

**TOWN OF MANCOS**  
**JOINT BOARD of TRUSTEES & PLANNING COMMISSION MEETING**  
**December 20, 2023 7:00 p.m.**

AGENDA

- A. Call to Order
- B. Pledge of Allegiance and Moment of Silence
- C. Roll Call
- D. Approval of the Agenda
- E. Audience Business
- F. Discussion and Action Items
  - 1. Public Hearing: Ordinance 777 Series 2023 Land Use Code Text Amendments Related to Design Requirements In Commercial Districts
- G. Adjournment

# ***STAFF REPORT***

To: Honorable Mayor and Board of Trustees & Planning Commission  
From: Heather Alvarez, Town Administrator  
Date: December 20, 2023  
Re: Ordinance 777 Series 2023: Land Use Code Text Amendments Related to Design Requirements In Commercial Districts

## **Recommendation**

After Public Hearing: Approve Ordinance 777 Series 2023 An Ordinance Making Certain Text Amendments To The Town Of Mancos Land Use Code Related to Design Requirements In Commercial Districts

## **Background/Discussion**

We have been discussing changes to the design requirements in commercial districts as a group during workshops for approximately the last year. The suggestions from the Board of Trustees and Planning Commission were sent to SAFEbuilt for review and comment.

Attached is an ordinance that summarizing the requested changes. If approved during this meeting, this ordinance will become effective 30 days after publication.

## **Policy Implications**

Establish Design Requirements in Commercial Districts within Town of Mancos limits

## **Attachments**

Ordinance 777 Series 2023  
Proof of Publication of Public Hearing

**ORDINANCE 777  
SERIES 2023**

**AN ORDINANCE MAKING CERTAIN TEXT AMENDMENTS TO THE TOWN  
OF MANCOS LAND USE CODE RELATED TO DESIGN REQUIREMENTS IN  
COMMERCIAL DISTRICTS**

WHEREAS, the Town of Mancos from time to time amends the Town of Mancos Land Use Code Adopted May 26, 1999, Revised June 7, 2006, Re-codified in 2010 by Ordinance 634, as amended, (hereafter “Land Use Code”); and

WHEREAS, the Board of Trustees of the Town of Mancos has determined that it is in the best interest of the Town of Mancos to make certain adjustments to the Land Use Code; and

WHEREAS, Chapter 16, Sections 16-18-110 and 16-18-130 of the Land Use Code authorize the Planning and Zoning Commission to propose changes and amendments to the Land Use Code, including text amendments, that are in the public interest and the changes set forth herein have been proposed by the Planning and Zoning Commission; and

WHEREAS, a duly advertised public hearing was held by the Planning and Zoning Commission at their regular meeting on December 20, 2023 to consider these proposed amendments; and

WHEREAS, after having considered the public comment and having reviewed all aspects of the proposed changes and amendments, the Planning and Zoning Commission recommended approval of the proposed Land Use Code Amendments to the Board of Trustees; and

WHEREAS, Chapter 16, Sections 16-18-140 and 16-18-160 of the Land Use Code provides for action by the Board of Trustees as to making text amendments to the Land Use Code based upon consideration of whether or not the proposed amendment is necessary in order to better achieve the purposes of the Land Use Code as listed in Section 16-1-40 of the Land Use Code; and

WHEREAS, the Board of Trustees of the Town of Mancos has determined that the text amendments set forth herein are necessary in order to better achieve the purposes of the Land Use Code as identified in Chapter 16, Section 16-1-40 of the Land Use Code; and

WHEREAS, a duly advertised public hearing was held by the Board of Trustees at a regular meeting on December 20, 2023; and

WHEREAS, the Board of Trustees has considered the text amendments and wishes to adopt them in the Land Use Code.

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Mancos, that the following text amendments shall be made to Chapter 16 of the Mancos Municipal Code concerning Land Use and Development, is hereby amended with respect to the following sections, as follows:

1. Section 16-10-6 shall be amended as follows:

**Sec. 16-10-6. Mixed Use and commercial district design standards**

~~All principal structures in mixed-use or commercial districts are encouraged to be designed to comply with the adopted Design Guidelines, available on the Town website or at Town Hall.~~

