as a new conditional use application pursuant to Section 7-4-3(E), Conditional Use Permit.
4. The review process for a minor amendment to conditional use permit is set forth in Section 7-4-3(F) (2), Review Procedures. These minor amendments may include, but are not limited to:
 - a. Variations to the location of an approved building footprint of not more than five (5) feet;
 - b. Minor deviations in the location of infrastructure (roads and utilities);
 - c. Pedestrian or vehicular circulation throughout or adjacent to the project;
 - d. Changes to the gross floor area of not more than ten (10) percent of the approved square footage;
 - e. Modifications to include necessary operations to enhance the area or clear the site;
 - f. Modification to the day by which the conditional use permit is in operation;
 - g. Other minor changes to a conditional use permit as determined by the Town Manager or designee.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for minor amendment to conditional use permit requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials. All items set forth in Section 7-4-3(B)(2), Application Submittal Requirements.

2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information.
 - a. A general narrative of the conditional use permit issued by the town and any conditions or provisions included in such permit;
 - b. A description of the minor amendment being requested and justification and rationale for such request; and
 - c. Any impacts the amendment may have on the use, adjacent properties, and/or public infrastructure.
3. Site Improvement Plan. The site improvement plan shall include all items required for a conditional use set forth in Section 7-4-3(E)(3)(c)(iii), Site Improvement Plan.
4. Supplemental Materials. The supplemental materials shall include all items required for a conditional use set forth in Section 7-4-3(E)(3)(c)(iv), Supplemental Materials.
5. Additional Requirements. Any additional information deemed necessary by the Town Manager or designee to assist in the review of the application.

Approval Criteria

A minor amendment to a conditional use permit may be approved by the Planning Commission if the application is found to meet the approval criteria of a conditional use permit set forth in Section 7-4-3(E)(4), Approval Criteria.

TEMPORARY Use PERMITS

Temporary uses or structures are uses and/or structures that will be used for a specified period of time, are not permanent, or are for a special event or purpose. The review process for a temporary use permit is set forth in Section 7-4-3(G)(2), Review Procedures.

1. The Planning Commission may issue a permit authorizing certain temporary uses of premises in a district for a use which is otherwise not allowed in such a district for the periods specified here below:

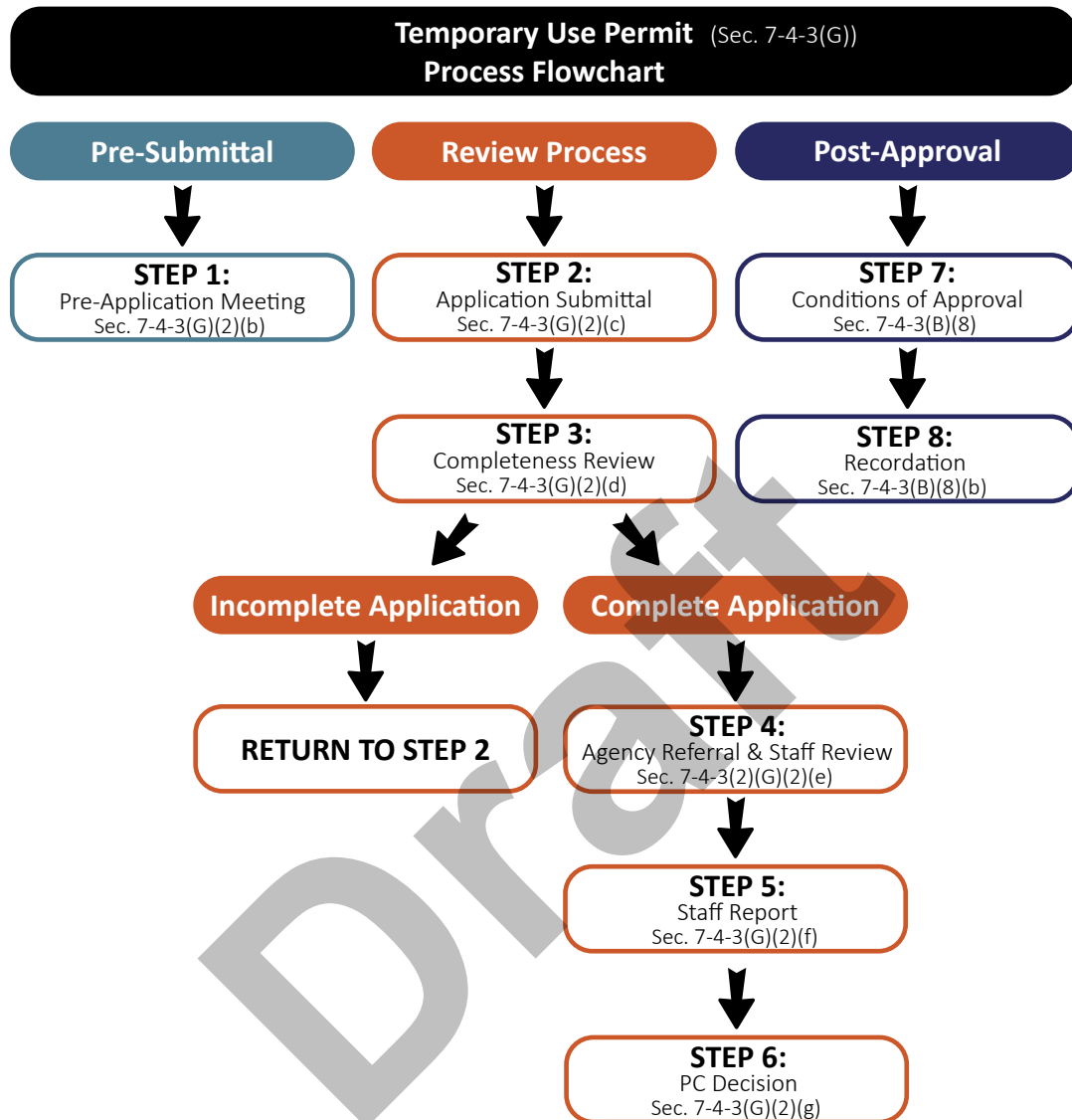
Use	Zoning District	Period
Construction office incidental to construction on premises	All districts	9 months
Carnival, circus, bazaar, fairs	Commercial	1 week
Tent meetings or crusades	Commercial	2 weeks

