

## **RIDGWAY PLANNING COMMISSION**

### **REGULAR MEETING AGENDA**

Tuesday, March 26, 2024

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/87650723081?pwd=NUNOcEFzTk8rSXVJZFliRkVmbHV6Zz09>

Meeting ID: 876 5072 3081

Passcode: 187654

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](mailto: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 Petruccelli

#### **WORK SESSION:**

1. Discussion regarding updates to Land Use Regulations (parking standards and accessory dwelling unit standards)

#### **APPROVAL OF MINUTES:**

2. Minutes from the Regular meeting of February 27, 2024

#### **OTHER BUSINESS:**

3. Updates from Planning Commission members

#### **ADJOURNMENT**

# AGENDA ITEM #1

**To:** Town of Ridgway Planning Commission  
**Cc:** Preston Neill, *Ridgway Town Manager*  
**From:** TJ Dlubac, AICP, *CPS, Contracted Town Planner*  
**Date:** March 21, 2024  
**Subject:** 2024 Land Development Code Updates

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At the February 27, 2024, Planning Commission meeting, we evaluated best practices for all four of the identified project elements and proposed a course of action for each.

The intent of this memo, and our discussion on March 26th, is to review the proposed changes to the parking standards and ADU standards.

### ***Parking Standards***

At the end of the February 27<sup>th</sup> meeting, our direction was to proceed with drafting revisions to the parking standards to address the strategies and outcomes discussed. Below is a summary of those amendments and draft proposed redlines, intended to facilitate further discussion, are attached to this memo.

The trend in parking standards is to reduce the required number and allow for shared parking opportunities which encourage visitors to park once and walk to multiple establishments or events. After discussing the best practices research and assessment outcomes with the Planning Commission, CPS drafted proposed parking regulation language to address the needs of the community and code. The attached draft introduces numerous strategies and changes the overall impact of the parking code section. Modifications to the code include:

- a) Introducing a new section on shared parking plans. The new section includes when developments are required to submit a shared parking plan, provisions for off-site parking, and required details for shared parking plan submittals.
- b) Introducing a section on minimum "EV-Ready" electric vehicle parking requirements and details regarding their required electrical supply at installation.
- c) Introducing a section to regulate bicycle parking requirements and design guidelines for multi-family residential and noncommercial uses.
- d) Adding parking standards for on-street parking for residential uses.
- e) Removing all minimum parking space requirements for nonresidential uses located in the Historic Business zoning district.
- f) Adding a section for overall parking reductions and provide a pathway to provide parking for alternative modes of transportation.
- g) Add a section to address the required handicap accessible parking.
- h) Modify the existing required parking spaces table by reducing or removing numerous minimum parking space requirements for several uses and adding a column for required stacking spaces.
- i) Adding regulations and design guidelines for vehicle stacking for specific uses that include drive-through services, pick-up and drop-off zones, and fuel stations.
- j) Add section requiring a parking plan for all applications that include the submittal of site plans. This section provides standards for that parking plan.
- k) Address other sections of the code that refer to parking regulations that may be impacted by proposed modifications:
  - a. Application Submittal Requirements in RMC 7-4-3 in (C) Zoning Map Amendment, (E) Conditional Uses, (G) Temporary Use Permits, (H) Site Plan, (I) Administrative Adjustment,

- b. Supplemental Regulations in RMC 7-4-6 in (A) Accessory Dwelling Units, (C) Bed and Breakfast Operations, (D) Drive-Up Window Establishments, (N) Short-Term Rentals, (G) Parking Lot Landscape Standards
- c. Commercial Design Standards in RMC 7-4-10(C), Industrial Design Standards in RMC 7-4-11(C),
- d. Consider adding to Definitions in RMC 7-9-2, such as drop-off zones, and existing uses in the required parking table.

### **ADU Standards**

At the end of the February 27<sup>th</sup> meeting, our direction was to proceed with drafting revisions to the ADU standards and to think outside of the box on strategies and policies for the Town to consider. Below is a summary of those amendments and draft proposed redlines, intended to facilitate further discussion, are attached to this memo.

The trend in ADU development is to create solutions that provide affordable housing opportunities to their communities. ADU development can be equally beneficial to the Town and homeowners when best practices are considered alongside the needs of the town. After discussing the best practices research and assessment outcomes with Planning Commission, CPS drafted an overall ADU concept to be considered. Those concepts are as follows:

- a) Reorganizing the ADU code into six sections to improve readability:
  1. *General Provisions*
  2. *Dimensional Standards*
  3. *Incentives*
  4. *Review Process*
  5. *Ownership and Occupancy*
  6. *Utilities*
- b) Adding statements to the General Provisions that encourage a variety of construction methods to align with local market and emerging trends.
- c) Establishing a maximum quantity of permitted ADUs based on lot size. Adding a dimensional standards table specific to ADU and providing additional standards and exceptions.
- d) Adding site plan requirements that comply with existing architectural design standards and new parking standards.
- e) Establishing a new metric for measure with "habitable floor space" to replace "gross floor area". and slightly increasing the maximum square footage
- f) Providing a framework for the Town to offer pre-approved ADU plans to applicants.
- g) Establishing incentives that promoted added density or square footage for applicants dedicated to providing affordable housing or sustainable building methods. This new section provides provisions for what qualifies as affordable housing or sustainable building methods.
- h) Reducing plan review fees associated with ADU building permits.
- i) Adding a requirement for adjacent property owner notification prior to construction of ADUs.
- j) Removing ownership occupancy requirements, reducing the rental period requirements, and slightly modifying short-term rental requirements.
- k) Providing a pathway for alternative ownership opportunities by allowing ADUs to be split off the lot utilizing existing subdivision regulations.

