

RIDGWAY PLANNING COMMISSION

REGULAR MEETING AGENDA

Wednesday, March 19th, 2025

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/89028000219?pwd=eE5wbTzCgR1EWTUsFT2Kp3u63Jvus3.1>

Meeting ID: 890 2800 0219

Passcode: 533193

Written comments can be submitted before the meeting to akemp@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 Petrucelli

WORK SESSIONS:

1. Affordable Housing Work Session. Discussion about potential language for the Ridgway Municipal Code Section 7-7 regarding *Affordable Housing* and *The Community Housing Guidelines* document.
2. Master Plan Review Work Session. Group Review and discussion about the 2019 *Ridgway Master Plan: Part I. Introduction* and Appendix Section: *Community Profile*.

APPROVAL OF MINUTES:

3. Minutes from the Meeting of January 28th, 2025
4. Minutes from the Regular Meeting of February 19th, 2025

OTHER BUSINESS:

5. Updates from Planning Commission members

ADJOURNMENT

AGENDA ITEM #1



To: Town of Ridgway Planning Commission
From: Angela Kemp, Senior Planner, Town of Ridgway
Date: March 14th, 2025

**RE: Affordable Housing Work Session, Part Four
Staff Memo**

UPDATES

The drafts of *7-7 Affordable Housing Regulations* and *The Community Housing Guidelines* were revised based on staff and Planning Commission review. These revised drafts (attached) were provided to the public as direct referral to a variety of stakeholders including developers, contractors, architects, real estate professionals, housing professionals, and planning and land use professionals. The direct referral package went out on March 13th. It also contained an invitation to a public outreach event described below.

The Town of Ridgway Planning Department has begun marketing for a public outreach event to educate the public about this draft policy and other progress related to housing affordability that Ridgway has made and to capture public input. The event, called *Community Conversation*, is an Open House style with no formal presentation. At the outreach event, there will be multiple stations for attendees to interact with and various Town representatives to answer questions and guide attendees through the information that will be presented, which is all related to housing. We hope you can join us on March 27th for this family-friendly event at the Decker Room (675 Clinton St.) from 4pm-8pm. Please see the attached flyer for more information.

ATTACHMENTS:

1. Direct Referral Package:
 - Direct Referral Cover Page
 - Draft *RMC Chapter 7 Section 7 AFFORDABLE HOUSING*
 - Draft *Town of Ridgway Community Housing Guidelines*
 - *2024 AMI CHART for Ouray County, Colorado*
 - Community Conversation | Topic: Housing Flyer/Invitation



From: Angela Kemp, Senior Planner, Town of Ridgway

Date: March 12th, 2025

RE: Staff Memo: The Town of Ridgway Affordable Housing Regulations Draft for Direct Referral and Public Comment.

BACKGROUND

Throughout 2023 and 2024, Town Planning and the Planning Commission considered a variety of strategies and policy tools to increase the availability of housing that is affordable to Ridgway residents within the incorporated limits of town. Creating and adding an Affordable Housing section of the Ridgway Municipal Code (RMC) was part of the 2024 Strategic Plan and made it onto the Planning Commission worklist for that calendar year. Town Planning staff led the Planning Commission through a review of peer community's affordable housing efforts, which covered concepts like employee housing mitigation based on the number of employees, size of a development (floor area), or other impact factors, Inclusionary Zoning policies were studied, and a variety of incentive were considered. In 2025, the Town of Ridgway will seek to design and implement a Community Housing requirements in the RMC under Section 7-7 AFFORDABLE HOUSING as the Town's version of an Inclusionary Zoning Policy "Affordable Housing Regulations" or "Regulations". A separate but associated *Community Housing Guidelines* document, the "Guidelines", was created to provide more detail outside of the codified language and to allow for flexibility to adjust various aspects of the Guidelines to make implementation as easy as possible, since this is the Town's first Inclusionary Housing policy.

"Community Housing" shall mean units restricted for occupancy by eligible households that meet size, for sale price, and/or rental requirements and that are deed restricted in accordance with a covenant approved by the Town Attorney of the Town of Ridgway.

Following three Affordable Housing work sessions with the Planning Commission, the Guidelines and Regulations drafts were refined by Town Staff. The latest version of each document is attached. We welcome your comments on each document, their relationship, or the concepts that they capture. Please send your comments to Angie Kemp, Sr. Planner by April 9th, 2025, via email to akemp@town.ridgway.co.us.

The next sections of this Memo are intended to give an overview of each of the documents and their relationship.

RMC 7-7 AFFORDABLE HOUSING

Section 7-7 of the RMC contains the portions that will be codified and cited as "Affordable Housing Regulations". This code section contains subsections establishing the purpose, interpretation, and which reference the Community Housing Guidelines and discusses how it



works alongside the RMC. Additionally, it discusses applicability, explaining the scale and type of development that triggers the need for compliance. In this case, we determined that market-rate residential development of a certain scale triggers the requirement to provide Community Housing.

The section does not present a specific income requirement and instead references the Guidelines to provide this information. The Guidelines get updated annually which allows the Town to be nimble in targeting the Area Median Income (AMI) percentage of income ranges that need to be prioritized, especially as we learn what those are through the Housing Needs Assessment process set to take place in 2025.

The code also covers the general requirements and explains that a deed restriction is required, fair marketing if the unit is required, and there are location requirements to try to make sure Community Housing is provided in an equitable way, so that the quality and location is comparable to the market-rate units. More detail is provided in the Guidelines document.

Additionally, the code section emphasizes the need for a project-specific Community Housing Plan to be submitted by the applicant. There are several methods for achieving compliance discussed, and the applicant will need to represent how they plan to comply in their project-specific Community Housing Plan. This will be an important document for tracking compliance as projects get approved, built, and occupied.

Notably, the production cost method has been identified as the appropriate method for calculating fee in-lieu for Ridgway. It requires the developer to assign a projected cost to the project, and to pay the fee-in lieu that matches with the per-unit project costs. In theory, this method will calculate higher fee amounts for high-end market-rate development while allowing developers to make economical choices to save project cost, potentially making it more desirable to build to modest standards.

COMMUNITY HOUSING GUIDELINES

The Community Housing Guidelines document covers the purpose, applicability, and administration of the program. It contains definitions that are specific to Ridgway's affordable housing program and sets the standards for resident eligibility, performance standards, renting, purchasing, and selling Community Housing, and it contains the Town's incentives "toolbox".

The Guidelines document provides details about resident eligibility for Community Housing. Prospective residents or buyers are responsible for providing adequate information to prove they are an eligible household. The requirements we decided to include are as follows:

- The household must contain at least one person employed by a business based in Ouray County and work a minimum of 1,000 hours per calendar year; contain at least one person that was a former employee of a Ouray County Business who worked 1,000 hours per calendar year for the four years immediately prior to their retirement;



- An owner must occupy the affordable housing unit as their primary residence and live in the unit for a minimum of nine (9) out of any twelve (12) month period;
- The household members must not own any other developed residential property in Ouray County; and
- The household must meet applicable household income limits:
 - BUYER INCOME LIMIT: the household income will be 140% or less of the Area Median Income (AMI) for the unit.
 - RENTER INCOME LIMIT: the household income will be 100% or less of the Area Median Income (AMI) for the unit.

