

## PLANNING COMMISSION MEETING MINUTES

Date: May 8, 2024

### Call to order

Chairman Mike Contillo called the meeting to order.

### Present:

Chairman Mike Contillo  
Cristal Hibbard  
Andrew Romanynshyn  
Gerrish Willis  
Kiplynn Smith

### Absent:

**Staff Present.** Chauncey McCarthy (zoom), Anna Wolf, Jen Stark,

### Approval of the Agenda

#### Motion

To approve the agenda.

**Moved by** Gerrish Willis, seconded by Cristal Hibbard.

**Vote.** A roll call vote was taken and the motion was approved, 5-0.

### Approval of the Minutes

#### Motion

To approve the minutes from the April 10, 2024 meeting.

**Moved by** Gerrish Willis, seconded by Cristal Hibbard.

**Vote.** A roll call vote was taken and the motion was approved, 5-0.

### Action Items

Recommendation of road building and disturbance permit application Carter Way, Breitenbach applicant

Applicants withdrew their application.

Recommendation of disturbance permit application 101 S. Picker, Town of Rico applicant

Town Manager Chauncey McCarthy gives summary.

Planning Commission members have

#### Motion

I move to recommend to the Board of Trustees the approval of the disturbance permit application for 101 S Picker St, Town of Rico applicant

**Moved by** Cristal Hibbard, seconded by Gerrish Willis.

**Vote.** A roll call vote was taken and the motion was approved, 5-0.

**Discussion Items:**

Rico Land Use Code global revision

Land Use Code revision was discussed.

The meeting adjourns unanimously.

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Anna Wolf  
Rico Town Clerk

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Michael Contillo  
Chairman



# **TOWN OF RICO**

DOLORES COUNTY, COLORADO  
INCORPORATED OCTOBER 11, 1879  
2 North Commercial Street  
Post Office Box 9  
Rico, Colorado 81332  
Office # 970.967.2861  
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[www.ricocolorado.org](http://www.ricocolorado.org)

To: Rico Town Board & Planning Commission

5.29.2024

From: Town Staff

RE: Application for Amendment to the Rico Land Use Code (RLUC)

Trustees and Commissioners

You will find included in your packet a track changes and collection of planner memos regarding discussions by the Planning Commission on those changes for the RLUC.

This joint meeting of the Trustees and Commissioners is an opportunity to discuss those items together for some final thought and decision up through Article V of the RLUC.

You will see there are places where a suggestion was made that staff look at and or find information on various topics and items. Please be aware that we at this time elected to have the joint meeting to see what all the board members were interested in having us really pursue before we dedicated staff hours to all items mentioned.

Also be aware that we are fully aware of formatting errors like font size, numbering and the like and intend on having that all cleaned up for the full document once we know what content you all are wanting to for sure have remain or changed.

Additionally, staff will let the Planning Commission take the lead on this meeting as we do not have any real framework for this meeting and are interested in letting you all move the meeting along on any higher-level conversations around specific topics both boards maybe interested in.

Please feel free to send prior or come prepared to the meeting with any questions or concerns you have about the content or process. If you need anything printed prior to this meeting, please let the town manager know so it can be completed in a timely manner.

Thank you so much to both the Trustees and Commissioners in planning and attending this joint meeting. This will help the staff be clear on any specific changes both parties believe are important for the RLUC.



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### RLUC Review

Date: 4.12.2023

Segment: Article I and II of Codified RLUC 1.18.2023

Start: Article I

Stopping point: Section 206 Signs

#### Notes:

- Recommendation by Planning Commission to change any “will” language to “shall”
- Request from the Planning Commission about clarification in the RLUC applies either as is or in modification during an applicant’s process.
- A request for the staff to go back and look at the discussion captured in previous GLRV meetings to aid rephrasing the Siding under 204.1- like adding “non reflective”.
- **Section 204:** A request to also look at 204- Roof Pitch and Height as well.
- A discussion around Maximum Floor Area: A suggestion was the maximum square footage and having that be disciplined as part of the MFA with a roof. There is also a recommendation that if it has an egress, 7 foot or greater clearance it counts as 100% of your MFA. Also want to be sure that there is some way to ensure that the building of an area encourages the storage of items, so they are not laying around the exterior.
- At the end of Section 204 adding a clause that says something similar to: Any violation of Section 204 et.al results in a violation of Section 740 of the RLUC.

#### Future catches in RLUC when we get to those sections.

- Changing the building code to simply say that if your basement is below 7 feet than it counts as a crawl space at 50%
- In the future, trying to address how much modification is considered substantive to mandate off street parking needs to be incorporated.

Worksession ended: 7:30 p.m. Stopping point: Section 206: Signs



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### RLUC Review

Date: 6.14.2023

Segment: Article II of Codified RLUC 1.18.2023

Start: Article II Section 210: Mobile Homes

Stopping point: Section 222: Tiny Homes

#### Notes:

-Mostly this will cover some comments and areas of further inquiry rather than step by step. A track-chances of areas covered can be sent to Planning Commission members in the next month's packet if interested.

-There were several comments and a lengthy discussion around Mobile Homes.

Comment items included:

-Defining what occupied versus stored

-Eliminating any RV parking in the right of way

-Discussion around the upcoming use of RV's as office space and how to handle that

-The idea of RV's hooked up with regularity to utilities

-When an RV is maintained in a fully extended or permanent type state

-Utilized as an extend space in a long-term fashion to a residential or commercial area or use.

-For RV allowing Recreational vehicles used as occupancy and increasing that from 10 days total in a calendar year to 7 consecutive days not to exceed 21 days total.

-Gray or black water discharge from any RV is prohibited within town limits.

Section 214 increasing and including a section 215 and titling it 215: Vehicles for Residency on Public Areas

- Some further clarification about Trailers and other hook up items being attached to the vehicle.

Section 216.2 Changing the title to say: Commercial Uses By Special Use Permit

Review: Refer to section 420 Special Use Permit

Section 216.3 Adding Marijuana facilities to prohibited activities once the ordinance repealed.

Section 222: Tiny Homes

-Aligning with the 2018 International Building code and adding that definition.

Worksession ended: 7:30 p.m. Stopping point: Section 222: Completed Tiny Homes



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### RLUC Review

Date: 7.12.2023

Segment: Article II of Codified RLUC 1.18.2023

Start: Article II Section 210: Mobile Homes

Stopping point: Section 222: Tiny Homes

#### Notes:

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-There were several comments and a lengthy discussion around Mobile Homes.

Comment items included:

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### RLUC Review

Date: 9.13.2023

Segment: Article III of Codified RLUC- 1.18.2023

Start: Section 300 PUD: RPUD and CPUD

-

Stopping point: Starting Article IV

#### Notes:

-Manager notifies the Planning Commission a discussion of construction mitigation plan. Potentially adopted by ordinance. The Manager expressed to the Planning Commission to join the Town Board meeting to add any valuable input you may have for a construction mitigation ordinance.

-There is a possibility to streamline a process for rezoning. And keep a process for multi-family units. There is a process for rezoning.

- Currently there is not a fee schedule amount for a simple re-zone, we may want to consider adding this. Possibly to include an explanation of why the application is applicable to the area or situation.

- There is a larger discussion about once you want to develop over lot lines that you need to vacate your lot lines. This needs to be re-visited during subdivision and minor-subdivision areas.

- Comments 304.3 changing the CPUD to all RUD or all applications in Section III are obligated to meet this from Highway 145 and maybe a discussion about it expanding or broad. Possibly expanding to RPUD overall process and from whatever angle or possibly elevation.

- A Master Street Plan does exist and is available in the Town Clerks Hall:

306.3 The PUD application complies with the Major Streets Plan.

-There was a large discussion about how new development and capture of a percentage of potential attainable or affordable housing. Large density development areas might need to be revisited and try to talk about it as affordable or attainable housing. To include EV, solar, low water use etc.

Worksession ended: 7:30 p.m. Stopping point: Section 306.3: PUD Complies with Major Street Plan. Planning Commission elected to move onto Article IV.



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### RLUC Review

Date: 10.11.2023

Segment: Article IV

Start: 400: Building Permit

Stopping point: Article IV: Section 420 Special Use Permit

#### Notes:

- Compliance with the most up to date building code be changed. Want it to stay to the most updated building code. So that both building and engineering holds to the most updated building code. So, an updated ordinance by the town in updating the IBC needs to occur to match what the RLUC is doing.
- This will refer to the current building code. Permits are required for the most recently adopted code.
- The exceptions will adopt whatever the most updated IBC has.
- Test pits for engineering related to foundations and septic designs are *allowed* without a building permit.
- Need a definition for what a test pit is and that it includes an engineer. **Test pits for** engineering related to foundations and septic designs are allowed without a building permit or septic permit.
- There is some conversation about the definition of yard.
- Every part of the permit area should be accessible and visible to the building official or inspector, as a change to 400.
- 401- manager to take and update this section
- Section 405: The manager is requested to discuss the interior lot lines in areas where there are several lots. Manager will pull some sample verbiage.

Section 405 additionally modify: Building Permits expire after two years. Certificate of Occupancy.

- 405.1 Also apply to any additional lots used to meet the site coverage. All improvements necessary for that lot need to be on the same lot and have legal access to what they are building or do a boundary line adjustment to meet the desired development area.
- 405.6: cutting all of 405.6
- Proposal by manager to go after retaining walls in potentially section 200.
- 407: Manager is requesting that this section is cut. All of it. And to direct a few lines to go to the manager to know the ordinance requirement.
- 408.1 adding Official Roads map in this section for informal interpretation.

**Commented [i51]:** Need a definition for what a test pit is and that it includes an engineer. Included at a geotech is on site. Google it.



- 410: Re-numbering issue.

Worksession ended: 7:30p.m.  
Stopping point: Section 420



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### RLUC Review

Date: 12.13.2023

Segment: Article IV

Start: Article IV: Section 420 Special Use Permit

Stopping point: Article IV: Section 478.2

#### Notes:

-Article IV: Section 424 5 paper copies and a digital version was requested as a blanket requirement throughout the RLUC

-Blanket change from his or her to they or them.

-Section 426.3 Noticing- Blanket change throughout the RLUC to have posting at the post office and the Town's official website. Also making the notice on the subject property larger than a standard paper size.

-Amending the RLUC on the noticing size, noticing locations and number and type of submittal. To be presented to the planning commission as blanket amendments to take affect prior to the completed review of the RLUC by the planning commission.

-Section 430.1 some request to clarify how it is that you can find what materials can or cannot be used in a zone, on a fence... etc.

-Section 445- to be changed to the Town of Rico official website

-Section 473.5 Add a 473.5 Alley and then bump 473.6 Commercial Trucking Operations

-Section 478.2 Adding a 473.8 adding a width of alley

-Section 478.3 bumping to 478.4 Road base and surfaces roads and alleys along with road grade and drainage.

Worksession ended: 8:25 p.m.

Stopping point: Article IV: Section 472.2



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### **RLUC Review**

Date: 1.10.2024

Segment: Article IV

Start: Article IV: Section 478.2

Stopping point: end of Article V

#### **Notes:**

-Article IV: Section 478.2

-Section 482: the introduction of a section for vacation.

-Section 496.2 getting rid of a specific report like the RG Consulting 2002.

-Section 496.1 Adding gas line and possible distinction or reference between public and private properties.

-Section 496: Warranty section

-General: change all telephone reference to telecom

-As part of the start of a review on Article V the Planning Commission is interested in pursuing some future change in the RLUC to include affordable housing and also request that the Town Trustees put affordable housing on the town's work plan.

-Additionally In Article V there is some discussion about condominiums and what level of review needs to occur.

- Recommendation in the residential district not to further subdivide or general condominiums any further. Also streamline or generate a consolidated phase for a condominium process.

-Article V: allow condominiums to have streamline process in all zones except for single family residential.

Worksession ended: 8:00 p.m.

Stopping point: End of Article V



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### RLUC Review

Date: 3.13.2024  
Segment Article II  
Start: Article II: Section 204  
Stopping point:

#### Notes:

- Question on SUP what is vested- SUP is a quasi-judicial ruling that lives with the property indefinitely. Captured in the zoning with that property. This vested right occurs at approval.
- 204.10: Roof pitch: a comment added to the RLUC: Concern with a shed roof and resolve the building height criteria to determine what the pitch will be. Bulk plane concept which means Bulk plane is to prevent excessively large development in height sensitive areas. There is a potential to look at pitch versus height if a developer looks at less pitch or more pitch and how it that fits with height. There is discussion about removing the pitch as a requirement and focus on height.
- 206.1: Change that to say this whole section.
- 206.1 B Adding "Temporary signs such as"
- 206.2: take the sentence back and add Planning Commission Back
- 206.12: C changed one hundred (100) feet ~~fifty (50) feet~~ of the applicant's property in such form as is approved by
- 212: Added: Recreation vehicles or campers must include sanitary facility and discharge of grey or black water is prohibited with in Town limits. Recreation vehicles or campers may be parked on private property and used for occupancy with the express permission of the property owner. Only one recreational vehicle may be parked and used for occupancy per Town lot. Where several adjacent Town lots are clustered under one ownership, these lots shall be considered one lot for the purposes of this regulation. Recreational vehicles and campers may be used for occupancy accommodations, office space, or a ~~for workshop for seven (7) consecutive days not to exceed twenty-one (21) days. (40)~~
- 216.2 F: Fabrication was added.
- 221 the neither has been removed and the nor has been switched to: \* The minimum lot size for the Atlantic Cable, Upper Atlantic Cable, Silverglance Subdivision and Silverglance Subdivision Filing 2 shall be the existing platted lots because these subdivisions were platted to be single family lots, that is, ~~neither~~ further residential subdivision, ~~nor~~ the development of accessory dwelling units of existing lots shall be not permitted as a use by right.

-243.11: A variance may be requested for fences that meet the goals of these regulations but do not conform to the specific standards may be permitted upon approval of the Planning Commission.

-246 Historic table:

DESIGN REGULATIONS	Requirements
Maximum Front Setback	0 feet
Maximum Side Setback	0 feet (Two-hour fire wall is required)
Rear Setback	5 feet
Lot Size	2,500 Square Feet
Building Height	30 feet (maximum of two stories above sidewalk grade)
Permitted Exterior Materials	Horizontal wood siding (stained or painted) maximum six (6) inches in width, Stone, or Brick. Metal architectural elements are permitted up to a maximum of 20% of the exterior surface area. (for all exterior building walls visible from Glasgow Ave.)
Off-Street Parking	One vehicle space per 1,000 square feet of floor area.
Sidewalk	Sidewalk improvements are subject to review <u>by the Board of Trustees.</u>
Street Level/Ground Floor Treatment	

252-

SIDEWALK	<del>Academies shall provide one vehicle space per lodging room.</del> Sidewalks improvements are subject to review <u>by building department or official.</u>
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262- adding a definition of light industrial

OFF-STREET PARKING	Two vehicle spaces per dwelling unit, <del>two</del> one vehicle spaces per <del>dwelling unit with light industrial spaces by review of the building official</del> <u>1,000 square feet of light industrial space.</u>
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282- parking:

**282. COMMERCIAL PLANNED UNIT DEVELOPMENT DESIGN REGULATIONS**

DESIGN REGULATIONS	REQUIREMENTS
LOT SIZE	2,500 <del>sq. ft.</del>
FRONT SET BACK	7 feet
SIDE SET BACK	7 feet
REAR SET BACK	5 feet
BUILDING HEIGHT	30 feet
MAXIMUM FLOOR AREA	Maximum Floor Area = 50% of lot area
OFF-STREET PARKING	One vehicle space per accommodations room or bedroom, two vehicle spaces per dwelling unit, one vehicle space per 250 <del>sq. ft.</del> of restaurant, retail, or office space <u>with light industry parking review by building department or official.</u>

-Article III: discussion about rezoning some areas that aid properties particularly affected by PUD and RPUD process.

Worksession ended: 8:00 p.m.  
Stopping point: Article IV



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### RLUC Review

Date: 4.10.2024

Segment Article IV

Start: Article IV

Stopping point: Article IV: 470 Road Building Applications

#### Notes:

-434.3: Reworded to include: Notice shall also be posted and maintained, at that time and for the same duration, on the subject property with the notice signage provided by the Town.

-442.6: revisit any renaming of historic landmarks because of name changes.

Worksession ended: 8:00 p.m.

Stopping point: Article IV: 470 Road Building Applications



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### **RLUC Review**

Date: 5.8.2024

Segment Article IV

Start: 470 Road Building Applications

Stopping point: Start of Article V

#### **Notes:**

-The Planning Commission got through the rest of Article IV and is wondering when a joint meeting to go through sections is going to happen.

-The Planning Commission is wondering if there is some way to indicate that on some of these harder lots put in the legend of the newly developed road map an indication to contact town hall about this area or about this street.

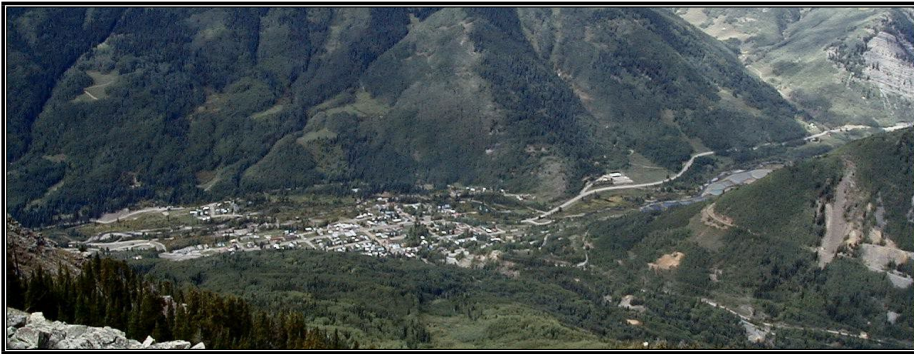
-The Planning Commission also asked when looking at the current platted allies what is the platted width? They may want to stick with it and just modify 484 area to separate out alley as a through faire and secondary access, and road as through and or as a dead end and primary access.

-Goal for Planning Commission is to complete Article V on June 12<sup>th</sup>.

Worksession ended: 7:30 p.m.

Stopping point: Start of Article V

# TOWN OF RICO LAND USE CODE



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ADOPTED BY ORDINANCE NO. 1999-7 (8.31.1999)  
CODIFIED JANUARY 18, 2023

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## ARTICLE I GENERAL INFORMATION

### 100. INTRODUCTION

The Town of Rico Land Use Code is the codification of previous ordinances regulating land use and development as well as the enactment of revisions and new regulations intended to implement the Rico Regional Master Plan. Throughout this Rico Land Use Code, the Town of Rico may be referred to as “Town” and the Board of Trustees may be referred to as “Trustees”. These regulations shall be known, and may be cited, as the “Rico Land Use Code” or “RLUC”.

### 102. AUTHORITY

The RLUC is authorized by the following statutes in addition to the Town’s general police powers and other applicable state authority: C.R.S. §31-23-201 et. seq. PLANNING COMMISSION; C.R.S. §29-20-101 et. seq. Local Government Land Use Control Enabling Act; C.R.S. §24-65.1-101 et. seq. Areas and Activities of State Interest; C.R.S. §24-68-101 et. seq. Vested Property Rights; C.R.S. §24-72-101 et. seq. Planned Unit Developments

### 104. PURPOSE

The RLUC is adopted for the purpose of promoting the health, ~~safety~~safety, and general welfare of the citizens of the Town of Rico, and in particular to:

- 104.1. Preserve and enhance the integrity, stability and livability of residential neighborhoods;
- 104.2. extend greater opportunities for traditional community living, working, housing, and recreation to all citizens and residents of Rico;
- 104.3. promote reasonable certainty to land use and development expectations associated with property ownership;
- 104.4. promote the timely provision of public infrastructure to meet potential demand in the present and the future;
- 104.5. promote minimum consumer protection assurances for property buyers that properties can be developed for their intended use;
- 104.6. preserve the historic, ~~small-town~~small-town character of the community by minimizing the visual impact of development upon important view sheds;
- 104.7. discourage the misuse of buildings, sites, and development parcels to avoid excessive concentrations of population and traffic; to promote energy conservation; and, to facilitate the provision of adequate transportation, water, sewerage, schools, parks and other public facilities and services;
- ~~104.8.~~ provide a procedure which can relate the type, design and layout of residential development to the particular site, and achieve the Town’s goal of encouraging mixed-use development while preserving and protecting existing residential areas; and,

~~104.9.~~ establish a clear, consistent, predictable, and efficient land development process.

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**106. INTERPRETATION AND APPLICATION**

In the interpretation and application of these RLUC, the following regulations shall apply:

- 106.1. Minimum Requirements.** In the interpretation and application of the RLUC, the provisions hereunder shall be regarded as the minimum requirements for the Town of Rico in regards to the protection of the public health, safety, and general welfare of the Rico community. The provisions and requirements in the RLUC shall be liberally construed to further the general purposes stated in **104**, and as is stated in each specific code section. Where a term or phrase is not otherwise defined in these RLUC, such term or phrase shall be defined by the latest edition of Webster's dictionary.
- 106.2. Conflict of Laws.** Whenever a provision in the RLUC contains any restrictions which covers the same subject matter as another provision herein, or in any law of the Town of Rico, State of Colorado, or United States of America, the provision, regulation, or law which imposes the greater restriction shall govern. The RLUC shall not supersede any private land use regulation in a deed or covenant which is more restrictive than this code.
- 106.3. Existing Permits and Agreements.** The adoption of the RLUC is not intended to abrogate or annul any permits or approvals of Subdivision Plats, improvements agreements, or any conditions related to subdivisions, issued by the Town of Rico before the effective date of the RLUC.

**108. APPLICATION TO PUBLIC ENTITIES**

Except as provided herein the RLUC shall apply to the Town of Rico, Rico Fire Protection District, and other public service providers. The Board of Trustees shall have the authority to grant any development approval, or waive any requirement, provision, condition, or fee set forth in this RLUC for the purpose of improving public services provided by the Town of Rico, Rico Fire Protection District, or any public service provider. Such grant or waiver shall be directly related to protecting and promoting the health, safety, and general welfare of the Rico Community. The Board of Trustees shall conduct a public hearing prior to considering any waiver of any requirement for a development approval for a public entity. Notice of the public hearing should strive to comply with notice requirements for similar development applications but shall be provided at a minimum by posting notice of the hearing at the Rico Town Hall and the Rico Post Office at least 24 hours prior to the hearing, and such 24-hour prior posted notice shall be deemed legally sufficient.

