

**AGENDA
OURAY CITY COUNCIL**

Tuesday, March 11, 2025 - 4:00 PM

Ouray Community Center, 320 6th Ave, Ouray, CO 81427

VIRTUAL OPTION - <https://zoom.us/j/8309524079>

Meeting ID: 830 9524 079 Passcode: 43112 Or dial: +1 346 248 7799

Ouray Planning Commission Regular Meeting

- Changes to this agenda can be found on the bulletin board at City Hall
- Electronic copies of the Planning Commission Packet are available on the City website at www.cityofouray.com. A hard copy of the Packet is also available at the Administrative Office for interested citizens.
- Notice is hereby given that a majority or quorum of the City Council, Ouray Economic Development Committee, Beautification Committee, Tourism Advisory Committee, and/or Parks and Recreation Committee may be present at the above noticed Planning Commission meeting to discuss any or all of the matters on the agenda below for Council consideration

1. CALL TO ORDER

2. ROLL CALL

3. CITIZENS COMMUNICATIONS

4. ACTION ITEMS

- 4.a. City of Ouray Land Use Code Amendment: Street Naming and Addressing - Consideration of Proposed Updates to the City of Ouray Land Use Code (LUC) to Incorporate Addressing and Street Naming Standards to Improve Consistency, Public Safety, and Emergency Response Efficiency. The Discussion will also Consider Input from Relevant Stakeholders, Including Emergency Services and Planning Staff.
- 4.b. City of Ouray Zoning Verification Form - Consideration of the Drafted Zoning Verification Form Intended for Property Owners within the City of Ouray. Issued by the Community Development Department, this Document Aims to Provide Clear and Consistent Zoning Information. Community Members and City Staff are Encouraged to Share Input and Ask Questions to Ensure the Form Meets the Needs of all Stakeholders.

5. DISCUSSION ITEMS

- 5.a. Community Development Department Updates
- 5.b. Other

6. ADJOURNMENT



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Street Naming and Addressing

Section 7-11 Street Naming and Addressing

A. Purpose

This section establishes standards for assigning, updating, and maintaining addresses within City of Ouray. These standards are for the health, safety, and welfare of the community by ensuring a consistent and reliable addressing system that facilitates emergency response, efficient service delivery, and clear navigation for residents, businesses, and visitors.

B. Applicability

1. The standards set forth in this section applies to all new developments within the City of Ouray.
2. All streets and addresses shall be approved by the Community Development Department. Private driveways, accesses, and entrances are not required to be approved in accordance with this section.
3. Previously issued addresses shall remain valid unless revised through a formal process outlined in this section.

C. General Requirements

1. Street names shall be unique within the Ouray postal community area and be easy to read for use during an emergency situation. To avoid misinterpretation, similar sounding names are considered to be duplicates regardless of spelling, e.g., Cantrell and Cantril.
2. Directional words (north, south, east, west, etc.) shall not be a part of the street name, e.g., Northbrook Street or Southbend Avenue. Street names shall not contain hyphens, slashes, apostrophes, or other special characters, e.g., Jordan/Chambers Parkway, Jones-Smith Road, Devil's Head Drive. Nor shall street names contain abbreviations, acronyms, or initials.
3. Address numbers shall increase along streets from south to north and west to east according to the block grid as defined below:
 - a. Addresses along numerically named Avenues or other streets running west to east overall shall use the hundred block pattern, with 100 at 1st Street and continuing until the ends of the street as so named.

9. The City shall not assign or approve unique addresses, street names, or identifiers that deviate from the requirements outlined in this section. However, should a situation arise that is not covered in this section, street names and addresses will be determined by the Community Development Director in coordination with emergency service departments and service-providing agencies (police, fire, post office, etc.).

D. Addressing Display

1. All properties must display their assigned address number, and unit ID if applicable, in an unobstructed location visible from the street so that it is clearly identifiable by emergency responders and delivery services.
2. Posted address numbers shall have a minimum character height of three inches and preferably be reflective.
3. A unit ID shall be displayed at the respective point of entry, including in the case of an accessory dwelling unit. Sites with a shared access point shall have appropriate wayfinding signage to guide emergency responders.

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320 6th Avenue
 PO Box 468
 Ouray, Colorado 81427



CITY OF
OURAY
 COLORADO

970.325.7211
 Fax 970.325.7212
info@cityofouray.com

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ASSIGNMENT OF ADDRESS

Please submit the completed application to the Community Development Department.

CONTACT INFORMATION	
Owner Name:	
Mailing Address:	
Phone and Email:	
Parcel Number:	
Zoning District: ()R-1 ()R-2 ()C-1 ()C-2	
Use of Address: () Residential () Multi-Family () Commercial/Business	
CONTACT INFORMATION	
Address Request: () New () Existing () Correction () Change () Additional	
Use of Address: () Residential () Multi-Family () Commercial/Business	
SUBMITTAL REQUIREMENTS*	
	Completed Sign Application
	Appropriate fees: <i>Fee based on City's Adopted Fee Schedule</i>

CERTIFICATION	
<p>By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold harmless the City of Ouray as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Ouray, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application.</p>	
Applicant's Signature: <i>(Required)</i>	Date:
Property Owner's Signature: <i>(Required)</i>	Date:
Agent's Signature: <i>(If you are acting as an owner's agent, you must provide Authorization of Agent form)</i>	Date:

TO BE COMPLETED BY COMMUNITY DEVELOPMENT DEPARTMENT	
Application Received By:	Date:
FEEES	
Fees Required: \$	Fees paid? ()Yes ()No
REVIEWS REQUIRED	
City of Ouray Building Inspector	
Ouray County GIS	
9-11 Data Authority	
Comments:	
Official New Address:	
Approved By:	Date:

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 PO Box 468
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Zoning Verification

Please submit the completed application to the Community Development Department.