We fully anticipate that strategies from each of these concepts may be desirable and incorporated into the next iteration of the code while others will not. The attached document contains the redlined version of the subsection pertaining to ADU construction.

### **Attachments:**

- A. Parking Code Update (redlined and annotated)
- B. ADU Code Update (redlined and annotated)



**(A) Parking Standards**

(1) Off-Street Parking Requirements. The following off-street parking requirements shall apply unless otherwise indicated in all districts.

Use	Required parking spaces	Required Stacking spaces
(a) Residences	Single-Family and Duplex: 2 spaces per dwelling unit; <u>one (1) required parking space may be permitted on-street.</u> All Other Residential: 1 space per dwelling unit; <u>the one (1) space may be permitted on-street.</u>	
(b) Medical offices and clinics	<del>3 spaces per examination room</del> <u>1 space per 1500 square feet</u>	
(c) Hospitals	1 space for each <del>3-6</del> beds	
(d) Pharmacies	<del>1 space per 200 sq. ft. of customer floor space</del> <u>no minimum parking requirements</u>	<u>Minimum of two (2) stacking spaces before the ordering system.</u>
<del>(e) Bus stations</del>	<del>1 space per 400 sq. ft. gross floor area</del>	
<del>(f) Funeral homes and mortuaries</del>	<del>1 space for each 6 seats in main chapel</del>	
(g) Restaurants and Lounges	1 space per <del>100-400</del> sq. ft. <del>customer</del> <u>gross floor area</u>	<u>Minimum of four (4) stacking spaces before the ordering system.</u>
(h) Hotels and Motels	1 space per <u>two (2) guest rooms</u>	<u>Minimum of three (3) stacking spaces before the drop off zone.</u>
<del>(i) Walk-up restaurants</del>	<del>1 space per 50 sq. ft. customer floor area</del>	
<del>(j) Bowling alleys</del>	<del>3 spaces per lane</del>	
(k) Gas stations	<del>4 spaces, plus 2 spaces for each enclosed auto space</del>	<u>Minimum of one (1) stacking spaces before each fuel station.</u>
<del>(l) Beauty shops</del>	<del>2 spaces for each chair</del>	
(m) Industrial uses	1 space for every 2 employees on shift <del>plus adequate visitor parking</del>	
(n) <del>Churches</del> <u>Community Center</u>	<del>1 space</del> <u>Maximum of 20 off street parking spaces or a maximum 15% of lot coverage for parking areas, whichever is less.</u> <del>for each 6 seats in main chapel</del>	
(o) Nursing homes	1 space <u>per 1500 square feet or 1 space per employee for each shift.</u> <del>for each 3 beds</del>	
(p) <del>Professional office space</del>	1 space per <del>300-1200</del> sq. ft. gross floor area	
(q) Retail establishments	1 space per <del>250-1000</del> sq. ft. gross floor area	<u>Minimum of two (2) stacking spaces before the ordering system, if applicable.</u>
<del>(r) Studio residence</del>	<del>1 space per unit (600 sq. ft. total living area)</del>	
(s) <del>Day care facilities</del> <u>Child care center</u> not qualifying as an accessory use	<del>1 space for each 10 children plus 1 drop off space, plus one space per staff person</del> <u>Maximum of 10 off-street parking spaces -or a maximum 15% of lot coverage for parking areas, whichever is less.</u>	<u>Minimum of four (4) stacking spaces before the drop off zone.</u>
<u>Elementary and middle school</u>	<u>2 spaces per classroom</u>	<u>Minimum of five (5) stacking spaces before the drop off zone</u>
<u>High school</u>	<u>1 space per four students and faculty.</u>	<u>Minimum of four (4) stacking spaces before the drop off zone</u>
(t) All other uses	1 space per <del>350-1200</del> sq. ft. gross floor area	<u>Minimum of one (1) stacking spaces before the ordering system, if applicable.</u>

For (a) to (t) Increase the parking requirement or revert to original requirement. Use-specific determinants for parking, such as number of chairs can also be returned. Uses based on health and safety issues, such as hospitals did not remove their determine for parking spaces.

The parking requirements were reduced by approximately 400% overall based the 2018 Parking Assessment. For (a) to (t) does the Planning Commission welcome this vast reduction? Does the Planning Commission want to consider a maximum number of parking spaces for specific uses? What are the differences in closely similar uses, such as medical offices and regular offices, and how should that impact the parking requirement?