2. A permit for a period of up to one year may be issued under the following circumstances by the Planning Commission for temporary location or use of a manufactured home or travel home:
 - a. For fire protection or security purposes in the General Commercial District.
 - b. At a construction site during the construction period.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for temporary use requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials. All items set forth in Section 7-4-3(B)(2), Application Submittal Requirements.
2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:
 - a. A general written narrative describing the purpose of the project;
 - b. Description of the current land use(s) on the property, the characteristics of the land within the property boundaries, and the current land use on all adjoining property;
 - c. A time schedule for construction and/or operation;
 - d. Description of how the use will be operated;
 - e. How ongoing maintenance of the use and site will be provided;
 - f. How the use's impacts on surrounding properties will be minimized and mitigated;
 - g. A statement describing how the proposed use would be in compliance with the provisions of the Master Plan;
 - h. The proposed sources of water and sanitary sewer; and
 - i. A listing of additional local, state and/or federal permits required prior to commencing the proposed land use and notation of which permits have been applied for and which, if any, have been granted.
3. Site Improvement Plan
 - a. The size of the map shall be of a size that is legible for reasonable review and interpretation, as determined by the Town Manager or designee;
 - b. A scale that is one (1) inch equals two hundred (200) feet or another suitable scale if approved by Town Manager or designee;
 - c. Legal description of the parcel;
 - d. North arrow; scale, and legend;
 - e. A vicinity map at a suitable scale;
 - f. Outline of the parcel boundary or the portion of the parcel that the conditional use applies to;
 - g. The location and name of any streams, ponds, waterways and irrigation ditches within the property boundaries;
 - h. Current and proposed grading and drainage patterns including:
 - i. Drainage arrows depicting surface flow;
 - ii. Drainage facilities and improvements; and
 - iii. A grading plan depicting existing and proposed site contours at two-foot intervals;

- i. The location and names of all roads and highways abutting the site;
 - j. All existing and proposed structures and their dimensions;
 - k. The location, and dimensions of any existing and proposed signs on the site;
 - l. All utility easements or rights-of-way transmission and/or service lines;
 - m. The location and dimensions of vehicular drives, entrances, exits, acceleration and deceleration lanes; location and dimensions of pedestrian entrances, exits, walks and walkways;
 - n. General location, arrangement and dimensions of parking spaces, width of aisles, width of bays, angle of parking and other similar information;
 - o. A notation on the site improvement plan of all existing or potential natural or manmade hazards on or adjacent to the site and a narrative description of an acceptable plan for the mitigation of the impact of such identified hazards; and
 - p. Any other information deemed necessary by the Town Manager or designee to assist in the review of the application.
4. Additional Requirements. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

The following criteria shall be met by the application and supplemental materials in order for the Planning Commission or designee to issue a temporary use permit.

1. The owner of the property on which the temporary use, structure or event is proposed consents in writing to the issuance of the permit;
2. Local governmental agencies have the resources to dedicate to the use, structure or event;
3. The use, structure or event is not too intrusive or destructive to the community;
4. The proposed use, structure or event is compatible with surrounding land users and uses;
5. The use, structure or event complies with all requirements imposed by this code; and
6. The use, structure or event complies with all applicable laws and regulations.

