

**TOWN OF SILT
 PLANNING AND ZONING COMMISSION AGENDA
 Tuesday, January, 7 2025 6:30 P.M.
 MUNICIPAL COUNCIL CHAMBERS
 HYBRID MEETING**

ESTIMATED TIME	ELECTRONIC AGENDA ITEM	PUBLIC HEARING/ ACTION	ELECTRONIC LOCATION AND PRESENTOR
	Agenda		Tab A
6:30 5 min	Call to Order		Chair Williams
	Roll Call		
	Pledge of Allegiance		
6:35 5 min	Public Comments - Each speaker will limit comments to no more than three (3) minutes, with a total time of 30 minutes allotted to public comments, pursuant to Section 2.28.020 of the Silt Municipal Code		
6:40 5 min	Consent agenda – 1. Minutes of the December 3, 2024 Planning & Zoning Commission meeting	Action Item	Tab B Chair Williams
	Conflicts of Interest		
	Agenda Changes		
6:45 25 min	Parks & Recreation Ordinance Code Change	Discussion Item	Manager Mann / Director Centeno
7:10 10 min	Planners Report	Update	Director Centeno
7:20 5 min	Commissioner Comments		
	Adjournment		

The next regularly scheduled meeting of the Silt Planning & Zoning Commission is tentatively set for Tuesday, February 4 2025, at 6:30 p.m. Items on the agenda are approximate and intended as a guide for the Planning and Zoning Commission. "Estimated Time" is subject to change, as is the order of the agenda. For deadlines and information required to schedule an item on the agenda, please contact the Town of Silt at 876-2353. Please be aware that this agenda is given to the public and to the Commission in electronic form. If you require a hard-copy, please request one before or after the scheduled meeting. Normal Town copying charges may apply. Thank you.

**TOWN OF SILT
REGULAR PLANNING AND ZONING COMMISSION MEETING
December 3, 2024 – 6:30 P.M.
HYBRID MEETING**

The Silt Planning and Zoning Commission held their regularly scheduled meeting on Tuesday, December 3, 2024. The meeting was called to order at 6:30PM.

Roll call	Present	Vice Chair Michael Bertaux Commissioner Eddie Aragon Commissioner Jennifer Stepisnik Commissioner Vanessa Westmoreland Alternate Dana Wood Alternate Justin Anderson
	Absent	Chair Lindsey Williams

Also present: Community Development Director, Nicole Centeno

Pledge of Allegiance

Public Comment

There was no public comment

Consent Agenda

1. Minutes of the November 6, 2024 Planning & Zoning Commission meeting.

Commissioner Stepisnik made a motion to approve the meeting minutes on the consent agenda, seconded by Commissioner Westmoreland. The motion to approve the consent agenda carried unanimously.

Conflicts of Interest

There were no conflicts of interest.

Agenda Changes

There were no proposed changes to the agenda.

Off-Street Parking Municipal Code Revision

Director Centeno explained that Title 16 and 17 were scheduled to be revised, once the housing needs assessment was completed, as that was to be used as a guide. She then stated that there were parts of the code that needed to be addressed sooner, one of which was Chapter 17.52, Off-Street Parking.

Some of the revisions were cleaning up some verbiage, but the notable changes were the below:

- Specifying that the minimum requirements will be rounded up, if numbers calculations aren't a whole number
- Accessory Dwelling Units added and reflect 2 required parking spaces required per unit
- One Bedroom/Studio Multi-family dwellings were increased to One and one-half spaces
- Two Bedroom Multi-family dwellings were increased to two spaces
- Three or More Bedroom Multi-family dwellings were increased to two and one-half
- All of the commercial was researched for industry norms, and changed accordingly
- Food Trucks were added to be determined at the time of Site Plan Review
- All uses not specified will be determined at Site Plan Review, with a minimum of one space for each 400 square feet
- Mixed uses were defined as a combination of commercial uses and residential/commercial uses
- Reduction of parking spaces can be requested for reasons such as decreased floor space, change to occupancy, seating capacity, number of employees or change in other factors controlling the regulation. The written request is submitted to the Director of Community Development, with a possible appeal to the Planning and Zoning Commission.