- (2) For purposes of this Subsection, "gross floor area" is the heated square footage of a building measured along the outside enclosing walls, excluding interior parking areas and outdoor common areas.

*Put "customer floor area" back into this section. Consider modification to definition.*

- (3) Vehicle Stacking. Nonresidential uses that provide drive-through facilities are required to provide spaces for vehicles waiting in line.
- (a) Stacking spaces shall be a separate aisle from parking lot circulation. Stacking shall be located to prevent any vehicles from extending onto the public right-of-way, interfering with pedestrian and vehicle circulation, or prevent ingress to or egress from the property. .
- (b) Required stacking spaces shall be a minimum nine (9) feet wide and twenty (20) feet in length. The drive-through aisle shall be distinctively marked or delineated.
- (c) Stacking spaces shall not count towards the minimum required parking spaces.
- ~~(a)~~(d) Stacking spaces shall be adequately screened from Highway 62, Highway 550, pedestrian gathering areas, and outdoor dining areas shall be adequately screened with fencing, landscaping, or berms. The screening method shall be minimum three (3) feet tall and have a minimum of 50 percent opacity.

*Remove "Vehicle Stacking" section or otherwise modify proposed requirements.*

Does the Planning Commission want to include minimum stacking spaces of vehicles in this section?

- (4) Parking plan requirements. For the construction of any parking facilities, excluding those for Single Family and Duplex residences, the Site Plan submittal shall provide details of the proposed parking facilities The Site Plan must contain the following minimum information pertaining to parking facilities:
- (a) Parking spaces shall be sized and designed in accordance with standard Town specifications and shall be a minimum of eight feet by 20 feet in size. The parking space size may be modified to provide required parking for alternative modes of transportation with approval from the Town Manager or designee.
- (b) Maneuvering Area: Off-street parking shall provide sufficient off-street space to allow an automobile to enter, maneuver, and exit without backing onto any public street. Backing onto alleyways is permissible except where otherwise prohibited by plat note.
- (c) The quantity and location of parking spaces. Include drop off zones, Electric vehicle charging spaces, stacking spaces and drive-through circulation, if applicable. .
- (d) Type of surfacing for parking aisles and spaces.
- ~~(b)~~(e) Traffic directional arrows, signage, and markings.

*Remove "Parking plan requirements". The proposed provides more specific details left out of Site Improvement Plan sections earlier in the code.*

- ~~(3) Maneuvering Area: Off-street parking shall provide sufficient off-street space to allow an automobile to enter, maneuver, and exit without backing onto any public street. Backing onto alleyways is permissible except where otherwise prohibited by plat note.~~

(5) Bicycle parking.

(a) Bicycle parking required. Bicycle parking as set forth in subsection 7.4.6(M)(5)(d) shall be required for all nonresidential uses and multi-unit dwellings exceeding three (3) or more units.

(i) All properties located within 2,000 feet of the Uncompahgre RiverWay Trail or other designated trails.

~~(ii)~~ All properties located within 2,000 feet of a transit station or designated transit bus stop.

Remove "Bicycle Parking" section.

Does the Planning Commission want to require bicycle parking for all nonresidential and multifamily uses? The proposed 2,000 feet is approximately five Town blocks.

(b) Optional bicycle parking. For all other uses not meeting requirements in subsection 7.4.6(M)(5)(a)(i), bicycle parking is optional and may be used to reduce the required number of parking spaces. .

(c) Replace the required parking spaces with bicycle or motorcycle parking. The number of required vehicle parking spaces may be reduced at the ratio of one (1) motor vehicle parking space for each two (2) bicycle or motorcycle parking spaces, up to a maximum reduction of fifteen (15) percent of the required vehicle parking spaces.

(d) Design Standards.

(i) The required bicycle rack type shall be able to support two (2) bicycles.-

(ii) Parking for bicycles shall be provided on site, and bicycle parking areas shall be located as near to the building or facility entrance as possible but not more than one hundred (100) feet away and shall not interfere with pedestrian or vehicular traffic.

(iii) When applicable, bicycle parking areas should utilize already existing weather protected areas such as building overhangs.

~~(iv)~~ If bicycle and automobile parking areas or accessways abut each other, a physical barrier between the bicycle parking area and the automobile parking or drive areas shall be provided to prevent the possibility of bicycle-motor vehicle collisions.

Does the Planning Commission want to have design guidelines for required bicycle parking in this section?

(6) Electric Vehicle Parking. Electric vehicle parking should be provided for all new developments and is permitted as an accessory use in all zoning districts.

(a) Electric vehicle parking shall not count towards the required parking space count.

(b) Electric vehicle supply equipment (EVSE) The installation of EVSE shall meet the National Electrical Code. Equipment mounted on pedestals, lighting posts, bollards, or other devices for on street charging stations shall be designed and located as to not impede pedestrian or vehicle travel or create trip hazards within the right-of-way.

(c) Any new development with twenty-five (25) or more designated parking spaces shall provide EV Ready spaces pursuant to the following table: It is strongly encouraged, but not required, that all new and expanded non-residential development parking areas provide the EV-Ready parking spaces. EV Ready spaces have the electrical capacity necessary to accommodate the future hardwire installation of Level-2 electric vehicle charging stations. A typical parking lot (e.g., 100 or less parking spaces) shall have a minimum ratio of 3% of the total parking spaces be prepared for such stations, pursuant to the following table:.