- a) General Building Design
  - 1) Buildings shall be designed to incorporate features such as facades, false fronts, roof forms, porches, window treatments, and architectural detailing that exemplify the of Mancos. Avoid using a standardized "chain or franchise" style in the design of buildings.
  - 2) All building sides shall be characterized by the same or complimentary quality and type of building materials and detailing. Since buildings will be viewed on all sides, design of the building shall include a four-sided design concept, where the same attention to the detail exemplified in the front of the building shall be accorded to the remaining three sides.
  - 3) Accessory structures shall be designed of the same building materials, roof forms, and color as primary structures that conform to these design standards.
  - 4) Buildings shall be oriented to face the Hwy 160 in the Corridor Mixed Use District if lots are adjacent to the highway. In the Commercial and Downtown Mixed-Use Districts, buildings shall face Main and Grand Streets. In situations where this is impossible due to insufficient access to the site, the developer shall make the side of the building facing these corridors aesthetically pleasing, shall design a side or alternate entrance.
- b) Exterior Building Materials and Architectural Design
  - 1) Materials
    - a. Wood, shake, stone, brick, cedar shingle, faux or timber materials shall be used for facade treatment. Rusted corrugated metal (rcm) may be added. Reflective surfaces are prohibited, excluding solar panels.
    - b. Raised-seam metal, shake, shingle, Spanish red clay, stucco, Mexican tile, adobe or unglazed tile shall be used for roof materials.
    - c. Building materials used for site features such as fences, and screen walls shall complement a primary on-site structure that conforms to the Mancos Municipal code.
  - 2) Architectural Design

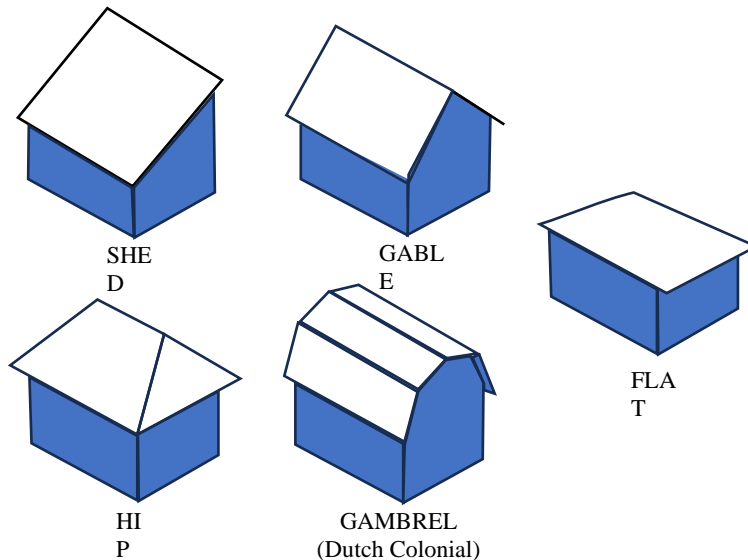
- a. Historic architectural detailing shall be incorporated into building design. At least one element from each of the following categories shall be included in the design of all new buildings and accessory structures:
    - 1. Cornice details
      - i. Trim details
      - ii. Timber details.
      - iii. Knee bracing
    - 2. Porches and Entryways
      - i. Porches
      - ii. Porticos
      - iii. Entryways recessed at least 4 feet.
    - 3. Siding
      - i. Board and batten
      - ii. Horizontal clapboard
      - iii. Beveled planks
      - iv. Cedar shingle
      - v. Stone
      - vi. Brick
      - vii. Timber
      - viii. Rusted Corrugated Metal (RCM)
      - ix. Plaster materials such as adobe, stucco or lime plaster
- 3) Fenestration
- a. Provide accent trim and framing for wood installations. If aluminum or other materials are used, the overall character shall replicate or recall wood-type installations.
  - b. Windows shall not be opaque unless required for health and safety reasons.
- 4) Facades. These guidelines encourage building facades that enhance and preserve the historic character of the area. The emphasis is on building form, character and design, rather than specific uses of the property.
- a. First and second story floors shall be distinguished from each other through the use of cornices or roof lines.
  - b. While standard corporate branding may be utilized in some areas, such as signage, buildings shall conform to the western small-town character of the historic Mancos Valley.
  - c. Varying rooflines and building forms add to the visual interest of a development and minimize the perception of building scale and shall be used when possible.
  - d. False front facades may be used.

c) Building Mass and Size

- 1) Buildings shall distinguish between upper and lower floors where more than one story is to be constructed.
- 2) Entrances shall incorporate at least one of the following building elements:
  - a. Doorways recessed at least four (4) feet from the building façade.
  - b. Porticos
  - c. Porches
  - d. Awnings
- 3) Long, uninterrupted blank walls are prohibited. The maximum allowed length of an uninterrupted horizontal building elevation is 32 feet. Visual interruptions to the planes of exterior walls shall be achieved through at least one of the following methods:
  - a. Building facades
  - b. Porches/Balconies
  - c. Porticos
  - d. Bay windows
  - e. Other visual breakup options (paint, murals, etc.)