**110. VESTING OF PROPERTY RIGHTS**

- 110.1. Vesting of Property Right.** A „site specific development plan“ is defined as a planned unit development plan approved in accordance with Article III, a subdivision plat approved in accordance with Article V, an annexation approved in accordance with Article VI that is



accompanied by an annexation agreement containing a subdivision plat and/or planned unit development plan, or any other land use approval designation accompanied by a development agreement that expressly states that such land use approval is a site-specific development plan for the purposes of this Section 110. A property right to undertake and complete a site-specific development plan shall be vested upon the effective date of final approval of such site-specific development plan by the Board of Trustees or, may at the discretion of the Board of Trustees, vest upon approval of a conceptual or preliminary planned unit development plan, upon approval of a conceptual or preliminary subdivision plat, or upon approval of any other development agreement between the Town and a landowner that specifically provides a vested right. Approval by the Board of Trustees means the effective date of approval after any rights of referendum or judicial review have expired or have been finally decided. The document that evidences a vesting of property rights shall be and is limited to the following: For final subdivision plats: As a plat note on the cover page of such final subdivision plat; for all other site-specific development plans: As a specific provision in an ordinance approving such development plan.

- 110.2. Period of Vesting. The period of vesting of property rights shall be at least three years from the effective date of approval of a site-specific development plan. The Board of Trustees may approve a period of vesting greater than three (3) years provided that such approval is by ordinance. The effective date of approval shall be the day after the last day to exercise any rights of referendum or judicial review, or upon the final decision of a referendum or judicial review, of the Board of Trustees' action to approve a site-specific development plan. The document evidencing a vesting of property rights shall specifically identify the date of expiration.
- 110.3. Publication of Vested Property Right. The Town Clerk shall post and publish a notice of vested property rights in the same manner as posting ordinances and resolutions within twenty (20) days after approval of the site-specific development plan by the Board of Trustees.
- 110.4. Extension of Vested Property Right. The landowner may request the extension of a Vested Property Right by submitting a written request to the Town Clerk, P.O. Box 56, Rico, CO 81332, not more than ninety (90) days, and at least forty-five (45) days, prior the expiration of the Vested Property Right. The Board of Trustees shall hold a public hearing prior to authorizing the extension of the Vested Property Right. Notice shall be posted and published at least ten (10) days prior to the public hearing. Any approval to extend a vesting of property rights shall be by ordinance and shall be no longer than three (3) years. The Town Board may grant multiple extensions of vested rights.
- 110.5. Revocation of Vested Property Rights: The Board of Trustees may revoke a vested property right for failure to abide by the terms and conditions of such vested property right. Prior to taking action to revoke a vested property right, the Board of Trustees shall conduct a hearing on the revocation and shall provide at least ten (10) days prior written notice mailed to the affected property owner to the property address of record in the

County Assessor's office as well as provide notice in the same manner as the posting or publishing of ordinances and resolutions. The ~~mailed notice~~notice mailed to the landowner shall specifically identify the terms and conditions which are not in compliance with the site-specific development plan approval. During the period of determining compliance with the terms and conditions of a site-specific development plan approval, the Town may administratively withhold any building, utility, excavation, road building, or other Town permit, and may withhold acceptance of additional development applications or processing of existing development applications for the property subject to the site-specific development plan.

- 110.6. Pending Applications. A pending site-specific development plan application will be governed by the duly adopted laws and regulations in effect at the time the application is submitted with the exception that the Town reserves the right pursuant to C.R.S. §24-68-102.5(2) to enforce new or amended laws or regulations to pending applications when such law or regulation is necessary for the immediate preservation of public health and safety, including temporary development restrictions duly adopted by ordinance for the purpose of preparing planning studies and considering land use regulations related to public health and safety or for the purpose of promoting concurrency of essential public infrastructure, equipment or services with increased demand.
- 110.7. State Statutes Govern. Colorado Revised Statute Title 24, Article 68, as may be amended in the future, shall otherwise govern the vesting of property rights.

**Commented [s1]:** Adding in this pending application section clarification to the applicant when RLUC modifications or changes apply to the applicant

## ARTICLE II ZONE DISTRICTS

### 200. ZONE DISTRICTS AND ABBREVIATIONS

For the purposes of the RLUC, the Town is divided into Zone Districts to be known as follows:

<u>Zone District</u>	<u>Abbreviation</u>
Residential Zone District	R
Historic Commercial Zone District	HC
Commercial Zone District	CM
Mixed Use Zone District	MU
Residential Planned Unit Development	RPUD
Commercial Planned Unit Development	CPUD
Open Space Zone District	OS
Public Facilities Zone District	PF

### 202. OFFICIAL ZONE DISTRICT MAPS AND PERMITTED USES

The boundaries of these districts are shown on the official Zone District Maps of the Town which accompany and are made a part of this RLUC. All property in the Town shall be included in at least one Zone District. The use regulations for each Zone District establish uses permitted by right. All uses not expressly permitted in the use regulations are prohibited unless a Special Use Permit is approved (See 420 for Special Use Permit requirements).

### 204. GENERAL DESIGN REGULATIONS

The following general design regulations apply to all construction and development in Town. Any violation of section 204 et. al is subject to RLUC Municipal violations under Section 740.

(Ord. No. 2008-3, § 204.1, 03-19-08)

**204.1 Exterior Materials.** All buildings and structures shall use designated materials according to the following table for exterior surfaces (excluding: garage doors and all other doors, window areas, antennas and non-reflective solar energy collection devices). Variance procedure outlined for exterior material in 430 et al.

- A. Foundation. Exposed foundation will be natural stone, cement cast stone, brick, non-reflective metal, stucco, synthetic stucco, adobe, plaster, natural (painted, stained or clear) wood, and concrete.
- B. Siding. Natural stone, cement cast stone, brick, synthetic stucco, adobe, plaster, natural wood (painted, stained or clear), and rusted metal, or any non-reflective developed material.
- C. Roof. Non-reflective metal, wood shingle, clay tile, pre-finished modular non-reflective metal panels, slate, cement tiles, solar tiles, and sod or turf.

**204.2 Exterior Lighting.** All exterior lighting shall be shielded. The direct source of all exterior lighting shall not be visible off the property. Minimal lighting is encouraged to

**Commented [s2]:** Have staff look at the GLBV memo to rephrase this section to aid in avoiding saying a vinyl siding

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prevent undue light pollution of the night sky (lighting for Signs is governed by

206).

- 2043.** Fences. Fences in the front yard setback portion of the property shall not exceed four (4) feet in height. Fences in the remainder of the property shall not exceed six (6) feet in height. Fences shall use wood, logs, bark slab, stone, wrought iron, wood wrapped hogwire or any combination of these materials. All service yards associated with commercial activities or on commercially zoned properties shall be fenced so as not to be visible from any street, and such fences shall be a minimum of six (6) feet in height and a maximum of seven (7) feet in height. Fences in the Historic Commercial Zone District shall follow the design regulations in Section 243 which requirements shall supersede the fence regulations in this section 204.3.
- 2044.** Lot Size. The lot size is the minimum size of a lot required to permit the uses by right designated for a zone district.
- 2045.** Setbacks. The setback is the minimum distance of a structure from the edge of a lot or parcel. Setbacks are measured from the edge of a lot or parcel to the exterior of a structure. Structures include decks and patios over thirty (30) inches in height (See Appendix B). Roof overhangs are permitted to encroach two (2) feet into the front yard setback area and side yard setback area.
- (Ord. No. 2009-03, § 204.6, 06.24.09)
- 2046.** Building Height. The highest point of each roof segment shall not exceed 28 feet as measured from the average height of the supporting points of that roof segment at pre-construction grade. The lowest exposed point of the structure to the highest point of the structure shall not exceed 35 feet of total elevation. For structures with an irregular footprint, the Enforcement Official shall determine the reference points which meet the purpose of this RLUC. Existing pre-construction grade shall be determined by the Town's two-foot contour maps, as exist or may be amended from time to time or shall be determined by a survey prepared by a licensed surveyor. Any property owner has the right to challenge reference points determined by the Enforcement Official for structures with an irregular footprint. This challenge must be initiated first through a Variance Application (Section 430, *et. al.*), and subsequently may be appealed to the Board of Trustees by following RLUC, Section 516.
- 2047.** Maximum Floor Area ("MFA"). Where the design regulations for a District indicate a maximum allowable floor area, the maximum allowable floor area shall be calculated by measuring the gross square footage from the exterior side of exterior walls of all structures. ~~The floor area for basements shall be calculated at 50% of the area that meets the definition of basement.~~ Decks, roof overhangs, open porches, and areas where the floor to ceiling height is less than ~~four and one half six (64.5)~~ feet shall not be included in the maximum floor area calculations. (See Appendix B.)\*
- 2048.** Maximum Site Coverage. The total area of a site permitted to be covered by buildings and impervious surfaces, including without limitation, open decks, porches,

**Commented [GU3]:** Suggestion: Bulk Plane **Building height** is the distance measured vertically from any point on a roof or eave to the natural or finished grade, whichever is more restrictive

**Commented [s4]:** Try to rephrase something that takes into account cross sections versus a standard height.

**Commented [s5]:** Changing this section so that the basement has an egress and over 7 feet should count as 100% of MFA- as in anything that has a roof counts toward the MFA.

stoops, patios, driveways, and off-street parking, but not including roof overhangs (See Appendix B).

**2049. Off-Street Parking.** Off-street parking requirements are established as follows:

- A. **Location.** Required off-street parking shall be provided on the same lots as the principal use or on a contiguous lot. Any off-site parking area shall be under the same ownership as the principal use to which it is accessory.
- B. **Dimensions.** Each off-street parking space shall consist of an open area measuring nine (9) feet wide by eighteen (18) feet long and seven (7) feet high and shall have vehicular access to a public street or alley.
- C. **Design.** Off-street parking shall be properly drained and shall be maintained in a usable condition at all times.
- D. **Restricted Use of Parking Areas.** No automobile trailers, boats, detached ~~campers~~campers, or any other object shall be parked or stored in off-street parking areas if it renders the parking space unusable.

**Commented [s6]:** There needs to be a tie to a violation of the RLUC here for violating this

**204.10 Minimum Roof Pitch.** The minimum roof pitch for primary structures is seven/twelve (7/12) [seven feet of rise for twelve feet of run]. Such minimum roof pitch shall apply to the dominant roof which is defined as the roof plane that covers a majority of the building footprint and shall not apply to dormers or secondary roof planes. The minimum roof pitch shall not apply to structures in commercially zoned areas.

**Commented [GU7]:** Bulk plane is to prevent excessively large development in height sensitive areas. Rico needs to determine if a change in this area needs to move toward a description of this nature or not. Maybe we could actually have a couple of similar communities that have these in place present to the Planning commission how they work on the ground.

**206. SIGNS**

**206.1 Signs.** ~~No signs shall be allowed except as permitted by 206, and a~~Any sign shall be subject to the requirements of the Zone District in which they are located. Signs shall be of a permanent nature and shall be maintained in good repair or they may be removed by order of the Trustees. The following signs are exempted from the requirements of this whole section. 206.2

**Commented [GU8]:** There is some discussion at looking at getting rid of the pitch and work on height.

~~through 206.12:~~

- A. Signs painted onto or located on the interior side of a window, including neon signs(turned off when closed); and,
- B. Temporary signs such as Banners, bunting, and other similar displays temporarily erected in observance of a special event; however, ~~temporary signs~~ shall not be erected or displayed for a period exceeding 21 days in a 3-month period, and temporary signs must be removed if damaged or immediately following the conclusion of the particular event advertised.

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**2062 Off-Premises Signs Prohibited:** Signs shall identify or advertise only the interests or business conducted on the property on which they are located, unless the Planning Commission determines that the off-premises sign is necessary to promote the interest of a use not occupying the same lot or property. ~~unless the Board of Adjustments~~

~~determines that an off premises sign is necessary to promote the interest of a use not occupying the same lot or property.~~

- 2063** Non-Conforming Signs: Non-conforming signs can be repaired but not enlarged, reconstructed, or moved in any manner without being made to comply with the provisions of the RLUC.
- 2064** Parking of Advertising Vehicles Prohibited: No person shall park any vehicle or other mobile unit or sign on the roads or alleys, or on private property, which has attached thereto or suspended there from any advertising or sign, except a vehicle which has a sign painted directly onto or permanently affixed to the body or other integral part of the structure of the vehicle for permanent decoration, identification or display, including magnetic signs.
- 2065** Traffic Safety: No sign shall be located so that the safety of a moving vehicle might be impaired by obstructing the driver's vision. No sign shall resemble or conflict with traffic signs or signals with regard to color, format, shape or other characteristics.
- 2066** Sign Illumination and Moving Parts: All signs shall be illuminated by an external lighting source. Internally illuminated signs shall not be permitted. The light from any illuminated sign shall be shaded, shielded, or directed so that the light intensity or brightness will not be objectionable to people in surrounding areas or create a traffic hazard to passing motorists. No sign with flashing or moving lights; changing light intensity, brightness, or color; or any type of moving parts shall be allowed.
- 2067** Signs on Marquees: Projecting signs or signs affixed to or located on posts or pillars supporting a marquee are prohibited. Wall signs attached to the marquee are allowed, provided they do not project above the eave or edge of the marquee roof nor project lower than eight (8) feet above grade. Such signs must meet all the requirements of this RLUC and are to be included in the computation of maximum aggregate allowable square footage in section **206.11**.
- 2068** Signs on Awnings: No sign may be attached to or suspended from an awning; however, lettering on awnings is permitted provided that other requirements of this RLUC are met and that the lettering on awnings is included in the computation of the maximum aggregate allowable square footage of sign area for the building.
- 2069** Sign Materials: ~~Ex~~Exterior signs may not be constructed of paper, cardboard, wallboard, or other light material, nor may any spinners, pendants, balloons, banners, or streamers be used as or incorporated into any signs.
- 20610** Structural Characteristics: Free-standing signs shall not exceed twelve (12) feet in height; and shall be a minimum of eight (8) feet above grade when located adjacent to or projecting over a pedestrian ~~way~~path and larger than two (2) sq. ft. in area. Projecting signs shall not be higher than the eave line or parapet wall of the principal building and shall be a minimum of eight (8) feet above grade when located adjacent to or projecting over a pedestrian way; and shall not extend more than four (4) feet from the building wall except where such a sign is an integral part of an approved canopy or awning. Each free-standing sign or projecting sign may have two faces, each with the maximum



area allowed under **206.11**, provided the two faces are the same size and join back-to-back without any overlap.

**206.11** Sign Area:

- A. Signs that advertise the sale or rental of a property shall not exceed four (4) square feet in surface area per sign in residential areas (R and RPUD), or eight (8) square feet per sign in commercial areas (HC, CM, MU and CPUD). Such signs shall not be included in the maximum aggregate calculations under paragraph B. and C. below. One sign per lot or principal building is permitted.
- B. Signs in the R and RPUD Zone Districts shall have maximum square footage of two (2) sq. ft. per sign. One sign is permitted per dwelling unit and home occupation.
- C. Signs in the HC, CM, MU and CPUD Zone Districts shall have a maximum square footage of twelve (12) sq. ft. per sign plus six (6) sq.ft. for each additional twenty-five (25) of frontage greater than twenty-five (25) feet of frontage up to a maximum of twenty four (24) sq.ft. Signs painted directly onto a building façade may have a maximum square footage of eighteen (18) sq.ft. per sign. One sign per business shall be permitted; however, the maximum combined sign area square footage shall be twenty-four (24) sq.ft. per twenty-five foot wide lot.

**206.12** Permit for ~~Special~~Non-conforming Sign Design:

Proposed signs which do not meet the standards in Section 206.1 through 206.11 must first obtain a permit for a non-conforming Special Sign Design from the Board of Trustees Planning Commission.

- A. Applicants must submit ~~eleven (11) copies~~ five (5) printed copies and a digital copy of the following information:
  - (1) general information required for all applications;
  - (2) a graphic depiction of proposed sign drawn to a minimum scale of 1" = 1';
  - (3) a description of the materials to be used for the sign;
  - (4) a list of adjacent property owners within fifty (50) feet of the applicant's property; and,
  - (5) a narrative describing the requested design variances, the applicant's reason for such requested design and applicant's statement why such proposed design is compatible with the general purpose of the sign regulations.
- B. Review: The Board of Trustees Planning Commission shall review applications for a Permit for Special Sign Design and shall conduct a public hearing prior to acting on the application.
- C. Notice: The applicant shall provide written notice by first class mail to all property owners within one hundred (100) feet ~~fifty (50) feet~~ of the applicant's property in

such form as is approved by

the Town Planner at least twenty (20) days prior to the hearing. Notice shall also be posted on the subject property with the notice signage provided by the Town. Notice of a public hearing by the ~~Board of Trustees~~Planning Commission shall be posted and published at least ten (10) days prior to such hearing.

D. Standards for Review: The ~~Board of Trustees~~Planning Commission shall consider the following standards when considering a Permit for Special Non-Confirming Sign Design and must find that at least one of the standards listed below is met by the application:

- (1) Necessity: The location or nature of the business warrants a sign that does not meet the sign regulations in section 206.1 through 206.11;
- (2) Public Safety: The proposed sign design does not obstruct vehicular traffic views or pedestrian travel, nor does it create any other threat to the public safety;
- (3) Compatibility: The proposed sign is compatible with the overall design and architecture of the zone district area and does not detract from the zone district including but not limited to through the use of florescent, bright, or obnoxious colors; offensive sexual or violent graphic depictions; or the use of lettering, shape, or construction materials or methods.
- (4) Conditions: The Board of Trustee may impose any conditions as deemed necessary and appropriate on any Special Sign Design; including but not limited to: requiring a performance bond, establishing a time limit for such sign, reserving the right to revoke the sign permit in the future, and approving design characteristics that differ from the application, such as size, color and use of material.

**208. GRANDFATHER CLAUSE - NON-CONFORMING USE, BUILDING, OR LOT**

The definitions, restrictions, and rights regarding non-conforming uses and structures are established as follows:

- 208.1. Non-Conforming Status of Uses and Structures.** The use of land, use of a structure, or a structure itself shall be a legal non-conforming use or structure when each of the following conditions exist:
- A. The use or structure does not conform to the regulations prescribed in the district in which such use or structure is located and was in existence and lawfully constructed, located, and operating prior to, and at the time of, the event that made such use or structure non-conforming; and,
  - B. the event that made such use or structure non-conforming was one of the following: annexation into the Town of Rico, adoption of this RLUC or a previous zoning ordinance, or amendment of this RLUC or a previous zoning ordinance; and,
  - C. the non-conforming use or the use occupying the non-conforming structure has been operating since the time that the use or structure first became non-conforming without

abandonment, as abandonment is defined in **208.4** below.

**208.2**    Expansion. Non-conforming uses or buildings shall not be allowed to increase the non-conforming use or expand the non-conforming building without approval by the Board of Adjustments.

**208.3**    Ordinary Repair and Maintenance. Normal maintenance and incidental repair may be performed on a conforming structure which contains a non-conforming use or on a non-conforming structure. This section shall not be construed to prevent the strengthening or restoration to a safe condition of a structure in accordance with an order of the Enforcement Official who declares a structure to be unsafe and orders its restoration to a safe condition. Any new foundation must comply with applicable setback requirements.

**208.4**    Abandonment. Whenever a non-conforming use is abandoned then all non-conforming rights shall cease, and the use of the premises shall henceforth conform to this RLUC. Abandonment shall involve the actual act of discontinuance, regardless of the intent of the user or owner to discontinue a non-conforming operation. Any non-conforming use that is discontinued for a period of twelve (12) months, shall be deemed abandoned. Any non-conforming structure that is moved from the premises shall be considered to have been abandoned.

**208.5**    Destruction. If a non-conforming structure or a structure occupied by a non-conforming use is destroyed by fire, the elements or other cause, it may not be rebuilt except to conform to the provisions of this RLUC. In the case of partial destruction of a structure occupied by a non-conforming use not exceeding sixty percent (60%) of its replacement value, reconstruction may be permitted, subject to the following standards:

- A.     The size and function of the non-conforming use shall not be expanded; and
- B.     Work on the restoration of the use must begin within nine (9) months and be completed within eighteen (18) months of the time of the calamity.

**208.6**    Non-conforming lots.

- A.     *General.* A single-family dwelling and customary accessory buildings may be developed on a lot that has less area than the minimum required by the applicable zone district and was an official “lot of record” prior to the adoption of the Town’s original Zoning Ordinance No. 274 [Oct. 27, 1987] for the Residential Zone District if:

- (1) The “lot of record” is in separate ownership and not contiguous to lots in the same ownership; and
- (2) the proposed single-family dwelling can be located on the lot so that the yard, height, and other dimensional requirements of the applicable zone district can be met, or a Variance is obtained.

- B.     *Contiguous lots.* If two or more lots, or combinations of contiguous lots in a

single ownership (including a legally recognized union of people as, in all cases, a single owner), are of record at the effective date of this RLUC, or become of record subsequent to said date, regardless of time of acquisition, then the lots shall be considered as a contiguous parcel, and no portion shall be used or occupied which does not meet the requirements of this RLUC.

**C. Lot Reduction.**

- (1) No lot or interest therein shall be transferred, conveyed, sold, or subdivided so as to create a new non-conforming lot, to avoid, circumvent or subvert any provision of this RLUC, or to leave remaining any lot in violation of the dimensional requirements of this RLUC.
- (2) No lot or portion of a lot required as a building site under this RLUC shall be used as a portion of a lot required as a site for another structure.
- (3) No Building Permit shall be issued for any lot or parcel of land which has been conveyed, sold, or subdivided in violation of this subsection.

**208.7** Determination of non-conforming status. The burden of establishing that a non-conforming use or structure lawfully exists under this RLUC shall, in all cases, be upon the owner of such non-conforming use or structure.

**210. MOBILE HOMES.**

Mobile homes do not include manufactured housing as defined in Article IX. Mobile homes shall not be permitted in Rico at any time except as provided herein. Mobile homes or any temporary structure may be used for temporary residential occupancy on private property by the property owner for one year from the date of issuance of a building permit for a residential structure on such property. Mobile homes or temporary structures shall meet all setback requirements of the applicable zone district and must include a sanitary facility during construction (a hook-up to a septic system or a „porta-potty“ or holding tank that is pumped regularly).

**212. RECREATION VEHICLES AND CAMPERS (ORD. NO. 2009-04, § 212, 06-24-09)**

Recreation vehicles or campers must include sanitary facility and discharge of grey or black water is prohibited with in Town limits. Recreation vehicles or campers may be parked on private property and used for occupancy with the express permission of the property owner. Only one recreational vehicle may be parked and used for occupancy per Town lot. Where several adjacent Town lots are clustered under one ownership, these lots shall be considered one lot for the purposes of this regulation. Recreation vehicles and campers may be used for occupancy accommodations, office space, or a workshop for seven (7) consecutive days not to exceed twenty-one (21) (10) days total in a calendar year on private property.