<u>Designated parking spaces for project</u>	<u>Number of EV-ready spaces required.</u>
<u>25 to 50</u>	<u>1</u>
<u>51-75</u>	<u>2</u>
<u>76-100</u>	<u>3</u>
<u>101+</u>	<u>3, plus 1 space per 50 additional provided spaces.</u>

Remove "Electric Vehicle Parking" section or otherwise modify requirements.

Does the Planning Commission want to require electric vehicle parking? The proposed "EV-Ready" refers to the electric conduit being in place, but not having the physical equipment established in front of the parking space. Does the Planning Commission want to require the full electric vehicle space in some capacity?

(7) Purpose. The purpose of the shared parking plan and the subsequent regulations is to utilize existing parking resources amongst users in close proximity and adequately serve users during peak hours or events.

(a) Shared parking standards.

(i) Shared parking plan required. A shared parking plan shall be required for the following:

- a. All proposed development that intend to utilize off-site parking spaces and may request to eliminate all or a percentage of required on-site parking spaces.
- b. Major special events, as determined by the Town Manager or designee, that will have a significant impact on traffic circulation within city limits.

(ii) Shared parking plan provisions. The proposed shared parking plan shall address each of the following within the shared parking plan.

- a. Off-site shared parking. Provide the location of the off-site parking spaces, quantity of parking spaces, the current physical condition. In the case of off-site shared parking for proposed uses where the targeted off-site lot is owned by others, a written agreement between the city, the owner providing off-site parking, and the owner of the property seeking the parking shall be entered into. The agreement shall be recorded as a deed restriction with Ouray County Clerk, unless the agreement is for temporary uses, such as a special event. The agreement shall provide details of continued maintenance and the owner's responsibility for off-site parking spaces.
- b. Pedestrian movement. Describe the intended pedestrian movement from off-site parking locations to their served location. Shared parking that is located across Highway 62 or Highway 550 shall be accessible to pedestrians using an existing traffic signal which includes a pedestrian crossing phase to cross the road.
- c. Neighborhood partnership. Proposed developments that intend to utilize shared parking are encouraged to form partnerships within the community and respect residential neighborhoods. A shared parking plan shall identify all businesses and organizations that utilize the off-site parking. For special events, the parking plan shall detail methods of reliance on public transportation. Shared parking plan shall provide details of adjacent properties. For permanent uses, off-site parking spaces located adjacent to residential uses shall provide a minimum of five (5) foot buffer with opaque six (6) foot tall fences or landscaping along shared boundaries.
- d. Peak hours service. The shared parking plan shall provide operating hours for each specified use. If public transit is to be utilized for temporary uses, then a



description of operating hours and pick up location is required. At a minimum, the shared parking plan shall describe usage of off-site parking for specified for the following time periods:

- i. Monday to Friday 8 AM to 5 PM.
- ii. Monday to Friday 5 PM to 12:00 AM
- iii. Monday to Friday 12 AM to 8AM
- iv. Saturday to Sunday 8 AM to 5 PM
- v. Saturday to Sunday 5 PM to 12 AM
- vi. Saturday to Sunday 12 AM to 8 AM

*Remove shared parking plan and provisions or otherwise modify the proposed section.*

Does the Planning Commission want to allow shared parking plans as an option to utilize existing parking? If so, do the proposed provisions address all perceived needs of a shared parking plan? Should this section address special events?

~~(4)~~(8) Parking exceptions within the DS District:

- (a) Businesses shall be credited with half parking space for every on-street parking space that is ~~constructed~~existing adjacent to the business and in accordance with Town specifications. No parking shall be allowed on alleyways or on Highway 62 (Sherman Street).

~~(5)~~(9) Parking exceptions within the MR District:

- (a) Parking shall be sited to provide the least visual impact from public rights-of-way and shall not dominate the frontage of pedestrian-oriented streets. Site parking shall include bike racks and areas for parking strollers and other nonmotorized vehicles no more than fifty (50) feet from near the main entrance to the primary building(s) and shall have a logical connection to onsite non-motorized access routes.
- (b) Parking areas, outside trash receptacles, large utility boxes, open storage areas, mechanical systems and other unattractive views shall be screened from the street and public right-of-way. Screening of utility boxes, trash enclosures, and similar uses shall be around all sides except for those required for access, which will be screened with a gate on the access side.