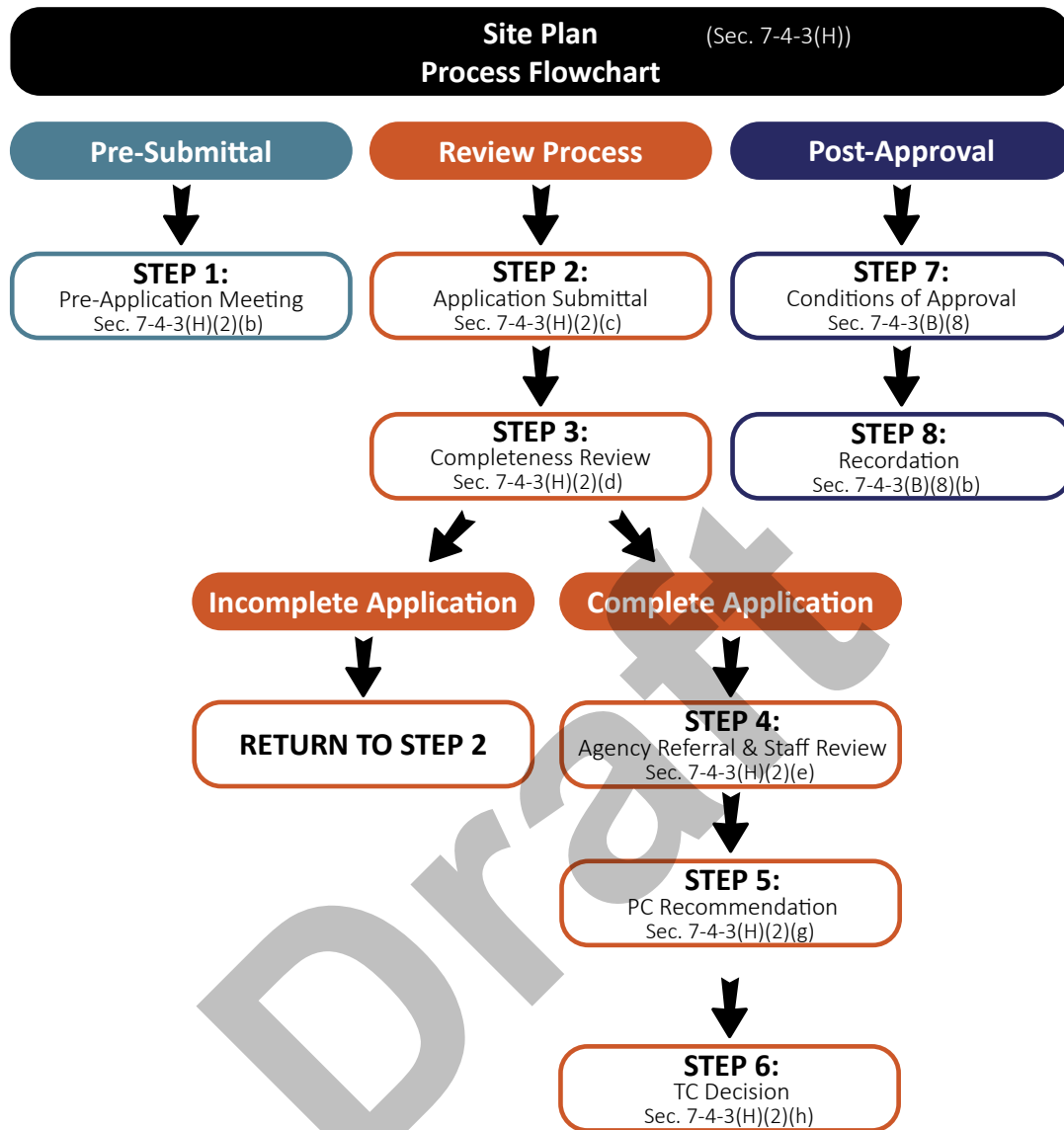
SITE PLAN

1. The purpose of a site plan is to ensure compliance with the town's development and design standards and the provisions of this code. It is designed to encourage quality development reflective of the goals, policies, and objectives of the town of Ridgway. The character and environment of the town for future years will be greatly affected by the design of development Planning, layout, and design of sites are of the utmost concern. Safe mobility for pedestrians and motor vehicles is important. Lots should provide desirable settings for the buildings that are to be constructed, make use of natural contours, protect significant views, and afford privacy for residents. Natural features should be preserved when practicable.
2. The site plan shall ensure that all nonresidential and multifamily uses comply with access, parking, setbacks, signage, and other site design standards as required by the Ridgway Municipal Code. When site plan review is required, structures shall not be constructed or installed and uses may not begin until a site plan showing the proposed development has been approved in accordance with the procedures and provisions of this section. The review process for site plans is set forth in Section 7-4-3(H)(2), Review Procedures.
3. The following projects require site plan approval:
 - a. All new uses and structures which are not exempted in Section 7-4-3(H)(1)(d);
 - b. Any modification of an existing use, structure, or site where, in the opinion of the Town Manager or designee, significant changes to the use, structure, or site are proposed; or
 - c. Any modification of an existing structure where the exemption limits set forth in Section 7-4-3(H)(1)(d)(ii) are exceeded.
4. The following projects are exempt from site plan approval:
 - a. Single-family dwelling; or
 - b. Duplex dwelling; or
 - c. Any proposed modification of an existing structure where less than twenty (20) percent of gross floor footage of the existing structure is being modified, provided that the modification does not exceed one thousand (1,000) gross square feet.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for site plan requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials. All items set forth in Section 7-4-3(B)(2), Application Submittal Requirements.
2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:
 - a. A general written narrative describing the purpose of the project;
 - b. The proposed vehicular access including ingress, egress, internal circulation, and parking;
 - c. The source and quantity of water required for the proposed use(s) within the area to be

developed;

- d. The method of wastewater treatment and anticipated quantity of wastewater generated;
- e. When water or wastewater service would be provided by a municipality or a water or sanitation district or other public entity, written confirmation that the public entity in question is willing and able to provide the service in question;
- f. A description of any natural or man-made hazard within or in the vicinity of the subject parcel and a statement describing how the anticipated impact of such hazards would be mitigated if the proposed development requires such mitigation;
- g. A description of any unique features, such as historical sites, unique landforms or scenic vistas, contained within the subject parcel.

3. Site Improvement Plan

- a. The size of the map shall be of a size that is legible for reasonable review and interpretation, as determined by the Town Manager or designee;
- b. A scale that is one (1) inch equals two hundred (200) feet or another suitable scale if approved by Town Manager or designee;
- c. Legal description of the parcel;
- d. North arrow; scale, and legend;
- e. A vicinity map at a suitable scale;
- f. Outline of the parcel boundary or the portion of the parcel that the conditional use applies to;
- g. The location and name of any streams, ponds, waterways and irrigation ditches within the property boundaries;
- h. Current and proposed grading and drainage patterns including:
 - i. Drainage arrows depicting surface flow;
 - ii. Drainage facilities and improvements; and
 - iii. A grading plan depicting existing and proposed site contours at two-foot intervals.
- i. The location and names of all roads and highways abutting the site;
- j. All existing and proposed structures and their dimensions;
- k. The location, and dimensions of any existing and proposed signs on the site;
- l. All utility easements or rights-of-way transmission and/or service lines;
- m. The location and dimensions of vehicular drives, entrances, exits, acceleration and deceleration lanes; location and dimensions of pedestrian entrances, exits, walks and walkways;
- n. General location, arrangement and dimensions of parking spaces, width of aisles, width of bays, angle of parking and other similar information;
- o. A notation on the site improvement plan of all existing or potential natural or manmade hazards on or adjacent to the site and a narrative description of an acceptable plan for the mitigation of the impact of such identified hazards; and
- p. Any other information deemed necessary by the Town Manager or designee to assist in the review of the application.

4. Supplemental Materials. The following items are required to be submitted to the Town of Ridgway:

- a. Drainage plan or study calculating historic and proposed surface and stormwater flows and how such flows will be managed.
- b. Traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.
- c. Proof of minimum guaranteed water supply appropriate for the requested use.
- d. Development Improvements Agreement Form (executed).