d) Roof Forms

- 1) Buildings shall be designed with gable, shed, gambrel, flat or hip roof forms.
- 2) False fronts, giving the appearance of a flat roof, may be used.
- 3) Mansard, dome, or butterfly roof forms are prohibited. Other roof types may be requested through the special exception process. (Sec. 16-19-6.5)
- 4)



- e) Colors
  - 1) Colors shall be muted. Traditional colors that match those found in nature are preferred over bold colors.
  - 2) Roof colors shall also be muted.
  - 3) Reserve the use of bright colors for accents, such as on ornamentation and accents.
  - 4) Doors may be painted an accent color, or they may be left a natural wood finish.
  - 5) Brilliant luminescent or “day-glow” colors are prohibited.
  
- f) Awnings and Outdoor Seating
  - 1) Awnings
    - a. Awning lighting shall be dark sky compliant per Sec. 16-12-4 of Mancos Municipal Code.
    - b. Awnings or canopies must comply with Ch. 16, Article 13 - Signs
  - 2) Outdoor Seating
    - a. The surface of the patio, sidewalk café, or other outdoor seating area shall be of a suitable and durable material such as stone, brick, wood, or concrete.
    - b. If screening is provided, it must abide by the requirements provided in Sec. 16-9-4 of Mancos Municipal Code.
  
- g) Lighting
  - 1) Dark Sky
    - a. Mancos has adopted a dark sky ordinance, which is integrated into the Mancos Municipal Code. The standards of this ordinance shall be followed, and all new light sources shall meet the requirements found in Chapter 16, Article 12 of Mancos Municipal Code.
  - 2. The following additional terms shall be added to the general terms in 16-2-3 of the LUC:

**Sec. 16-12-3. General Terms**

A/b/c terms

*Bay window* means a window that is made up of three windows, typically two operable windows at an angle with one fixed window in the middle.

D/e/f terms

*Façade* means the front exterior portion of a building.

*False front* means faced extending beyond and above the true dimensions of a building falsifying the size, finish, or importance of a building.

*Fenestration* means the arrangement, proportioning and design of windows and doors in a building.

*Four-sided design* means when the same attention to the detail exemplified in the front of the building shall be accorded to the remaining three sides.

P/q/r terms

*Portico* means a porch leading to the entrance of a building.

3. Table 16-18.1, Summary of Review Authority shall be amended as follows:

**Sec. 16-18.1: Summary of Review Authority**

Table 16-18.1: Summary of Review Authority				
Procedure	Zoning Administrator [1]	Planning Commission	Board of Trustees	Board of Adjustment
Key: R= Review/Recommendation; D=Decision; and A= Appeal				
Rezoning (Zoning Map Amendment)	R	R	D	
Planned Unit Development (see Rezoning)				
LUC Text Amendment	R	R	D	
Comprehensive Plan Update	R	R	D	
Site Plan Approval, PC	R	D	A	
Site Plan Approval, Admin.	D	A		
Special Use Permit	R	R	D	
Temporary Use Permit	D	A		
Minor Subdivision Plat or Plat Amendment	R	R	D	
Major Subdivision Plat, Preliminary	R	R	D	
Major Subdivision Plat, Final	R		D	
Cluster Subdivision (see Major Subdivision)				
Administrative Adjustment	D	A		
Special Exception	R	D	A	
Variance	R			D
LCD Interpretations	D			A
Sign Permit	D			A
Zoning Development Permit	D			A
Historic Designation			D	
Annexation	R	R	D	



4. **Table 16-18.2 Applicable Steps by Procedure Type**, shall be amended as

Table 16-18.2: Applicable Steps by Procedure Type						
STEPS	1. Pre-Application meeting	2. Submit Application	3. Staff Review and Report	4. Recommendation	5. Decision Hearing	6. Record of Decision
Key: BoA = Board of Adjustment; Board = Board of Trustees; PC = Planning Commission						
Rezoning (Zoning Map Amendment)	X	X	X	PC	Board	X
Planned Unit Development (see Rezoning)						
LUC Text Amendment	X	X	X	PC	Board	X
Comprehensive Plan Update	X	X	X	PC	Board	X
Site Plan Approval, PC						
Site Plan Approval, Admin.						
Special Use Permit	X	X	X	PC	Board	X
Temporary Use Permit		X	X			X
Minor Subdivision Plat	X	X	X	PC	Board	X
Major Subdivision Plat, Preliminary	X	X	X	PC	Board	X
Major Subdivision Plat, Final		X	X		Board	X
Cluster Subdivision (see Major Subdivision)						
Administrative Adjustment		X	X			X
<b>Special Exception</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>PC</b>	<b>PC</b>	
Variance	X	X	X		BoA	X
Interpretations		X	X			X
Sign Permit		X	X			X
Zoning Development Permit		X	X			X
Annexation	X	X	X	PC	Board	X

follows: 5. Table 16-18-9.1 Forms of Notice Required shall be amended as follows:

**Sec. 16-18-9.1: Forms of Required Notice**

Table 16-18-9.1: Forms of Required Notice		
Procedure	PC Recommendation Public Meeting Notice	Decision Public Hearing Notice
Special Use Permit	Posted, Published, Mailed	Posted, Published, Mailed
<b>Special Exception</b>	<b>Posted, Published</b>	<b>Mailed</b>
Variance	n/a	Posted, Published, Mailed
Minor Subdivision Plat	none	none
Major Subdivision Plat, Preliminary	Posted, Published, Mailed	Posted, Published, Mailed
Major Subdivision Plat, Final	n/a	none
Subdivision Plat, Minor Amendment	n/a	none
Historic Designation	none	Posted, Published
Zoning Map Amendment	Posted, Published, Mailed	Posted, Published, Mailed
LUC Text Amendment	Published	Published
Comprehensive Plan Update	Published	Published
Annexation	None	Published

6. Section 16-9-6, Administrative Adjustment, shall be amended as follows:

**Sec. 16-19-6. Administrative Adjustment.**

(a) Applicability.

- (1) An administrative adjustment is a modification of an existing numeric dimensional standard of the LUC, such as lot width, depth, coverage, or area; setbacks; and building height or massing; by up to ten percent (10%).in keeping with the public interest; and
- (2) Any application for greater modification of any other standard, or dimensional standard shall be processed under ~~Section 16-19-16~~ Section 16-19-6.5, Special Exception or Section 16-19-8, Variance.

7. Section 16-19-6.5 Special Exceptions, shall be amended as follows:

**Sec. 16-19-6.5 Special Exceptions**

(a) Applicability. A special exception is a deviation or modification of the standards of this land use code that exceed what may be allowed as an administrative adjustment. Special exceptions are deviations from otherwise applicable standards where proposed development is:

- (1) Compatible with the surrounding land uses;
- (2) In keeping with the public interest; and
- (3) Consistent with the purposes of this land use code. (prior luc 6.16)

(b) Procedures. Procedures for review and decision of a special exception are established in section 16-18-2, general procedures.

(c) Decision criteria. In exercising its power to grant a special exception in accordance with this land use code, the planning commission or the board of trustees shall make a finding and show in its minutes that all of the following conditions are met:

- (1) Granting the special exception will ensure the same general level of land use compatibility as the otherwise applicable standards.
- (2) Granting the special exception for a specific property will not adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of

the proposed development because of inadequate buffering, screening, setbacks and other land use considerations.

- (3) A firewall shall be installed on all structures constructed within five (5) feet of a property line, where special exceptions are sought for setbacks.
  - (4) Where special exceptions for setbacks are sought in the case of a nonconforming structure, the setback exception must be necessary to permit the logical extension of such nonconforming structure and shall not increase the level of nonconformance.
  - (5) There are unusual physical circumstances or conditions, such as exceptional topographical or other conditions peculiar to the affected property, not caused by the applicant or any prior owner.
  - (6) The unusual physical circumstances or conditions do not exist throughout the neighborhood or district in which the property is located.
  - (7) Because of such unusual physical circumstances or conditions, the property cannot reasonably be developed in conformity with the provisions of this land use code.
  - (8) Such unnecessary hardship, unusual physical circumstances or conditions have not been created by the applicant or any prior owner.
  - (9) The special exception is the minimum special exception that will afford relief and is the least modification possible of the provisions of this land use code which are in question.
  - (10) The exception, if granted, will not alter the essential character of the neighborhood or district in which the property is located, or substantially or permanently impair the use or development of adjacent property.
  - (11) Granting the special exception will be generally consistent with the purposes of this land use code that are listed in section 16-1-4.
  - (12) The proposed use is a permitted use in the underlying zone district.
- (d) Permitted special exceptions. Issuance of a special exception permit shall authorize only the particular variation which is approved in the special exception permit. A special exception permit shall run with the land and only applies to the following:
- (1) Setback standards.

- (2) Minimum lot area standards (for preexisting lots of record that do not meet current standards).
- (3) Minimum lot width standards (for preexisting lots that do not meet current standards).
- (4) Compatibility standards. (Sec. 16-10-2(c))

8. This Ordinance shall be effective 30 days after publication

THIS ORDINANCE PASSED ON FIRST AND FINAL READING AFTER PUBLIC HEARING THIS 20th DAY OF December, 2023.