**214. PARKING RESTRICTIONS ON EXCESS WEIGHT AND RECREATIONAL VEHICLES  
AND THE UNAUTHORIZED USE OF VEHICLES AS RESIDENCES  
(ORD. NO. 2009-04, § 214.1, 214.2, 06-24-09)**

This section establishes parking regulations for vehicles in excess of ten thousand (10,000) pounds (not including emergency vehicles), boats, boat trailers, tractors, trailers, semi-trailers, motor homes, buses and detached/dismounted campers, hereinafter collectively referred to excess weight and recreational vehicles. This section also limits the use of vehicles as residences within the public right of way and on public property.

**214.1** Parking restrictions on excess weight and recreational vehicles. The owner or operator of excess weight or recreational vehicles shall not park on any public right-of-way or roadway for longer than seventy-two (72) hours and shall not be parked in a fashion that restricts normal access and use of town streets. [All detachable trailers must be hitched to a vehicle when parked on town streets.](#)

**214.2** Use of vehicles as residences

A. The unauthorized use of vehicles as residences within a public right-of-way and on public property is deemed to be injurious to residential and nonresidential neighborhoods alike and conducive to the creation and perpetuation of congestion, unwanted noise, sanitation problems, unsightly visual conditions and confrontations between residents and nonresidents. The intent and purpose of this Section is not to regulate vehicles or those locations where vehicles may be parked or stored, except as otherwise set forth herein, but to prohibit activities and occupancies within vehicles so as to protect the integrity of neighborhoods, preserve public streets, rights-of-way and parks for their intended public purposes, ensure the proper use of public property in conformity with zoning and land use regulations and promote the public health and safety.

B. Prohibitions. No person shall occupy any vehicle upon any municipal street, state highway, alley or public right-of-way or public property for the purpose of providing residence or residential living or sleeping quarters or storage, whether temporary or permanent, except as otherwise set forth herein. The type or nature of any given vehicle shall not be conclusive as to whether a vehicle is being occupied for living or sleeping quarters or other residential use.

~~C. Exemptions. The prohibitions as contained in this Section shall not apply to activities undertaken pursuant to a valid and authorized land use, building, or camping permit issued by the Town or where a vehicle is used for occupancy for less than (72) hours total within a calendar year.~~

**216. Historic Commerical and COMMERCIAL  
USES.**

**216.1 Historic and COMMERCIAL USES BY  
RIGHT  
(ORD. NO. 2008-3, § 216.1, 216.3, 03-19-08)**

The following commercial uses are permitted by right in commercially zoned district, except where a more specific or applicable category is set forth in **216.2** Commercial Uses by Special Permit Review:

- A. Accommodations, including motels, hotels, inns, lodges and bed and breakfast
- B. Art Studios, including galleries, craft and hobby shops, and art supplies
- C. Barber Shops
- D. Bars, including cantinas, clubs, lounges, saloons, taverns, and watering holes, except that such uses shall be subject to liquor licensing requirements.
- E. Beauty Salons
- F. Bookstores
- G. Grocery Store
- H. Hardware Store
- I. Offices
- J. Private social clubs and organizations
- K. Residential, including single family, multi-family, townhomes, apartments, and condominiums.
- L. Repair shops other than automotive, metalworking or woodworking.
- M. Restaurants, including all food service establishments where on-premises sales constitute the majority of sales.
- N. Retail Stores where on-premises sales constitute the majority of sales. "Retail Stores" as set forth herein shall be limited to the following and similar uses:

Antique Shop	Appliance Store
Bakery	Camera Shop
Candy, Tobacco, or Cigarette Shop	Catalogue Store
Clothing Store	Decorator Shop
Department Store	Drug Store
Florist Shop	Furniture Store

Gift Shop	Jewelry Store
Liquor Store	Pet Shop
Paint and Wallpaper Shop	Photography Shop
Sporting Goods Store	

**216.2 COMMERCIAL USES BY SPECIAL USE PERMIT REVIEW**

The following Commercial uses are not permitted unless a Special Use Permit is obtained through the Special Use Permit process (see **420.**)

- A. Adult Businesses, including retail sales of adult materials and nudity shows.
- B. Day care
- C. Fire Stations and Emergency Facilities
- D. Hospitals
- E. Gasoline, fuel cell, and other stations that sell fuel and/or energy
- F. Manufacturing/[fabrication](#) businesses, not including art studios
- G. Medical Centers
- H. Religious Institutions
- I. Repair shops for Automobiles,
- J. Schools
- K. Trade Businesses, including electrical, heating, plumbing, welding, etc.
- L. Warehouses and distribution centers, where the majority of sales are off-premises or delivered.
- [M.](#) Wood Working Shops
- ~~M.~~
- N. All other businesses not listed as a Use Permitted by Right in **216.1**



**216.3 PROHIBITED COMMERCIAL USES**

The following commercial uses are prohibited in commercially zoned districts.

- A.** Junk Yards
- B.** Towing Services
- C.** Motorized Recreational Vehicle Rentals or Sales, including off-road jeeps, motorcycles, motorbikes, and ATV's

**220. RESIDENTIAL (R) ZONE DISTRICTS - USES PERMITTED BY RIGHT****(ORD. NO. 2022-05. § 220; 06-15-22)**

Single family dwellings, accessory dwelling units, accessory buildings and uses, including home occupation, and short-term rental dwelling units subject to the licensing procedures and regulations in Sections 450-~~457~~.

**Commented [i59]:** This needs to be checked to match with what really is printed between 450 and 457

**RESIDENTIAL USES BY SPECIAL USE PERMIT REVIEW****(ORD. NO. 2022-05. § 221; 06-15-22)**

A. Short- Daycare facilities, schools, and churches.

B. Tiny Homes (400 SQFT or less) (ORD. NO. 2019-05. § 221; C, 07-17-19)

**221. RESIDENTIAL DISTRICT DESIGN REGULATIONS****(ORD. NO. 2008-3. § 222, 03-19-08)**

DESIGN REGULATIONS	REQUIREMENTS
LOT SIZE	5,000 Square Feet, 7,500 Square Feet for Single family dwellings with Accessory Dwelling Units*
FRONT SET BACK	12 feet
SIDE SET BACK	7 feet
REAR SET BACK	5 feet**
BUILDING HEIGHT	30 feet
MAXIMUM FLOOR AREA	Maximum Floor Area Formula = 50% of Lot square footage provided that in no event shall MFA exceed 3,250 sq.ft. MFA for non-conforming lots = 50% of Lot square footage
SITE COVERAGE	70% of the lot
OFF-STREET PARKING	<u>Two</u> <del>One</del> vehicle space per dwelling unit.
PERMITTED EXTERIOR MATERIALS	Wood siding (stained or painted), Stone, Brick, Cementatous siding such as Hardy Plank, T1-11 with battens no more than 12" centers. Metal, non-reflective architectural elements are permitted up to a maximum of up to 40% of the exterior surface area, excluding the roof.
PROHIBITED EXTERIOR MATERIALS	Vinyl, Fiberglass, aluminum, exposed cinder block, exposed concrete block (CMU), plywood (with the exception of T1-11)

\* The minimum lot size for the Atlantic Cable, Upper Atlantic Cable, Silverglance Subdivision and Silverglance Subdivision Filing 2 shall be the existing platted lots because these subdivisions were platted to be single family lots, that is, neither further residential subdivision, nor the development of accessory dwelling units of existing lots shall be not permitted as a use by right.

\*\* The rear yard setback shall be increased to 10 feet where the rear property line abuts private property rather than an alley, public right-of-way, or other public lands.

## 222. TINY HOME USES (ORD. NO. 2019-05, § 223, 07-17-19)

Tiny Homes must comply with all Colorado Department of Public Health & Environment (CDPI-IE) rules and regulations, including daily residential wastewater flow and BOD, load per person, per day limits. In addition, Tiny Homes must meet minimum requirements ~~as follows:~~[of the most current International Residential Code](#)

Design Regulation	Requirements
Ceiling Height	<del>Habitable space and hallways in Tiny Homes shall have a ceiling height of not less than 6' 8" (2032mm). A bathroom, toilet room, and kitchen shall have a height not less than 6' 4" (1930mm). Obstructions including, but not limited to, beams, girders, ducts, and lighting, shall not extend below these minimum ceiling heights except ceiling heights in lofts as set forth below.</del>
Tiny Home Loft Area and Dimensions	<del>Lofts shall have a floor area of not less than 35-sq. Ft (3.25 mm). Lofts shall be not less than 5-feet (1524 mm) in any horizontal dimension. Portions of a loft with a sloped ceiling measuring less than 3 feet (914 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft. Exception: Under-gable roofs with a minimum slope of 6 units vertical in 12 units horizontal (50 percent slope), portions of a loft with a sloped ceiling measuring less than 16 inches (406 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft.</del>
Height Effect on Loft Area	<del>Portions of a loft with a sloped ceiling measuring less than 3' (914 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the</del>

	<p>loft. Exception: Under gable roofs with a minimum slope of 6 units vertical in 12 units horizontal (50 percent slope), portions of a loft with a sloped ceiling measuring less than 16" (406 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft.</p>
Loft Access	<p>Stairways accessing a loft shall not be less than 17" (432 mm) in clear width at or above the handrail. The width below the handrail shall be not less than 20" (508 mm). The headroom in stairways accessing a loft shall be not less than 6' 2" (1880 mm), as measured vertically, from a sloped line connecting the tread or landing platform nosing in the middle of their width. Risers for stairs accessing a loft shall be not less than 7" (178 mm) and not more than 12" (305 mm) in height. Tread depth and riser height shall be calculated in accordance with the following:</p> <ol style="list-style-type: none"> <li>1. The tread depth shall be 20" (508 mm) minus four thirds of the riser height.</li> <li>2. The riser height shall be 15" (381 mm), minus three fourths of the tread depth.</li> </ol>
Landing Platform	<p>The top tread and riser of stairways accessing lofts shall be constructed as a landing platform where the loft ceiling height is less than 6' 2" (1880 mm) where the stairway meets the loft. The landing platform shall be 18" to 22" (457 to 559 mm) in depth measured from the nosing of the landing platform to the edge of the loft, and 16 to 18" (406 to 457 mm) in height measured from the landing platform to the loft floor.</p>
Handrails and Stairway Guards	<p>Handrails and stairway guards shall comply with the International Building Code (IBC) and International Residential Code (IRC), adopted by the Town.</p>

Ladder	Ladders accessing lofts shall have a rung width of not less than 12" (305 mm), and 10" (254 mm) to 14" (356 mm) of spacing between rungs. Ladders shall be capable of supporting a 200-pound (75 kg) load on any rung. Rung spacing shall be uniform within 3/8" (9.5 mm).
Incline	Ladders shall be installed at 70 to 80 degrees from horizontal.
Alternating Tread Devices	Alternating tread devices shall not be used as an element of a means of egress. Alternating tread devices shall be permitted provided that a required means of egress stairway or ramp serves the same space at each adjoining level or where a means of egress is not required. The clear width at and below the handrails shall be not less than 20" (508 mm). <i>Exception:</i> Alternating tread devices are allowed to be used as an element of a means of egress for lofts, mezzanines, and similar areas of 200 gross sq. ft. (18.6 mm) or less where such devices do not provide exclusive access to a kitchen or bathroom.
Treads of alternating tread devices	Alternating tread devices shall have a tread depth of not less than 5" (127 mm), a projected tread depth of not less than 8 1/2" (216 mm), a tread width of not less than 7" (178 mm) and a riser height of not more than 9 1/2 inches (241 mm). The tread depth shall be measured horizontally between the vertical planes of the foremost projections of adjacent treads. The riser height shall be measured vertically between the leading edges of adjacent treads. The riser height and tread depth provided shall result in an angle of ascent from the horizontal of between 50 and 70 degrees (0.87 and 1.22 rad). The initial tread of the device shall begin at the same elevation as the platform, landing, or floor surface.

Ship's Ladder	<del>Ships ladders shall not be used as an element of a means of egress. Ships ladders shall be permitted provided that a required means of egress stairway or ramp serves the same space at each adjoining level or where a means of egress is not required. The clear width at and below the handrails shall be not less than 20". Except, Ships ladders are allowed to be used as an element of a means of egress for lofts, mezzanines, and similar areas of 200 gross sq. ft. (18.6 mm) or less that do not provide exclusive access to a kitchen or bathroom.</del>
Treads of Ship's Ladders	<del>Treads shall have a depth of not less than 5" (127 mm). The tread shall be projected such that the total of the tread depth plus the nosing projection is not less than 8 1/4" (216 mm). The riser height shall be not more than 9 1/2" (241 mm).</del>
Handrails of Ship's Ladders	<del>Handrails shall be provided on both sides of ships ladders and comply with relevant sections of the IBC and the IRC, adopted by the Town of Rico. Handrail height shall be uniform, not less than 30" (762 mm) and not more than 34" (864 mm).</del>
Loft Guards	<del>Loft guards shall be located along the open side of lofts. Loft guards shall be not less than 36" (914 mm) in height or one half of the clear height to the ceiling, whichever is less.</del>
Emergency Escape and Rescue Opening	<del>Tiny houses shall meet the requirements of the IBC for emergency escape and rescue openings. Except that the Egress Roof Access Windows in lofts used as sleeping rooms shall be deemed to meet the requirements of IBC where installed such that the bottom of the opening is not more than 44" (1118 mm) above the loft floor, provided the Egress Roof Access Window complies with the minimum opening area requirements of the IBC.</del>

**240. HISTORIC COMMERCIAL (HC) ZONE DISTRICT - USES PERMITTED BY RIGHT (ORD. NO. 2022-05. § 240; 06-15-22)**

Commercial, religious institution, fire house, school, and residential, including multi-family, apartments, town homes, condominiums, and short-term rental dwelling units subject to the licensing procedures and regulations in Sections 450-457. All uses permitted by right must be

conducted primarily out of a structure that meets the requirements of this RLUC.

#### 1-223. REVIEW BY BOARD OF TRUSTEES

The Board of Trustees shall review all proposed structures, alteration of structures, and fences in the Historic Commercial Zone Districts prior to issuance of a building permit by the Building Official. Applicants for building in the Historic Commercial Zone Districts shall provide elevenfive (~~544~~) copies and one digital copy of elevation drawings at a minimum scale of ¼ inch equals 1 foot at least ~~2043~~ days prior to a meeting of the Trustees and one copy of a display rendering at a minimum scale of ¼ inch equals 1 foot ~~at, or prior to, the meeting of the Trustees.~~ The drawings shall accurately portray the facade and architectural features of the structure facing Glasgow Avenue and the side facades for structures with a greater than 0-foot side yard setback or which face a side street and shall include existing buildings, or portion thereof, on adjacent lots for reference. The Trustees shall hold a public hearing prior to making a decision on the application. Notice of the public hearing shall be posted and published at least tenfive (~~510~~) days prior to the date of the hearing. The Trustees shall act on the application to deny it, approve it, or approve it with conditions, or the Trustees may continue the review decision for one regular meeting upon providing specific direction to the Applicant indicating required amendments to the application.

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#### 224. STANDARDS FOR REVIEW

The Trustees shall use the following standards when reviewing building permit applications in the HC Zone District:

1.  
1.

- The application complies with the Design Regulations for the HC Zone District; the application should incorporate architectural features similar to features established by the historic commercial structures in the Town; such features include, but are not limited to: windows, doors, cornices, trim, and decorative architectural features; and.
- proposed structure or alteration of existing structure utilizes design that is practical and functional with respect to pedestrian traffic flow, parking, loading and deliveries; and.
- the design provides visual interest by avoiding long monotonous walls without windows, doors, openings, or trim detail and by using siding materials, doors, windows, and trim detail that provide visible texture, relief, and shadow lines; and.
- the overall design is compatible and complimentary to existing buildings in the HC Zone District.

**Commented [GU11]:** The Standards for Review: 242.2

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225.

#### 2-226. FENCES IN THE HISTORIC COMMERCIAL ZONE DISTRICT

21. Purpose: Historically, most properties in the historic commercial zone

district did not have fences. Service yard fences that are visible from Highway 145 are highly discouraged. The purpose of the service yard fence regulations is to achieve a balance between requiring certain businesses to construct a service yard fence while maintaining a pedestrian friendly environment and preserving the historic nature of the Historic Commercial Zone District. The goal of any service yard fence constructed in the Historic Commercial Zone District shall be to obscure the service yard without building an opaque continuous façade and without having a negative visual impact on the historic nature of the Zone. Furthermore, service yard fences shall incorporate transparent elements into the fence design. Examples of acceptable service yard fence designs (including transparent elements) are provided in Appendix B of the RLUC.

~~22~~ No fence can be constructed without ~~a permit~~approval from the ~~building official~~ Board of Trustees.

~~23~~ It is the responsibility of the owner to construct fences within the owner's property boundaries. No fence can be constructed within any town easement or right-of-way.

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### 1.1 Standards For Review

~~2412~~ Service yard fences shall obscure the service yard but also include transparent elements within its design to minimize visual impacts on pedestrians. Transparent elements are such elements that provide a pedestrian a view into the yard. Service yard fences located in the Historic Commercial Zone District are not total privacy-type service yard fences that are permitted in other Zones. Examples of service yard fences with transparent elements are provided in Appendix B.

~~2513~~ Service yard fences shall be a minimum of six (6) feet in height and a maximum of seven (7) feet in height.

~~2614~~ Fences shall be constructed using rough cut or milled wood, natural stone, brick, wrought iron, and any combination of these materials.

~~2715~~ The following is an example list of prohibited fence types: chain link, wire, mesh, concrete block, plastic, fiberglass, plywood, barkslab, barb wire, razor wire, electrified fences, slatted "snow" fences, and opaque fences without transparent elements. The aforementioned list is not, nor is it intended to be, all inclusive of prohibited fence types.

~~2816~~ The use of materials native to Rico's historical character, such as railroad ties and brick, are encouraged. The use of vegetation to offset visual impacts is also encouraged.

~~2917~~ Fences located along Highway 145 and side streets must be built along a minimum three-foot setback.

~~24018~~ All fences shall be built parallel or perpendicular to the platted lot lines.

~~2419~~ A variance may be requested for fences that meet the goals of these regulations but do not conform to the specific standards ~~may be permitted upon approval of the Planning Commission.~~

### 3.2. STANDARDS FOR REVIEW

~~The Trustees shall use the following standards when reviewing building permit applications in the HC Zone District:~~

- ~~31 — The application complies with the Design Regulations for the HC Zone District; the application should incorporate architectural features similar to features established by the historic commercial structures in the Town; such features include, but are not limited to: windows, doors, cornices, trim, and decorative architectural features; and,~~
- ~~32 — proposed structure or alteration of existing structure utilizes design that is practical and functional with respect to pedestrian traffic flow, parking, loading and deliveries; and,~~
- ~~33 — the design provides visual interest by avoiding long monotonous walls without windows, doors, openings, or trim detail and by using siding materials, doors, windows, and trim detail that provide visible texture, relief, and shadow lines; and,~~

~~34 the overall design is compatible and complimentary to existing buildings in the HC Zone District.~~

#### 246. HC - HISTORIC COMMERCIAL DISTRICT DESIGN REGULATIONS

The design regulations for the HC Zone District require a street level, pedestrian oriented commercial space on the front of the structure, referred to as the Street Front.

\*Refer to Appendix B. Graphic Design Illustrations for further explanation and guidance on these design regulations.

DESIGN REGULATIONS	Requirements
Maximum Front Setback	0 feet
Maximum Side Setback	0 feet (Two-hour fire wall is required)
Rear Setback	5 feet
Lot Size	2,500 Square Feet
Building Height	30 feet (maximum of two stories above sidewalk grade)
Permitted Exterior Materials	Horizontal wood siding (stained or painted) maximum six (6) inches in width, Stone, or Brick. Metal architectural elements are permitted up to a maximum of 20% of the exterior surface area. (for all exterior building walls visible from Glasgow Ave.)
Off-Street Parking	One vehicle space per 1,000 square feet of floor area.
Sidewalk	Sidewalk improvements are subject to review <a href="#">by the Board of Trustees</a> .
<b>Street Level/Ground Floor Treatment</b>	
Street Front Elevation	The floor of the Street Front shall be the same elevation as the abutting sidewalk surface.
Minimum Ceiling Height in Street Front	10 feet
Minimum depth of Street Front	22 feet.
Minimum Fenestration Area on Street Front	55%
Window Treatment on Street Front	The width of each window, excluding transom windows, shall not exceed the height.
<b>Second Floor Treatment</b>	
Second Floor Window Treatment	All second-floor windows shall be dimensioned so that the height of each window is at least 1.5 times the width. Second floor windows shall be evenly aligned and spaced horizontally and shall be aligned vertically. Bay windows which do not exceed the height of the facade are allowed.
Parapet Treatment	The parapet of the façade shall extend vertically a minimum of 4 feet and a maximum of 10 feet above the top of the window, not including window trim.

<b>Cornice detail</b>	The parapet shall incorporate a cornice trim detail with at least <u>eight (8) inches of relief or overhang.</u> <del>inches of relief or overhang.</del>
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**250. COMMERCIAL (CM) ZONE DISTRICT - USES PERMITTED BY RIGHT**  
**(ORD. NO. 2022-05. § 250; 06-15-22)**

Commercial and residential, including multi-family, apartments, town homes, condominiums, and short-term rental dwelling units subject to the licensing procedures and regulations in Sections 450-457. All uses permitted by right must be conducted primarily out of a structure that meets the requirements of this RLUC.

**252. COMMERCIAL DISTRICT DESIGN REGULATIONS**

DESIGN REGULATIONS	REQUIREMENTS
LOT SIZE	2,500 Square Feet
FRONT SET BACK	22 feet
SIDE SET BACK	7 feet
REAR SET BACK	5 feet
BUILDING HEIGHT	30 feet
MAXIMUM FLOOR AREA	Maximum Floor Area = Lot square footage (1:1 ratio)
SITE COVERAGE	80% of the lot
OFF-STREET PARKING	One vehicle space per 350 square feet of floor area. Lodging facilities shall provide one vehicle space per lodging room.
SIDEWALK	Sidewalks improvements are subject to review <u>by building department or official.</u>

**260. MIXED USE (MU) ZONE DISTRICT - USES PERMITTED BY RIGHT**

Single family dwellings, duplexes and triplexes, accessory structures and uses, including home occupation, commercial, light industrial, and short-term rental dwelling units subject to the licensing procedures and regulations in Sections 450-457. All uses permitted by right must be conducted primarily out of a structure that meets the requirements of this RLUC.