5. Additional Requirements

- a. Where deemed required by the Town Manager or designee, applicants shall submit an Industrial Use Mitigation Report that details how the proposed use will conform to the criteria outlined in Section 7-4-5, Performance Standards.
- b. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

Prior to making a decision on a site plan application, the Town Council shall consider the following review criteria and find that each criterion has been met or determined to be inapplicable:

- 1. The application complies with all requirements imposed by these Land Development Regulations;
- 2. The application complies with all applicable laws and regulations;
- 3. The proposed use does not result in undue traffic congestion or traffic hazards.

ADMINISTRATIVE ADJUSTMENT

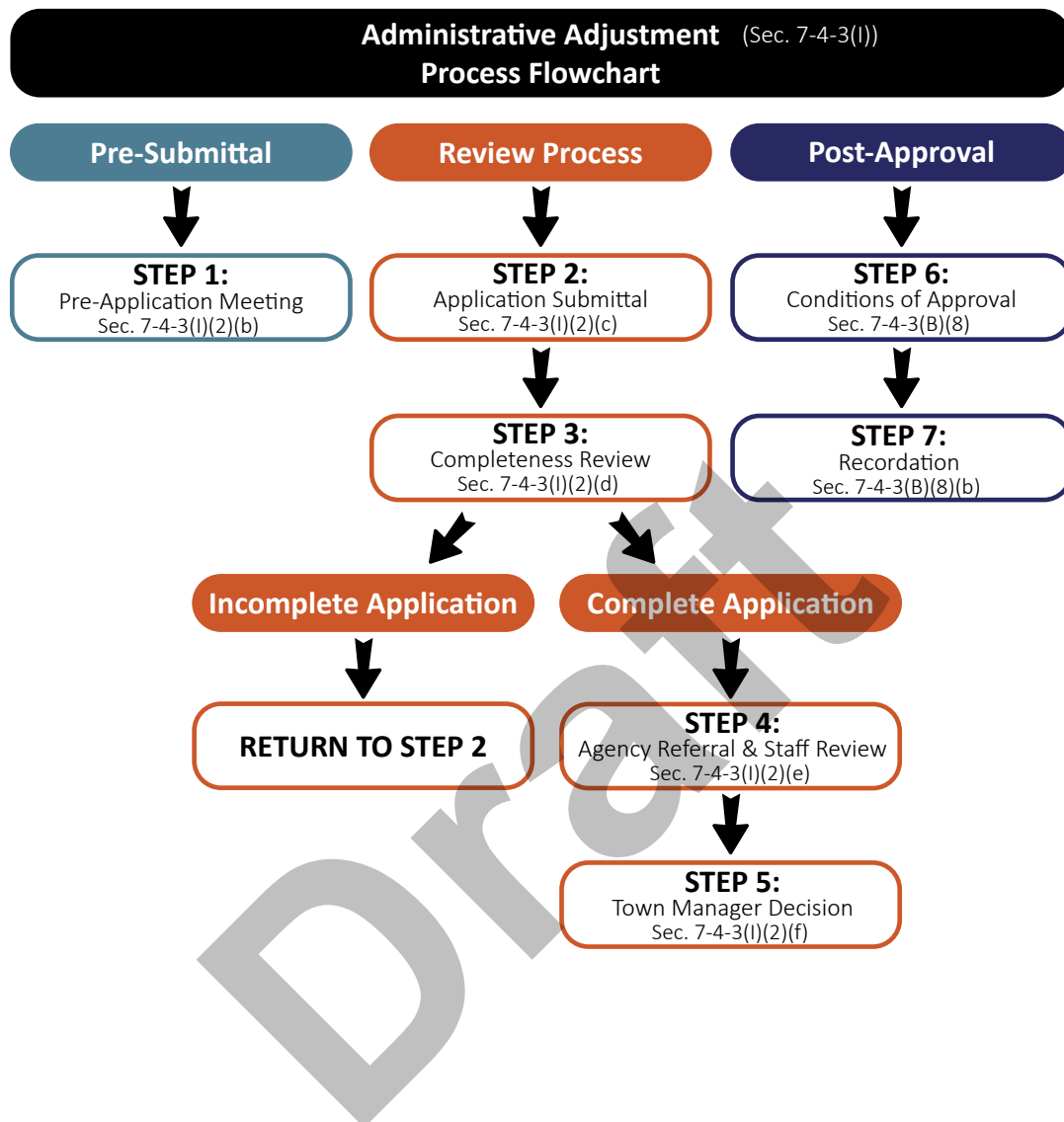
An administrative adjustment may be requested by an applicant to adjust any dimensional standard set forth in Chapter 4, Zoning Regulations, by no more than ten (10) percent of the required dimensional standard. An administrative adjustment shall be submitted and reviewed in compliance with this Section 7-4-3(I), Administrative Adjustment.

1. The request for an administrative adjustment must be made in writing to Town Manager.
2. If an applicant desires over ten (10) percent relief from a dimensional standard set forth in Section 4, Zoning Regulations, the applicant must pursue a variance in accordance with Section 7-4-3(J), Variance.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for administrative adjustment requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials. All items set forth in Section 7-4-3(B)(2), Application Submittal Requirements.
2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:

- a. A general written narrative describing the purpose of the project;
- b. Explanation of the request(s) and justification for why the standard for which an adjustment is being requested is unable to be met;
- c. Any efforts the applicant or property owner has made to meet the minimum standards;
- d. Justification for the request and how the request is the minimum required standard(s); and
- e. Description of how the request meets each of the criterion set forth in Section 7-4-3(l)(3), Approval Criteria.

3. Site Improvement Plan.

- a. All existing, required, and proposed dimensional standards clearly depicting the location and increase of the administrative adjustment request.
- b. A table identifying the required standard(s) and the numerical value being requested by the administrative adjustment.

4. Additional Requirements

- a. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

The Town Manager or designee may approve an administrative adjustment upon a finding that:

1. The request is consistent with the intent, purpose, and goals of this Municipal Code;
2. The administrative adjustment is of a technical nature (i.e., relief from a dimensional or design standard), and is either:
 - a. Required to compensate for some unusual aspect of the site or the proposed development that is not shared by landowners in general;
 - b. Support by an objective or goal from the purpose and intent of the zoning district within which the project is located; or
 - c. Proposed to protect sensitive natural resources or better integrate development with the surrounding environment.