PROJECT INFORMATION	
Site Address: _____	
Parcel Number: _____	
CONTACT INFORMATION	
Applicant Name: _____	
Mailing Address: _____	City/State/ZIP: _____
Phone: _____	Email: _____
Property Owner(s): _____	
Address: _____	City/State/ZIP: _____
Phone: _____	Email: _____
Contact (if different than Applicant): _____	
Address: _____	City/State/ZIP: _____
Phone: _____	Email: _____
SUBMITTAL REQUIREMENTS*	
<input type="checkbox"/>	Completed Sign Application
<input type="checkbox"/>	Appropriate fees: <i>Fee based on City's Adopted Fee Schedule</i>
<input type="checkbox"/>	Graphic depiction of proposed lettering/logos (as applicable)
* INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED	

CERTIFICATION	
<p>By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold harmless the City of Ouray as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Ouray, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application.</p>	
Applicant's Signature: (Required)	Date:
Property Owner's Signature: (Required)	Date:
Agent's Signature: (If you are acting as an owner's agent, you must provide Authorization of Agent form)	Date:

TO BE COMPLETED BY COMMUNITY DEVELOPMENT DEPARTMENT	
Application Received By:	Date:
Application Complete? () Yes () No Reason:	
Fees Required: \$	Fees paid? () Yes () No
ZONING VERIFICATION	
Zoning	
Address	
Parcel Number	
Approved By:	Date:

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385 Kimbark Street, Longmont, CO 80501
T 303-651-8330 F 303-651-8696
longmont.planning@longmontcolorado.gov

Application for Zoning Verification

Planning & Development Services Department can issue the following research letters for properties in Longmont (check the applicable zoning letter request):

Zoning District Verification Letter (No Fee)

This letter will contain:

- Zoning district of the subject property
- Applicable overlay district(s)

Zoning Use Verification Letter (\$50 Fee)

This letter will contain:

- All information included in Zoning District Verification letter, plus:
 - Surrounding properties' zoning district(s)
 - Reference to zoning district use table
 - Reference to approved Final Development Plan or Site Plan on file
 - Reference to approved Conditional Use Site Plans, Administrative Modifications and Site Plan Waivers
 - Reference to any recorded certificates of legal nonconforming status

Applicant & Property Information:

Applicant: _____

Person to Contact: _____

Contact Address: _____

Contact Phone: _____ E-Mail: _____

Property Location (General): _____

Property Address: _____

Property Legal Description (from subdivision plat): _____

Property Parcel Number: _____

Existing Use of Property: _____

Proposed Use of Property (if known): _____

- Processing of Zoning District Verification Letters take 1- 5 business days. Zoning Use Verification Letters are typically processed within 5 - 10 business days.
- The Zoning District Verification Letter and Zoning Use Verification Letter do not verify compliance with use regulations or development standards, nor do they certify legal non-conforming status. Zoning or building code violations will not be included. For information regarding zoning violations, contact Code Enforcement at 303-651-8695. For information regarding violations of building codes and ordinances, contact the Building Services at 303-651-8332. For information regarding violations of fire code, contact Fire Services at 303-651-8833.
- To request a copy of any outstanding Zoning, Building, or Fire Code Violations, please submit a Request for Public Records at <https://www.longmontcolorado.gov/departments/departments-a-d/city-clerk/records-management/open-records-request-form> with the specific property address and time frame along with a brief explanation of what type of existing records you are requesting.
- To request a certificate of legal nonconforming status, please submit an application according to the written code interpretation procedures identified within Section 15.02.090 of Longmont's Municipal Code.

Applicant Signature: _____ Signature Date: _____



EXAMPLE

ZONING VERIFICATION APPLICATION

DESCRIPTION OF SITE

Address:

City, State, Zip:

Area (acres or square feet): Tax Assessor Parcel Number:

APPLICANT

Name(s): Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

I hereby certify that I am making this application as owner of the above described property or acting under the authority of the owner (attached authorization, if not owner). I am familiar with all pertinent requirements, procedures, and fees of the County. I understand the Zoning Verification Fee is non-refundable. All statements made on this form and additional application materials are true to the best of my knowledge and belief.

Name: Date:
Requestor's Printed Name

Name:
Requestor's Signature

Mail or deliver to the office of Community and Economic Development Department along with a fee in the amount of \$150.00 made payable to "Adams County"

NOTE: Contiguous parcels are subject to the \$150.00 fee. Non-contiguous parcels will be subject to additional \$150.00 per parcel

CHECK APPROPRIATE BOXES FOR INFORMATION TO BE CONTAINED IN THE VERIFICATION LETTER

- Zoning and permitted uses Surrounding property zoning List of land use cases on property

Copies of Certificates of Occupancy, please contact Building Safety Division at 720.523.6800
For violations on the property, please contact Neighborhood Services Code Compliance at 720.523.6800