We provide more details about the administration of the program under the section titled *Renting, Purchasing, and Selling Community Housing*. This section covers fair marketing of units, purchase price, rental rates, deed restrictions, right of first refusal, rental, and sale of deed restricted units. To ensure continued affordability this section contains provisions that no short-term rental is allowed, and for-sale units are capped at 3% appreciation, they also have strict requirements for their first sale price.

CONCLUSION:

The drafts presented with this Memo take an incremental approach to an Inclusionary Housing program, which will produce deed-restricted units called “Community Housing”. As we have previously established, successful adoption and implementation of a Community Housing policy for Ridgway is dependent on adequate public outreach.

In response to the last Planning Commission work session, the drafts of RMC 7-7 Affordable Housing Regulations and the Community Housing Guidelines were revised. The latest version of each document is attached.

ATTACHMENTS:

1. Draft RMC Chapter 7 Section 7 AFFORDABLE HOUSING
2. Draft Town of Ridgway Community Housing Guidelines
3. 2024 AMI CHART for Ouray County, Colorado



DRAFT Ridgway Municipal Code

March 12th, 2025

Chapter 7 Section 7 AFFORDABLE HOUSING

7-7-1 - GENERAL PROVISIONS.

(A) Purpose.

- (1) These Regulations shall be known and may be cited as the Town's "Affordable Housing Regulations"
- (2) These Regulations shall apply within the limits of the Town.
- (3) The purposes of these Regulations are to:
 - (a) Promote the construction of housing that is affordable to the community's workforce and full-time residents;
 - (b) Retain opportunities for people that work in Town to also live in the Town;
 - (c) Maintain a balanced housing portfolio that provides housing for residents at various income levels; and
 - (d) Contribute to the regional supply of affordable housing that is deed-restricted to remain affordable.

(B) Interpretation.

- (1) Whenever a provision of these Regulations and any other provision found in another section of the Town Code contains any restrictions or regulations covering the same subject matter, the restriction or regulation which is more restrictive or that imposes a higher standard, the stricter requirement shall govern.
- (2) These Regulations shall not create any liability on the part of the Town or any officer or employee thereof arising from reliance upon these regulations or any administrative act or failure to act pursuant to these regulations.

(C) Community Housing Guidelines.

- (1) The Community Housing Guidelines, "Guidelines" are amended annually to complement this Code section and provide more detailed guidance for development, rental, and sale of affordable housing. In cases of conflict between the Community Housing Guidelines and this section, this section shall prevail.



- (2) The Town Manager or their designee shall publish the Community Housing Guidelines for the development and management of affordable housing including the provision of incentives for qualified projects.

7-7-2- PERFORMANCE STANDARDS.

(A) Applicability.

- (1) Any application brought under the Planned Unit Development (PUD) section of this Code is required to provide the amount of affordable housing required by Section 7-6 Planned Unit Development (PUD);
- (2) Any property petitioning for annexation is required to enter into an Annexation agreement which may establish the required number of units of Affordable Housing, including Community Housing;
- (3) Applications for condominium plats of any size, townhome subdivisions, and minor and major subdivision require a plat note and/or a restrictive covenant specifying the intended number of units, ten (10) percent of which must be designated as "Community Housing" subject to the standards of this Code; and
- (4) Multi-family residential rental projects including additions and conversions that result in three (3) or more units, are required to provide at least ten (10) percent of the total number of proposed new residential dwelling units as deed-restricted affordable dwelling units for "Community Housing pursuant to requirements set forth in this section, and subject to the following standards:
 - (a) Area Median Income (AMI) for Ouray County as defined annually by the Colorado Housing Finance Authority (CHFA) sets maximum prices for sale or rents charged for Community Housing as further specified in Sections 7-7-2 (B) and 7-7-3.
 - (b) Community Housing units shall be permanently restricted unless a different timeframe is required as a part of a low-income housing tax credit (LIHTC) project or otherwise time restricted by federal or state grant funds.
 - (c) If the calculation for Community Housing results in a fraction of a dwelling unit, the fraction of the unit shall be provided as a complete affordable unit, or a fee-in-lieu shall be provided per Section 7-7-3(B)(1)(d).



(d) The proportion of required Community Housing units, whether for-sale or for-rental, shall follow the proportion of for-sale and for-rental market rate units, unless otherwise approved by the decision-making body.

(B) General Community Housing Requirements.

- (1) **Income Eligibility Required.** A Community Housing unit created pursuant to this subsection shall be purchased, owned, leased or occupied exclusively by or to an eligible household. All sales, rentals, purchases and leases shall comply with the provisions of this Section.
- (2) **Deed Restriction Required.** No person offering an affordable dwelling unit for rent or sale pursuant to this Section shall fail to lawfully reference in the deed conveying title of any such unit, and record with the Ouray County Clerk and Recorder, a deed restriction in a form approved by the Town Attorney.
- (3) **Fair Marketing of the Unit.** All sellers or owners of affordable dwelling units shall engage in public advertising efforts as further expressed in the Town’s Community Housing Guidelines.
- (4) **Location Requirements.** The location of all mandatory Community Housing units shall conform to the standards set forth in the Guidelines. The location of Community Housing Units shall be provided in a Community Housing Plan. The location of Community Housing shall be provided as outlined in Sec. 7-7-3.
- (5) **Accessory Dwelling Units (ADU).** ADUs may serve as Community Housing for the purpose of compliance with the requirements of this Section and Section 7-4-6(A) of the RMC. Qualifying criteria for Community Housing is outlined in the Town’s Community Housing Guidelines.
- (6) **Timeline.** Units built as affordable in the project should receive Certificates of Occupancy (CO) concurrent with free-market units. As such, it is required that Certificates of Occupancy for market-rate units can only be granted at 10% more than those Certificates of Occupancy for Community Housing units until 100% of Community Housing Units receive Certificates of Occupancy. For example:

Number of Certificates of Occupancy granted for Affordable Housing units	Maximum number of Certificates of Occupancy allowed to be granted for market-rate units
1-9 units	Same amount as Affordable Units
10-19	Same amount plus one +1

7-7-3- COMPLIANCE METHODS



(A) Community Housing Plan.

- (1) Community Housing Plan. An applicant for any new residential or commercial development within the Town shall submit a Community Housing Plan or letter of exemption to the Town for approval.
- (2) The Community Housing Plan shall be submitted to and approved by the Town Council prior to, or concurrent with, an application to the Town for the market-rate portion of the initial development plan. The decision-making body responsible for furnishing a decision shall certify its approval, approval with conditions, or denial of the Community Housing Plan. Such a decision shall be based on compliance with the provisions of this Section and the Community Housing Guidelines.
- (3) Any amendment to the Community Housing Plan shall require the approval of the Town Council.

(B) Methods to Achieve Compliance.