Director Centeno stated that the code changes, as presented, did go through the sounding board of Staff and the Code Committee.

Commissioner Stepisnik asked if the code revisions would be retroactive to existing or current applicants and Director Centeno clarified that all applications will be required to comply with the new code, as soon as it's in effect.

The concern of on street parking was brought up by Commissioner Aragon and Director Centeno confirmed that was another code revision coming up in the near future. She would like to address the on-street parking in the new subdivision code, by requiring wider road widths, allowing designated on street parking.

Vice Chair Bertaux inquired as to whether this code adoption was able to be a stand-alone adoption, or if it had to wait for the whole title re-writes. Centeno stated that it was a stand-alone adoption.

Commissioner Aragon made a motion to recommend approval to the Board of Trustees, with the code revisions as presented. The motion was seconded by Commissioner Stepisnik. The motion to approve the consent agenda carried unanimously.

Planners Report

Director Centeno thanked everyone for attending the tree lighting, as it was a chilly, but magically snowy evening.

The commission discussed methods of communication.

Vice Chair Bertaux asked what applications were going to be on an upcoming agenda and Director Centeno gave a quick overview of applications.

Commissioner Comments

Commissioner Aragon inquired about Camario and Director Centeno stated that they accomplished their second release of letter of credit.

Silt Jumbo Storage was another project that Commissioner Aragon asked about and Director Centeno gave an update that they did receive their permit from the Town, as well as CDPHE and CDOT.

Commissioner Stepisnik asked about a building inspector and Centeno said they the Town was working through readvertising the position, with modified duties, including but limited to code enforcement.

Commissioner Bertaux confirmed that the next joint meeting will be in January and Centeno confirmed that the joint meeting would be January 27th, with ECO Northwest, for the housing needs assessment.

Adjournment

Commissioner Stepisnik made a motion to adjourn the meeting; seconded by Alternate Anderson. The meeting adjourned at 7:11PM.

Respectfully submitted,

Approved by the Planning Commission

Nicole Centeno
Community Development Director

Lindsey Williams
Chair

TOWN OF SILT
PLANNING AND ZONING COMMISSION REGULAR MEETING
January 2, 2025

AGENDA ITEM SUMMARY

SUBJECT: An Ordinance in the Town of Silt, Colorado, Repealing Chapter 8.24, Amending Chapter 9.08.010, and Creating Title 7, of the Silt Municipal Code Related to Public Buildings, Parks and Open Spaces, Public Spaces, and Recreation, within the Town of Silt, Garfield County, State of Colorado

PROCEDURE: Action

RECOMMENDATION: Approve

SUMMARY AND BACKGROUND OF SUBJECT MATTER: As you are aware, the Town created the Strategic Planning and Code Committee to foster the rewriting and updating of the Town’s Municipal Code. Attached you will find a proposed ordinance that would repeal Chapter 8.24 “Parks, Open Space and Government Buildings”, amend Section 9.08.010 “Open Containers”, and create Title 7 related to Public Buildings, Parks and Open Spaces, Public Spaces, and Recreation.

Repeal of 8.24 – this would be a complete repeal the ordinances that address parks, open space, and government buildings. This is an orphan inclusion in Title 8, which addresses with Health and Safety.

Amend Section 9.08.010 – this would eliminate prohibitions of carrying/consuming alcoholic beverages at the Town Center, any town park or open space, unless prohibited otherwise.