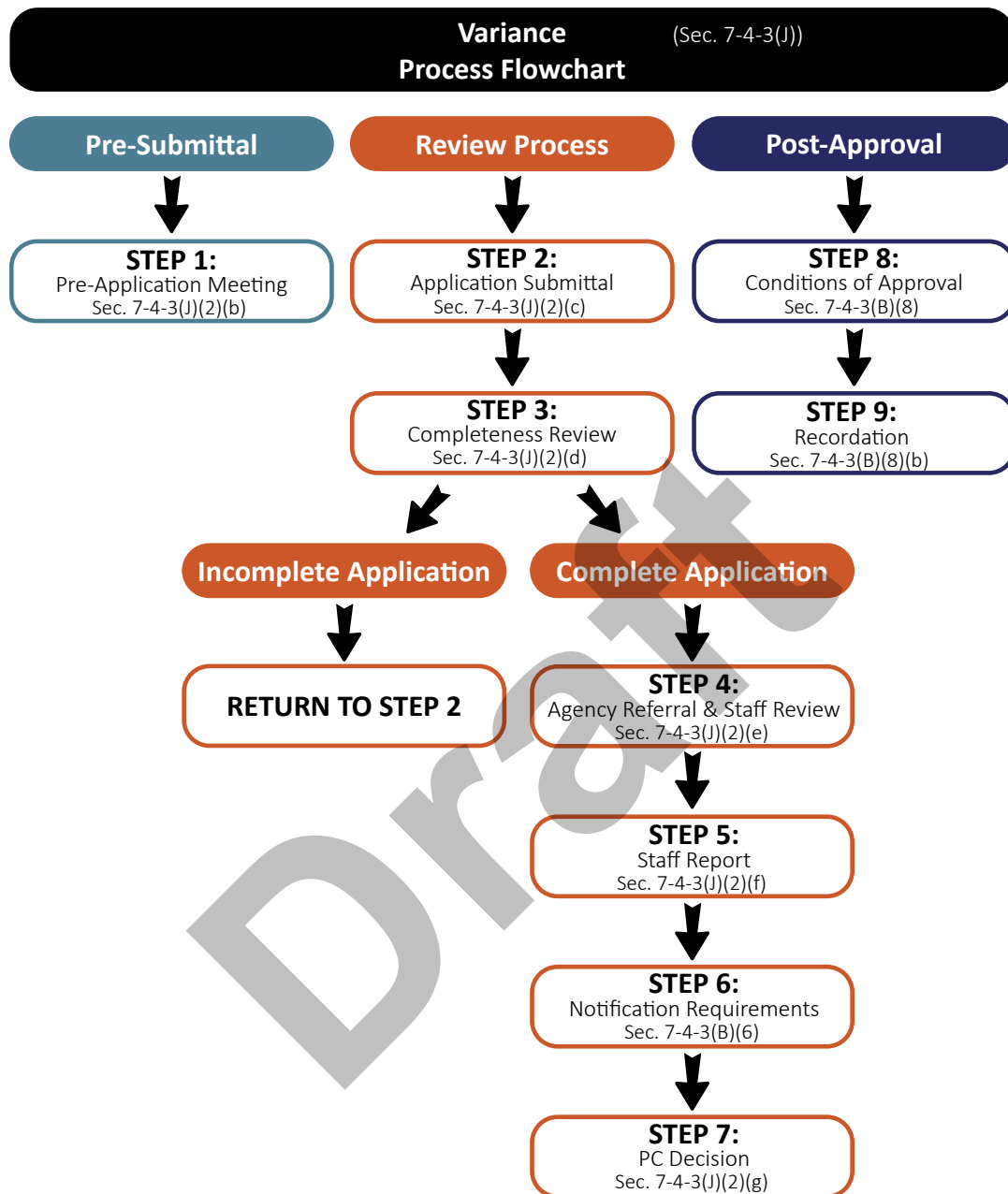
VARIANCE

Variances are deviations from the zoning dimensional standards set forth in Chapter 7, Land Use Development Regulations, that would not be contrary to the public interest when, owing to special circumstances or conditions such as exceptional topographic conditions, narrowness, shallowness or the shape of a specific piece of property, the literal enforcement of the provisions of this Ridgway Municipal Code would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner of the property. No variance from the provisions governing “Uses By Right”, and “Conditional Uses” within any zoning district may be granted.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for variance requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Application Materials. All items set forth in Section 7-4-3(B)(2), Application Submittal Requirements.

2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:
 - a. Explanation of the request(s) and justification for why the standard for which the variance is being requested is unable to be met;
 - b. Any efforts the applicant or property owner has made to meet the minimum standards;
 - c. Justification for the request and how the request is the minimum required standard(s);
 - d. Description of how the request meets each of the criterion set forth in Section 7-4-3(J)(3), Approval Criteria;
3. Site Improvement Plan
 - a. All existing, required, and proposed dimensional standards clearly depicting the location and increase of the variance request.
 - b. A table identifying the required standard(s) and the numerical value being requested by the variance.
4. Additional Requirements.
 - a. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

1. The Planning Commission may grant a variance for allowed deviations only upon the finding that the following criteria are met:
 - a. There are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the zoning ordinance, and
 - b. The spirit of the ordinance will be observed, the public health, safety and welfare secured, and substantial justice done by granting the variance.
2. The Planning Commission may grant a variance from the Off-Street Parking Requirements within the Historic Business Zoning District only upon the finding that the following criteria are met:
 - a. The variance is requested for an addition to an existing building or the construction of a purely accessory structure and these modifications will have a de minimis effect on traffic and parking; or,
 - b. The placement of on-site parking is not congruent with the goals and objectives of the downtown and as such will create an undesirable effect on the downtown streetscape, potentially interrupting, impeding or otherwise adversely affecting existing or future infrastructure such as pedestrian walkways and landscape areas; or,
 - c. There are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the Off-Street Parking Requirements.