**262. MIXED USE ZONE DISTRICT DESIGN REGULATIONS**

DESIGN REGULATIONS	REQUIREMENTS
LOT SIZE	12,000 square feet
FRONT SET BACK	12 feet
SIDE SET BACK	12 feet
REAR SET BACK	12 feet
BUILDING HEIGHT	30 feet
MAXIMUM FLOOR AREA	Maximum Floor Area Formula = 50% of lot area, provided that in no event shall MFA exceed 5,000 sq.ft.
SITE COVERAGE	50% of the lot.
OFF-STREET PARKING	Two vehicle spaces per dwelling unit, <del>two</del> <u>one</u> vehicle spaces per <u>dewelling unit with light industrial spaces by reveiw of the</u>

Rico Land Use Code

ARTICLE II - ZONE DISTRICTS

	<u>building official</u> <del>1,000 square feet of light industrial space.</del>
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Commented [GU12]: adding a definition of light industrial

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**270. RESIDENTIAL PLANNED UNIT DEVELOPMENT (RPUD) ZONE DISTRICT –USES PERMITTED BY RIGHT (ORD. NO. 2022-05. § 270; 06-15-22)**

Single-Family, duplex, triplex, accessory dwelling use, home occupation, and short-term rental dwelling units subject to the licensing procedures and regulations in Sections 450-457.

**272. RESIDENTIAL PLANNED UNIT DEVELOPMENT DESIGN REGULATIONS**

DESIGN REGULATIONS	REQUIREMENTS
LOT SIZE	22,000 sq.ft.
FRONT SET BACK	12 feet
SIDE SET BACK	7 feet
REAR SET BACK	5 feet
BUILDING HEIGHT	30 feet
MAXIMUM FLOOR AREA	Maximum Floor Area = 4,500 sq.ft.
OFF-STREET PARKING	Two vehicle spaces per dwelling unit

**280. COMMERCIAL PLANNED UNIT DEVELOPMENT (CPUD) ZONE DISTRICT –USES PERMITTED BY RIGHT (ORD. NO. 2022-05. § 280; 06-15-22)**

Single family dwellings, duplexes and triplexes, accessory structures and uses, including home occupation, commercial, light industrial, and short-term rental dwelling units subject to the licensing procedures and regulations in Sections 450-457. All uses permitted by right must be conducted primarily out of a structure that meets the requirements of this RLUC.

**282. COMMERCIAL PLANNED UNIT DEVELOPMENT DESIGN REGULATIONS**

DESIGN REGULATIONS	REQUIREMENTS
LOT SIZE	2,500 sq.ft.
FRONT SET BACK	7 feet
SIDE SET BACK	7 feet
REAR SET BACK	5 feet
BUILDING HEIGHT	30 feet
MAXIMUM FLOOR AREA	Maximum Floor Area = 50% of lot area
OFF-STREET PARKING	One vehicle space per accommodations room or bedroom, two vehicle spaces per dwelling unit, one vehicle space per 250 sq.ft of restaurant, retail, or office space <a href="#">with light industry parking review by building department or official.</a>

**290. OPEN SPACE AND PUBLIC FACILITY ZONE DISTRICTS**

The Open Space and Public Facilities Zone Districts apply to land owned by the Town, County of Dolores, or other public entities where appropriate, or where the Zone District designation is applied to private property with the consent of the property owner or as a requirement to P.U.D., subdivision, or annexation approval. The Open Space District is intended to preserve the natural values of undeveloped land for the benefit and enjoyment of the residents of the Town of Rico. The Public Facility Zone District is intended to permit construction and installation of structures, equipment, and facilities used primarily for public purposes. Use permitted by right for the Open Space Zone District include; nature trails for walking, hiking, biking, skiing, snow shoeing, and other non-motorized activities; and, structures and improvements identified in the Rico Regional Master Plan. Use permitted by right for the public facilities zone district include public structures and facilities which are identified in the Rico Regional Master Plan.

**ARTICLE III  
PLANNED DEVELOPMENTS  
RPUD & CPUD**

**Commented [GU13]:** Discussion about Rezoning some areas that are challenged by the PUD process

**300. PUD DISTRICTS**

The requirements of this **ARTICLE III** apply to the Residential Planned Unit Development Districts and Commercial Planned Unit Development Districts in addition to other requirements of this **RLUC**.

**302. PURPOSE**

**302.1** Intention. The Planned Unit Development Districts (PUD) are intended to permit the use of land with flexibility in design and without rigid application of zoning requirements applied to the platted portion of Town. In addition to the purposes stated elsewhere in this RLUC, the PUD Districts also have the purposes stated in C.R.S. §24-67-102, as may be amended from time to time.

**302.2** Multiple Zone Districts. A mixture of Zone Districts is permitted in PUD applications to permit site specific application of appropriate zoning based on the Rico Regional Master Plan, the purposes of this RLUC, the purposes of PUD and subdivisions, and site-specific development opportunities and constraints. For example, a PUD site that contains a mixture of sites suitable for residential development and sites inappropriate for development due to environmental constraints can result in a PUD that utilizes a mixture of residential and open space zoning.

**302.3** Multiple Property Owners. Applications by multiple property owners are permitted and encouraged where site development affects the current or planned development of multiple property owners. Site development which may affect multiple property owners includes, but is not limited to; road improvements, utility extensions, calculation of permitted density, and assignment of permitted density to property suitable for development. The PUD District permits the transfer of development rights and development credits among separate tracts or parcels of land and among multiple property owners.

**Commented [GU14]:** Add in definitions what Development Credits are

**304. PROCEDURES AND SUBMITTAL REQUIREMENTS.**

The Applicant shall follow the procedures and submittal requirements for Major Subdivisions in **ARTICLE V. SUBDIVISIONS**. In addition to the submittal requirements set forth in **ARTICLE V.**, Applicants shall include the following information in a PUD application:

**304.1** Proposed use or zone district classification for each lot.

**304.2** Proposed setbacks, building heights, and other design requirements for each lot and structure which vary from the Design Regulations established for the PUD district.

**Commented [GU15]:** Currently there is not a fee schedule amount for a simple re-zone, we may want to consider adding this. Possibly to include an explanation of why the application is applicable to the area or situation.

- 304.3** For all PUD applications adjacent to Highway 145: Colored elevations of the project as seen from Highway 145 (adjacent to Highway 145, and approaching the project from the North and South, where applicable).
- 304.4** Proposed common areas, plazas, landscaping, or other improvements.

**Commented [GU16]:** Comments 304.3 changing the CPUD to all RUD or all applications in Section III are obligated to meet this from Highway 145 and maybe a discussion about it expanding or broad. Possibly expanding to RPUD overall process and from whatever angle or possibly elevation.

### **306. PUD DISTRICT STANDARDS**

Any Planned Unit Development Application may propose variances to the applicable standards which variances may be approved in the sole discretion of the Town Board of Trustees if the Trustees determine that the overall PUD application promotes the goals of the Rico Regional Master Plan. In addition to the standards contained in **ARTICLE V. SUBDIVISIONS** and the Design Regulations applicable for the designated PUD district, the reviewing body shall use the following standards to review PUD applications:

- 306.1** The application substantially complies with the Rico Regional Master Plan, including but not limited to: use, pedestrian and recreation access and connections to the Town core, U.S. Forest Service lands, and other public lands.
- 306.2** All areas which are inappropriate for development, including but not limited to: steep slopes, areas affected by geologic hazards, wetlands, and other areas of state and local interest, are included in the Open Space Zone District. All areas included in the Open Space Zone District which are not dedicated to the Town are held in common ownership by an owners' association and the owners' association is responsible and liable for the maintenance and oversight of all common open space areas.
- 306.3** The PUD application complies with the Major Streets Plan.
- A.** Pedestrian access to the commercial districts of Town is provided by a sidewalk or trail on the Applicant's property, or by connection to an existing or future sidewalk, trail, or other suitable pedestrian access route, and sidewalk or trails meet the minimum requirements set forth in **550. MINIMUM SUBDIVISION DESIGN STANDARDS**.
  - B.** Passive recreational access is provided to the existing and planned network of passive recreation trails identified in the Rico Regional Master Plan.
  - C.** Direct access to Highway 145 will not create traffic related hazards and direct access can be created which meets the minimum access design standards set forth by the Town of Rico and the Colorado Department of Transportation. Any necessary highway access permit from CDOT and the Town of Rico is obtained prior to commencement of any development activity.
- 306.4** For CPUD applications, off-street parking should be visually screened from Highway 145 either by parking behind structures or through the use of landscaping.

**Commented [GU17]:** A Master Street Plan does exist and is available in the Town Clerks Hall: 306.3 The PUD application complies with the Major Streets Plan.



## ARTICLE IV APPLICATION PROCEDURES AND STANDARDS

### 400. BUILDING PERMIT REQUIRED

It shall be unlawful to commence the excavation for, or the construction of, any building or any structure, including accessory structures, until the Building Official of the Town of Rico has issued a building permit for such work. Structures include decks and patios over thirty (30) inches in height (See Appendix B). Test pits for engineering related to foundations and septic designs are ~~allowed~~ permitted without a building permit or septic permit. Every building hereinafter erected or structurally altered shall be located on a lot as defined in **ARTICLE IX**. No building shall be erected, converted, enlarged, or structurally altered, nor shall any building or premises be used for any purpose other than permitted in the district in which such building or premises is located. No building shall be erected, enlarged, moved, or structurally altered except in conformity with the height, yard, setback, maximum floor area, maximum site coverage, or other regulations prescribed herein for the district in which such lot is located. All applicants are required to be in compliance with the most up to date building code (IBC) adopted by the Town of Rico. Every part of the permit area should be accessible and visible to the building official or inspector. a required yard shall be open to the sky, unobstructed, except as hereafter provided. The yard of any lot shall not be reduced so as to be smaller than the applicable district requirement. *See 730 for enforcement and authority and 740 for penalties for violations.*

### 401. INDEMNIFICATION FOR ISSUANCE OF BUILDING PERMIT

A grant or approval of a building permit does not constitute a representation, guarantee, or warranty of any kind or nature by the Town or any Town official or employee of the practicability or safety of any structure or proposed use, and it creates no liability to or cause of action against the Town or any Town official or employee for any damages caused by permitting such development.

### 402. NULL AND VOID PERMITS

Any permit issued in conflict with the provisions of this RLUC shall be null and void and may not be construed as waiving any provision of this RLUC or other rights of enforcement by the Town.

### 403. RECORD KEPT BY BUILDING OFFICIAL

A record of all building permits shall be kept on file in the office of the Town of Rico by the Building Official, and copies shall be furnished on request at the expense of any person having a proprietary interest in the land or building affected by such building permit.

### 404. APPEAL FROM DECISIONS

The Applicant may appeal the decision of the Building Official to the Board of Adjustments by filing a notice of appeal with the Town Clerk within thirty (30) days of the certified mailing of the written order of the Enforcement Official. The Town Clerk shall notify the chairperson of the Board of Adjustments who shall schedule a meeting within forty-five (45) days of receipt by the Town of the notice of appeal.

**Commented [GU18]:** number 400 font needs fixed on size

**Commented [i519]:** We need some technical assistance to help the Board work to an updated building code.

**Commented [i520R19]:** So the phrasing is correct in this section an updated ordinance needs to happen or this to be valid

**Commented [i521R19]:** •The exceptions will adopt whatever the most updated IBC has.

**Commented [i522]:** This will refer to the current building code. Permits are required for the most recent adopted code.

**Commented [i523]:** Need a definition for what a test pit is and that it includes an engineer. Included at a geotech is on site. Google it.

**Commented [i524]:** Manager to take this verbiage

**405. BUILDING PERMIT SUBMITTAL REQUIREMENTS**

Application for a building permit shall be made to the Building Official of the Town. The Building Official shall require that every application for a building permit be accompanied by a plan drawn to scale and an elevation drawing drawn to scale showing specified information in sufficient detail to enable the Building Official to ascertain whether the proposed excavation, construction, reconstruction or conversion, moving or alteration is in compliance with this RLUC. Building Permits expire after two years with a Certificate of Occupancy. ~~if the exterior has not been substantially completed.~~

Plans and drawings shall include the following:

- 4051** Lot dimensions and corners. A survey of the lot prepared by a Colorado registered land surveyor (RLS) showing the corners, dimensions, and existing easements of the lot.
- 4052** Proposed Structures. The shape, size and location of all buildings, fences, or other structures to be erected, altered, or moved and of any buildings, fences, or other structures already on the lot.
- 4053** Use of Structure. The existing and intended uses of the building and other structures, including the number of units.
- 4054** Existing Yards. The dimensions of all yards and such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of the RLUC are being observed regarding yards, areas, site-coverage, and other such requirements or standards.
- 4055** Driveways and Parking. Any planned roads, driveways, or access routes, and off- street parking areas.
- 4056** ~~Water Tap, Septic Permit and Excise Tax. Evidence of payment of the water tap fee, excise tax, and any other applicable fees, issuance of a septic permit, and compliance with any other restrictive covenants enforceable by the Town.~~
- 4057** Other Permits. Evidence of approval of other required permits (such as development permits in Areas of State and Local Interest and driveway excavation permits).
- 4058** Payment in Full. Evidence of payment in full of any amount due and owing to the Town of Rico, a special improvement district organized in the Town of Rico, any reimbursement fee required by Ordinance, and the Rico Fire Protection District.

**406. STANDARDS FOR REVIEW**

- 4061** If the proposed excavation, construction, moving or alteration as set forth in the application is in conformity with the provision of this RLUC and all other ordinances of the Town, the Building Official shall issue a Building Permit.
- 4062** If an application for a building permit is not approved, the Building Official, shall

**Commented [GU25]:** - Compliance with the most up to date building code be changed. Want it to stay to the most updated building code. So that both building and engineering holds to the most updated building code. So, an updated ordinance by the town in updating the IBC needs to occur to match what the RLUC is doing.

**Commented [i526]:** The manager is requesting to discuss the interior lot lines in areas where there are several lots. Only where your project developed. Manager will pull some sample verbiage.

**Commented [i527]:** Hold but have staff revisit. Also apply to any additional lots used to meet the site coverage. All improvements necessary for that lot need to be on the same lot and have legal access to what they are building and or do a boundary line adjustment to meet the desired development area.

**Commented [GU28]:** Section 405: The manager is requested to discuss the interior lot lines in areas where there are several lots. Manager will pull some sample verbiage.

**Commented [i529]:** Cut this

**Commented [GU30]:** Need a definition for what a test pit is and that it included that a Geotech is on site. Google it? or find comparable definitions from other municipal codes

**Commented [GU31]:** will need to fix renumbering here to align

state in writing his reason for such a ~~disapproval~~.

**407. ON-SITE WASTEWATER TREATMENT SYSTEM REGULATIONS**  
**(ORD. NO. 2017-1, § 100.1-100.6, 10-18-17)**

**407.1 Authority and Title**

~~These Requirements for these systems are governed by the Colorado Department of Public Health and Environment Regulations 43 and Town of Rico Board of Trustees, acting as the Board of Health pursuant to and under authority contained in the On-site Wastewater Treatment System Act, 25-10-101, et seq. C.R.S. Current on-site wastewater treatment system regulations and requirements can be located in town's ordinances -will be known as the Town of Rico On-site Wastewater Treatment System regulations and are located within the Town of Rico. These requirements have been adopted by the Rico Colorado Board of Trustees, acting as a Board of Health pursuant to and under authority contained in the On-site Wastewater Treatment System Act, 25-10-101, et seq. C.R.S. and has designated the Town Manager, acting as the Director of Public Health to implement these regulations on behalf of the Board of Health.~~

**407.2 Scope and Purpose**

- ~~A. Declaration This regulation applies to On-site Wastewater Treatment Systems (OWTS) as identified in section 25-10-103(12), C.R.S.~~
- ~~B. Purpose The purpose of these regulations is to establish the minimum standards for the location, design, construction, performance, installation, alteration, and use of OWTS with a design capacity less than or equal to 2,000 gallons per day within the Town of Rico.~~
- ~~C. Jurisdiction These regulations apply to all new or altered OWTS within the territorial limits of the Town of Rico.~~
- ~~D. Prohibition of OWTS Where Public Sewer Service is Available and Feasible An OWTS permit must not be issued to any person when the subject property is located within a municipality or special district that provides public sewer service, except where such sewer service to the property is not feasible in the determination of the municipality or special district, or the permit is otherwise authorized by the municipality or special district [43.4(8)(11)].~~
- ~~E. Severability Should any section, clause, or provision of these Regulations be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of these Regulations as a whole, or any part thereof other than the part declared to be invalid.~~

**407.3 Incorporation of Regulation 43**

**A. Included by Reference**

- ~~1. The requirements of the Colorado Water Quality Control Commission's "On-site Wastewater Treatment System Regulation, Regulation 43, 5 CCR 1002-43, Effective date, June 30, 2017, are made a part of these regulations and will apply except where identified as an option of the local public health agency or where~~

**Commented [i532]:** There is some discussion about retaining walls.

**Commented [i533]:** Manager is requesting that this section is cut. All of it. And to direct a few lines to go to the manager to know the ordinance requirement.

~~these regulations are more stringent than Regulation 43, 5 CCR 1002.43, and included in these regulations. All aspects of an On-site Wastewater Treatment System including, but not limited to, permits, design, performance, location, construction, alteration, inspection, maintenance, and use must be as provided in Regulation 43 and any additional requirements contained in these regulations. Copies of Regulation 43 and any amendments are available for inspection at the office of the Town Clerk.~~

- ~~2. Allowable local options identified in Regulation 43 and the designated decisions for these regulations, if any, are identified in the OWTS Town of Rico On-Site Wastewater Treatment System Regulations A is made a part of these regulations.~~

~~B. Excluded. Reductions in soil treatment area size or separation distances, and wide beds with higher level treatment units are not allowed under these regulations. All designs must be based on TL-1 parameters as defined in Regulation 43. Area or separation distance reductions and wider beds for higher level treatment can only be allowed in the future if these regulations are amended to include a program of oversight for inspection and maintenance of higher level treatment units, and this amendment is accepted by the Division.~~

#### 407.4 Permits and Fees

##### A. Permits [43.4(8)]

- ~~1. Prior to installing, altering, expanding, or repairing an OWTS, the applicant must obtain a permit from the Town of Rico. All OWTS must be designed, and plans must be stamped by a professional engineer.~~
- ~~2. The permit application must include information identified in section 43.4(8)(3) of Regulation 43.~~
- ~~3. An OWTS permit expires one year after the date of issuance if construction has not commenced. After expiration, a new application must be required to begin construction.~~
- ~~4. Any change in plans or specifications of the OWTS after the permit has been issued invalidates the permit unless the permittee receives written approval from the Town of Rico. After a permit is invalidated, a new application and subsequent permit is required to begin construction.~~
- ~~5. Repair permits must identify a reasonable period of time in which the owner must make repairs prior to expiration of the permit.~~
- ~~6. Application for a product development permit may be approved by the Town of Rico consistent with requirements of section 43.4(1) of Regulation 43.~~

##### B. Board of Health Review [43.4(8)(9)1]

~~When an application is denied by the Town of Rico, an applicant may request review by the local board of health by filing a request for reconsideration with the Town Clerk within thirty (30) days of the date of denial. Upon receipt of the written request for reconsideration, the Town Clerk will schedule a hearing at the next regular meeting of the Rico Board of Trustees,~~

~~who serve as the Board of Health for the purposes of implementation of the OWTS. The applicant will have the burden of proof in demonstrating that the applicant meets all requirements of Regulation 43 and should be granted a permit. The Board of Health will make a final determination, which determination will be final agency action for the purposes of any further judicial appeal.~~

~~C. Fees [43.4(8)(4)]~~

- ~~1. Permit fees and fees for other services and tests associated with OWTS will be set by the Board of Health, in conformance with section 43.4(8)(4) and (5) of Regulation 43 and 25-10-107, C.R.S. and are available from the Town of Rico upon request.~~
- ~~2. Waiver of fees [43.4(8)(4)c] A waiver of a portion or all of the applicable fees may be requested for good cause shown. Such a request shall be made in writing to the Town of Rico, along with documentation supporting the request. The Town of Rico staff shall make a determination of such waiver within fifteen (15) business days of the request. An appeal to the Board of Health may be made of a denial of such request as provided in Subsection B above.~~

~~D. Surcharge [43.4(8)(5)]~~

~~A surcharge of \$23.00 will be collected for each permit issued by the Town of Rico. Of that fee, the Town of Rico will retain three dollars to cover administrative costs and twenty dollars must be transmitted to the state treasurer.~~

~~407.5 Inspections [43.4(E)]~~

~~A. Septic Tank [43.9(8)(3)c]~~

~~The applicant must notify the local public health agency or its designee one business day prior to completing construction so the local public health agency or its designee can conduct a field inspection of the septic tank before backfilling.~~

~~B. Soil Treatment Area and Related Components [43.4(F)(3)]~~

~~The applicant must notify the local public health agency or its designee one business day prior to completion so the local public health agency or its designee can conduct a final field inspection of the soil treatment area and all related components of the OWTS before backfilling.~~

~~Additional Requirements~~

- ~~1. In addition to the inspection required as described in sections A and B above, the design engineer or other professional engineer engaged by the applicant shall make a final inspection of the completed OWTS and its components, prior to back filling, and shall certify that the system has been completed as designed.~~
- ~~2. This certification, stamped by the professional engineer shall be provided and filed with the Town of Rico.~~
- ~~3. Record drawings, which include a scale drawing showing all components of the OWTS including their location from known and findable points, dimensions, depths, sizes, manufactures' names, and models as available, and other information relative to locating and~~

~~maintaining the OWTS components shall be provided to the Town of Rico in both paper and electronic form.~~

#### **407.6 Variances**

~~The Board of Health may approve a variance from a requirement of this Regulation. Variances cannot be granted by staff.~~










##### **A. Variances Allowed**

- ~~1. The Board of health may approve a variance from a requirement of this Regulation. Variances cannot be granted by staff.~~
- ~~2. Approval of a variance must be based upon evidence presented by the applicant, or their designee, showing that the variance:~~
  - ~~a) would not be injurious to the public health, water quality, or environment; and~~
  - ~~b) would prevent a substantial hardship to the applicant.~~
- ~~3. Variances must not be granted under the items identified in section 43.4(N)(S) of Regulation 43.~~

##### **B. Variance Procedures**

- ~~1. Variance seekers must request review by the local board of health by filing a request for consideration with the Town Clerk. Upon receipt of the written request for a variance, the Town Clerk will schedule a hearing at the next regular meeting of the Rico Board of Trustees, who serve as the Board of Health for the purposes of implementation of the OWTS. The applicant will have the burden of proof in demonstrating that there would be no injury to public health, water quality or the environment and should be granted a variance.~~
- ~~2. Variance requests must include all items identified in section 43.4(N)(2)(d) of Regulation 43.~~
- ~~3. The applicant has the burden of proof to demonstrate that the variance is justified and will pose no greater risk to public health and the environment than would a system meeting these Regulations. The Board of Health must determine if this item has been addressed prior to granting a variance.~~
- ~~4. The Board of Health has the authority to impose site specific requirements and conditions on any variance granted.~~

**OWTS Town of Rico On-Site Wastewater Treatment System Regulations:****Local Public Health Agency:** 

CROSSWALK				
ITEM	REQUIREMENTS See Check Box for Decision Chosen.		Citation- Reg #43	Citation Local Reg
Occupancy—Residential	Bedrooms 1 through 3- 2 people per bedroom All additional Bedrooms- 1 person per bedroom	X	43.6- A.2e	
	All bedrooms: 2 persons per bedroom		43.6- A.2.f	
How the number of bedrooms in a home will be defined for flow requirements	Bedrooms: flow estimates will be determined from the number of bedrooms originally finished.	X		
	If unfinished area is present in house, system must also be sized for 1 or 2 more bedrooms based on an assumption that 150 square feet of unfinished space can be converted into a bedroom, if the space can meet applicable code requirements for a bedroom.		43.6- A.2.h	
Effluent Screen	May be used ( <i>owner's option</i> )		43.9- J.1	
	Required in all new septic tanks	X	43.9- J.1	
Length of Distribution Laterals (e.g., trenches or beds)	Limit the length of distribution lines to a maximum of 100 feet.		43.10- E.2.e	
	100 feet maximum for gravity fed from one end; and up to 150 feet if pressure dosed or effluent applied at center of lateral or chamber	X	43.10.E.2.b & c	
Inspection ports at initial (front) end of distribution line (e.g., lateral or chamber)	Not required	X		
	Required		43.10- F.6.d	
Vault Privies—new	Allow new vault privies:		43.12- D.1.a	
	Prohibit new vault privies	X	43.12- D.1.a	
Vault Privies—existing	Allow continued use of existing vault privies	X	43.12- D.1.b	
	Require abandonment of existing vault privies		43.12- D.1.b	
Pit Privies—new	Allow new pit privies		43.12- D.2.e	
	Prohibit new pit privies	X	43.12- D.2.a	
Pit Privies—existing	Allow continued use of existing pit privies	<del>X</del>	43.12- F	
	Require abandonment of existing pit privies		43.12- D.2.b	
Slit trenches	Allow slit trenches		43.12- F	
	Prohibit slit trenches	X	43.12- F	
Reductions in STA size or separation	Allow reductions for higher level treatment		43.14- D.2	

## Rico Land Use Code

## ARTICLE IV - APPLICATIONS

<del>distances for higher-level treatment systems; OWTS</del>	<del>Reductions for higher-level treatment not allowed</del>	<del>X</del>	<del>4314.D.3</del>	
<del>0/M and LPHA oversight required</del>				
Transfer of Title inspections	Inspection of OWTS required prior to transfer of title	<input type="checkbox"/>	43.4.L.1	
	Inspection of OWTS NOT required	<input type="checkbox"/>	3.4.1.1	

**408. INTERPRETATIONS OF RLUC.****408.1 Authority**

The Town Manager and/or Planner shall have the authority to make ~~informal~~informal, non-binding interpretations of the text of this RLUC, ~~the official Roads map~~, and the boundaries of the Official Zoning Maps. The Board of Trustees shall have the authority to render formal interpretations of this RLUC.