~~(6)~~(10) Parking exceptions within the HB District:

- (a) All nonresidential uses do not have a minimum required parking space.~~must provide a minimum of one off-street parking space per 1,650 square feet of gross floor area. Partial spaces will be rounded up to the next whole number of required parking spaces. If the structure contains both residential and nonresidential uses, calculation of the gross floor area shall not include the residential area(s) for purposes of determining off-street parking pursuant to this paragraph. Also excluded from this calculation are enclosed parking and outdoor common areas. All proposed P parking spaces will be accessed only from an alley. The first three spaces must be provided on-site.~~

*Change (a) back to the original requirement instead of removing parking minimums in the HB district.*

- (b) In cases where mixed residential and nonresidential uses occur within the same property, the residential parking requirements of paragraph (a) ~~shall be in addition to the nonresidential parking space requirement set forth in paragraph (ab).~~
- (c) In lieu of ~~non~~residential off-street parking requirements in excess of three spaces and pursuant to paragraph (b) above, a money payment of \$3,000.00 per space may be paid

to the Town, which money shall be used to fund the acquisition or construction of public parking facilities to serve the Historic Business Zoning District.

~~(7)~~(11) Parking exceptions within the Limited Industrial (LI) and General Industrial (GI) Districts

(a) Parking and storage is not allowed in the front or side setbacks along any street.

(12) Parking reductions overall. The Town Manager or their designee may grant a parking reduction not to exceed 50% of the required number of parking spaces. Parking reduction may only be granted if the proposed reduction will not result in spillover parking into public roads and will not adversely affect traffic circulation. Only the following options may be utilized for a development project unless otherwise permitted by this code.

(a) One (1) vehicular space for every two (2) bicycle parking spaces.

(b) Property located within 500 feet of a transit bus stop with a one-hour headway.

(c) One (1) vehicular parking space for every two (2) motorcycle spaces.

~~(a)~~(d) Existing buildings that are designated historic locations or have existed greater than or equal 75 years may reduce parking up to 50%. The building(s) may not be drastically renovated so that its building character is no longer like the original structure to qualify for the parking reduction.

*Remove overall parking reductions or modify proposed.*

Does the Planning Commission want to provide a pathway to swap regular parking spaces for alternative modes of transportation? How does the Planning Commission want to address historic preservation and associated parking standards?

(11) Accessible Parking Spaces. For all uses other than Single Family or Duplex, parking shall be provided for the handicapped at the minimum rate consistent with the following table. The minimum width of an accessible parking space shall be eight and one-half (8½) feet with an adjacent accessible aisle with a minimum width of five (5) feet. Two (2) accessible parking spaces may share a common aisle. Said spaces shall have a minimum access aisle length of twenty (20) feet. At least one of every six handicapped spaces shall be van accessible. Accessible parking spaces shall otherwise comply with the American with Disabilities Act.

Total Number of Off-Street Spaces Provided	Number of Handicapped Spaces
<u>1—25</u>	<u>1</u>
<u>26—50</u>	<u>2</u>
<u>51—75</u>	<u>3</u>
<u>76—100</u>	<u>4</u>
<u>101—150</u>	<u>5</u>
<u>151—200</u>	<u>6</u>
<u>201—300</u>	<u>7</u>
<u>301—400</u>	<u>8</u>
<u>401—500</u>	<u>9</u>
<u>501—1,000</u>	<u>2% of total spaces required</u>
<u>&gt;1,000</u>	<u>20 plus 1 for each 100 over 100</u>

## 7-4-6 SUPPLEMENTAL REGULATIONS

### (A) Accessory Dwelling Units

#### (1) General Provisions.

- (a) The creation of Accessory Dwelling Units (ADU) is generally encouraged as an effective means to improve housing affordability, provided that each ADU complies with the following standards of this code.
- ~~(a)~~(b) The goal of improving housing affordability requires flexibility in building typologies and construction methods, including but not limited to modular or manufactured housing is encouraged.

Are there other building types that the Planning Commission would like to encourage?

- ~~(i) ADUs are only allowed as accessory to a single-family detached dwelling. Only one ADU per single-family detached dwelling unit is permitted.~~
- (c) A dwelling unit constructed before a principal single-family home, which meets these criteria, may be converted to an accessory dwelling unit following construction of a new principal dwelling unit.

#### (2) Dimensional Standards.

- ~~(b)~~(a) ADUs are only allowed as accessory to all residential uses as permitted by each zoning district.

What building types should be permitted to have an accessory dwelling unit?

*Replace (a) to allow ADU with only single family detached dwellings, single family attached dwellings, duplexes, triplexes, and fourplexes.*

- (i) An attached ADU that is created by converting existing room(s) in the principal structure shall count towards the total quantity of ADUs, unless otherwise permitted by subsection 7-4-1(A)(3).
- (ii) One (1) ADU is permitted for lot(s) equal to or less than 7,500 square feet, unless otherwise permitted by subsection 7-4-1(A)(3).
- (iii) Two-(2) ADUs are permitted for lot(s) equal to our less than 12,500 square feet, unless otherwise permitted by subsection 7-4-1(A)(3).
- (iv) Lot(s) exceeding 12,500 square feet are permitted to have more than two (2) ADUs, however; the total number of ADUs on the subject property shall never exceed double the total number of dwelling units in the principal structure, unless otherwise permitted by subsection 7-4-1(A)(3). ~~single-family detached dwelling. Only one ADU per single-family detached dwelling unit is permitted.~~
- (b) The accessory dwelling unit must be constructed in accordance with applicable requirements of Town Building Codes. It may be attached or detached to the principal residential unit. Applicable dimensional requirements for an ADU ~~single-family dwelling as set out below in Table XX and subsection 7-4-1(A)(2)(c) in subsection 7-3-15(A) must shall~~ be met for the premises.