APPEAL

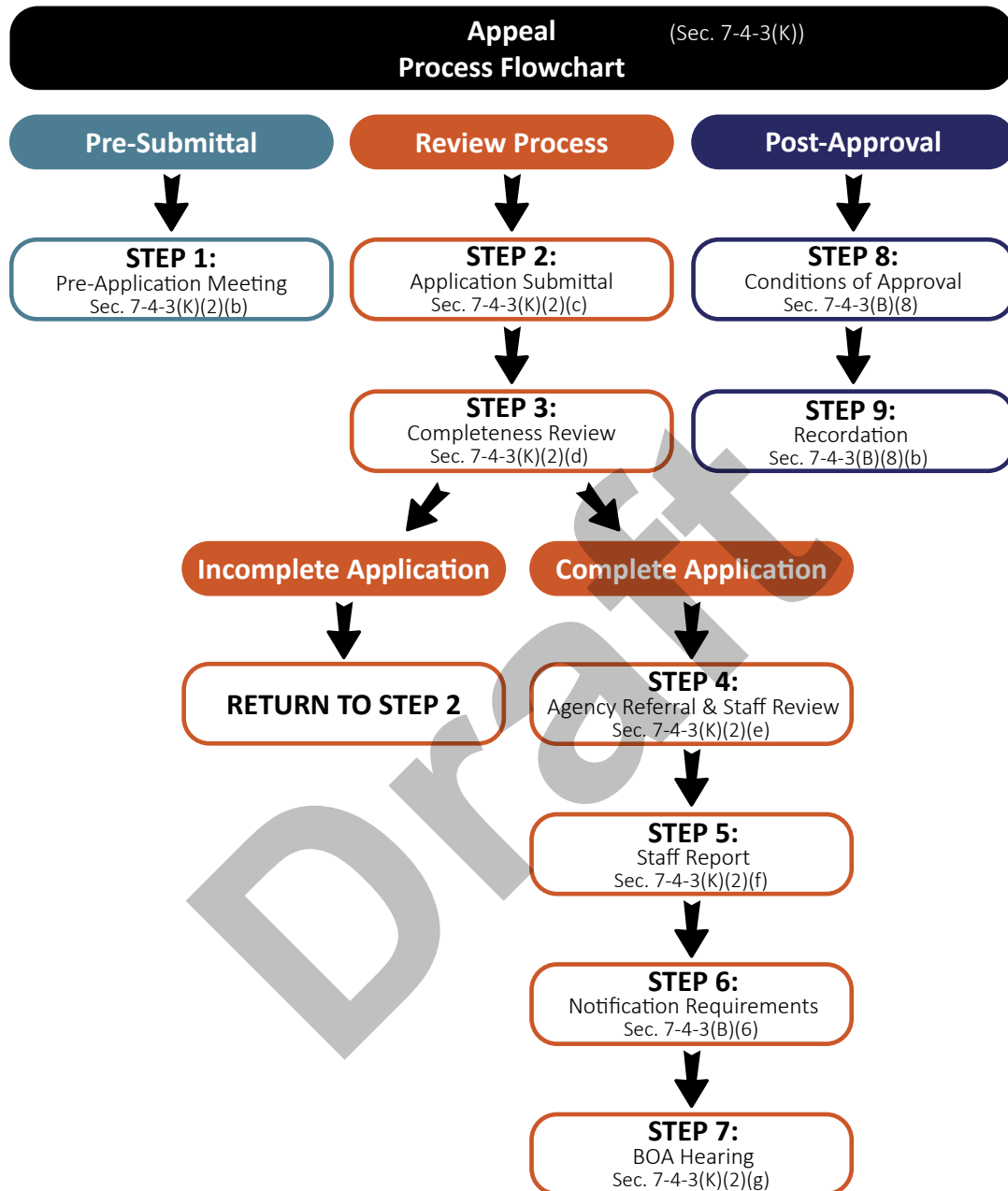
Administrative interpretations and final decisions of the Town Manager or designee may be appealed to the Board of Adjustment. Recommendations to a decision-making authority are not subject to appeal pursuant to this Section 7-4-3(K), Appeal.

1. Any person applying to the courts for a review of any decision made under the terms of this section shall apply for review within thirty (30) days after the date of decision and shall be required to pay the cost of preparing a transcript of proceedings and the application for review shall be in the nature of certiorari under Rule 106 (a) (4) of the Colorado Rules of Civil Procedure. The town shall be entitled to appeal any decision of the District Court under said Rule 106 proceedings.
2. No appeal shall be granted with fewer than four (4) concurring votes of the Board of Adjustment members regardless of number of members present.
3. If there are only four (4) members present, the applicant may elect to, in their sole discretion, continue the hearing to a future meeting when more than four (4) members will be present.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for appeal requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials. All items set forth in Section 7-4-3(B)(2), Application Submittal Requirements.
2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:
 - a. Explanation of the request(s) and justification for why the standard for which the variance is being requested is unable to be met;
 - b. Any efforts the applicant or property owner has made to meet the minimum standards;
 - c. Justification for the request and how the request is the minimum required standard(s);
 - d. Description of how the request meets each of the criterion set forth in Section 7-4-3(K)(3), Approval Criteria;

Approval Criteria

1. The Board of Adjustment may only approve an appeal upon a finding that the following criteria have been met:
 - a. Literal enforcement of the standard or requirement would place an unnecessary and unreasonable hardship upon the applicant;
 - b. (The granting of the appeal will not be materially detrimental to the public welfare or injurious to other property in the neighborhood and surrounding area;
 - c. The appeal will not have adverse effect on the intent, goals, and policies of the Town of Ridgway;
 - d. The appeal will not be averse to the intent of the applicable portions of the Master Plan in the reasonable judgement of the Board of Adjustment;
 - e. Evidence of the manner in which the provision has been interpreted in the past, if applicable; and
 - f. The positive or negative impact of the requested appeal on the achievement of the purposes of the Municipal Code.