Create Title 7, “Public Buildings, Parks and Open Spaces, Public Spaces, and Recreation” – this would better define and clarify previous Chapter 8.24. Some of the key considerations are as follows:

- Public Buildings – clarifies when Town Center and Board Chambers can be used by an outside group and the rules therein. Clarified prohibited for use of the Town Hall Board Chambers. Allowed for alcohol to be permitted at the Town Center property
- Parks and Open Spaces – summary of most changes below:
 - Park hours set 7 am to 10 pm daily, however the Silt Island Park (dog park) and Silt River Preserve would be from dawn to 10 pm
 - Eliminates prohibition of consumption of alcoholic beverages
 - Codifies rules related to sound/movie projection
 - Eliminates use of drones unless a permit is received
 - Clarifies some rules related to the dog park

- Adds special use provisions for Veteran’s and Pavilion at Stoney Ridge parks related to sound/movie projection
- Re-writes the Skatepark Rules, including a better list of what types of implements are allowed to use the skatepark
- Codifies rules for the Horseshoe Pits
- Clarifies rules at Silt Island Park (dog park)
- Clarifies rules for the Silt River Preserve (need to think about whether horses would be allowed in this park)
- Public Spaces – defines what a public space is and what is allowed.

While we have included the Title to address Recreation, at this time we do not have any specific regulations that need to be codified for Recreation, but we do anticipate that there will be a need in the future.

ORDINANCE FIRST READING: January 27, 2025 (Scheduled)

ORDINANCE SECOND READING: February 10, 2025 (Scheduled)

PRESENTED BY: Jim Mann, Town Manager

DOCUMENTS ATTACHED: Proposed Ordinance

TOWN ATTORNEY REVIEW [] YES [] NO INITIALS _____

SUBMITTED BY:

REVIEWED BY:



Jim Mann, Town Manager

Sheila M. McIntyre, Town Clerk

**TOWN OF SILT
ORDINANCE NO. ____
SERIES 2025**

AN ORDINANCE OF THE TOWN OF SILT, COLORADO, REPEALING CHAPTER 8.24, AMENDING CHAPTER 9.08.010, AND CREATING TITLE 7 OF THE SILT MUNICIPAL CODE RELATED TO PUBLIC BUILDINGS, PARKS, OPEN SPACE, AND RECREATION, WITHIN THE TOWN OF SILT, GARFIELD COUNTY, STATE OF COLORADO

WHEREAS, pursuant to Colorado Revised Statutes (C.R.S.) Section 31-15-103 and Section 1 of the Town’s Home Rule Charter, the Board of Trustees (“Board”) of the Town of Silt has the authority to make and publish ordinances necessary and proper to provide for the safety, preserve the health, promote the prosperity, improve the morals, order comfort and convenience of such municipality and the inhabitants thereof; and

WHEREAS, the Town has determined that various, updates, amendments, deletions, and corrections are required to Chapter 8.24, related to “Parks, Open Space and Government Buildings”; and

WHEREAS, the Town has determined that various, updates, amendments, deletions, and corrections are required to Chapter 9.08, related to 9.08.010 – “Open Containers”; and

WHEREAS, the Town has determined that a Title 7, entitled “Public Buildings, Parks and Open Spaces, and Recreation” shall be created to regulate activities in public buildings, at Town parks and open spaces, public spaces, and the operation of the Town’s Recreation Programs; and

WHEREAS, the Town gave proper and timely published and/or posted notice of the dates and times of the public hearings at which the Board considered this ordinance; and

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE TOWN OF SILT, COLORADO, ORDAINS AS FOLLOWS:

Section 1.

Chapter 8.24, Parks, Open Space and Government Buildings is hereby repealed in its entirety.

Section 2.

Section 9.08.010 – Open containers is hereby amended to read as follows:

“B. Alcoholic beverages may be consumed and possessed in an open container in the Town Center, or on any town park or open space subject to the following limitations:

1. No alcoholic beverages in glass containers shall be allowed.
2. No alcoholic beverages shall be possessed or consumed in any designated town facility or park when the town facility or park is closed.
3. Any town official may order the removal of alcoholic beverages from the park at any time, for any reason.”

Section 3.