Does the Planning Commission want to have a separate table for ADU dimensional standards or alternative methods to address dimensional requirements? Should certain zoning districts be excluded in a table, such as FD?

Table XX

Zoning Districts

<u>Dimensional Standard</u>	<u>R</u>	<u>HR</u>	<u>MR</u>	<u>FD</u>	<u>DS</u>	<u>HB</u>
<u>Maximum Height (ft)<sup>(ii)</sup></u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>27</u>
<u>Rear Setback (ft)</u>						
<u>Front Setback (ft)</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>(c)</u>
<u>Side Setback (ft)<sup>(i)</sup></u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	
<u>Side on Corner Setback (ft)<sup>(i)(iii)</sup></u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	
<u>Maximum Building Coverage (sf)</u>	<u>25%</u>	<u>35%</u>	<u>35%</u>	<u>N/A</u>	<u>30%</u>	<u>N/A</u>

(c) Additional Dimensional Standards and Exceptions

- (i) When the rear or side lot lines abuts an alley, the setback shall be a minimum of two feet. The structure location shall not disrupt public waste service circulation.
- (ii) Any proposed construction occurring adjacent to a lot containing an existing residential or commercial structure shall not exceed the existing height of the principal structure. In instances where there is greater than one (1) adjacent principal structure, the maximum height shall be the average of each structure within 100 feet of the subject property.
- (iii) The ADU shall not be located within the sight triangle as determined by **subsection XX**.

*Replace (b) and (c) by utilizing a percentage reduction overall to required setbacks. Attached ADU can be reduced by a larger percentage (50%) whereas detached ADUs could have a smaller percentage reduction (25%)*

- (d) The architectural design of the proposed ADU shall be complementary to the principal structure and be compliant with the regulations set in RMC 7-4-9 Residential Design Standards.
- ~~(e)(e) The parking requirements shall comply with the requirements as set out in **subsection 7-4-6(M)**. One off-street parking space shall be provided for the accessory dwelling unit in addition to any other required off-street parking.~~

*Remove portion of (d) that requires the ADU to be complimentary to the principal structure. ADUs are already required to comply with the Residential Design Standards.*

*Remove (e). The current standard is to require one parking space; however changes to parking code may result in less parking required for ADUs*

- (f) The ADU maximum habitable floor area shall be determined by this subsection. For the purposes of this subsection, "habitable floor area" shall refer to the total square footage to the interior walls and excluding the components of the exterior walls.

- (i) An ADU may not exceed ~~800~~1,000 square feet of ~~gross~~habitable floor area.
- (ii) An ADU is permitted up to 1,250 square feet of habitable floor area when a minimum of (2) bedrooms are provided.
- (iii) The accessory dwelling unit may exceed 1,250 square feet of habitable floor area when it complies with the sustainable building methods as set out in ~~subsection 7-4-1(A)(3)(b)~~

*Remove (iii). This will set the maximum square footage at 1,250 if there are at least two bedrooms.*

Does the Planning Commission want to increase the maximum size for ADU design? If so, is basing the size requirement on the number of bedrooms the direction Planning Commission would like to consider?

- (g) At the request of the property owner, the Town may provide pre-approved ADU building plans that comply with the standards of this code.
  - (i) The three pre-approved ADU building plans are as follows:
    - a. ADU Plan A. 500 square feet. One bedroom.
    - b. ADU Plan B. 750 square feet. Two bedroom.
    - c. ADU Plan C. 1000 square feet. Three bedroom.

*Remove (g).*

Would the Planning Commission want to provide residents with the option of utilizing pre-approved plans? Town council has signaled this strategy as a possibility for addressing affordable housing. This will likely require an RFP to request bids from architects.

- (ii) The pre-approved ADU plans are exempt from plan review but still require an approved building permit to proceed with construction. The exempt ADU building permit submittal shall include the following:
- (iii) Site Plan that shows the pre-approved ADU building plan will meet the requirements of this subsection RMC 7-4-1(A);
  - a. Building permit application;
  - b. Proof of ownership;
  - c. Exempt ADU plan review fee.
- (h) The applicant shall submit a Landscape Plan that complies with RMC 7-4-8(C). The required landscaped area shall be equal to 50 percent of the habitable floor space.

*Remove (h). This will remove any landscaping compliance requirements.*

Would the Planning Commission like to address landscape standards? If so, is the extent to comply with standards set out in subsection RMC 7-4-8(C) and establish a quantity of required landscape area?