**408.2 Requests for Interpretation**

A Formal Interpretation may be requested by any affected person, any resident or real property owner in the Town of Rico, or any person having a contractual interest in real property in the Town of Rico.

**408.3 Procedures**

- A. Submission of Request for a Formal Interpretation. Upon written request submitted to the Town Manager and/or Planner along with the required application fee as set forth in Appendix A. ~~A~~ Formal Interpretation shall be provided by the Board of Trustees.
- B. Determination of Completeness. Within ~~twenty-five~~ (4520) days after a Request for a Formal Interpretation has been received, the Town Manager and/or Planner shall determine whether the request is complete. If the Town Manager and/or Planner determines the request is not complete, he shall serve written notice on the Applicant specifying the deficiencies. No further action on the Request for a Formal Interpretation shall be taken until the deficiencies are remedied.
- C. Rendering of a Formal Interpretation. After the Request for a Formal Interpretation has been determined complete, a public hearing shall be scheduled by the Board of Trustees within seventy (70) days. The Board of Trustees may consult with the Town Manager ~~and/or Planner~~ and legal, review this RLUC and the Official Zoning Maps, whichever is applicable, before rendering an interpretation. Notice of the public hearing shall be posted, mailed to the Applicant, and published at least ten (10) days prior to the hearing. The interpretation shall be in writing and shall be sent to the Applicant by certified mail. All Formal Interpretations of this RLUC shall kept on public record in the Town.
- D. Standards for Formal Interpretation. The Board of Trustees shall make the following findings when rendering a Formal Interpretation:

(1) The Interpretation clarifies an ambiguity in the RLUC and does not create a  
January 18, 2023 Page IV-8



- substantive amendment to the RLUC;
- (2) The Interpretation complies with the intent of the Rico Regional Master Plan;
  - (3) The Interpretation complies with the stated purposes in this RLUC, including the specific purposes as stated in relevant sections of this RLUC; and,
  - (4) The precedence established by the Interpretation would not be contrary to the intent of the Rico Regional Master Plan or the stated purposes in this RLUC, including the specific purposes as stated in relevant sections of this RLUC.
- F. Precedence. Formal Interpretations shall create precedence for similarly situated persons and property in the future.
- G. Appeal. Any person who has made a Request for Formal Interpretation may appeal an interpretation of the Board of Trustees to District Court within thirty (30) days of the date of the final decision of the Town. The date of the final decision of the Town shall be the date of the Board of Trustees meeting where action is taken to render a Formal Interpretation.

**410. AMENDMENTS TO RLUC, OFFICIAL ZONE DISTRICT MAP AND RICO REGIONAL MASTER PLAN**

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**412. INITIATION OF AMENDMENT**

Any resident over the age of 18 or any person having a proprietary interest in any property within the Town of Rico may apply to the Board of Trustees for a change or amendment to the provisions of this RLUC, the official Zone District Map or the Rico Regional Master Plan, or the Rico Planning Commission may on its own motion, or on request from the Board of Trustees, institute a study and proposal for changes and amendments which are in the public interest.

**414. APPLICATION FOR AMENDMENT**

Applications for RLUC, Official Zone District Map or Rico Regional Master Plan amendments shall include ~~eleven~~<sup>five</sup> (5) copies of the application and digital copy for such change or amendment with the Town Planner or Manager. The application shall at a minimum, shall include the following information:

- 414.1** The name, address, and telephone number of the Applicant shall be provided.
- 414.2** The petition shall clearly state the requested change or amendment and describe the property to be affected by such request by metes and bounds or by other legal description.
- 414.3** The petition shall be accompanied by a title certificate from a licensed title company or opinion from an attorney listing the name of the property owner(s) and all liens, easements and judgments of record that affect the title to the subject property.
- 414.4** A statement from the County Treasurer showing the status of all current taxes due on said parcel.

**414.5** If applicable, certified boundary survey of land area affected by the Amendments,

along with an indication of the existing zoning, predominant existing uses, and existing zoning designations within two hundred (200) feet in all directions of the boundary of the land area affected by the Amendments.

**414.6** If applicable, legible maps at a suitable scale for review, as determined by the Town Planner, which demonstrate the proposed Amendments (maps and surveys may be combined).

**414.7** If applicable, a list of surrounding property owners and their legal mailing addresses within two hundred (200) feet of the exterior boundary of the parcel proposed to be zoned or rezoned.

**414.8** A request and explanation for any exception to providing the information requested above.

**414.9** A statement by the Applicant explaining the rationale for the Amendment request relative to the standards imposed by **418**.

**414.10** An application fee as set forth in Appendix A.

**416. AMENDMENT APPLICATION PROCEDURES**

**416.1** Reviewing Board. An Amendment application shall be first submitted to the Rico Planning Commission which shall review the application and render a recommendation to the Board of Trustees. The Board of Trustees shall consider the Rico Planning Commission's recommendation and then render a decision.

**416.2** Public hearing required. The Rico Planning Commission shall conduct a public hearing on any application for Amendment prior to making its recommendation to the Board of Trustees. The Board of Trustees shall conduct a public hearing prior to considering adoption of an ordinance to amend the RLUC or considering adoption of a resolution to amend the Rico Regional Master Plan.

**416.3** Notice. Public hearings for Amendments shall be posted at the Town Hall and Post Office and shall be published ~~in the designated official paper of record~~ [Town's official website](#) -at least ten (10) days prior to the hearing. Amendments which change the Zone District classification of property or the desired land use of property as determined in the Rico Regional Master Plan shall provide written mailed notice to the property owners of the affected property and property owners within two hundred (200) feet of the affected property, such notice shall be mailed at least twenty (20) days prior to the hearing. Amendments which change the text of this RLUC or the Rico Regional Master Plan which are general in nature and do not solely affect a specific property are not required to provide written mailed notice to property owners. Notice shall include the present and proposed zoning or master plan future use designation; the time, date, and place of the hearing; and the name, address, and phone number of the Applicant; a map showing the affected land area if applicable; and a statement that the application is available for public inspection in the office of the Town Clerk along with office hours.

**416.4** Appeal. The decision of the Board of Trustees shall be the final decision of the Town

and may be appealed to the District Court within thirty (30) days of the date of the

meeting where the decision was rendered.

**418. STANDARDS FOR REVIEW OF AMENDMENT APPLICATIONS**

The Rico Planning Commission and the Board of Trustees shall use the following standards for review of Amendment applications. The reviewing board shall find that either standard **418.1** is met or that standards **418.2** through **418.4** are met prior to recommending or approving a proposed Amendment.

- 418.1** The existing Zone District classification or desired Master Plan land use was adopted in error; or,
- 418.2** the proposed Amendment is compatible with the land uses in the surrounding area; and,
- 418.3** the proposed Amendment will serve a community need and thereby promote the public health, safety, or welfare of the Rico community and the public services and infrastructure are adequate to meet the needs of the proposed Amendment; and,
- 418.4** the proposed Amendment is consistent with the purposes of the RLUC and the goals and objectives of the Rico Regional Master Plan.

**420. SPECIAL USE PERMITS  
(ORD. NO. 2011-3. § 420, 06-15-11)**

The Rico Land Use Code authorizes uses by Special Use Permit Review in Commercial and Residential Zone Districts. A Special Use Permit (SUP) must be obtained prior to instituting a use which is not permitted in a particular Zone District, but which is otherwise explicitly authorized as a use permitted by "Special Use Permit Review". A Special Use is a use that may or may not be appropriate in a given location depending upon the circumstances and the conditions imposed upon the approval of the use. Conditions shall be designed to reasonably mitigate adverse impacts of the use upon surrounding properties.

**422. PRE-APPLICATION CONFERENCE**

Prior to the filing of a Special Use Permit application, the Applicant may meet with the Town Manager and/or Planner or ~~they~~<sup>he or she</sup> designated agent to acquaint himself or herself with the requirements of the Town. At such meeting, the application contents, referral agencies, review procedures, use and area standards, and the general character of the development may be discussed. At the pre-application conference, the Applicant may be represented by a land planner, engineer, surveyor, attorney, or other representative.

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**424. SUBMITTAL REQUIREMENTS**

The Applicant shall file ~~five~~<sup>eleven</sup> (5) ~~(11)~~ copies and one original digital of a SUP application and a title certificate from a licensed title company or attorney listing the name of the property owner(s) and all liens, easements and judgments of record affecting the subject property. The application shall be filed with the Town Planner or Town Manager. The application shall be accompanied by or show the following information:

- 424.1 The street address and legal description of the property affected.
- 424.2 Any and all plans, maps, information, operating data and expert evaluation necessary to clearly explain the location, function, characteristics, or proposed mitigation, of any proposed use.
- 424.3 A statement explaining why the proposed use meets the standards for review and why the proposed use is compatible with existing adjacent land uses and the surrounding neighborhood.
- 424.4 An application fee as indicated in Appendix A.

**426. REVIEW PROCEDURES.**

- 426.1 Reviewing Board. A SUP application shall be first submitted to the Rico Planning Commission which shall review the application and render a recommendation to the Board of Trustees. The Board of Trustees shall consider the Rico Planning Commission's recommendation and then render a decision.
- 426.2 Public hearing required. The Rico Planning Commission shall conduct a public hearing on any application for a SUP prior to making its recommendation to the Board of Trustees. The Board of Trustees shall conduct a public hearing prior to considering a request for a SUP.
- 426.3 Notice. Public hearings for SUP applications shall be posted at the Town Hall and Post Office and ~~on the Town's official website shall be published in the designated official paper of record~~ at least ten (10) days prior to the hearing. Written mailed notice shall be provided to the property owners within 200 feet of the subject property, such notice shall be mailed at least twenty (20) days prior to the hearing. Notice shall also be posted on the subject property with the notice signage provided by the Town. Notice shall include the present Zone District classification, the proposed special use; the time, date, and place of the hearing; and the name, address, and phone number of the Applicant and a statement that the application is available for public inspection in the Town Clerks office along with office hours.
- 426.4 Conditions. The Rico Planning Commission has the authority to recommend approval with conditions, and the Board of Trustees has the authority to grant a SUP with conditions; including but not limited to: Duration of SUP, hours of operation, required visual screening, required off-street parking, limitations of use, required on- site and off-site mitigation, and fees, payments or improvements which are necessary to provide adequate public services or infrastructure.
- 426.5 Appeal. The decision of the Board of Trustees shall be the final decision of the Town and may be appealed to the District Court within thirty 30 days of the date of the meeting where the decision was rendered.

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- 426.6** Records. A file containing all documents relevant to the application and disposition of such SUPs shall be maintained by the Town Planner.

**428. STANDARDS FOR REVIEW**

The following standards shall apply to review of SUPs by the Rico Planning Commission and the Trustees in addition to standards indicated elsewhere in this RLUC for specific Special Use Permit applications.

- 428.1** Compatibility with Surrounding Area. The proposed use or operation is compatible with surrounding land uses and with the surrounding neighborhood.
- 428.2** General. The location, size, design and operating characteristics of all proposed uses shall mitigate any adverse effects, including visual impacts, on surrounding properties.
- 428.3** Noise. At no point on the bounding property line of any use in any district shall the sound pressure level of any use, operation or plant produce noise intensity greater than that customarily level of the underlying Zone District and surrounding neighborhood so as to create a nuisance or detract from the use and enjoyment of adjacent property. For the purposes of this section, bounding property line shall be interpreted as being at the far side of any street alley, stream or other permanently dedicated open space from the noise source when such open space exists between the property line of the noise source and adjacent property. When no such open space exists, the common line between two (2) parcels of property shall be interpreted as the bounding property line.
- 428.4** Smoke and Particulate Matter. No proposed operation or use in any district shall at any time create smoke and particulate matter that, when considered at the bounding property line of the source of operation creates a nuisance or distracts from the use and enjoyment of adjacent property.
- 428.5** Odorous matter. No proposed use shall be located or operated in any district that involves the emission of odorous matter from a source of operation where the odorous matter exceeds the odor threshold at the bounding property line or any point beyond the tract on which such use or operation is located. The odor threshold shall be the concentration of odorous matter in the atmosphere necessary to be perceptible to the olfactory nerve of a normal person.
- 428.6** Fire and Explosive Hazard Material.
- A. Explosives. No use involving the manufacture or storage of compounds or products that decompose by detonation shall be permitted in any district, except that chlorates, nitrates, phosphorus and similar substances and compounds in small quantities for use by industry, school laboratories, druggists or wholesalers may be permitted when approved by the Fire Marshall as not presenting a fire or explosion hazard.
- B. Flammables. The storage and use of all flammable liquids and materials such as

pyroxylin plastics, nitrocellulose film, solvents and petroleum products shall be permitted only when such storage or use conforms to the standards and regulations of the Town of Rico and receives the approval of the Fire Marshall.

- 428.7** Toxic and Noxious Matter. No proposed operation or use in any district shall emit a concentration across the bounding property line of the tract on which such operation or use is located of toxic or noxious matter that will exceed the threshold limits set forth by the Colorado Department of Health.
- 428.8** Vibration. No proposed operation or use in any district shall at any time create earthborne vibration that, when considered at the bounding property line of the source of operation creates a nuisance or distracts from the use and enjoyment of adjacent property.
- 428.9** Open storage. No open storage of materials or commodities shall be permitted in any district except as an accessory use to a main use located in a building in the **MU Zone District**. No open storage operation shall be located in front of a main building. No wrecking, junk, or salvage yard shall be permitted as a storage use in any district.
- 428.10** Glare. No proposed use or operation in any district shall be located or conducted so as to produce intense glare or direct illumination across the bounding property line from a visible source of illumination nor shall any such light be of such intensity as to create a nuisance or detract from the use and enjoyment of adjacent property.
- 428.11** Traffic. No proposed use or operation shall be permitted where the use would create undue traffic impacts on Town roads and affected residential neighborhoods.
- 428.12** Off-Street Parking. Adequate off-street parking is provided to accommodate the proposed use.

**430. VARIANCE APPLICATIONS**  
**(ORD. No. 2008-3, § 430, 430.1, 03-19-08)**

The Planning Commission is authorized to review and make recommendation to the Board of Adjustment. The Board of Adjustments is authorized to deny, approve or approve with conditions such Variance including but not limited to modifications of the building height, setbacks, yard area, site coverage, required off-street parking, and maximum floor area regulations it deems necessary to permit and promote appropriate development of a parcel of land that differs from other parcels in a Zone District by area, shape, slope, or pre-existing improvements that the subject parcel cannot be appropriately developed without such modification.

**430.1 ALTERNATIVE BUILDING MATERIALS**

The application for Building Material Variance is designed for a specific building material not listed. The applicant will follow the procedures outlined in 432 *et al.* The Planning Commission will review and render recommendation to the Board of Adjustments. The Board of Adjustments

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will deny, approve, or approve with conditions the Building Material Variance application. The application shall be approved by majority vote.

#### 432. APPLICATION SUBMITTAL REQUIREMENTS

The Applicant shall file ~~eleven~~<sup>five</sup> (11<sup>5</sup>) copies and one original digital copy of an application requesting a Variance. The application shall be accompanied by or show the following:

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- 432.1. The street address and legal description of the property affected;
- 432.2. A site plan and any and all other information necessary to clearly demonstrate eligibility for the requested Variance based upon the required findings in 436; and,
- 432.3. An application fee as set forth in Appendix A.

#### 434. REVIEW PROCEDURES

(ORD. NO. 2008-3, § 434, 434.1, 434.2, 03-19-08)

- 434.1 Reviewing Board. A request for any Variance shall first be submitted to the Rico Planning Commission which shall review the application and render a recommendation to the Board of Adjustments. The Board of Adjustments shall consider the Rico Planning Commission's recommendation and then render a decision. Variance applications shall be approved by a majority vote.
- 434.2 Public hearing required. The Rico Planning Commission shall conduct a public hearing on any Variance application. The Board of Adjustments shall conduct a public hearing on any application for a Variance prior to rendering its decision.
- 434.3 Notice. Public hearings for Variance applications shall be posted at the Town Hall, - and Post Office, - and ~~shall be published in the designated official paper of record, the~~ Town's official website at least ten (10) days prior to the hearing. Written mailed notice shall be provided to the property owners within 200 feet of the subject property, such notice shall be mailed at least twenty (20) days prior to the hearing. Notice shall also be posted and maintained, at that time and for the same duration, on the subject property with the notice signage provided by the Town. Notice shall include the present Zone District classification, the proposed Variance; the time, date, and place of the hearing; and the name, address, and phone number of the Applicant and a statement that the application is available for public inspection in the Town Clerks office along with office hours.
- 434.4 Conditions. The Board of Adjustments has the authority to recommend approval of a Variance with conditions, including but not limited to: required improvements, required additional off-street parking, covenants restricting further development, requirement to bring non-conformities into compliance with this RLUC.
- 434.5 Appeal. The decision of the Board of Adjustments shall be the final decision of the Town and may be appealed to the District Court within thirty (30) days of the date of



the meeting where the decision was rendered.

- 434.6** Records. A file containing all documents relevant to the application and disposition of such Variances shall be maintained by the Town Clerk.

**436. STANDARDS FOR REVIEW**

The following standards shall apply to review of Variance applications by the Board of Adjustments. In exercising its power to grant a Variance in accordance with this RLUC, the Board of Adjustment shall make finding and show in its minutes that each of the following standards are met:

- 436.1** There are special circumstances existing on the property on which the application is made related to size, shape, area, topography, surrounding conditions, access, and location that do not apply generally to other property in the same area and Zone District:
- 436.2** the Variance will not unduly impact such things as: snow removal, streetscapes, separation of buildings for fire protection, and opportunity for off-street parking, which are provided by minimum setbacks; solar access, and protection of neighbors views to the surrounding mountains, which are provided by maximum building heights; continuity of design, minimization of visual impact, and provision of minimal yard area, which is provided by maximum floor areas (particular attention shall be given to the impacts of the Variance on neighbors); and,
- 436.3** the Variance, if granted, will not constitute a material detriment to the public welfare or injury to the use, of property in the vicinity; and,
- 436.4** the Variance is not sought to relieve a hardship to development of the property which has been created by the Applicant; and,
- 436.5** that the proposed use is a permitted use in the underlying Zone District.

**440. HISTORIC LANDMARK PRESERVATION**

The following sections establish regulations for the alteration of designated historic landmark buildings in the Town of Rico.

**441. PURPOSE**

The purpose of the Historic Landmark Preservation regulations is to promote the health, safety and general welfare of the Rico community through:

- 441.1** The protection and preservation of the Town's historical and cultural resources, as embodied in designated historic landmarks, by appropriate regulations:
- 441.2** The enhancement of property values.
- 441.3** The increase of economic and financial benefits to the Town by preserving and enhancing the attraction of this historic Colorado mining town to tourists, visitors, and persons

interested in residing in the Town of Rico

- 441.4** The provision of education opportunities to increase public appreciation of Rico's unique heritage.