- (1) Provide all required Community Housing units on-site.
- (2) At the discretion of the Town Council, an applicant may seek an alternative to providing the required percentage of Community Housing by any of the following methods:
 - (a) Providing the Required Housing Off-Site. It is intended that Community Housing be provided on the same site as the development that triggered the requirement for the units to be developed. Alternative off-site locations within the Town may be allowed if one or more of the following conditions exist:
 - (i) If incompatible uses cannot feasibly be buffered from the Community Housing units.
 - (ii) The number of Community Housing units to be built off-site are at least 15% of the total development.
 - (iii) The units to be built off site clearly exceed amenities not required but desired, and/or offer energy efficiency and utility savings beyond what is standard.



(iv) The off-site location of units is more convenient to transit, employment centers, or other area amenities, and in closer proximity to other primary residences such that a sense of neighborhood is fostered.

(b) Dedicating Land Within the Project. Provided it is large enough and located appropriately to accommodate at least the minimum number of required Community Housing units, land within a project may be dedicated to the Town or a qualified non-profit housing developer for the required development of such units, as approved by the Town. The units to be built within the dedicated land shall be comparable to the market rate housing units in exterior finish and design to blend into the overall project. Each lot shall have sufficient area devoid of environmental or other constraints to meet applicable dimensional standards and allow construction of the required development of such units. All public infrastructure improvements to support development of the required units shall be in place prior to conveyance, or sufficient security in accordance with the Ridgway Municipal Code Section 7-5-3(B)(2)(d) shall be provided. Dedication of the lots shall occur at the same time as plat or other applicable recordation of the development.

(c) Lots In Lieu. In lieu of the provision of the minimum number of required housing units and at the discretion of the Town Council, the developer may dedicate an equal number of lots to the Town. The lots may be off site but within the municipal boundaries of the Town provided that the conditions stipulated in 7-7-2(B)(4) Location, are satisfied and there are no covenants or other restrictions placed on the lots that would limit their appropriateness for Community Housing.

(d) In-Lieu Fee. Paying a fee in lieu of construction or land dedication as an alternative is available if the calculation for Community Housing results in a fraction of a dwelling unit above a whole number. For rental units only, providing fewer units, but which are affordable to households earning eighty (80) percent or less of the AMI for Ouray County is an option. For the purposes of this option, an affordable rental unit at eighty (80) percent AMI or less shall equal one and one-quarter (1.25) Community Housing.

(i) When an in-lieu fee is being paid to meet a fractional unit requirement, the entire fee shall be paid prior to the first building permit being issued for the development at the time of complete building permit



submittal as described in the Town's fee schedule, established, adopted and amended by Town Council from time to time; and

(ii) The fee shall be based upon the cost to develop the market-rate units in the same development within Ridgway.

DRAFT



Town of Ridgway Community Housing Guidelines

Draft March 12th, 2025

Adoption
[Insert Ordinance]

Amendments
[TBD]

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Purpose:

The purpose of The Town of Ridgway Community Housing Guidelines (Guidelines) is to complement the Ridgway Municipal Code (RMC) Section 7-7 AFFORDABLE HOUSING (Affordable Housing Regulations) to 1) increase the supply of housing that is affordable to those who live and work in the area, 2) assist in mitigating high housing costs, 3) support mixed-income development, 4) improve the attraction and retention of employees, 5) reduce traffic congestion from commuters, 6) increase community stability by keeping owner-occupancy rates high, 7) keep vacancy rates reasonable, and 8) create housing opportunities for renters and owners to avoid becoming cost burdened (spending thirty percent (30%) or more of their income on housing costs). This document should also provide a predictable regulatory environment and clear path to the development of affordable housing.

Affordable, deed-restricted units are assets the Town can offer to its residents far into the future. These Guidelines and the Affordable Housing Regulations reflect the goals offered in the Town of Ridgway Master Plan (Master Plan) relating to housing:

- GOAL COM-1: *Maintain Ridgway as a community that is accessible to a range of income levels, ages, and households.*
- GOAL COM-2: *Encourage a diversity of housing options that meet the needs of residents.*

These Goals have eleven policy statements associated with them included in the Master Plan. The Town is dedicated to pursuing multiple means to increase the supply of affordable housing in the community and remains a steadfast partner to the development community to meet the market demands.

To remain dynamic and responsive to community needs, these Guidelines will be updated annually. The Colorado Housing and Finance Authority (CHFA) Area Median Income (AMI) chart with income limits and rental prices will also be updated annually (attached).

Applicability:

These Guidelines are intended to complement the Town's Affordable Housing Regulations. Where conflicts exist, the RMC prevails, followed by these Guidelines. Deed restrictions or plat notes on specific properties may supersede these Guidelines.

Sale or rental of a housing unit subject to the Guidelines will be administered in accordance with the Guidelines in effect at the time of sale or rental.

- a) Owners and tenants are subject to the Guidelines that are in effect as amended over the course of their ownership or lease term.
- b) At the sale or transfer of interest of Community Housing unit, the new owner is required to record the Town's current form of Deed Restriction.



- c) Owners of appreciation capped units are required to record the Town's current form of Deed Restriction.
- d) The Town requires the execution and recording of a new Acknowledgement of Deed Restriction with updated terms at the time of any sale or the transfer of interest of an Affordable Housing unit or Community Housing unit for all deed-restricted units.

Administration of the Program:

The Town of Ridgway Town Manager or their designee can monitor, track, and create reports on the various aspects of the Community Housing Program. With each applicable development application, the appropriate decision-making body will be responsible for reviewing the associated Community Housing Plan, and deciding to approve, deny, or approve with conditions, the various aspects of the Plan. Alignment with Master Plan goals and community initiatives will be considered in the review process of each development application.

Definitions:

When used in *The Community Housing Guidelines* the following words and phrases shall have the specific meaning as defined in this section:

"AMI" shall mean the median annual income for Ouray County, as adjusted for household size, that is calculated and published annually by the Department of Housing and Urban Development (HUD) or Colorado Housing and Finance Authority (CHFA).

"Community Housing" shall mean units restricted for occupancy by eligible households that meet size, for sale price, and/or rental requirements and that are deed restricted in accordance with a covenant approved by the Town Attorney of the Town of Ridgway.

"Deed restriction" shall mean an enduring covenant placed on units that identifies the conditions of ownership and occupancy of the units to eligible households and may control the prices of for-sale units, initially and/or upon resale.

"Gross income" shall mean the total income of a household derived from employment, business, trust or other income producing assets include wages, alimony and child support, distributions and before deductions for expenses, depreciation, taxes and similar allowances.

"Household" shall mean one or more persons who intend to live together, on a property as a single housekeeping unit.

"Housing Agency" shall mean Town of Ridgway, or any comparable governmental agency selected by the Town of Ridgway, Colorado responsible for the administration of Community Housing.



"HUD" shall mean the U.S. Department of Housing and Urban Development.

"Inclusionary zoning" shall mean the mandatory provision of Inclusionary Zoning units, Community Housing units, or financial contribution to the housing fund, as a requirement for development approval.