~~(2)~~

### (3) Incentives.

- (a) ADU Affordable Housing Provisions. All residential lots are permitted one (1) additional ADU when the ADU is income-restricted to moderate-to-low income residents only. This is enforced by way of a rental or occupancy covenant that runs with the lot, pursuant to ~~subsection XX~~ below.
  - (i) Affordable Housing Covenants and Restrictions. The Town encourages the growth of affordable housing in all residential areas. To provide affordable units on private

property, the property owner shall submit a restrictive covenant that includes the following provisions:

- a. *Area median income (AMI)*. The covenant shall describe the AMI limitations placed on the unit. The income range shall be less than 120 percent AMI for Ouray County as determined by the US Department of Housing and Development or US Census.
  - b. *Income-restricted units (IRU)*. Describe the quantity of income-restricted units, their square footage, and bedroom count.
  - c. *Compliance report and leasing period*. The total time a tenant is leasing the IRU. Provide details of property owner responsibility to report compliance to the required Local agencies.
  - d. *Income verification and rent limitations*. Provide the method for determining tenant income and calculating the rent limitations for each IRU.
- (b) *Sustainable Building Methods*. One (1) additional ADU is permitted when the unit shall be certified by a recognized sustainable building certification that verify the home utilizes energy efficient building materials and methods, as determined by the Town Manager or their designee.

*Remove "Incentives" Section or otherwise modify incentive. This will result in an overall reduction in potential density and square footage increases; however, there will be no motivation to provide income-restricted units with ADUs or certified sustainable construction methods.*

Would the Planning Commission like to add the income-restricted units or certified building construction methods to the ADU code? If so, is providing a density boost or increased square footage allowances an appropriate motivation for property owners?

#### (4) Review Process.

- (a) The burden shall be upon the owner of any accessory dwelling unit to provide adequate proof to the Town that the criteria of this Section are met. In the event that the Town determines that the criteria have not been shown to be satisfied the unit may not be occupied as a residence.
- ~~(a)~~(b) Plan review fees, as set out in subsection XX, shall be waived for ADU(s) replacing existing room(s) in the principal structure. Plan review fees shall be reduced by 50% for detached ADU(s).

*Remove (b).*

- ~~(b)~~(c) Prior to final approval of a building permit, the applicant shall submit proof of construction notification to adjacent property owners. The notification shall include a general construction timeline and details of potential construction impact on adjacent property and contact information of the project manager or the individual responsible for on-site construction.

*Remove (c).*

Are there concerns with the review process that need to be addressed in the ADU code?

#### (5) Ownership and Occupancy.

- ~~(e)~~(a) A minimum of a 31-day rental period shall be required by written lease, except as described in subsection 7-4-1(A)(5)(b) below.

*Change (a) back to 90 days.*

(b) An accessory dwelling unit, as defined in Section 9, either attached or detached to the primary dwelling, may be utilized as a short-term rental only under the following circumstances:

(i) Tap fees are paid at 30 percent pursuant to Ridgway Municipal Code subsection 9-1-9(c)(2); and

(ii) One hundred percent of monthly water, sewer, trash and recycling services are paid on a monthly basis pursuant to Ridgway Municipal Code Chapter 9; and

The lot size upon which both dwelling units are sited is a minimum of 6,000 square feet.

(c) The accessory dwelling unit ~~must~~ may be owned together with the principal residential unit, and the lot or parcel upon which they are located, in undivided ownership. An accessory dwelling unit is permitted to be separated from common ownership when approved through the Building Footprint Subdivision process as set out in subsection 7-5-2(G).

*Insert (c). allow ADU to be separated with the Townhome subdivision or Condominium subdivision process.*

(6) Utilities.

(a) The accessory dwelling unit may be served off of the water or sewer tap for the principal residence, in which case it shall not be subject to additional tap fees.

*Insert (b) to allow a reduction of tap fees when an ADU is successfully subdivided using the aforementioned process.*

Does the Planning Commission want to allow property owners a pathway to subdivide ADU from the lot? If so, how would we like to address connection to water and sewer services.

~~(3) A minimum of a 90-day rental period shall be required by written lease, except as described in subsection (12) below.~~

~~(4)~~

~~(5)(7) The accessory dwelling unit must be constructed in accordance with applicable requirements of Town Building Codes. It may be attached or detached to the principal residential unit. Applicable dimensional requirements for a single family dwelling as set out in subsection 7-3-15(A) must be met for the premises.~~

~~(6)(1) One off street parking space shall be provided for the accessory dwelling unit in addition to any other required off street parking.~~

~~(7)(8) One of the dwelling units on the property must be, and remain, owner-occupied.~~

~~(8)(1) The accessory dwelling unit must be owned together with the principal residential unit, and the lot or parcel upon which they are located, in undivided ownership.~~

~~(9) The accessory dwelling unit may be served off of the water or sewer tap for the principal residence, in which case it shall not be subject to additional tap fees.~~

~~(10)(1) The burden shall be upon the owner of any accessory dwelling unit to provide adequate proof to the Town that the criteria of this Section are met. In the event that the Town determines that the criteria have not been shown to be satisfied the unit may not be occupied as a residence.~~

~~(11)(1) A dwelling unit constructed before a principal single family home, which meets these criteria, may be converted to an accessory dwelling unit following construction of a new principal dwelling unit.~~

- ~~(12)(1) An accessory dwelling unit, as defined in Section 9, either attached or detached to the primary dwelling, may be utilized as a short term rental only under the following circumstances:~~
- ~~(a) Tap fees are paid at 30 percent pursuant to Ridgway Municipal Code subsection 9-1-9(e)(2); and~~
  - ~~(b)(a) One hundred percent of monthly water, sewer, trash and recycling services are paid on a monthly basis pursuant to Ridgway Municipal Code Chapter 9; and~~
  - ~~(c)(a) The lot size upon which both dwelling units are sited is a minimum of 6,000 square feet.~~



## AGENDA ITEM #2

PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
FEBRUARY 27, 2024

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, Mayor Pro Tem Meyer and Chairperson Montague were in attendance. Commissioner Nelson was absent.