#### **442. DESIGNATION OF HISTORIC LANDMARKS**

- 442.1 Procedure.** A nomination for designation, or revocation of designation, of a Historic Landmark may be made by the Rico Historical Society or by any citizen or property owner in the Town of Rico.
- 442.2 Owner's Consent.** Written consent by the property owner shall be obtained prior to designation of any residential structure in a residential zone district as a Historic Landmark. A property owner's consent shall not otherwise be required for Historic Landmark designation of a structure or building by the Board of Trustees.
- 442.3 Referral.** All nominations for designation or revocation of a designation of Historic Landmark status shall be referred to the Rico Historical Society. Such referral shall include a deadline date for comment as well as the proposed public hearing date.
- 442.4 Public Hearing and Notice.** The Board of Trustees shall conduct a public hearing on the nomination for Historic Landmark designation not more than seventy (70) days after receiving a nomination. Posted, published, and mailed notice to the affected property owner shall be given at least twenty (20) days prior to the date of the hearing. The notice shall contain the time, date, and place of the public hearing and a description of the affected property.
- 442.5 Review.** The Rico Board of Trustees shall decide on nominations to designate, or revoke designation, of structures as Historic Landmarks.
- 442.6 Designated Historic Landmark Structures:** The following structures are designated as Historic Landmark Structures:

Atlantic Cable Headframe Structure – 107 N. Glasgow Ave.  
Van Winkle Mine Headframe Structure – 100 Van Winkle Ave.  
Rico Grand Southern Water Tank – R.G.S. Tract North  
Rico Town Hall/Former Dolores County Courthouse Building – 2 Commercial Street  
Rico Post Office Building – 22 S. Glasgow Avenue  
Rico Fire Station Building – 13 S. Glasgow Avenue  
Rico Community Church – 116 E. Mantz Avenue  
Rico Catholic Church – 122 N. Garfield Street  
The Dey Building – 3 N. Glasgow Avenue  
Rico State Bank Building – 8 S. Glasgow Avenue  
Rico Masonic Lodge Building – 31 S. Glasgow Avenue

The Burley Building – 9 S. Glasgow Avenue  
The Rhode Inn – 20 S. Glasgow Avenue  
Rico Mercantile – 14 S. Glasgow Avenue  
The Engel House – 208 E. Mantz Avenue

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#### 443. HISTORIC LANDMARK ALTERATION CERTIFICATE

- 443.1 Alteration Certificate.** No property owner shall carry out or permit to be carried out on a designated Historic Landmark any new construction, alteration, removal, or demolition of a building, structure, or other designated feature without first obtaining a Historic Landmark Alteration Certificate from the Rico Planning Commission as well as obtaining any other permits required by the Town of Rico.
- 443.2 Pending Historic Landmark Designations.** No property owner shall receive a permit to construct, alter, remove, or demolish any structure or other feature on a proposed Historic Landmark site when a nomination for Historic Landmark designation is pending.
- 443.3 Application Submittal Requirements.** ~~Eleven~~<sup>Five</sup> (445) copies and one original digital copy of an application for a Historic Landmark Alteration Certificate shall be submitted to the Town Planner or Manager. The application shall include a completed application form; plans, specifications, and architectural designs showing the proposed exterior appearance of the building or structure, such plans and specifications must be at least a scale of one (1) inch equals two (2) feet; a description of proposed exterior materials and textures; and any available historic information relevant to the application and supporting the application.
- 443.4 Review.** The Planning Commission shall review applications for Historic Landmark Alteration Certificates with seventy (70) days after the application is received by the Town Planner. The Planning Commission shall hold a public hearing on the application. Notice of the public hearing shall be ~~posted~~<sup>posted at the Town Hall, Post Office, and Town's official website</sup> ~~published~~, and posted on the structure in a visible location, twenty (20) days prior to the date of the public hearing.
- 443.5 Standards for Review.** The Planning Commission shall approve, approve with conditions, or deny the application, based on the following standards:
- A. The alteration would not physically alter the exterior appearance of the historic architectural features, not including; repair or restoration of historical architectural features, the reconstruction of missing portions of the building or structure which historically existed, or removal of non-historic architectural features;
  - B. The alteration would not create an addition which visually detracts from the historic building or structure; the visual impact of additions can be minimized by using similar design, exterior material, fenestration, and trim material, and by setting the addition

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back from the façade facing a public right-of-way or constructing the addition on the rear of a structure, or,

- C. The alteration is necessary to correct unsafe or dangerous conditions of any building, structure, or feature, or parts thereof where such condition is declared unsafe or dangerous by the Town or the Rico Fire Protection District.
- D. The Planning Commission may continue review of an Alteration Certificate application with the consent of the Applicant, to allow for additional information which is necessary to review the application or to allow the Planning Commission and the Applicant to explore acceptable alternative solutions to the original application.

**445. NOTICE OF DECISION.** Notice of the Rico Planning Commission decision shall be ~~posted on the Town of Rico official website~~ ~~published in the next possible edition of the paper of record and posted~~ website within five (5) days of the decision. Such notice shall state the decision, along with conditions if any, and the right to appeal to the Board of Trustees with the deadline date to file a written letter of appeal.

**446. APPEAL TO THE BOARD OF TRUSTEES.**

The decision of the Rico Planning Commission may be appealed to the Board of Trustees by the Applicant, any registered voter, or any property owner in Town, by filing a written letter appealing such decision with the Town Clerk. Such written letter of appeal shall be filed within twenty (20) days of the Rico Planning Commission decision. Failure to file such an appeal by that date shall be deemed a waiver of any right to appeal or challenge the decision of the Rico Planning Commission and such decision shall be final.

**447. REVIEW BY THE BOARD OF TRUSTEES.**

The Board of Trustees shall hold a public hearing within seventy (70) days after receiving a written letter appeal request. Notice of the public hearing shall be posted, published, and mailed to the Applicant at least twenty days (20) prior to the hearing. The Board of Trustees shall approve, approve with conditions, or reverse the decision of the Rico Planning Commission based on review of the record, any new information, and comments received at the public hearing.

**450. SHORT TERM RENTAL LICENSE REQUIRED (ORD. NO. 2002-05, § 450-457, 06-15-22)**

**451. PURPOSE**

The Town of Rico recognizes that there are benefits to allowing owners of residential units within the Town to rent their dwelling units for periods of time less than thirty (30) days. Short-term rental of dwelling units brings additional visitors to the Town, can allow owners to recoup housing costs, and provides revenues for the Town through the additional tax collections. The provision of short-term rentals offers additional diversification to the accommodations market. However, due to the potential for adverse impacts, the Town wishes to regulate short-term rentals to protect the health, safety, and welfare of owners, residents, neighbors, and visitors.

**452. APPLICABILITY**

**452.1** The Short-Term Rental Regulations shall apply to any residential dwelling unit within the Town. The Short-Term Rental Regulations are applicable within a Planned Unit Development unless the short-term rental of property is specifically identified as a prohibited use by the Planned Unit Development.

**452.2** The Town is not a party to and does not enforce any private covenants. Private covenants may restrict the ability for owners to engage in short-term rentals.

**452.3** Unless otherwise stated or modified, the Short-Term Rental Regulations, including owner responsibilities, operation standards, penalties, and enforcement, shall apply to existing short-term rental dwelling units authorized by a special use permit prior to the date of adoption of the ordinance enacting these regulations. Any short-term rental dwelling unit authorized by special use permit prior to the date of these regulations must comply with any conditions imposed on the special use permit at the time of issuance. A short-term rental dwelling unit authorized by special use permit shall be considered an existing non-conforming use under Section 208. Under Section 208.4, discontinuance and abandonment of the non-conforming short-term rental use exists when the owner of the short-term rental dwelling unit fails to remit lodging tax to the Town for a period of six (6) months, upon the transfer of fee simple title to the short term dwelling unit, whether by the owner or by operation of law, or when the owner applies for and receives a short-term rental license under the procedures in Section 456.

**453. OWNER RESPONSIBILITY**

**453.1** The owner of the short-term rental dwelling unit shall designate a natural person located within a one-hour driving distance of the short-term rental who is available twenty-four (24) hours per day, seven (7) days per week, to serve as the local responsible party for the short-term rental and to immediately respond to any issues arising from the short-term rental. The designated responsible party may be the owner of the property. The owner shall notify the Town in writing of the designation of the responsible party within five (5) days of such designation or modification of any such designation.

**453.2** The owner or responsible party shall collect and pay all applicable local, state, and federal taxes including sales, lodging, and excise taxes as applicable.

**453.3** The owner or responsible party is responsible for ensuring the short-term rental meets all applicable local, state, and federal regulations. This includes compliance with the RLUC and, for example C.R.S. § 38-45-101 et seq., as amended, which requires carbon monoxide alarms in residential properties.

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**453.4** The owner or responsible party is responsible for obtaining all required licenses in accordance with the Town of Rico's business licensing ordinances.

**454. LOCATION USE AND OCCUPANDY RESTRICTIONS**

**454.1** Occupancy limitations of a short-term rental dwelling unit shall be established by the Town's building code, as determined by the Town's building inspector, and shall be indicated on the short-term rental license.

**454.2** In residential zone districts, in a multi-family building under single ownership, or for properties with an accessory dwelling unit, no more than one (1) unit may be licensed as a short-term rental, provided the use restrictions in Section 454.3 are met.

**454.3** The total number of short-term rental dwelling units shall be limited to seven percent (7%) of the Town's total housing units as determined by the Colorado State Demography Office and updated from time to time. This percentage limit may be amended by the Board of Trustees by ordinance.

A. In addition, the available number short-term rental dwelling units shall be distributed into four quadrants, assuming an approximately equal number of housing units per quadrant. The quadrants shall be as follows:

- (i) Northwest: North of W. Campbell Street and West of S. Glasgow Ave.
- (ii) Northeast: North of E. Mantz Ave and East of S. Glasgow Ave.
- (iii) Southeast: South of E. Mantz Ave and East of S. Glasgow Ave.
- (iv) Southwest: South of W. Campbell Street and West of S. Glasgow Ave.

B. In addition, in residential zone districts, no short-term rental dwelling unit shall be issued a license in a property immediately adjacent to a property that contains a short-term rental dwelling unit. "Immediately adjacent," for the purposes of this section, means that the properties share at least 25 feet of contiguous boundary line.

C. The limitations on location and total number of short-term rental units in this Subsection 454.3 shall include existing short-term rental dwelling special use permits existing as of the date of the ordinance adopting these Short-Term Rental Regulations.

**454.4** Short-term rental dwelling units in the Commercial (CM) or Historic Commercial (HC) zone districts shall not count towards the total number of short-term rental dwelling units in Section 454.3 above.

**455. OPERATION**

**455.1** All vehicles associated with the short-term rental use shall be parked in designated

parking areas, such as driveways and garages, or on-street parking, where permitted. No parking shall occur on lawns or sidewalks. Unless otherwise requested by the license applicant and specified in the license, two parked vehicles shall be allowed per short-term rental dwelling unit, and the vehicles shall display a parking permit with the license number of the short-term rental at

all times when parked.

**455.2** The owner shall be responsible for ensuring that the short-term rental complies with Town of Rico garbage, refuse, and trash collection standards. The owner and local responsible party shall arrange for proper garbage, refuse, and trash collection. The owner and local responsible party shall arrange for snow removal on the sidewalks and driveways associated with the short-term rental.

**455.3** The following information must be posted in a prominent and visible location in the short-term rental:

- A. Town of Rico business license and short-term rental license.
- B. Contact information for owner and/or local responsible party, including phone number for twenty-four-hour response to emergencies.
- C. Notice of any fire ban in effect in the Town.
- D. Description of location of fire extinguishers and emergency egress; and
- E. Any other information deemed necessary by the Town Manager or Building Official to ensure the public's health and safety.

**455.4** All advertising of a short-term rental, including advertising on website vacation booking sites, shall display the Town of Rico short-term rental license number and business license number.

**456. LICENSE PROCEDURES**

**456.1** Application Requirements. The owner shall submit the application on the form provided by the Town and shall pay the application fee. The application fee shall be \$2500 for an initial application and \$1500 for a renewal application (including renewals pursuant to the lottery system). Applications for a short-term rental license starting on January 1 shall be submitted to the Town no later than August 1 of the preceding calendar year.

**456.2** Application Review, Referral, and Appeal. The Town Manager, in consultation with the Town Planner, shall review applications for short-term rental licenses for compliance with these regulations. The Town shall review applications during the month of August and shall issue license decisions no later than September 15. If the application is in conformity with the Short-Term Rental Regulations, the Town Manager shall issue a short-term rental license. The Town Manager may, in his or her sole discretion, refer an application to the Board of Trustees if the



application raises issues on which the Board's input is necessary or desirable. If the application is not approved and the license is not issued, the Town Manager shall state in writing the reason(s) for the denial of the license. The applicant may appeal the Town's denial to the Board of Trustees within thirty (30) calendar days of issuance of the written denial decision.

**456.3 Issuance and Term of License.** All short-term rental units, except short-term rental dwelling units for which the Town has issued a special use permit as of the date of the ordinance adopting these regulations, shall require a license from the Town. Such license shall only be issued after the short-term rental application has been approved in accordance with the Municipal Code. The short-term rental license shall specify any terms and conditions of the license. All licenses shall be issued to the owner of the property. No natural person or business entity shall be issued more than one short-term rental license, nor shall the owner of an existing short-term rental dwelling unit as of the date of adoption of these regulations be issued a license for an additional short-term rental. Licenses shall not transfer with the transfer of property to a new owner: a change in ownership of the property shall necessitate a new application and issuance of a new license. Licenses shall be issued for a period of two (2) years starting on January 1 and shall automatically expire on December 31 of the second year.

**456.4 Lottery System.** If the number of new or renewal license applications submitted for an application cycle would lead to a total number of short-term rental units in excess of the number allowed in Section 454.4 (including the total number allowed for any quadrant of the Town), the Town Manager shall issue licenses by random lottery. Such lottery shall not provide a preference to renewal applications over new applications. The Town shall refund the application fees, except for an administrative fee of \$50 which shall be retained by the Town, for applications not issued pursuant to a lottery.

**456.5 Neighborhood Notification.** Upon issuance of a short-term rental license, the property owner shall be responsible for mailing public notification of the license to owners of all real property within two hundred fifty (250) feet of any boundary or edge of the subject property or parcel. The property owner shall provide certification to the Town Manager that proper notice has been provided, including a signed affidavit.

**456.6 Revocation of License.** A short-term rental license may be revoked at any time by the Board following a hearing if the Town determines that the property is not being operated in compliance with this Short-Term Rental Regulations or any other Town ordinance. A short-term rental license shall be revoked automatically upon the property owner's third conviction in Rico Municipal Court of a violation of any provision in these Short-Term Rental Regulations with respect to the short-term rental. An applicant whose short-term rental license has been revoked within the last two years shall not be allowed to apply for a new or renewal short-term rental

license.

**456.7 Tax Collection.** A license holder who fails to collect any applicable taxes on a short-term rental, including but not limited to lodging tax, during the license period shall not be allowed to renew the license for the next two-year license cycle. Owners shall present documentation demonstrating the collection and remittance of taxes to the Town as part of the license renewal application.

**457. PENALTIES AND ENFORCEMENT**

**457.1 Penalties for Violations.** Any violation of the Short-Term Rental Regulations shall be subject to a fine of two hundred fifty dollars (\$250.00) for the first offense, five hundred dollars (\$500.00) for the second offense, seven hundred fifty dollars (\$750.00) for the third offense, and one thousand dollars (\$1,000.00) for the fourth offense and all subsequent offenses. Each day's continuing violation shall be a separate and distinct offense.

**457.2 Taxes Owed.** In addition to the fine amounts stated in Section **457.1**, any owner or operator of a short-term rental dwelling unit, including unauthorized owners operating a short-term rental without a license in violation of the Short-Term Rental Regulations, shall pay all unpaid taxes, including lodging tax, owed to the Town and interest thereon calculated at a rate of ten percent (10%) per year. The amount of outstanding tax owed shall be separate from the amount of the fine.

**457.3 Inspection and Audit.** The Town has the right to inspect any short-term rental dwelling unit after giving forty-eight (48) hours' notice to the property owner and designated responsible party to verify compliance with the Short-Term Rental Regulations. The Town has the right to require an audit of any short-term rental owner's records concerning the operation of the short-term rental, to include occupancy rates, prices, revenues generated, and taxes remitted. The short-term rental owner shall be responsible for the cost of any audit.

**470. ROADS BUILDING PROCEDURES AND STANDARDS**

The following sections, and the official Present Road Status Map and the Designated Road Use Map, establish road classifications, use regulations, design standards for new road construction, and procedures for road building permits.

**471. PERMIT REQUIRED**

No road construction shall begin prior to the issuance of a Road Building Permit. No prohibited use of any road shall begin prior to the issuance of a Special Use Permit.

**472. PRESENT ROAD STATUS MAP**

The Town shall maintain a map of all roads currently maintained and accepted by the Town of Rico and all unimproved public road rights-of-way. Such map may identify roads or streets

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maintained by the County of Dolores, State of Colorado, quasi-governmental entities, or homeowner associations.

- 472.1. Improved. All roads currently maintained and accepted by the Town of Rico.
- 472.2. Unimproved. Existing roads or dirt tracks not regularly maintained by any governmental entity, but which have significant seasonal use; or undeveloped public road rights-of-way.
- 472.3. Planned. Planned routes for road access to future development.

#### 473. DESIGNATED ROAD USES

The Designated Road Use maps designates permitted road uses based on historical uses and the Rico Regional Master Plan.

- 473.1 Arterial. Includes: State Highway 145. All uses permitted by the Colorado Department of Transportation.
- 473.2 Collector. Includes: Mantz Avenue, portions of Silver Street, Soda Street, Piedmont Access, Piedmont Street, West Rico Access, Picker Street, Eder Street, River Street, and Glasgow Avenue. Permitted uses include residential access and related construction traffic. Commercial truck traffic must receive a special use permit prior to beginning trucking operations.
- 473.3 Collector by Review. Includes: Jones Mine, Water Tank Road, Newman Hill Road, and Mill Road. Permitted uses include residential access and related construction traffic. Commercial truck traffic must receive a special use permit prior to beginning trucking operations. Subdivision access is permitted by review as part of an annexation application, subdivision application, or review of a subdivision application before Dolores County. Subdivision access shall meet the following standards:
  - A. Traffic volumes should not exceed recommended volumes in the Rico Regional Master Plan.
  - B. Roads, bridges, and highway accesses between the subdivision and Highway 145 shall be upgraded where necessary to safely accommodate the additional traffic or to mitigate traffic impacts including but not limited to dust.
- 473.4 Residential. Includes: All streets not designated as Arterial, Collector, or Collector by Review. Permitted uses include residential access and related construction traffic. Commercial truck traffic must receive a special use permit prior to beginning trucking operations.
- 473.5 Commercial Trucking Operations. Commercial trucking operations shall include the use of any excess weight vehicle as defined in 214. used for commercial purposes

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except for deliveries to a residential property or home business.

**474. ROAD BUILDING PROCEDURES**

The Board of Trustees shall approve or deny Road Building applications after conducting a public hearing. An application for Road Building shall be reviewed first by the Planning Commission after conducting a public hearing. The Planning Commission shall make its recommendation to the Town Board based on the Applicant's compliance with the Major Street Plan and the design standards in 478. Public notice for Road Building Applications shall be posted at the Town Hall, ~~and Post Office, and Town's official website as well in the designated official paper of record~~ at least ten (10) days prior to the hearing. Written notice shall be mailed to property owners adjacent to the proposed road construction at least twenty (20) days prior to the hearing.

**475. ROAD BUILDING APPLICATION SUBMITTAL REQUIREMENTS**

~~Five (5) printed copies and one original digital copy of an application for a Road Building application shall be submitted to the Town Planner or Manager.~~ Road Building applications shall contain the following materials and information in addition to a completed Road Building permit application form provided by Town.

- 475.1. Site map showing location and extent of work to be performed;
- 475.2. proposed design specifications, including two-foot contour lines and cross sections at five-foot intervals which adequately illustrate significant grading and drainage conditions;
- 475.3. copy of a certified survey;
- 475.4. proposed off-street parking plan;
- 475.5. proposed snow removal plan;
- 475.6. statement describing the proposed use of the road; and
- 475.7. where applicable, an improvements agreement with acceptable financial guarantees for Road Building applications that are not part of a subdivision application.

**476. PERMIT AND ACCEPTANCE**

Upon approval of the proposed road improvement by the Board of Trustees, the permit for road building shall be signed by the Town and shall be valid for eighteen (18) months from the date of approval. Upon completion of new roads as certified by the Town Engineer, the Town shall assume all maintenance and repair responsibilities except where a homeowner's association or other entity will assume such responsibility. The Road Building applicant shall warrant and guarantee all improvements for a period of one (1) year from the date of completion.

**478. ROAD DESIGN STANDARDS**

The following the ~~-standards~~ apply to Road Building applications. All Road Building applications shall be reviewed by the Town Engineer who may require additional improvements

or conditions. The Town Board shall have the right to approve Road Building applications that vary from the standards set forth below where the variance in design does not result in safety, emergency vehicle access, or long-term maintenance problems.

**478.1** Compliance with Major Streets Plan: All streets and roadways shall conform to the Town of Rico's Major Streets Plan.

**478.2** Width: Residential rights-of-way shall be a minimum of sixty (60) feet in width. Collector rights-of-way shall be a minimum of sixty (60) feet in width. Arterial rights-of-way shall be a minimum of eighty (80) feet in width.

**478.3** Road base and surfaces roads and alleys:

- A. The improved road surface shall be a minimum of twenty-four (24) feet in width.
- B. Road surfaces shall have a minimum six (6) inch crown.
- C. Road base shall consist of a minimum of five (5) inches of four (4) inch or smaller aggregate topped by a minimum three (3) inches of  $\frac{3}{4}$  inch or smaller road mix if the road is to be unpaved.

**478.4** Grade: Roads and alleys shall be constructed with a maximum grade of 10%. The maximum grade of roads thirty (30) feet from intersections, on either side of a proposed driveway access, and on curves with a radius of less than 250 feet shall not exceed 8%.

**478.5** Drainage: All water diversions shall be installed to prevent flooding downhill, erosion of the shoulder, and water run-off from the drainage system flowing onto private property. Culverts or cement surface drains shall be installed wherever water runoff crosses the roadway and at every intersection. Unpaved streets shall include a bar ditch sufficient to provide adequate drainage.

**478.6** Road Cuts: Any roadcuts which are created during construction that are higher than six vertical feet measured from the crown of the road to the top of the cut should not exceed a 35% slope. The toe of the road measured from the crown to the toe should not exceed 50% slope. A rock retaining wall shall be used where the vertical distance between the top of the road cut and crown, or the crown and the toe, exceeds 12 feet or 50% slope. At the request of the Town Engineer, a slope stability analysis shall be required for any road cuts requiring a retaining wall.

**478.7** Re-vegetation and Landscaping: A re-vegetation and landscaping plan shall be required for roads which require substantial road cuts and/or tree removal, especially where the road would be visible from the Highway 145 right-of-way or from Town parks. Re-vegetation and landscaping shall use native species of grasses, plants, and trees.