"Income limits" shall mean the income amounts on which the eligibility of households is based expressed as percentages of the AMI and in absolute dollar amounts, updated annually and contained in the Community Housing Guidelines.

"Infrastructure" shall mean water, sewer, natural gas, electric, cable television and any other utility installations; as well as streets, curb and gutters; storm drainage systems.

"Interim covenant" shall mean a covenant placed on lots or parcels that conveys the conditions of the deed restrictions that will be filed upon Community Housing units built on the lots or parcels.

"Market-rate units" shall mean residential units upon which there are no restrictions on the occupancy, price or resale.

Non-Discrimination and Reasonable Accommodation:

The Town of Ridgway does not discriminate against anyone due to race, color, creed, religion, ancestry, national origin, sex, age, marital status, disability, affectional or sexual orientation, gender identity, family responsibility or political affiliation resulting in the unequal treatment or separation of any person, nor shall they deny, prevent, limit, or otherwise adversely affect the benefit of enjoyment by any person of employment, ownership, occupancy of real property or public service or accommodations. The Town provides reasonable accommodation and encourages all applicants and interested parties to reach out to the Town to initiate a discussion to ensure that the Town's housing programs are inclusive and responsive to the community's needs.

Eligible Households

Eligible household applicants for rental or for-sale Community Housing must:

- a) Contain at least one person employed by a business based in Ouray County who works a minimum of 1,000 hours per calendar year; and/or contain at least one person that was a former employee of a Ouray County Business who worked 1,000 hours per calendar year for the four years immediately prior to their retirement;
- b) occupy the deed-restricted housing unit as their primary residence;
- c) live in the unit for a minimum of nine (9) out of any twelve (12) month period;
- d) not own separately developed residential property;
- e) meet applicable household income limits as listed below:
 - a. BUYER INCOME LIMIT: At the time of purchase, including the original property transfer and all subsequent resales and transfers of property, the household income will be 140% or



less of the Area Median Income for the unit, as determined by HUD and represented by CHFA in their *AMI Chart*, as adjusted annually. Proof of this must be presented to the Town in advance of any transfer of a restricted unit. Proof shall include written documentation, such as income tax returns, verifying annual income for the prior year. HUD income limits are derived from the most recent data provided by HUD regarding AMI for Ouray County.

- b. RENTER INCOME LIMIT: At the time of application, the household income will be 100% or less of the AMI for the unit, as determined by HUD and represented by CHFA in their *AMI Chart*, as adjusted annually. Proof of this must be presented to the Town in advance of any rental of a restricted unit. Proof shall include written documentation, such as income tax returns, verifying annual income for the prior year. HUD income limits are derived from the most recent data provided by HUD regarding AMI for Ouray County.

Applicants for Community Housing must submit documents that are required to verify employment and work history, income, assets, household size, and such other information as deemed necessary to qualify as a buyer or tenant. Approval must be obtained prior to signing a lease, occupying a unit, or purchasing a Community Housing unit.

Performance Standards:

To ensure that the affordable units are integrated with market-rate units in new, mixed-income developments, developers should achieve a comparable outward appearance across units, making it difficult for passers-by to differentiate between affordable and market-rate homes. In addition to requirements regarding external appearance, new affordable homes should be comparable to market-rate homes in other respects, including but not limited to:

- Unit size (square feet)
- Number of bedrooms provided
- Storage
- Accessibility
- Energy Efficiency
- Tenure – i.e., whether units are for sale or rentals
- Amenities provided (balconies, garages, etc.)

Renting, Purchasing, and Selling Community Housing:

Fair Marketing of the Unit Required

All sellers or owners of deed-restricted units shall engage in public advertising efforts each time a deed-restricted unit is rented or sold such that members of the public who are qualified to rent or purchase such units have a fair chance to become informed of the availability of such units.



Purchase Price

- a) An appreciation cap of no more than three percent (3%) per year shall be required as part of the deed restriction.
- b) The original sale price must be established within the deed restriction, with no more than ten percent (10%) profit for the developer.
- c) Rental: No short-term rentals shall be permitted for the restricted units. Provisions regarding long-term rental will be defined in the Deed Restriction.
- d) Units shall be priced at an affordable rate, not costing more than thirty percent (30%) of household income, to a household with earnings of 140% or less of AMI, as determined by HUD and represented by CHFA in their *AMI Chart*, as adjusted annually. Proof of this must be presented to the Town in advance of any transfer of a restricted unit.

Rental Rates

- a) The unit shall be rented at an affordable rate, not costing more than thirty percent (30%) of household income, to a household with earnings of 100% or less of AMI for the unit, as determined by HUD and represented by CHFA in their *AMI Chart*, as adjusted annually. Proof of this must be presented to the Town in advance of any rental of a restricted unit.
- b) No short-term rentals shall be permitted for the restricted units. Subletting provisions shall be established in the Covenant, should subletting be an acceptable use.

Sale of Deed Restricted Unit:

Buyers and sellers of Community Housing units are advised to consult legal counsel regarding examination of all contracts, agreements, and title documents. The retention of any professional services shall be at the buyer's or seller's own expense. Buyers of Community Housing units are required to sign an Acknowledgment of Deed Restriction and cause it to be recorded at closing. If an Acknowledgment of Deed Restriction is not signed and recorded at closing, the sale may be voided by the Town.

Deed Restriction Required:

The owner shall restrict the ownership, use and occupancy of the Community Housing to the terms, conditions, restrictions and requirements provided for in these Guidelines, which shall be written to run in perpetuity, not expire, and survive any foreclosure of the deed-restricted unit, unless the restrictions are otherwise released or modified with the approval and written consent of the Town.

Any instrument of conveyance concerning a deed -restricted unit shall clearly indicate that the unit is deed-restricted and contain a reference to these restrictions in a form approved by the Town. The Town will be granted and conveyed the right to enforce compliance with the restrictions that are applicable to the unit. The deed-restricted unit shall be owned and occupied by a qualified person, as defined herein.

At the time of the purchase of a deed-restricted unit, including the original property transfer and all subsequent resale and transfer of property, at least one person in the household shall work at least 1,000 hours annually for an employer or business based in Ouray County. This occupancy limitation and



requirement may include at least one person in the household that is retired but previously worked at least 1,000 hours annually for an employer or business based in Ouray County. Proof of this must be presented to the Town in advance of any transfer of property. Proof shall include written documentation verifying employment within Ouray County.

Proof of Household Income must be presented to the Town in advance of any transfer of property. Proof shall include written documentation, such as income tax returns, verifying annual income for the prior year. HUD income limits are derived from the most recent HUD data regarding AMI for Ouray County.

There shall be an initial maximum sales price on every deed-restricted unit, which shall be equal to the cost of acquiring and developing the deed-restricted unit, plus not more than a ten percent (10%) profit; provided, however, that if the initial maximum sale price exceeds the maximum purchase price for an the AMI thresholds stated above for households for Ouray County, the Property Owner agrees to reduce the profit to an amount that achieve the targeted AMI affordable maximum purchase price.