Title 7 of the Silt Municipal Code, entitled “Public Buildings, Parks and Open Spaces, Public Spaces, and Recreation” is hereby created to read as follows:

7.01 Public Buildings

7.01.010 Applicability.

This chapter applies to all parks, open space and government buildings (including but not limited to both active and passive open space) that the town is the owner, operator or both owner/operator.

7.01.020 Hours of Public Use

Unless otherwise provided by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, all public buildings, shall be open for public use as follows:

- A. Town Hall Board Chambers by permit only from 7 am to 10 pm, except for the 2nd, 3rd and 4th Mondays and the 1st Tuesday of each month
- B. Town Center by permit only from 7 am to 10 pm

7.01.030 Town Hall Board Chambers and Town Center Facility Regulations

The Town Hall Board Chambers and Town Center Facility use shall be by permit only, issued by the Community Development Department, subject to the following:

- A. Permits shall be filed no later than seven(7) days in advance of the requested use. It shall be the purview of the town administrator, or their designee to waive the advance requirement.
- B. The Town shall annually publish a Building Rental Form that will be available at the Town Hall, including fees and other regulations
- C. No Alcohol shall be allowed in the Town Hall Board Chambers
- D. Facility Fire Code Limitations:
 1. Town Hall Board Chambers – 83 Persons
 2. Town Center – 170 Persons
- E. Smoking and/or use of an E-Cigarette is Prohibited

7.02 Parks and Open Spaces

7.02.010 Applicability

This chapter applies to all parks and open spaces (including but not limited to both active and passive open space) that the town is the owner, operator or both owner/operators.

7.02.020 Hours of Public Use

- A. Parks, from 7 am to 10 pm daily, unless specifically identified below:
 - 1. Silt River Preserve from dawn to 10 pm
 - 2. Silt Island Park (dog park) from dawn to 10 pm
- B. Unless otherwise permitted by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, it is unlawful for any person, other than town personnel performing work, security, or park maintenance services, to enter upon or remain within the parks or open space at any time such park or open space is not open for public use.
- C. Unless otherwise prohibited by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, all persons may lawfully run, jog, walk, hike, bicycle, cross-country ski, or otherwise move through any park or public place via an improved path at any time as such park or recreation area is closed to public use. However, no person shall loiter on such bicycle path unnecessarily.
- D. The town administrator or their designee is authorized to close any park or open space, or a portion thereof, to perform maintenance or improvement operations, or due to extreme weather conditions, or any other condition that is determined to be a threat to public safety. It is unlawful for any person to enter, use, occupy, or remain in any park or open space that has been posted as closed.

7.02.030 Prohibitions

The following activities, items, uses, etc, are prohibited in any park or open space unless specifically designated in Section 7.02.050.

- A. Littering: it shall be unlawful for any person to litter on any public park or open space, including the leaving behind of any waste and animal excrement.
- B. Camping: it shall be unlawful for any person to camp on any public property or in any abandoned vehicles, except in any location where camping has been expressly authorized by the town, including public streets, sidewalks, parks, rights-of-way within the town, or any other publicly owned parking lot or area, improved or unimproved. The definitions of camping are set forth in the Silt Municipal Code;
- C. Glass Containers: use of glass containers is expressly prohibited;
- D. Motorized Vehicles: use of motorized vehicles is prohibited, except in areas designated for such use;

- E. Sale of any alcoholic or fermented malt beverages, unless a valid permit has been issued;
- F. Hunting
- G. Parking in non-designated areas
- H. Sound/Movie Projection, unless a special permit is issued by the town administrator or their designee is issued, pursuant to Section 7.02.050
- I. Fires, except in an enclosed fireplace, barbeque pit, or grill when not under local, regional, or state burning ban. Permitted fires must not be left unattended or allowed to burn carelessly and must be completely extinguished prior to abandonment
- J. Use of drones, unless authorized by the town administrator or their designee
- K. Horses, ponies, or other equine animals
- L. Any other activity prohibited by any section of the Silt Municipal Code or by other state or federal regulation.