**Commented [i547]:** 478.3 Alley width

**Commented [i548]:** Existing platted alleys and bump numbering down

**Commented [GU49]:** It could be that we add a 478.3 Road base and surfaces for roads and then a 478.4 would be Road base surfaces for alleys and that it is a secondary access. and and alley should be void of a dead end. It has to have a pull through

**Commented [GU50]:** There is an issue that we need to define that an alley is a secondary access. A road is a primary access. Most P&Z folks are going for 16 feet and an alley right of way width- asking the manager for that width

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**478.8** Intersections: Intersecting streets shall be at a 90-degree angle, or as close as possible to a 90-degree angle, to each other and no intersecting streets shall be less than 60-degree angles to each other.

**478.9** Cul-du-Sacs: All Cul-du-Sac streets shall meet the following minimum requirements:

- A. Cul-du-Sac streets shall terminate with a minimum 80' diameter turn around or hammer head turn-around with a minimum width of 24' and extending a minimum length of 24' beyond each side of the improved road way;
- B. Cul-du-Sac turnarounds shall have a minimum 15' road right-of-way extending beyond a circular or hammer head turn-around;
- C. Cul-du-Sac streets longer than 500' may require additional mitigation for emergency vehicle access, traffic safety, and snow removal, as determined by the Planning Commission. Such additional mitigation may include:
  - (1) Periodic pull-outs, turn-arounds, or convenient places to reverse direction.
  - (2) Additional right-of-way areas for snow removal or snow storage.
  - (3) Street alignment that facilitates snow removal and improves line of sight distance for pedestrians and drivers.
  - (4) At least one on-street parking area per dwelling unit within 150 feet of each lot in addition to the off-street parking requirements.
  - (5) Secondary access for emergency vehicles restricted by the use of gates or other appropriate devices.

**Commented [i551]**: Add a definition in Definitions

**Commented [GU52R51]**: a definition of cul-de-sacs

**Commented [GU53]**: This will be specified at the time a secondary access is determined to be necessary. Staff will check with fire protection district.

**Commented [GU54]**: look at Telluride 5g ordinance and see what it is trying to protect and see if this RLUC is sufficient.

#### **480. VACATION OF ROAD RIGHTS-OF-WAY**

The following sections establish procedures and standards for Vacation of public rights-of-way by the Town of Rico. The Board of Trustees shall approve or deny vacation requests after conducting a public hearing. A request to vacate a public road right-of-way shall be reviewed first by the Planning Commission after conducting a public hearing. Notice of the public hearing shall be posted ~~and published~~ at least ten (10) days prior to the hearing and shall be mailed to all property owners within 200 feet of the proposed vacated road right-of-way at least twenty (20) days prior to the hearing.

#### **482. STANDARDS FOR REVIEW OF VACATION REQUEST**

The Planning Commission and Board of Trustees shall consider the following standards when reviewing a request to vacate a public right-of-way in addition to the statutory requirements of C.R.S. sec. 43-2-301 *et seq.* as may be amended from time to time:

**482.1.** The topography of the public right-of-way does not allow road building to meet the

design standards in **478**;

**482.2.** the public right-of-way does not provide any public benefit, including but not limited



to: pedestrian access, recreational access, off-street parking, and open space buffer lot between developable lots; or, the requested vacation is part of an application which would result in the Town acquiring property or rights-of-way which has a greater public benefit than the vacated public right-of-way; and,

- 482.3. sufficient easements or rights-of-way for utilities are retained or provided.

**484. MINIMUM REQUIREMENTS FOR VACATION OF RIGHT-OF-WAY**

- 484.1. The Trustees shall enact a public right-of-way vacation by ordinance;
- 484.2. ~~The ordinance shall specifically amend the Street Plans map~~~~the ordinance shall specifically amend the Present Road Status Map and Designated Road Use Map;~~
- 484.3. the vacated right-of-way shall be divided at the midpoint and title shall pass to the adjoining property owners;
- 484.4. vacated rights-of-way shall be subject to the provisions of this RLUC and shall be included in the same Zone District as the adjoining property, unless otherwise determined by the Trustees; and
- 484.5. the Town may not receive any monetary compensation in return for any vacated public right-of-way.

**490. UTILITY IMPROVEMENTS**

The following sections establish procedures and standards for Utility Structures. An Excavation Permit shall be acquired prior to any excavation in the Town rights-of-way or on Town property. Excavation Permits shall be issued by the Enforcement Official.

**492. UTILITIES PERMITS**

Nothing in this RLUC shall be construed to prevent the construction or installation, in any Zone District, of a public utility use or structure necessary for the transmission of commodities or services of a public utility company, including mains, transmission and distribution lines, substations, and exchanges, provided that storage, maintenance, and business facilities shall be restricted to their appropriate district. The construction and installation of all public utilities shall comply with the following:

- 492.1 No towers or apparatus for the transmission, emission, or reception of signals, or wind driven devices, which are in excess of twenty (20) feet from base to tip shall be constructed, placed or maintained within the Town limits without a Special Use Permit.
- 492.2 Substations, exchanges, and storage and maintenance facilities shall be required to be obscured with natural vegetation screening that is compatible with the surrounding environment, of by fencing which is a minimum of six feet and a maximum of eight feet (8) above grade and which meets the applicable set back requirements.

- 492.3** Extension of utility lines to new developments and areas not previously served by development shall be installed underground.

#### **494. EXCAVATION PERMITS**

- 494.1** Permit required. An Excavation Permit shall be obtained from the Town of Rico prior to any excavation greater than three (3) cubic yards, in the Town rights-of-way or on property owned by the Town of Rico, except for maintenance and repair of existing utility lines. Maintenance and repair of existing utility lines by utility companies with a valid agreement with the Town of Rico shall not require an Excavation Permit from the Town of Rico. A completed Excavation Permit application form shall be submitted to the Town Planner along with the applicable fee designated in Appendix A. Excavation Permits for driveway access permits shall indicate the width, grade, and location of driveway improvements.
- 494.2** Notification of Excavation. The Utility Notification Center of Colorado shall be properly notified prior to any excavation.
- 494.3** Town Planner/Manager. The Town Planner/Manager shall have the authority to issue an Excavation Permit for utility lines, driveway access, and temporary use road rights-of-way for storage of construction materials or construction activity associated with a building permit or re-model. At the request of the Town Planner/Manager, the Town Engineer may review all applications for installation of public utility lines and driveway access excavations which do not meet the standards in **496** and **498** prior to issuance of an excavation permit. Permits for other excavation activities shall be reviewed by the Board of Trustees. The standards and procedures for Special Use Permits shall apply to Excavation Permits which are reviewed by the Board of Trustees.
- 494.4** As Built Drawings: As built drawings shall be submitted to the Town upon completion of utility distribution lines.

#### **496. STANDARDS FOR UTILITY INSTALLATIONS**

- 496.1** Minimum Depth of Lines: The depth of a line shall be measured from the top of the installed line to the finished grade. The minimum depth of lines is indicated as follows:

<del>Telecom</del> Telephone Service Line:	24 inches
Tele <del>com</del> phone Distribution Line:	48 inches
Electrical Service Line: (less than 600 volts)	30 inches

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Electrical Distribution Line: (600 volts or more)	48 inches
Water Lines	72 inches
<u>Gas line</u>	<u>36 inches</u>

**Commented [GU56]:** Gas lines on roadways is deeper 36 inches

\*\* Private property and public property distinctions and directions on where to find each.

**496.2 Minimum Separation of Lines:** The distance between lines shall be measured as the level horizontal distance from the side of one line to the side of another line. A two-foot-wide area at least ten (10) feet from existing water lines shall be reserved for the future installation of sewer collection lines in alleys and streets identified for collection ~~lines in the RG Consulting Collection Line Plan, January 2002, or any updated report,~~ prepared for the Town of Rico ~~in the most recent preliminary engineering report on file with the town.~~ Excavation Permit applications shall use the reserved area for future sewer lines for determining separation of Tele~~com~~phone, Cable and Electric from sewer lines. The minimum separation of lines is indicated as follows:

Minimum horizontal separation for lines installed parallel to other lines:	
Water or Sewer from Tele <del>com</del> phone, Cable, and Electric:	72 inches
Minimum vertical separation for lines installed that cross other lines:	
Water or Sewer from Tele <del>com</del> phone, Cable, and Electric:	24 inches

**498. STANDARDS FOR DRIVEWAY PERMITS**

The following standards shall apply to Excavation Permits for construction of a driveway access.

**498.1 Existing Road.** Driveways shall not alter the grade or drainage of existing roads, except as they may comply with **498.2**.

**498.2 Drainage.** All water diversions shall be installed to prevent flooding downhill, erosion of the shoulder, and water run-off from the drainage system flowing onto private property. Culverts or cement surface drains shall be installed wherever water runoff crosses the roadway and at every intersection. All paved streets shall install curb and gutters. Unpaved streets shall include a bar ditch sufficient to provide adequate drainage.

**498.3 Grade.** Driveways shall be constructed with a maximum grade of 12%.

**498.4 Width.** Driveways shall be a minimum of ~~tweleve~~<sup>ten</sup> (12) feet in width when serving one (1) dwelling unit, or ~~sixteen~~<sup>fourteen</sup> (14) feet wide when serving more than one dwelling unit or when serving commercial, accommodations, short term rental, or light industrial use.

**498.5 Road Cuts.** Any road cuts which are created during construction that are higher than four vertical feet measured from the bottom of the cut to the top of the cut shall include a re-vegetation and landscaping plan. Re-vegetation and landscaping shall use native species of grasses, plants, and trees. Road cuts which result in slopes exceeding 35% that are greater than four vertical feet shall use a rock retaining wall to stabilize the slope. At the request of the Town Engineer, a slope stability analysis shall be required for any road cuts requiring a retaining wall.

**498.6 Compliance with Rico Regional Master Plan.** The proposed driveway access ~~shall not provide access to a use or development which does not comply with the~~

**Commented [GU57]:** 12 and 16ft widths are common practice



## ARTICLE V SUBDIVISIONS AND REPLATS

### 500. SUBDIVISION REGULATIONS

These regulations set forth the procedures and standards for the review of subdivision applications.

**Commented [GU58]:** In Article V there is some discussion about condominiums and what level of review needs to occur.

### 504. PURPOSE

This Article establishes procedures and standards for the subdivision of land and structures, re-subdivision of land and structures, and replat of recorded plats. The procedures are intended to facilitate the preparation of a subdivision application for final plat approval by informing the applicant of necessary information required for proper review and setting forth review schedules. The standards are intended to promote the health, safety, and welfare of the Rico community, which includes the following specific purposes:

**Commented [GU59]:** Allow condominiums to have a streamline process in all zone except for single family residential.

**504.1** Proper Arrangement and Size of Streets, Lots, and Easements: Promoting the proper and efficient arrangement and size of streets, lots, and easements in relation to existing or planned streets, lots, and utility lines and in relation to the Rico Regional Master Plan, for the intended land use and anticipated future land uses.

**Commented [GU60]:** In this move the lot line process to a staff level and part of the building permit process, but the single family residential needs to stay all on one lot. We would also want this to be articulated in the single family development use by right in Article 2

**504.2** Provision of Municipal Services and Water Supply: Promoting the proper and efficient access of municipal services to each lot and adjacent lots and property and providing for public water supplies to serve the potable water, fire protection, and other water needs of intended land use.

**504.3** Provision of Open Space and Avoidance of Congestion: Promoting adequate and convenient open space for traffic, utilities, recreation, light, air, and avoidance of congestion.

**504.4** Avoidance of Unsuitable Lands: Discouraging and restricting development activities on unsuitable lands and promoting an efficient system for the monitoring of any development activities on unsuitable lands.

**504.5** Apportionment of Public Service Costs: Requiring the apportionment of the costs of public services and facilities serving subdivision residents through payment of fees, provision of facilities, and dedication of land and rights-of-way to the Town in order to assure that new development pays its way and does not burden the Town's fiscal resources.

**504.6** Coordination of Public Improvements and Programs: Encouraging the efficient coordination of inter-jurisdictional public improvements, plans and programs.

**504.7** Promoting Accurate and Complete Subdivisions: Requiring that the property is accurately surveyed, that the separate interests created and conveyed by the subdivision are of permanent public record, that the subdivider owns the land

proposed to be sold, and that necessary access, improvements and utilities are provided to each property and lot.

- 5048** Promotion of Master Plan: Promoting the implementation and realization of the Goals and Objectives of the Rico Regional Master Plan.

**506. JURISDICTION AND APPLICABILITY**

**506.1** The Rico Subdivision Regulations shall apply to the subdivision activities listed below within the municipal boundaries of the Town of Rico and limited only to control with reference to the Major Street Plan, all land within three miles of the municipal boundary of the Town of Rico. In the event that two or more parcels of land, previously separately conveyed, described, granted, patented, or otherwise created, are or come under single ownership, the division of such land into two or more lots, tracts, sites, parcels, separate interests, interests in common, or other division, even if divided along the line of previously described or conveyed parcel, shall constitute a subdivision of land. Nothing herein shall be deemed to apply to a lot shown on a recorded subdivision plat, unless such subdivision plat has not received the required approvals by state or local law.

- A. The division of a lot, tract, or parcel into two or more lots for the purpose of sale or of building development.
- B. The division of land subject to annexation by the Town of Rico.
- C. The re-subdivision of a subdivision, re-platting of recorded lots and the vacation of an existing lot line or lines.
- D. The division of contiguous parcels of land held in common ownership into tracts, lots or parcels less than thirty-five (35) acres; and,
- E. The division of any structure, dwelling unit, condominium unit, apartment unit, or unit in a multi-family structure, which creates a greater number of separately owned units than previously existed.

**506.2** The following divisions of land are exempt from application of the RLUC:

- A. Any division of a tract of land that creates parcels of land each of which comprises thirty-five or more acres of land;
- B. Any division of land pursuant to a judicial partition;
- C. Any division of land that creates a cemetery lot; or,
- D. Any division of land occurring from the foreclosure of a deed of trust.

**510. SUBDIVISION APPROVAL PROCEDURES****512. OVERVIEW OF SUBDIVISION PROCEDURES**

The subdivision approval process consists of Conceptual Plan Approval, Preliminary Plat Approval, and Final Plat Approval.

**514. MINOR SUBDIVISION APPLICATIONS****514.1** Minor Subdivisions include:

- A.** The division of one lot or parcel of land which creates not more than three lots;
- B.** The replatting of lots which are currently served by Town water and other public utilities, and which about a public right-of-way improved to the Town's minimum street standards provided that not more than three additional lots are created;
- C.** The replatting of lots which does not result in the creation of any additional lots or which has the primary purpose of correcting survey errors.

**514.2** Minor Subdivisions Applications may consolidate the Conceptual Plan, Preliminary Plat, and Final Plat review stages if the application does not require the extension of water lines or street improvements. Minor Subdivision Applications which require the extension of water lines or street improvements may consolidate the Conceptual Plan and Preliminary Plat review stages only.

**516. APPEALS TO BOARD OF TRUSTEES**

Any final decision of the Planning Commission may be appealed to the Board of Trustees for their review by the Applicant, any property owner in the Town of Rico, or any citizen registered to vote in the Town of Rico. A final decision is defined as an approval, approval with conditions, or denial decision at any review stage of the subdivision process. Written notice of intent to appeal the decision of the Planning Commission shall be hand delivered or sent by first class mail to the Town Clerk, Town of Rico, P.O. Box 56, Rico, CO 81332, within (fifteen) 15 days after the date of the decision of the Planning Commission. Failure to file a Notice of Appeal shall be deemed to be a waiver of any right to challenge the decision of the Planning Commission. The Notice of Appeal shall state any and all reasons for appealing the decision of the Planning Commission.

The Board of Trustees shall set a public hearing date to review the Planning Commission decision within (forty-five) 45 days of receiving the Notice of Appeal. Copies of all subdivision application materials, any and all information, reports, and comments which were made part of the Planning Commission record, and minutes of the Planning Commission meeting shall be provided to the Board of Trustees at least (ten) 10 days prior to the public hearing date. The Board of Trustees shall review all such materials and consider all comments from the Applicant,



Planning Commission, relevant agencies, and the public, before rendering a decision based on compliance with the relevant subdivision review standards.

**518. GENERAL APPLICATION DISCRETION.**

Certain application submittal requirements may not be necessary for an informed and meaningful review of the application by the Town Planner and Planning Commission. The Town Planner has the discretion to provide guidance to an Applicant regarding certain application submittal materials that may be waived; however, such submittal requirement waivers shall be specifically requested by the Applicant and shall include a statement by the Applicant explaining the rationale for such waiver. The Planning Commission and Town Board shall have the authority to approve waivers of any specific submittal requirements as part of their respective review of the application and the waiver by one board shall not be deemed to be a waiver by the other board. Any grant of a waiver in the required submittal materials shall not be deemed to create a precedence for waiver of application submittal materials for other applications or other Applicants.

**520. CONCEPTUAL PLAN REVIEW PROCESS**

**522. OVERVIEW OF CONCEPTUAL PLAN PROCEDURES  
(ORD. NO. 2022-06, § 522.2, 522.3 06-15-22)**

**522.1** Overview. The Conceptual Plan Review Process is the first stage of the subdivision approval process. The Conceptual Plan Review Process is intended to determine the overall feasibility and compatibility of the proposed subdivision in relation to the Town's service ability and capacity and in relation to the Rico Regional Master Plan. Approval at the Conceptual Plan stage generally approves the proposed density, use, and general layout of the subdivision.

**522.2** Sitewalk, Work session. After a Conceptual Plan application is submitted to the Town Planner, the Town Planner shall review and determine within 30 days whether the application is complete. If the application is incomplete, the Applicant shall be required to resubmit a complete application. After the Town Planner determines that the Conceptual Plan application is complete, the Planning Commission Chairperson and Town Planner shall schedule a date for receipt and review of the Conceptual Plan application on the next available Planning Commission agenda. Review of the Conceptual Plan may involve a site walk and work session with the Applicant. An initial work session may be requested by the Town Planner, Planning Commission Chairperson, or the Applicant. A public hearing and review decision action item will be scheduled within thirty-five (35) days after an initial work session unless a later date or general continuance is mutually agreed upon by the Applicant. If a work session is not desired, then a public hearing for Conceptual Plan review may be scheduled for the first meeting with the Planning Commission. The public hearing and review decision action item may be continued for an additional period not to exceed sixty (60) days after the initial work session, or determination that a work session

is not desired, if the Town Planner or Planning Commission determines that additional time is necessary to incorporate comments from review agencies pursuant to Section **522.3**.

**522.3** Review by Other Agencies. At the work session, the Planning Commission or Town Planner may decide to send the Application to any appropriate review agency, including, but not limited to: Colorado Department of Health, Division of Minerals and Geology, Colorado Geologic Survey, Division of Wildlife, Department of Transportation, U.S. Forest Service, the U.S. Army Corps. of Engineers, and the Town Engineer. If a work session is not desired, the Town Planner may send the Application to any appropriate review agency after determining whether the application is complete.

**522.4** Required Information. The Applicant must supply eleven (11) copies of all required information. Required information includes the Subdivision Application, Conceptual Plan Map, Location Map, Slope Study Map, and Constraints Map. Maps may be consolidated, or separate maps may be used to convey the required information as long as the information is clearly delineated. See **560** and **562** for the scheduling and timing of application submittal materials and notices.

**524. SUBDIVISION APPLICATION**

The Applicant shall complete a "Subdivision Application" form provided by Town.

**526. REQUIRED MAPS**

All maps listed below in **526.1** through **526.4** shall include the Applicant's name and subdivision name and may appear as a single map. The Planning Commission, if it deems necessary, may require separate maps for any and all of the required information.

**526.1** Conceptual Plan Map: The Applicant shall submit a Conceptual Plan Map showing the following information:

- A. Conceptual lot, street, and utility access layout;
- B. Approximate layout of individual lots, access to lots, and square footage of proposed lots;
- C. Existing plat or lot lines for replat, re-subdivision, and vacation applications;
- D. Proposed land dedications, rights-of-way, easements, and open space reservations and dedications, and identification of areas reserved for future public acquisition;
- E. Proposed off-street parking spaces;
- F. Existing utility lines, rights-of-way, and easements; and,
- G. Contour intervals at 2 feet if the slope is less than 10 percent or contour intervals of 10 feet if the slope is equal to or greater than 10 percent.

**526.2** Location Map: The Applicant shall submit a Location Map showing the following information:

- A. Location of the proposed subdivision;
- B. All adjacent lands within 200 feet from the boundary of the subdivision in which the Applicant has an ownership interest or option to acquire an ownership interest;
- C. Zone districts, taxing districts and any other special districts in which the proposed subdivision is located and zone district classifications extending 200 feet, including public rights-of-way, from the boundary of the proposed subdivision.
- D. Commonly known land marks;
- E. Buildings and structures within the proposed subdivision area and within 50 feet of the boundaries of the proposed subdivision area.

**526.3** Slope Study Map: The Applicant shall submit a Slope Study Map if any land exceeds seven (7) percent slope angle within the proposed subdivision area, or within 50 feet of the proposed subdivision area. The Slope Study Map shall show the following information:

- A. Areas with zero through seven percent slope angle (0% - 7%);
- B. Areas with eight through fifteen percent slope angle (8% - 15%);
- C. Areas with sixteen through thirty percent slope angle (16% - 30%); and,
- D. Areas greater than thirty percent slope angle(>30%).

**526.4** Constraints Map: The Applicant shall submit a map, or maps if necessary to convey all distinctive characteristics which may affect the feasibility and appropriateness of the proposed development activity within the proposed subdivision area and within 50 feet of the boundaries of the proposed subdivision area. The Constraints Map shall include the following information:

- A. Known landmarks and contour lines sufficient to show topography and location for reference;
- B. Streams, ponds, and water-ways;
- C. Natural or man-made drainages;
- D. Location of any road or trail grades and estimate of average grade;
- E. Description of vegetation types, designation of general vegetation type areas, and location of all trees of at least 20" caliper for all areas not proposed for Open Space or Park Dedications;

- F. Identification of all Areas of State and Local Interest as defined in **ARTICLE IV**; and,
- G. Irrigation ditches, bridges, and culverts.

**528. CONCEPTUAL PLAN REVIEW (ORD. NO. 2022-06, § 528.1, 06-15-22)**

**528.1** Planning Commission Review: The Rico Planning Commission shall review the Conceptual Plan and all supporting documents and information and shall review all comments taken at the public hearing and all comments taken from other reviewing agencies. The Planning Commission shall approve, approve with conditions, or deny the Conceptual Plan Application based upon compliance with standards in this Section and other applicable laws of the Town of Rico, State of Colorado, or United States of America. The Planning Commission may continue its review decision if mutually agreed upon by the Applicant and the Planning Commission, or if in the judgment of the Planning Commission and Town Staff the issues presented in the Conceptual Plan require additional time for review.