Evidence of the developer's cost shall be submitted to the Town Manager, or their designee, who shall review the developer's computation of cost and approve, in writing, the proposed initial maximum sales price. The documents establishing the property owner's cost must be approved by the Town Manager, or their designee, prior to any transfer of property. The guiding principles in determining initial sales price of any unit is that the property owner should be constructing and selling these units without exceeding the prescribed profit.

The maximum resale price of these deed-restricted units is limited to an annual price appreciation cap of three percent (3%) of the initial gross purchase price. All resale pricing is subject to the review and reasonable approval of the Town Manager, or their designee, for the sole purpose of ensuring the resale price follows the requirements of these Guidelines.

If an owner of a deed-restricted unit makes any capital improvements requiring a building permit to the property during their term of ownership, the cost of those capital improvements as indicated on the building permit shall be added to the gross resale purchase price of the property for the purpose of computing the annual price appreciation cap created herein. Any costs of capital improvements to be added to the gross purchase price of the property, including but not limited to upgrades during construction, shall require the prior, written reasonable approval of the Town.

The owner of a deed-restricted unit may apply Town Council, or its designee, for a waiver from the strict application of any one or more of these provisions. A waiver from the strict application of these provisions may be granted at the discretion of the decision-making body and may only be granted if the applicant can establish that the following criteria are substantially met:

- (i) there are practical difficulties or unnecessary hardships caused to the individual unit owner if these provisions are strictly applied. Any such practical difficulty and/or unnecessary hardship must be of such a nature as to create an individually differentiated situation from all other owners of units burdened by these regulations; and



(ii) the spirit of these provisions will be observed, the public health safety and welfare secured, and substantial justice done by granting the waiver. The burden shall be on the applicant to establish by a preponderance of the evidence that these criteria have been met.

The seller of the deed-restricted unit is responsible for ensuring compliance with all restrictions and agrees to consult with the Town Manager, or their designee, regarding any qualified buyer(s) and the maximum resale price under the provisions of these Guidelines.

All warranty deeds for the transfer and conveyance of a Deed Restricted Unit will clearly indicate that they are deed restricted and reference the applicable note included in the Final Plat, as amended from time to time.

Right of First Refusal Required:

The owner(s) shall enter into an agreement with the Town of Ridgway authorizing their Right of First Refusal for developments containing deed-restricted units as allowed by C.R.S. 29-4-1201 et. seq.

Rental of Deed Restricted Unit(s):

OWNERS:

Owners of for-rent or rental units defined as Community Housing units have a responsibility to manage compliance of these regulations and ensure the Town of Ridgway is informed of changes with occupants, occupancy, or rates. In an annual statement, the owner shall respond to basic questions about their tenants to confirm they are still qualified tenants. The owner shall follow the Federal Fair Housing Act in all actions. No short-term rentals shall be permitted for the restricted units.

RENTERS:

Applicants who do not meet the current qualification requirements may apply to the Planning Commission for a waiver from the strict application of any one or more of the provisions. A waiver from the strict application of the provisions may be granted at the discretion of the Planning Commission and may only be granted if the applicant can establish that the following criteria are substantially met:

(i) there are practical difficulties or unnecessary hardships caused to the individual unit owner/renter if these provisions are strictly applied. Any such practical difficulty and/or unnecessary hardship must be of such a nature as to create an individually differentiated situation from all other owners of units burdened by these regulations; and

(ii) the spirit of the provisions will be observed, the public health safety and welfare secured, and substantial justice done by granting the waiver. The burden shall be on the applicant to establish by a preponderance of the evidence that these criteria have been met.



Incentives Toolbox for Community Housing Developments:

The purpose of this Section is to increase the supply of income-restricted housing in the town by offering development incentives to applicants that include income-restricted housing in their developments and exceed the requirements of Town's Affordable Housing Regulations.

If the requirements of the Affordable Housing Regulations are exceeded, the applicant may choose to apply for one or more of the following incentives to be applied to the proposed development. The applicant is responsible for applying for incentives at the time of submittal. The Town of Ridgway reserves the right to request additional information. The application will result in a decision by the appropriate decision-making body, which reviewed for decision the application in its entirety based on the Affordable Housing Regulations.

Increased Development Potential

Developments that contain Community Housing units beyond what is required by the Town's Affordable Housing Regulations may be eligible at the Town Council's discretion for the following:

- (a) A reduction in parking requirements as considered and appropriate for the use and context.
- (b) A density bonus associated with the amount of allowable lot coverage.

Town of Ridgway Fee Deferment

Developments that contain deed-restricted units beyond what is required by the Affordable Housing Regulations may be eligible at the Town Council's discretion for the following:

- (a) Tap fee deferment, reduction, or waiver;
- (b) Plan review fee deferment, reduction, or waiver; and/or
- (c) Application fee deferment, reduction, or waiver.

Landscaping Regulation Flexibility

Developments that contain deed-restricted units beyond what is required by the Affordable Housing Regulations may be eligible at the Town Council's discretion for the following:

- (a) Minimum Landscaping requirement deferment, reduction, or waiver.

Expedited Processing

Expedited processing means applications may receive a priority over other applications that are being reviewed by staff, the Planning Commission, or the Town Council. At each phase of its review, the application shall be placed on the first scheduled Planning Commission or Town Council agenda for which it can be properly noticed.



1. Projects exceeding the requirement of the amount of deed-restricted units provided shall be subject to an expedited review process which calls for a final decision within [120] days of receipt of a complete application. The applicant is responsible for applying for expedited review at the time of submittal. The Town reserves the right to request additional information, the submittal of which may delay the process.
2. Notwithstanding subsection 1 above, if the project has received funding through Colorado Proposition 123 and more than one-half of the dwelling units included in the project meet the requirements for affordability in Proposition 123, the application shall be reviewed and a decision to approve, approve with conditions, or deny the application shall be made within [90] days of receipt of a complete application herein referred to as a "fast-track approval process." The applicant is responsible for applying for "fast track" review at the time of submittal. The Town reserves the right to request additional information, the submittal of which may delay the process.
3. The Town of Ridgway's expedited review process may include a one-time extension request from the developer for up to 90-calendar days. The request may allow time for a developer to comply with a state law or court order, or to address comments from an agency that has approval authority over the project. It is meant to avoid a "rush" mentality that may penalize a developer by leading to a decision of denial rather than working towards approval. The Town can implement one or more 30-calendar day extension(s) to work with a developer on addressing comments on the application.

Attachment:

AMI CHART FOR OURAY COUNTY (2024)



2024 Income Limit and Maximum Rent Tables
for All Colorado Counties
20% to 120% of Area Median Income (AMI)

HUD Effective Date: April 1, 2024

- The IRS allows Housing Tax Credit projects that placed in service as of 12.31.2008 to use higher HERA Special limits.
- All Housing Tax Credit and CHFA Loan projects are "held harmless" from limit decreases. To be "held harmless," a project must be in service before 05.16.2024.
- Housing Tax Credit and CHFA Multifamily Loan projects whose counties experienced a decrease in 2024 limits and that place in service before 05.16.2024 may continue to apply the same limits they used in 2023.