APPLICATION

Official Use Only: Receipt # _____ Date received _____ Initials _____

General Information

Applicant Name	Application Date
Mailing Address	
Phone Number	Email
Owner Name	
Phone Number	Email
Address of Property for Hearing	
Zoning District	

Brief Description of Resquested Action

Action Requested and Required Fee Payable to the Town of Ridgway

Temporary Use Permit per 7-4-3(G)	\$150.00	Sketch Plan	\$300.00 (+\$10.00/lot or unit)
Conditional Use per 7-4-3(E)	\$250.00	Preliminary Plat	\$1500.00 (+\$25.00/lot or unit)
Change in Nonconforming Use per 7-4-13	\$150.00	Preliminary Plat Resubmittal	\$750.00 (+\$25.00/lot or unit)
Variance & Appeals per 7-4-3(J) & 7-4-3(K)	\$250.00	Final Plat	\$600.00
Rezoning per 7-4-3(C)	\$250.00	Minor Subdivision	\$450.00 (+\$25.00/lot or unit)
Other Reviews Pursuant to 7-3-23	\$250.00	Lot Split	\$450.00
Variance to Floodplain Reg. per 6-2	\$150.00	Replat	\$150.00 (+\$25.00/lot or unit)
Master Sign Plan Pursuant to 7-4-3(H)	\$150.00	Plat Amendment	\$250.00
Deviations from Residential Design Standards per 6-6	\$175.00	Planned Unit Dev. per 7-3-16	See Preliminary and Final Plat
Other	\$ _____	Statutory Vested Rights per 7-5v	\$1500.00

Application and owner shall be jointly and severally responsible for legal, engineering, planning, administrative fees and miscellaneous fees, including recording cost, if incurred. (R.M.C. 7-3-25(B) and 7-4-12(B)) Water and sewer tap fees and development excise taxes are due at approval of final plats.

Attachments Required

For All Applications

Evidence of ownership or written notarized consent of legal owners(s).

Information proving compliance with applicable criteria (see the Ridgway Municipal Code for criteria), this may include a narrative, sites, and/or architectural drawings drawn to scale.

For Conditional Uses

The site plan shall show the location of building(s), abutting streets, all dimensions, off-street parking requirements, and landscaping.

Architectural drawings shall include elevations and details of building(s).

For Changes in Nonconforming Use

Description of existing non-conformity.

For Variance

The site plan shall show the details of the variance request and existing uses within 100 ft. of property.

For Rezoning

Legal description, current zoning, and requested zoning of property.

For Subdivisions

All requirements established by Municipal Code Section 7-4.

Sketch plan submittals shall be submitted at least 21 days prior to the Planning Commission hearing at which the applicant wishes to have the application considered.

Preliminary plat submittals shall be submitted at least 30 days prior to the Planning Commission hearing at which the applicant wishes to have the application considered.

Final plat submittals shall be submitted at least 30 days prior to the Planning Commission at which the applicant wishes to have the application considered.

Please note that incomplete applications will be rejected. Contact with a Planning Commission or Town Council member regarding your application constitutes ex parte communication and could disqualify that Commissioner or Councilor from participating in your hearing. Please contact staff with any questions.

Applicant Signature

Date

Owner Signature

Date

Town of Ridgway, Colorado Acknowledgment of Fees and Costs

____ (“Applicant”) and ____ (“Owner”) do hereby acknowledge that with the filing of an application, or seeking Town review under **Chapter 7, Section 3 or Section 4** of the Town of Ridgway Municipal Code, that it is subject to the requisite fees and costs associated with such action, in accordance with **7-3-20 and 7-4-12**, including out-of-pocket legal fees and/or engineering fees.

Applicant and Owner acknowledge that no plat shall be recorded, improvement accepted, lien released, building permit issued, tap approved or final approved action taken until all fees then due are paid to the Town.

Applicant and Owner acknowledge that the Town may suspend review of submittals, inspection of improvements, and processing of a subdivision, as it deems appropriate, unless all amounts are paid as due.

Applicant and Owner further acknowledge that unpaid fees may be certified to the Ouray County Treasurer for collection as delinquent charges against the property concerned.

Acknowledge this _____ day of _____, 20_____.

APPLICANT:

By: _____
(Signature)

_____, authorized signer
(Print Name)

PROPERTY OWNER:

By: _____
(Signature)

_____, authorized signer
(Print Name)

AGENDA ITEM #2



Future Land Use Regulations discussion items			
CODE CITATION	TITLE	COMMENT	CPS SPECIFIC COMMENT
Chapter 7	Fines	These are throughout Chapter 7. Town Council should consider if the stated fines are up-to-date	
Chapter 7	Public Notice requirements	For all application types, consider adding a public notice requirement for mailings to property owners within a certain distance from subject property	This comment raised by public 4.2023
7-1-5	Adequate Public Water Supply	Town Staff has requested this section get a full re-write in the future	
7-4-1(D)	Zoning Regs and Zoning Map constitute part of Town's Comp Master Plan	These shouldn't be tied together way stated in Code. Town may consider modifying language	This comment raised by public 4.2023
7-4-2	Zoning Map	Comment made that new zoning map needed	
7-4-4(N)	Uncompahgre River Overlay District	PC brought up need for this zone district to be relooked at in entirety	*PC requested this be made a priority for future revisions
7-4-4(O)	Land Use Table	Analyze all uses and ensure uses are permitted where Town thinks are adequate for each zone district. For example: Consider allowing Live Work Dwellings in more zone districts	PC specifically requested the MR district be looked at and consider adding more service type uses and also consider adding Arts & Crafts studio in more places
7-4-6(A)	Accessory Dwelling Units	PC brought up confusion surrounding ADUs being used as STRs. Consider (F)(12) rolling into (H) and (F) stating that STRs not allowed. Does (F)(12) take those units out of ADU designation?	CPS did not evaluate this since not directed to re-write sections at this point in time. However, agree completely that this needs to be analyzed and potentially re-written in future. PC and CPS recommend discussion seemed to be in agreement that ADUs should not be allowed to be an STR *PC requested that all sections tied to housing be made a priority for future discussion/review/revisions
7-4-6(C)	Bed and Breakfast Operations	Has there been any problems with B&Bs in Ridgway? If so, consider adding more standards	CPS recommends that all lodging/residential/occupancy