**528.2** Standards: This paragraph sets forth the standards for Conceptual Plan Review. The Planning Commission shall cite specific standards when imposing conditions on approval, or denying, any Conceptual Plan Approval Application.

- A. The proposed land use shall be consistent with the underlying zoning.
- B. All lots shall meet the subdivision design standards as defined in **550**.
- C. All lots shall have building sites and access that are not in any known hazards or constraints to development.
- D. All roadways and utility routes shall avoid Areas of State and Local Interest as defined in **ARTICLE IV**.
- E. All roads and driveways shall comply with the subdivision design standards.
- F. The proposed subdivision layout shall not cause excessive cut and fill excavation or removal of trees and vegetation in relationship to feasible alternatives.
- G. The proposed subdivision shall not exceed or overburden the capacity of any existing Town facilities or services unless the Applicant expands the Town facilities or service capacity to meet the increased demand of the proposed subdivision.
- H. The proposed subdivision shall be consistent with the Rico Regional Master Plan.
- I. The proposed subdivision shall not violate any laws of the Town of Rico, State of Colorado, or United States of America.
- J. Proposed deviation from the standards in this paragraph shall include the following findings prior to approval:

**(1) Reasonable alternative subdivision plans (at least two) have been presented and**

considered;

- (2) The proposed plan represents a better overall design in relationship to the purposes set forth in **104** and **504** than that allowable under strict application of the subdivision design standards; and,
- (3) Proposed deviations from the subdivision design standards can be mitigated and the preparation of a suitable mitigation plan is a condition to approval.

**530. PRELIMINARY PLAT APPROVAL**

**532. OVERVIEW OF PRELIMINARY PLAT APPROVAL PROCEDURES  
(ORD. NO. 2022-06, § 532, 06-15-22)**

The Preliminary Plat Approval process is the second stage of the subdivision approval process. The Preliminary Plat Approval process is intended to review and approve technical drawings, surveys, and engineering plans in relation to Town standards and existing Town utilities, facilities, and other services. Approval at the Preliminary Plat stage generally approves the technical aspects of the proposed subdivision.

After the Conceptual Plan is approved and a Preliminary Plat Approval application is submitted to the Town, the Town Planner shall review and determine within thirty (30) days whether the application is complete. If the application is incomplete, the Applicant shall be required to resubmit a complete application. After the Town Planner determines that the Conceptual Plan application is complete, copies of the Preliminary Plat Approval application shall be forwarded to all appropriate agencies for their review and comment and the Town Manager and/or Planner shall schedule a date for official receipt and review of the Preliminary Plat on a Planning Commission agenda within the next sixty (60) days. The Planning Commission review date may be continued for an additional period if in the judgment of the Planning Commission and Town Staff additional time is required to address comments from reviewing agencies pursuant to Section **538.2**.

The Applicant must supply all required information and meet all required review standards for approval of the Preliminary Plat. Required information includes: revised reports from the Conceptual Plan stage if any changes were made or required when the Conceptual Plan was approved, a Preliminary Plat and any other required materials.

**534. PRELIMINARY PLAT, MAPS AND OTHER REQUIRED MATERIALS**

- 534.1** Required Materials and Copies: The Applicant shall submit copies of the Preliminary Plat and Improvements Survey of a scale sufficient to be clearly legible and useful for review purposes, and copies of other required materials according to the following schedule:

- A. One mounted Preliminary Plat and one copy of other required materials for public presentation and inspection.

- B.** Eleven (11) copies of the Preliminary Plat and other required materials [seven copies for Planning Commission members, one copy for Town Planning Staff, one copy for Town Attorney, one copy for Town Engineer, one copy for Town Clerk.]
- C.** Three copies of the Improvement Survey and Engineering Plans, if any improvements are proposed [one copy for Town Engineer, one copy for Town Clerk, one copy for Town Planning Staff].
- D.** Additional copies of the Preliminary Plat, Improvements Survey, Engineering Plans, and other required materials as determined at the Conceptual Plan Approval stage for the purpose of obtaining necessary or appropriate review and comment from other agencies.

**534.2** Preliminary Plat Requirements: The accuracy of location of alignments, boundaries, and monuments on the Preliminary Plat shall be certified by a registered landsurveyor licensed to do such work in the State of Colorado. All plats and maps shall indicate true north line, name of subdivision, name of applicant, USGA township, range, section and quarter section, block, and lot number. A workman like execution of the plan shall be made in every detail. A poorly drawn or illegible plan shall be a sufficient cause for its rejection.

The Preliminary Plat shall contain the following data:

- A.** Contour intervals at 2 feet if the slope is less than 10 percent or contour intervals of 5 feet if the slope is equal to or greater than 10 percent.
- B.** Block, lot, and street layout with consecutive numbering of lots and blocks, and dimensions of all lots, street rights-of-way, roadways, and street drainages.
- C.** Location, identification, and dimensions of all existing and proposed public and private easements.
- D.** Existing and proposed street names.
- E.** Abutting property lines and the respective owners' name.
- F.** Designation of zoning or uses other than detached single family residential on and adjacent to the proposed subdivision.
- G.** Additional information as determined at the Conceptual Plan Approval stage.

**534.3** Improvements Survey and Engineering Plans: The Applicant shall submit an Improvements Survey and any Engineering Plans if any improvements are proposed, or engineering plans are required for review of proposed mitigation, as determined at the Conceptual Plan Approval stage. The Improvements Survey and Engineering Plans shall meet the following specifications and contain the following information:

- A.** The Improvements Survey shall be signed and sealed by a registered land surveyor and shall be at the same scale as the Preliminary Plat, depicting existing and recorded section lines, streets, easements, utilities, watercourses, improvements, and any other

major feature in and adjacent to the proposed subdivision area.

- B.** Any Engineering Plans shall provide sufficient detail for review by the Town Engineer and shall meet the minimum standards of certified engineers in the State of Colorado.

**534.5** Other Materials: The Applicant shall submit other materials associated with the Preliminary Plat Approval application including, but not limited to:

- A.** Background studies and reports supporting the Preliminary Plat Approval application or addressing anticipated concerns from other agencies; and,
- B.** Revised Location Map, Slope Study Map, Features Map, and Subdivision Information Report if changes have been made; and,
- C.** Additional information as determined at the Conceptual Plan Approval stage.

**538. PRELIMINARY PLAT REVIEW (ORD. NO. 2022-06, § 538.1, 538.3, 06-15-22)**

**538.1** Planning Commission Review and Board of Trustees Approval: The Rico Planning Commission shall review the Preliminary Plat and all supporting documents and information at a public hearing and shall review all comments taken at the public hearing and all comments taken from other reviewing agencies. The Planning Commission Board shall recommend that the Board of Trustees approve, approve with conditions, or deny the Preliminary Plat Application based upon compliance with standards in this Section and other applicable laws of the Town of Rico, State of Colorado, or United States of America. The Planning Commission may continue its review if mutually agreed upon by the Applicant and the Planning Commission, or if in the judgment of the Planning Commission and Town Staff the issues presented in the Preliminary Plat require additional time for review. After the Planning Commission issues its recommendation on the Preliminary Plat application, the Board of Trustees shall review the application at a regularly scheduled Board of Trustees meeting within the next forty-five (45) days. The Board of Trustees shall hold a public hearing on the application and shall approve, approve with conditions, or deny the Preliminary Plat application based upon compliance with standards in this Section and other applicable laws of the Town of Rico, State of Colorado, or United States of America.

**538.2** Reviewing Agencies: All reviewing agencies may make recommendations within thirty (30) days after mailing by the Town or its authorized representative unless a necessary extension of not more than ninety (90) days has been consented to by the Applicant and the Planning Commission.

**538.3** Standards: This paragraph sets forth the standards for Preliminary Plat Review. The Planning Commission and Board of Trustees shall cite specific standards when recommending or imposing conditions on approval, or denying, a Preliminary Plat application.

- A. The Preliminary Plat shall conform in all major respects to the Conceptual Plan as previously reviewed and approved by the Planning Commission and shall address any conditions imposed at the Conceptual Plan stage.
- B. The Preliminary Plat and other engineering related materials, including proposed mitigation plans, are reviewed, and approved, or approved with reasonable modifications by the Town Engineer.
- C. The Preliminary Plat Shall meet the Minimum Subdivision Standards for subdivision design in Section 550, including standards for landscape preservation (550.1), Lots (550.2) and streets (552.1).
- D. All comments from other reviewing agencies have been reviewed by appropriate Town Staff, Planning Commission, and the Board of Trustees. All comments are addressed and resolved by the Planning Commission and the Board of Trustees.

**540. FINAL PLAT APPROVAL**

**542. OVERVIEW OF FINAL PLAT APPROVAL PROCESS  
(ORD. NO. 2022-06, § 542, 06-15-22)**

The Final Plat process is the final stage of the subdivision approval process. The Final Plat process is intended to produce the final plats, agreements, covenants, restrictions, and other required materials for approval by the Planning Commission, final adoption by the Board of Trustees, and recording in the office of the Town Clerk and in the office of the Dolores County Clerk and Recorder.

After Preliminary Plat Approval has been obtained and a Final Plat Approval Application is submitted to the Town's Planning Staff, the Town Planner shall review and determine within 30 days whether the application is complete. If the application is incomplete, the Applicant shall be required to resubmit a complete application. After the Town Planner determines that the Final Plat application is complete, the Planning Commission Chairperson and the Town Planning Staff shall schedule a date for receipt and review of the Final Plat on the next available Planning Commission agenda.

The Applicant must supply all required information and meet all required review standards for approval of the Final Plat. Required information includes the Final Plat and all accompanying materials.

**544. FINAL PLAT – REQUIRED MATERIALS**

- 544.1** Final Plat Materials and Copies: The Applicant shall submit copies of the Final Plat in the same scale as the Preliminary Plat. The Final Plat shall be twenty-four (24) inches



by thirty-six (36) inches. Contiguous parcels owned by different parties may be embraced in one Plat, provided that all owners join in the dedication and acknowledgement; however, non-contiguous parcels or multiple plats are not allowed on a single sheet. The Final Plat may be submitted in sections provided the first section contain an index map indicating the sections designated for the entire tract.

The following copies shall be submitted:

- A. One copy of the Final Plat on mylar or other permanent type material that is reproducible. Copies for permanent filing with the Town of Rico, Dolores County Clerk and Recorder, and other agencies shall be either blue or black reproductions with the supporting certificates signed in original for each copy; and,
- B. Eleven (11) copies of the Final Plat and other required materials [seven copies for Planning Commission members, one copy for Town Planning Staff, one copy for Town Clerk, one copy for Town Attorney, and one copy for Town Engineer].

**544.2** Final Plat Requirements: The Final Plat shall be prepared and certified as to its accuracy by a registered land surveyor licensed to do such work in the State of Colorado. A work-man like execution of the Final Plat shall be made in every detail. A poorly drawn or illegible plat shall be a sufficient cause for its rejection.

The Final Plat shall meet the following requirements:

- A. The Final Plat shall conform in all major respects to the Preliminary Plat as previously approved and shall incorporate all modifications required in the Preliminary Plat Approval stage.
- B. All blocks, and all lots within each block shall be consecutively numbered;
- C. On curved boundaries and all curves on the plat, sufficient data should be given to enable the re-establishment of the curves. Any curves should include: Points of curvature, points of tangency, radius of curve, arc length, and angle or curve by arc definition.
- D. Excepted parcels shall be marked "Not included in this plat" and the boundary completely indicated by bearings and distances.
- E. All streets, walkways and alleys shall be designated as such, and bearings and dimensions shall be given.
- F. All streets shall be named.
- G. All easements shall be designated as such, and bearings and dimensions given.
- H. All dedications of land to the Town or other agencies shall be designated as such and bearings and dimensions shall be given.
- I. All lands within the boundaries of the Plat shall be accounted for either by lots, walkways, streets, alleys, or excepted parcels.

- J. All dimensions of irregularly shaped lots shall be indicated in each lot.
- K. Bearings shall be given for all lot lines, except that bearings need not be given for interior lot lines where the bearings are the same as those of both exterior lot lines.
- L. Other information on the Plat shall include:
  - (1) Name of subdivision, true north line and date;
  - (2) Name of owner or owners of record and address;
  - (3) Total acreage of tract and total number of lots;
  - (4) Township, Range, Section and Quarter-Section, block and lot numbers; and,
  - (5) Graphic scale.
- M. Permanent reference monuments shall be located and set in compliance with state laws, except that there shall be at least one permanent monument located no more than six hundred (600) feet apart along any straight boundary line.
- N. The surveyor making a Plat shall certify on the Plat that it is correct and that the monuments described in it have been placed as described and shall affix his name and seal.
- O. All utilities and easements shall be shown on the Plat along with a certificate from all utility companies showing their approval.

**544.3** Other Materials: The Applicant shall submit final copies of all supporting documents required at the Preliminary Plat Approval stage with any changes, modifications, and revisions required as a condition to approval at the Preliminary Plat Approval stage. In addition, the Applicant shall submit the following:

- A. Improvements agreement for all on-site or off-site improvements and mitigation measures required by the Application; and,
- B. Covenants and restrictions on any property required by the Application.

**546. FINAL PLAT REVIEW (ORD. NO. 2022-06, § 546, 06-15-22)**

**546.1** Review: The Rico Planning Commission shall review the Final Plat, all supporting documents, information, and public comments taken at a public hearing and within thirty-five days of the Town's determination that the Final Plat application is complete. The Planning Commission shall approve, approve with conditions, or deny the Final Plat based upon compliance with the standards in this Section and other applicable laws of the Town of Rico, State of Colorado, or United States of America. The Planning Commission may continue Final Plat review if mutually agreed upon by the Applicant and the Planning

Commission, or if in the judgment of the Planning Commission and Town Staff the issues presented in the Final Plat require additional time for review.

**546.2** Standards: This paragraph sets forth the standards for Final Plat review. The Planning Commission shall cite specific standards when imposing conditions on approval, or denying, a Final Plat Application.

- A. The Final Plat shall conform in all major respects to the Preliminary Plat as previously reviewed and approved by the Planning Commission or Board of Trustees;
- B. The Final Plat shall meet all the Final Plat Requirements in **544.**; and,
- C. The Final Plat, any agreements, covenants, restrictions, and other accompanying legal documents shall be approved, or approved with reasonable modifications, by the Town Attorney.

**548. BOARD OF TRUSTEES APPROVAL (ORD. NO. 2022-06, § 548, 06-15-22)**

Review: After the Planning Commission approves, or approves with conditions, the Final Plat, the Board of Trustees of the Town of Rico shall act on the Final Plat within thirty-five (35) days of the later of the Planning Commission approval or date of receiving revised Final Plat materials from the Applicant that are determined by the Town Planner to be complete. The Board of Trustees shall approve, approve with conditions, or deny, the Final Plat based upon compliance with the standards in **546.2**. The Board may continue Final Plat review if in the judgment of the Board and Town Staff the issues presented in the Final Plat require additional time for review.

**549. FINAL PLAT RECORDING**

**549.1** Recording Final Plat: The Applicant shall provide two copies of all materials for recordation with such revisions as are determined by the Town Board approval. The Town shall record one copy of the Final Plat with the Dolores County Clerk and Recorder within ten (10) working days of receiving completed Final Plat materials in compliance with the approval by the Board of Trustees.

**549.2** Certified Copy Returned to Town Planner: One copy of completed final plat materials for recordation shall be filed in the Town by the Town Planner.

**550. MINIMUM SUBDIVISION STANDARDS**

This section sets forth the standards for subdivision design.

**550.1** Preservation of Landscape: The design and development of subdivisions shall preserve, insofar as it is technically and economically feasible, the natural terrain, natural drainage, existing topsoil, trees, and vegetation.

**550.2**     **Lots:** All lots shall meet each of the following standards:

- A.**     Access routes for vehicles, utilities, and trails should avoid hazardous areas, wetlands and waterways, and wildlife habitat areas.
- B.**     All building lots shall abut a public dedicated roadway. Each lot in the R, MU, RPUD Zone Districts shall have a minimum of fifty (50) feet of street frontage. Each lot in the HC, CM, or CPUD Zone Districts shall have a minimum of twenty- five (25) feet of street frontage. All non-building lots shall abut a public right of way with a minimum frontage of twenty (20) feet.
- C.**     All building lots shall meet the minimum size requirements for the permitted use.
- D.**     All building lots shall be arranged to accommodate the permitted use within the setbacks required by the zoning district.
- E.**     Each building lot shall provide at least one feasible building site that is suitable for the permitted use which is not in an avoidable or un-mitigatable hazardous area.
- F.**     All building lots shall have adequate space for off-street parking with a maximum 4% grade and driveway access with a maximum 12% grade.

**550.3**     **Streets:** All streets and roadways shall meet the Road Design Standards in **478**.**554.**     **IMPROVEMENTS (ORD. NO. 2008-3, § 554, 03-19-08)**

The Applicant shall provide a Subdivision Improvements Agreement in a form supplied by Town for the construction of any improvements required by the Application. The Applicant shall post a bond in the amount of 125% of the cost of the improvements in favor of the Town at the time the Subdivision Improvements Agreement is executed.

**556.**     **LAND DEDICATIONS AND DEVELOPMENT CHARGES**

Usable land in the amount of ten percent (10%) of the total land area proposed for development shall be dedicated to the Town for public purposes, including but not limited to Parks, Public Facility Areas, and Schools. The land dedication calculation shall not include proposed Open Space areas, road rights-of-way, or the proposed land for dedication. Additional land dedications may also include sites inappropriate for development and buffer areas around such sites, parks for recreation, open space for recreation and view corridor protection, green belts for view corridor protection and separation of incompatible uses, and trails for non-motorized access through and around Town. The Town may accept a payment in lieu of a land dedication where the Applicant's property does not offer practical, beneficial, or useful land dedication areas.

**558. OWNERS' ASSOCIATIONS**

- 558.1** Applicability. When a subdivision contains any physical facilities, structures, improvements, systems, areas or grounds held in common and necessary or desirable for the welfare of the area or subdivision, or that are of common use or benefit and that are not or cannot be satisfactorily maintained by the Town or another public agency, the Town may require the establishment and creation of a mandatory owners' association to assume and be responsible for the continuous and perpetual operation, maintenance and supervision of such facilities, structures, improvements, systems, areas or grounds.
- 558.2** Approval. If the establishment and creation of a mandatory owners' association is required by the Town, a copy of the agreements, covenants and restrictions establishing and creating the association must be approved by the Town Attorney and Board of Trustees prior to the approval of the final plat of the subdivision and must be filed of record with said final plat in the Map and Plat Records of Dolores County, Colorado. Said final plat shall clearly identify all facilities, structures, improvements, systems, areas, or grounds that are to be operated, maintained and/or supervised by said association.
- 558.3** Responsibilities. Such mandatory owners' associations shall be responsible for the continuous and perpetual operation, maintenance and/or supervision of landscape systems, features or elements located in parkways, common areas, between screening walls or living screens and adjacent curbs or street pavement edges, adjacent to drainageways or drainage structures, or at subdivision entryways. Subdivision entryway treatments or features shall not be allowed unless a mandatory owners' association as required herein is established and created.
- 558.4** Dedications to Association. All facilities, structures, improvements, systems, areas, or grounds that are to be operated, maintained and/or supervised by a mandatory owners' association, other than those located in public easements or rights-of-way, shall be dedicated by easement, or deeded in fee simple ownership interest to said association. Such easements or ownership shall be clearly identified on the final plat of the applicable subdivision.

**560. SCHEDULING OF SUBDIVISION APPLICATIONS**

- 560.1** Due to the necessity for site walks and site analysis, the Planning Commission Chairperson, or the Planning Commission if it decides to act, may delay Conceptual Plan review, or Preliminary Plat review, if snow cover or inclement weather restricts site walks and analysis.

**560.2** In the event that the Planning Commission agenda is full for one or more months, an Applicant may submit a written request with an application fee to reserve a space on the next available Planning Commission agenda.

**560.3** The Planning Commission Chairperson shall provide at least 30 minutes on the Planning Commission agenda for each stage of Application review. The Chairperson may increase the time on the Planning Commission agenda which is necessary to review the Application based upon the size of the proposed subdivision and proposed deviations from subdivision standards.

**562.           TIMING FOR APPLICATION MATERIALS AND NOTICES  
(ORD. NO. 2022-06, § 562, 06-15-22)**

**562.1** The Applicant shall submit all required subdivision application materials according to the schedules below.

- A.** Conceptual plan materials shall be submitted at least forty-five (45) days prior to a regular meeting of the Planning Commission.
- B.** Preliminary Plat materials shall be submitted at least sixty-five (65) days prior to a regular meeting of the Planning Commission.
- C.** Final Plat materials shall be submitted at least forty-five (45) days prior to a regular meeting of the Planning Commission.
- D.** Final Plat materials shall be submitted at least thirty-five (35) days prior to a regular Board of Trustees meeting.

**562.2** Notice of a public hearing to review the Conceptual Plan shall be sent by first class mail by the Applicant to all property owners according to the county assessor's records within two hundred (200) feet, including public rights of way at least twenty (20) days prior to a hearing and shall be posted at the regular places of posting and published in the designated official paper of record at least ten (10) days prior to the date of the Public Hearing. The notice shall be in the form acceptable to Town. The Applicant shall provide the Town of Rico with a certification of mailing.

**562.3** Notices of Preliminary Plat and Final Plat review shall be mailed to all property owners within 200 feet of the subject property and posted and published in the designated official paper of record at least 10 days prior to the public hearing review date.

**570. EXPIRATION OF APPROVALS:**

Applicants are required to diligently process subdivision applications to a final decision. Any decision by the Planning Commission or by the Board of Trustees for Conceptual Plan, Preliminary Plat or Final Plat must proceed to the next review stage in the review process within four (4) months of the date of the last action by the Planning Commission or Board of Trustees. If the Applicant fails to provide the information required to be submitted for the next stage of subdivision review within four (4) months of the last Planning Commission or Board of Trustee action, then sufficient grounds for denial for failure to diligently pursue a subdivision applicant shall be deemed to exist. The Town Board may elect to deny the application for failure to diligently pursue a subdivision application and shall provide ten (10) days prior written notice to the Applicant of the Town Board's consideration of denial on such grounds. The Applicant may request an extension of time in writing prior to the expiration of the four (4) month period and the Town Board may approve an extension of such time as it deems appropriate based on the complexity and scope of the application. The Town Board may also approve a longer timeframe for processing subdivision applications by ordinance in conjunction with providing vested rights for a conceptual, preliminary, or final subdivision plan.