County	HERA	AMI	2024 Maximum Rents					2024 Income Limits							
			0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Ouray		160%	2,868	3,072	3,684	4,260	4,752	114,720	131,040	147,360	163,840	176,960	190,080	203,200	216,160
Ouray		150%	2,688	2,880	3,453	3,993	4,455	107,550	122,850	138,150	153,600	165,900	178,200	190,500	202,650
Ouray		140%	2,509	2,688	3,223	3,727	4,158	100,380	114,660	128,940	143,360	154,840	166,320	177,800	189,140
Ouray		130%	2,330	2,496	2,993	3,461	3,861	93,210	106,470	119,730	133,120	143,780	154,440	165,100	175,630
Ouray		120%	2,151	2,304	2,763	3,195	3,564	86,040	98,280	110,520	122,880	132,720	142,560	152,400	162,120
Ouray		100%	1,792	1,920	2,302	2,662	2,970	71,700	81,900	92,100	102,400	110,600	118,800	127,000	135,100
Ouray		80%	1,434	1,536	1,842	2,130	2,376	57,360	65,520	73,680	81,920	88,480	95,040	101,600	108,080
Ouray		70%	1,254	1,344	1,611	1,863	2,079	50,190	57,330	64,470	71,680	77,420	83,160	88,900	94,570
Ouray		60%	1,075	1,152	1,381	1,597	1,782	43,020	49,140	55,260	61,440	66,360	71,280	76,200	81,060
Ouray		55%	985	1,056	1,266	1,464	1,633	39,435	45,045	50,655	56,320	60,830	65,340	69,850	74,305
Ouray		50%	896	960	1,151	1,331	1,485	35,850	40,950	46,050	51,200	55,300	59,400	63,500	67,550
Ouray		45%	806	864	1,036	1,198	1,336	32,265	36,855	41,445	46,080	49,770	53,460	57,150	60,795
Ouray		40%	717	768	921	1,065	1,188	28,680	32,760	36,840	40,960	44,240	47,520	50,800	54,040
Ouray		30%	537	576	690	798	891	21,510	24,570	27,630	30,720	33,180	35,640	38,100	40,530
Ouray		20%	358	384	460	532	594	14,340	16,380	18,420	20,480	22,120	23,760	25,400	27,020

Implementation Cutoff Date: May 16, 2024

COMMUNITY CONVERSATION

**WELCOME ALL!
WE NEED YOUR INPUT**

TOPIC: HOUSING

Please Join The Town of Ridgway for a family-friendly open house event to learn about housing policy and other housing happenings in our community. There will be no formal presentation, please come when you can.

JOIN US AT
**THE DECKER
COMMUNITY ROOM
675 CLINTON ST**

EVENT DETAILS

- HOUSING HAPPENINGS & UPDATES IN RIDGWAY
- HOUSING RESOURCES
- HOUSING POLICY REVIEW
- POLLS AND PUBLIC INPUT OPPORTUNITIES
- KID'S INPUT ACTIVITIES
- SNACKS AND BEVERAGES PROVIDED

EVENT DATE

**MARCH
27TH 2025**

4PM- 8PM

COME WHEN YOU CAN



FOR MORE INFORMATION: townofridgway.colorado.gov akemp@town.ridgway.co.us

AGENDA ITEM #2



To: Town of Ridgway Planning Commission
From: Angela Kemp, Senior Planner, Town of Ridgway
Date: March 14th, 2025

RE: Master Plan Review Work Session #2
Staff Memo for the March 19th Planning Commission Meeting

BACKGROUND

In 2024, the Town and Planning Commission identified priorities for 2025. A comprehensive review of the Master Plan that would lead to a future update was recognized as one of the priority areas. With new planning staff aboard, new development pressures, and new data available, this review will be an important step to ensure that the Master Plan reflects shared community goals and recognizes the changes that Ridgway has experienced since the adoption of the 2019 Master Plan.

REVIEW PROCESS

Throughout the process of reviewing the 2019 Master Plan, we will seek to:

- 1) Identify Changes in the Community
- 2) Identify Plan Areas for Improvement
- 3) Identify Missing Plan Elements
- 4) Plan for Updates in 2026

The Process will include each of the following steps:

Individual Review:

Each Commissioner reviews the assigned portion and supplies comments to the Planner.

Planner's Assessment:

The Planner identifies Master Plan areas that could use improvement, reviews current data against the data referenced, where applicable, and provides specialized knowledge of planning best practices and current trends to offer suggestions.

Group Review:

Planner combines Individual Review and Planner's Assessment to present to the Planning Commission for discussion.

Staff recommends that the contents of the 2019 Master Plan are reviewed in manageable portions throughout the month in-between regular Planning Commission meetings from now through the Spring of 2025. The process would offer concurrent individual review by Commissioners and a Planner's Assessment of the assigned review portion. Commissioners are responsible for sending their notes, sharing their thoughts, and providing as much feedback as



possible to the Planner ahead of the next month’s regular meeting. Planning staff will provide their perspective on each assigned portion of the review and bring it all together for a group review opportunity. A potential timeline is presented below, but is subject to change:

Individual Review Comments to Planner Deadline:	Group Review at the Regular Meeting of:	Assigned Review Portion of the 2019 Master Plan:
March 10th	March 19th	Part I: Introduction (9 pages) Appendix Section: Community Profile (72 pages)
April 7th	April 16th	Part II: Community Vision and Values (7 pages) Part III: Goals & Policies (32 pages) Part IV: Growth Framework (12 pages)
May 12th	May 21th	Part V: Action Plan (20 pages) TBD Appendices
June 9th	June 18th	Topic: Plan for Updates in 2026

ATTACHMENTS:

1. Planners Assessment of I. Introduction and Appendix: Community Profile

2019 Master Plan Review



Review Assignment #1: Introduction and Community Profile

At the February 19, 2025, Regular Meeting of the Ridgway Planning Commission, Town Planning Staff introduced the process and timeline for a review of the 2019 Master Plan to identify changes in the community, which Plan areas need improvement, identify missing Plan elements, and plan for 2026 updates. Review will be assigned in sections of the 2019 Plan and Appendices and follow a standard procedure that includes concurrent Commissioner/Individual Review with a Planner's Assessment resulting in a long list of comments and ideas from each Commissioner and the Planning Department. This long list of comments will be brought together for a Group Review at the next Planning Commission meeting, which will open up any sections we have identified as needing attention for discussion. This document will serve as the Planner's Assessment.

Planner's Assessment

Date

Feb 20, 2025

Content Review:

Live-Scribe Poem, Beautiful Photos

About Ridgway: History: Ute, Railroad, Hwy & Westerns, Major Trend & Key Issues

About the Master Plan: Role of the Plan, Legislative Authority, Master Plan Elements, Related Plans and Studies, Parts of the Plan, Plan Amendments, Plan Updates

About the Process: Steering Committee, Community Engagement

General Critiques and Ideas:

Photos: Source professional, high-quality photographs from local photographers, pay for their work, credit them accordingly. Invite hired photographers to community outreach events during the plan update process.