PUBLIC HEARING

1. Application for Variance to Zoning Regulations; Location: M&M Subdivision, Lot A, Town of Ridgway, Block 32, Lots 16 and 17; Address: 357 North Laura Street; Zone: Historic Residential; Applicant: Rissell Meyer; Owner: Russell and Christine Meyer.

Staff Report dated February 23, 2024, and Power Point Presentation dated February 27, 2024, displaying background, analysis and staff recommendation prepared by TJ Dlubac of Community Planning Strategies, LLC.

Mayor Pro Tem Meyer recused himself from the hearing.

TJ Dlubac presented an application for a variance that would increase the square footage of a proposed accessory dwelling unit (ADU) over what is allowed in the Municipal Code by 97 sq. ft. He explained the ADU will be constructed over a proposed garage and reviewed the parcel for general conformance. The Planner further explained the ADU's gross floor area is calculated to be 800 sq. ft. and the exterior will be 897 sq. ft. due to structural integrated panel technology. He noted the applicant is requesting the variance because there is confusion regarding the standard of measurement used to determine square footage. Planner Dlubac said the Applicant did not meet the criteria of unnecessary hardship to receive an approved variance and did not recommend approval of the request.

The Planning Commission noted the Ridgway Municipal Code (RMC) uses interior square footage as the standard and asked the Planner to clarify the confusion in this matter. Planner Dlubac explained gross floor area is not defined in the Land Use Code, and exterior square footage is the standard in the International Building Code (IBC). The Commissioners agreed the Municipal Code needs to be reviewed for uniformity with the Land Use Code and IBC.

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

Applicant Meyer explained he was told by staff that the interior gross floor area would determine the ADU square footage, so he instructed the architect to prepare building plans based on that standard.

The Commissioners discussed the application further and agreed that the applicants met practical difficulty and unnecessary hardship due to the inconsistencies with the interpretation of square footage.

**ACTION:**

Commissioner Petruccelli moved to approve the Application for Variance for an Accessory Dwelling Unit at 357 North Lena Street to increase the overall square footage by 97 sq. ft., finding that the criteria in RMC 7-4-3(J)(3)(a) have been met, and noting the spirit of the ordinance has been observed, the public health, safety and welfare has been secured, and substantial justice has been done by approving the variance request. Chairperson Montague seconded the motion and it passed unanimously.

Mayor Pro Tem Meyer rejoined the Planning Commission.

**WORK SESSION**

2. 2024 Planning Projects and Ridgway Municipal Code Updates Discussion

Staff Report dated February 23, 2024, and Power Point Presentation dated February 27, 2024, displaying background, analysis and staff recommendation prepared by TJ Dlubac of Community Planning Strategies, LLC.

Planner Dlubac presented the Staff Report dated February 23, 2024 which outlined the 2024 work session topics and asked the Commissioners to prioritize the order in which each element should be reviewed.

The Commissioners discussed the 2024 projects with the Planner and Staff. They provided feedback to the Planner and noted current trends with climate and consumer buying that might impact the future differently.

The Planner was directed to draft an update for parking standards with incentives, increased public education, and maximum standards while ensuring facilities needing large parking areas are addressed; to propose "out-of-the-box" ideas for affordable housing and accessory dwelling units; to add the definition to the Land Use Code of gross floor space for an ADU to be calculated within the interior footprint; incentivize efficient energy building, tier gross allowable living space based on the size of the lot, update footprint calculation using a lot coverage ratio, while considering water use, and to increase square footage for ADU's.

**APPROVAL OF THE MINUTES**

3. Approval of the Minutes from the Meeting of January 30, 2024

**ACTION:**

Chairperson Montague moved to approve the Minutes from January 30, 2024. Mayor Pro Tem Meyer seconded the motion, and it was carried unanimously.

**OTHER BUSINESS**

4. Community Planning Strategies LLC New Staff Member

Planner Dlubac introduced Max Garcia to the Commissioners and Staff. Mr. Garcia will be assisting Dlubac with the Ridgway Town projects and building permits.

5. Updates from Planning Commission Members

Chairperson Montague said the election will be cancelled because there are more offices to fill than there are candidates.

Mayor Clark reported the Town Council approved a six-month extension for the Preliminary Plat annexation process for the Preserve Planned Unit Development.

Mayor Clark said he and the Town Manager will give a presentation to the State Energy and Mineral Impact Advisory Committee tomorrow in Manitou Springs on the Ductile Iron Water Line Replacement Project as part of the grant process.

ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Karen Christian  
Deputy Clerk