Future Land Use Regulations discussion items			
CODE CITATION	TITLE	COMMENT	CPS SPECIFIC COMMENT
		to this. If not, leave this section as is. Or, reevaluate all lodging type uses and consider if B&Bs needed with STRs	uses should be analyzed to be in conformance with what the Town's needs are and what current definitions are
7-4-6(E)	Employee Housing	Have there been any problems with employee housing regulations/licensing in Ridgway? If so, modify this section. If not, leave this section as is	CPS recommends that all lodging/residential/occupancy uses should be analyzed to be in conformance with what the Town's needs are and what current definitions are
7-4-6(G)	Garage and Yard Sales	Has there been any problems with garage sales in Ridgway? If so, consider adding more standards to this. If not, leave this section as is	
7-4-6(H)	Home Occupations	May want to distinguish more between home offices and home occupations. More standards could be added if Town wanted (customer and/or delivery trips to unit, outdoor storage, etc.). Home offices could be use category permitted as an accessory use everywhere	
7-4-6(I)	Manufactured Homes	General re-write needed of this section. Seems to be confusing information that should be elaborated on with regards to differentiating between definitions with regards to mobile homes, manufactured homes, double wides, travel homes, RVs, etc.	CPS recommends that all lodging/residential/occupancy uses should be analyzed to be in conformance with what the Town's needs are and what current definitions are
7-4-6(K)	Outdoor Lighting Regulations	Have there been any problems with sign regulations/licensing in Ridgway? If so, modify this section. If not, leave this section as is	
7-4-6(L)	Outdoor Storage	Basic information was brought in February 2023. The town should consider adding further standards for outdoor storage regulations	
7-4-6(M)	Parking Standards	PC noted that they are looking forward to a re-write of this section in the future. A lot of newer parking trends the Town can consider	*PC requested this be made a priority for future revisions

Future Land Use Regulations discussion items			
CODE CITATION	TITLE	COMMENT	CPS SPECIFIC COMMENT
7-4-6(N)	Short-Term Rental Regulations	Have there been any problems with STR regulations/licensing in Ridgway? If so, modify this section. If not, leave this section as is	CPS recommends that all lodging/residential/occupancy uses should be analyzed to be in conformance with what the Town's needs are and what current definitions are
7-4-5(O)	Telecommunication Antenna and Tower Regulations	This needs to be amended in future to bring into compliance with small cell regulations and other FCC regulations	
7-4-6(P)	Use and Location of Travel Homes	Has there been problems with travel homes in Ridgway? If so, consider adding more standards to this. If not, leave this section as is	CPS recommends that all lodging/residential/occupancy uses should be analyzed to be in conformance with what the Town's needs are and what current definitions are
7-4-7	Sign Regulations	Any updates planned?	
7-4-9	Residential Design Standards	Staff recommends modifications to this section to ensure what Town wants	
7-4-10(D)	Historic Business Design Guidelines	Consider requiring the first floor of new or redeveloped buildings to be commercial uses within a set distance of the building front to improve downtown vitality and activity	This comment raised by public 4.2023
7-4-11	Industrial Design Standards	Town should further analyze the new standards created in February 2023 and ensure adequate to meet Town's needs	
	Definitions	Consider deleting and/or re-evaluating "B&B", "nursing home", "dwelling, co-housing development", "nursing homes", "tavern", "Private and Fraternal Clubs". Outdated terms Consider further evaluation of new terms added in February 2023, and add further standards: brewery, microbrewery, distillery and brewpub	

Future Land Use Regulations discussion items			
CODE CITATION	TITLE	COMMENT	CPS SPECIFIC COMMENT
		"Cluster Development" needs better definition and standards inserted for clarity	
7-5-4(C)(13)	Streets, Alleys, Blocks	Section could use an update and consideration should be given to narrower streets to encourage slower speeds	
7-6-2(B)	PUD Standards	Consider elaborating on affordable terms. May want to include "Attainable" and "Workforce Housing. Consider putting a connection between AMI and Workforce %, Affordable %, and Attainable %	PC noted that 7-6-2(B)(2)(a) would require 25% housing units within a PUD to be restricted. It was acknowledged this is a good starting point and to be sure to link this to housing discussions that occur with Town in future
7-6	PUD Major and Minor Amendments	Consider allowing amendments to be initiated by a member of a PUD, and not require all owners within a PUD consent (and add public notice mailings so they are notified)	This comment raised by public 4.2023
7-6-2(B)	PUD public benefits	Consider allowing for a broader range of public benefits (housing, cultural or arts venues, etc.)	This comment raised by public 4.2023
7-7	Affordable Housing	Consider refining the concepts drafted in the unadopted Section 7: Affordable Housing to establish a program, standards, incentives, and rules around affordable housing development in the Town.	
7-9	Definitions	Consider looking at "gross floor area". This probably cannot be modified as matches UBC definition. However, the PC suggested that "livable space" be added as a definition and that referred to throughout Article 4 when referencing items such as ADU 800 sq. ft. limit	PC raised concern that measuring from external walls reduces the livable space if more energy efficiency is utilized with construction equaling thicker walls
General Comment		Consider having the PC approve Master Plans. Currently PC recommends to TC. Comment raised by PC	
General Comment		Ensure that there is clarity as to when a Reso/Ordinance should be used	

Future Land Use Regulations discussion items			
CODE CITATION	TITLE	COMMENT	CPS SPECIFIC COMMENT
General Comments	Throughout Chapter 7		Lodging facilities need to be re-evaluated and ensure where Town wants them to be with definitions and standards
	Article 4		Consider adding a "Greenhouse, Personal" and allowing by right where residential uses permitted