Regional Context: Collaborate with Ouray County and the City of Ouray to give a little more regional context and begin crafting a framework for a three-mile plan. Use the County's newly adopted Comprehensive Plan to ensure compatibility and keep collaborative efforts top-of-mind.

Major Trends and Key Issues:

Rate of Growth: 2000-2008=239 new residential units : 2009-2017= 67 new residential units: 2018-2024 = 138 new residential units (includes ADUs)

Utilities and Infrastructure: Development "pays its own way" historically. Town has recently contributed to subsidizing deed-restricted housing development,

Buildout/Future Land Use: Add info from Economies of Place.

Housing Market: Add new data, Add HNA info once collected, use the Region 10: Mind the Gap document. Expand Housing element to include the housing program/actions.

Economy: Connect with Fuse and the Chamber on this, utilize *Region 10: Connectivity, Capacity, Collaboration* Document. Changes in sales tax revenues, 2019 Plan says "nearly doubled since 2009" and the 2019 sales tax revenue was \$914k then. The 2025 budget reported 2023 actual sales tax revenue as \$1,685,500 and planned conservatively for 1,350,000 in sales tax revenue in 2025.

About the Master Plan:

Role of the Plan: This continues to be relevant. I think adding a note about balancing competing land use interests in light of Economies of Place study/ current inquiries would be very beneficial.

Legislative Authority: This continues to be relevant.

Master Plan Elements: Add Recreation and Tourism Element as required by Statute, Add Water Supply Element as required by Statute. Consider a 3-Mile Plan, Consider an Historic Preservation component.

Part I: Introduction

Related Plans and Studies: Should any of these be linked? Newer Plans/Studies since 2019 (we have yet to determine if any of these or any portion needs to be part of the Master Plan):

- [2020 Ouray County COVID-19 Economic Resiliency Study \(2021\)](#)
- [San Miguel and Ouray County Regional Climate Action Plan \(2021\)](#)
- [Uncompahgre River Corridor Ecological Assessment & Recommendations Report \(2021\)](#)
- [River Channel Characteristics Technical Report \(2021\)](#)
- [Water Supply Assessment \(2022\)](#)
- [Ridgway Visitor Center & Heritage Park Master Plan \(Amended June 2022\)](#)
- [Ridgway FUSE Creative Main Street Strategic Plan \(2023\)](#)
- [Ridgway Athletic Park Master Plan \(2023\)](#)
- [Ridgway Athletic Park Master Plan \(2023\)](#)
- [Economic Implications of Land Use \(2024\)](#)
- [2019 Town Emergency Operations Plan](#)
- [2024 Green Street Sustainability Park Master Plan](#)
- [Stormwater](#)

Parts of the Plan: This framework works well. The Plan is a manageable length. I think we should keep the bones of the plan and formatting consistent.

Plan Amendments: This continues to be relevant.

Plan Updates: This continues to be relevant.

About the Process:

Steering Committee: Steering Committee Assembly: Invite representatives from different walks of life to participate in the steering committee, renters, artists, youth advisory committee and other unique perspectives.

Community Engagement: We need to continue to conduct robust, fun, equitable, and very thoughtful community engagement as part of any update.

Content Review:

Graphs and written summaries of each section.

General Critiques and Ideas:

Update using the newest data available. Include additional Plan Elements so there is consistency between this and the Master Plan Document.

Table of Contents: Typo: Economic Health, Existing Parks and Open Space, also review the format/spacing.

Executive Summary:

About the Master Plan:

About this Report: Best data available as of Sept. 2018 US Census Data is from 2016. We should have some limited access to 2024 data and full access to 2022 data. Other data is only available at the County level (still true)

Major Trends and Key Issues: Let's look at each of the questions as part of our Group Review

Population and Demographics: See Demographer's Office Community Report (mostly 2022 data to compare)

- **What does this mean for Ridgway:** Managing Growth, Increased Demand for Services and Infrastructure, Aging Population, Attracting Millennials, Incomes and Purchasing Power.

Growth and Development: Use Economies of Place Report to compare. New construction: Use Building Permit Tracking to compare.

- **What does this mean for Ridgway:** Undeveloped and Ag land. Regional Growth Pressure. Population growth potential (Economies of Place Study). Proactive management. Infrastructure and Policies Constrain Growth.

Housing: Households: NEW: HB 24-1007 prohibits applicable local governments in Colorado from limiting residential occupancy based on whether the occupants are related. Owner occupancy, commuter, etc. New: ADUs add property value and can't be split from main home leading to increased property costs.

- **What does this mean for Ridgway:** Increase costs, household composition shifts, People moving for affordability.

Economy: FUSE, Chamber of Commerce, Tourism increases

- **What does this mean for Ridgway:** Wages and Affordability challenges, Interdependent Regional Economies, Economic Development Opportunities (each of these areas could be expanded on. We could also do a "deep dive" using information from Fuse and from the Chamber.

Natural Environment: River health, water supply. UROD, WUI. Are there any Habitat/ riparian corridor tracking within 3-mile area? ORRCA. We could utilize ORRCA and UWP for "stakeholder interviews" to inform an update.

- **What does this mean for Ridgway:** Preservation of Natural areas, Planning for Hazards, Promoting Resilience.

Infrastructure and Services: Consider creating a separate section in the Plan itself for Resilience that encompassed Emergency preparedness, built-in redundancies in our vital services, telecommunication, Ouray County Multijurisdictional Evacuation Plan, Emergency Management, Fire Plan (Glenn Boyd, Ouray County Emergency Manager)

Cedar Point Health, no urgent or emergency care/Montrose is 27 miles, Telluride 39 miles. Childcare/ youth resources expanding somewhat... Workforce housing/ attainable housing can be seen as infrastructure. Power and utilities, solar/ renewable "totally green" program with SMPA. Adjusting rate: spring/summer 2025. Granular Activated

Carbon water filtration. Beaver Creek Diversion/ August 2024 emergency- We've all learned much more about source water than we bargained for from that event and its continued effects. Tri-County Water Conservancy District also services the area.

- **What does this mean for Ridgway:** Growth and services maintenance. Collaboration for services. Adapting Services to meet changing needs. Improved Internet: Clearnetworx, Starlink? Emergency Services: Radio and internet has improved, Emergency Plan.

Parks and Recreation: New: Athletic Field, Wayfinding, signage, interpretive signs... Collaboration. New Park master Plans, GOCO funds are fairly consistent but competitive. Bundle with other needs like Green Street Sustainability Park Microgrid, xeriscaping at Hartwell as an example/pilot plot. ORRCA

- **What does this mean for Ridgway:** Expansion and Maintenance of System. Adapting Changing needs and preferences: pickleball example. Preparing for Growth.

Transportation: New: SMART, OurWay, Bustang Outrider. New Reduction in new development parking requirements and promotion of multimodal: walk, bike, etc.

- **What does this mean for Ridgway:** Increased Demand for Regional Transit Services.