TOWN OF MANCOS, COLORADO

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Ellen "Queenie" Barz, Mayor

ATTEST:

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Jamie Higgins, Town Clerk

PUBLISHED THE \_\_\_\_ DAY OF \_\_\_\_\_, 2023 BY THE AUTHORITY OF THE TOWN CLERK OF MANCOS, COLORADO.

ATTEST:

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Jamie Higgins, Town Clerk

# BALLANTINE COMMUNICATIONS

Campaign No. 18249  
 Today's Date 9 Nov 2023  
 P.O. Number  
 Sales Rep Tamara Desrosiers

**This is a quote for approval, not an invoice. Advanced payments may be accepted.**

**bill-to**

Town Of Mancos  
 P.O. Box 487  
 Mancos, CO 81328  
 Tel: 970 533-7725  
 Account No: 100528

**advertiser**

Town Of Mancos  
 P.O. Box 487  
 Mancos, CO 81328  
 Tel: 970 533-7725  
 Account No: 100528

**campaign summary**

Description Ordinance 777 Series 2023  
 Start Date 11/29/2023  
 End Date 12/12/2023  
 Currency

**cost summary**

Base Amount \$29.64  
 Adjustments \$-4.18  
 Gross Amount \$25.46  
 Agency Commission \$0.00  
 Net Amount \$25.46  
 Estimated Tax \$0.00  
**Total \$25.46**

**Pre-Payment Details**

Pre-Payment Amount	Pre-Payment Date	Pre-Payment Card No.
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No Pre-Payments on this order

**print lines**

Line No.	Product	Description	Issue / Run Date	Quantity	Rate	Adjusted Rate	Amount
37642	The Journal	TJ Public Legal	11/29/2023	1	12.73	14.82	12.73
— ADJUSTMENT —					Frequency Break: 2x Discount	-2.09	

**18249**  
**Public Notice**  
**NOTICE of PUBLIC**  
**HEARING**  
  
**Before the**  
**Town of Mancos**  
**Planning Commission &**  
**Board of Trustees**

Line No.	Product	Description	Issue / Run Date	Quantity	Rate	Adjusted Rate	Amount
		<p>Notice is hereby given that on December 20 , 2023 at 7:00 p.m., or as soon as possible thereafter, in Mancos Town Hall, 117 N. Main, Mancos, Colorado, or at such other place and time as the hearing may adjourn to, a Public Hearing will be held for:</p> <p>Ordinance 777 Series 2023 Land Use Code Text Amendments</p> <p>Additional information is available from Mancos Town Hall and available to the public for inspection. For questions or comments, please contact Town Hall, 117 N. Main, Mancos, CO. All interested parties are encouraged to attend or mail in comments to The Town of Mancos, P.O. Box 487, Mancos, CO 81328. The Town will be accepting comments up to the date and time of the public hearing.</p> <p>Published in The Journal November 29 &amp; December 6, 2023 by order of Heather Alvarez, Town Administrator</p>					
37642	The Journal	TJ Public Legal	12/6/2023	1	12.73	14.82	12.73
-- ADJUSTMENT --					Frequency Break: 2x Discount	-2.09	

18249

**Public Notice  
NOTICE of PUBLIC  
HEARING**

Line No.	Product	Description	Issue / Run Date	Quantity	Rate	Adjusted Rate	Amount
<p><b>Town of Mancos Planning Commission &amp; Board of Trustees</b></p> <p>Notice is hereby given that on December 20 , 2023 at 7:00 p.m., or as soon as possible thereafter, in Mancos Town Hall, 117 N. Main, Mancos, Colorado, or at such other place and time as the hearing may adjourn to, a Public Hearing will be held for:</p> <p>Ordinance 777 Series 2023 Land Use Code Text Amendments</p> <p>Additional information is available from Mancos Town Hall and available to the public for inspection. For questions or comments, please contact Town Hall, 117 N. Main, Mancos, CO. All interested parties are encouraged to attend or mail in comments to The Town of Mancos, P.O. Box 487, Mancos, CO 81328. The Town will be accepting comments up to the date and time of the public hearing.</p> <p>Published in The Journal November 29 &amp; December 6, 2023 by order of Heather Alvarez, Town Administrator</p>							

digital lines							
Line No.	Product	Description	Start	End	Quantity	Rate	Amount
-- No Line Items --							

other lines

Line No.	Product	Description	Start	End	Quantity	Rate	Amount
37643	TJ Adpay/4C Marketplace Online	Class Liner Non-Recruitment	11/29/2023	12/12/2023	14	0.00	0.00