Municipal Governance: Review for any updates with Boards and Commissions/ Departments.

- **What does this mean for Ridgway:** Maintenance of a Healthy General Fund.

Next Steps

Group Review: Group Review will be facilitated by Planning Staff at the March 19th, 2025 Regular Meeting of the Planning Commission.

Assignment of the next review section.

AGENDA ITEM #3

PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
JANUARY 28, 2025

CALL TO ORDER

The Planning Commission convened both in-person at 201 N. Railroad Street, Ridgway, Colorado and via Zoom Meeting, a virtual meeting platform, pursuant to the Town's Electronic Participation Policy.

The Chairperson called the meeting to order at 5:30 p.m. Commissioners Foyster, Liske, Petruccelli, Mayor Clark, and Chairperson Montague attended the meeting in-person. Commissioners Nelson attended the meeting via Zoom Meeting. Mayor Pro Tem Meyer was absent.

PUBLIC HEARING

1. Ordinance No. 01-2025 Amending Section 7-4 "Zoning Regulations" and Section 8-4, "Short-Term Rentals" of the Ridgway Municipal Code Relating to Short-Term Rental Regulations and Licenses.

Staff Report dated January 16,2025, and Power Point Presentation dated January 28, 2025, providing background, analysis and staff recommendation, prepared by Angela Kemp, AICP, Sr. Town Planner.

Planner Kemp presented the Staff Report and Power Point Presentation noting the changes to Sections 7 & 8 are needed to align the chapters with the recent updates made to the Municipal Code for accessory dwelling units. Kemp reviewed the updates with the Commissioners, showing the correlation with the updated accessory dwelling unit regulations.

The Chairperson opened the hearing for public comment and there was none.

ACTION:

Commissioner Foyster moved to recommend approval of the proposed Ordinance 01-2025 that amends the Ridgway Municipal Code Subsection 7-4-6(N), Short-Term Rental Regulations & Section 8-5, Short-Term Rentals finding that the proposed changes meet the Text Amendment Approval Criteria. Mayor Clark seconded the motion, and it was unanimously passed on a roll call vote.

The Town Planner updated the Planning Commission regarding compliance for active Ridgway short-term rentals.

APPROVAL OF THE MINUTES

7. Approval of the Minutes from the Meeting of January 7, 2025

ACTION:

Commissioner Foyster moved to approve the Minutes from January 7, 2025. Mayor Clark seconded the motion, and it carried unanimously on a roll call vote.

OTHER BUSINESS

2. Updates from Planning Commission Members

Chairperson Montague noted the next Regular Planning Commission Meeting will be February 19, 2025. The meeting will be held on the 3rd Wednesday of each month from now on. This change will provide timely expedition for complete Land Use Applications, ready for the Town Council's approval.

ADJOURNMENT

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Karen Christian
Deputy Clerk

AGENDA ITEM #4

RIDGWAY PLANNING COMMISSION

MINUTES OF REGULAR MEETING

FEBRUARY 19, 2025

CALL TO ORDER

The Planning Commission was held in-person and via virtual meeting portal Zoom Meeting, pursuant to the Town's Electronic Participation Policy.

The Chairperson called the meeting to order at 5:30 p.m. The Commission was present in its entirety with Commissioner Foyster, Nelson, Liske, Petruccelli, Mayor Clark, Mayor Pro Tem Meyer, and Chairperson Montague in attendance.

PUBLIC HEARING

1. Ordinance No. 01-2025 regarding Text Amendment to the Ridgway Municipal Code Subsection 7-4-6(N) "Short-Term Rental Regulations," Section 8-5 "Short-Term Rentals," and 7-9-2 "General Definitions" related to short-term rentals

The February 14, 2025 Staff Memo from Planner, Angela Kemp, to the Commission was referenced and the planner noted the proposed amendments within the proposed ordinance will clarify the definition of "owner-occupied," and update the Municipal Code regarding Short-Term Rental Regulations and Short-Term Rental Licensing.

The Chairperson opened the hearing for public comments and there were none.

ACTION:

Commissioner Meyer moved to recommend approval of proposed Ordinance 01-2025 amending the Ridgway Municipal Code Subsection 7-4-6(N), "Short-Term Rental Regulations," Section 8-5, "Short-Term Rentals," and 7-9-2 "General Definitions" related to short-term rentals in Ridgway. Commissioner Liske seconded the motion, and it passed unanimously on a roll call vote.

WORK SESSIONS

2. Concept review of a proposed development for Lot 3 PUD of Ridgway Land Company Subdivision

Applicant, Adam Waldbaum, shared a conceptual plan which was previously discussed with staff. It is an approximately nine-acre site and consists of 1.5 acres for "Future Commercial Development;" a "big box" commercial building facing the highway; a 110-room hotel with a rooftop restaurant; ten hotel-owned units outside of the main hotel building; twenty for-sale three-story townhomes; a pocket and dog park; and various infrastructure. The Commissioners discussed the plan and shared with the applicant their consensus that the plan is not in keeping with the needs of the community, specifically with the large percentage of housing proposed on one of the last remaining commercial properties in the Town. They also expressed concern that the proposed hotel may be too large for the Town's needs, especially in the off-season.

Public Comment

Two written comments, both dated February 19, 2025, were received and shared with the Commission prior to the meeting.

Andrew Coburn stated numerous concerns with the concept plan: low-density townhomes is an inefficient use of land; commercial activity should be the primary use with residential as a supporting use; the size of the lodging facility doesn't align with the small-town character; commercial activity should provide residents with goods and services; and designating 1.5 acres for "future commercial development" fails to account for the most important aspect of the site, which is a key commercial site in Town. The letter suggests the Town should consider a collaborative master plan for the site to identify appropriate development.

Heidi Juell and Dennis Book stated concerns with the hotel size, patronage bypassing Ridgway for Ouray, and staffing a hotel of that scale. It stated that the neighboring HOA has rules regarding noise, dogs, and parking and there are concerns about impacts to that community.

Resident Pam Kraft noted commercial store fronts needed by the community would be smaller in nature and questioned water and wastewater capacities for a development of that size.

3. Affordable Housing Work Session

Staff Report dated February 14, 2025 provided background analysis. In accordance with the ongoing work to design and implement Community Housing requirements in the Municipal Code, Planner Kemp shared a staff memo and the need for community outreach before approval. She shared that the Colorado Department of Local Affairs has new guidelines for funding needs assessments and the Commission agreed to wait until the needs assessment and community outreach are completed. The planner encouraged the Commission to continue to review the affordable housing documents, especially regarding the discussion about the percentage of Community Housing and Area Median Income.

4. Master Plan Review Work Session

Staff Memo dated February 14, 2025 provided background analysis. The Planner requested the Commission read part one of the 2019 Master Plan and the Community Profile located within the appendix and provide comments by March 10th for discussion at the next meeting.

ADJOURNMENT

The Chairperson adjourned the meeting at 7:30 p.m.

Respectfully Submitted,

Julie Huun
Administrative Assistant

AGENDA ITEM #5