7.02.040 Dogs and Other Pets (Animals)

Unless otherwise permitted/prohibited by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, the owner, keeper or harbinger of an animal or other pet may lead, bring or otherwise permit such animal only on improved trails or sidewalks within parks, open space or public places if the animal is under control by means of a secure restraint, such as a leash or cord, not more than ten feet in length that is controlled by the animals owner, keeper or harbinger per Chapter 6.04 of this code.

- A. Unless otherwise permitted/prohibited by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, no dogs are allowed off a trail or sidewalk within a park, open space or public place.
- B. Animal Waste shall be removed by the owner of the animal and deposited in an appropriate trash receptacle, or in an animal waste station.
- C. Dogs and Other Pets (Animals) are strictly prohibited at the Silt River Preserve.
- D. Silt Island Park is designated as the Town's Dog Park. See Section 7.02.050(E) for additional regulations.

7.02.050 Special Park Provisions

The following provisions to the use of park and open spaces are as follows:

- A. Veteran's Park
 - a. Sound projection is permitted through the issuance of a special permit issued through the Community Development Department
 - b. Movie projection is permitted through the issuance of a special permit issued through the Community Development Department, subject to the following:
 - i. Political Content is prohibited

- ii. Religious Content is prohibited
 - iii. Projected movies shall have a Motion Picture Association of America rating between G and PG
- B. Pavilion at Stoney Ridge:
 - a. Sound projection is permitted through the issuance of a special permit issued through the Community Development Department
 - b. Movie projection is permitted through the issuance of a special permit issued through the Community Development Department, subject to the following:
 - i. Political Content is prohibited
 - ii. Religious Content is prohibited
 - iii. Projected movies shall have a Motion Picture Association of America rating between G and PG
- C. Skatepark:
 - a. The following are acceptable at the skate park:
 - i. Skateboards
 - ii. Rollerblades
 - iii. Roller Skates
 - iv. Scooters (non-motorized)
 - v. Uni-Wheel Boards
 - b. There shall be no unauthorized improvements to the skatepark structures
 - c. Food and drink on the skatepark structures is prohibited
 - d. Smoking, vaping, and/or any tobacco use is prohibited
- D. Horseshoe Pits:
 - a. Long haired freaky people are prohibited (just want to see if all y'all are paying attention)
- E. Silt Island Park (Dog Park):
 - a. Leashes/Leads are not required
 - b. Dogs shall remain under the voice command of the owner
 - c. Dog excrement shall be picked up by the owner and placed in pet waste containers
 - d. Dog behavior is the responsibility of the owner. If a conflict occurs, or a complaint is received, the town administrator or their designee may upon appropriate investigation and notice prohibit the offending dog from the park.
- F. Silt River Preserve:
 - a. Designated as a passive use open space
 - b. No fires of any type are allowed
 - c. Horses [Staff would like further input]

7.02.060 Commercial Activities

Unless otherwise permitted by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, it is unlawful for any person to conduct any commercial activity for which a fee is charged, in or on any public park, open space, or public place.

- A. Applicants requesting commercial activity on a public property shall submit to the town an application on forms provided by the town and pay a fee to the town as set by the board of trustees by resolution annually, or more often as necessary.
- a. Proof of a business or vendor's license, when such proof is required by this code or by state law, or upon request by any town staff member at a special event;
 - b. Proof of liability insurance naming the town as an additional insured in an amount as the town administrator designates as appropriate;
 - c. Proof that commercial activity will not become a public hazard or block any town right-of-way or private driveway;
 - d. Proof of a sales tax license, if applicable;
 - e. Proof of a liquor license issued by both state and town, if the sale of alcoholic beverages is proposed;
 - f. Additional information as reasonably requested by town.

7.03 Public Spaces

7.03.010 Applicability

This Chapter shall apply to all public spaces of the town.

7.03.020 Definitions

“Bicycle” shall mean a two, three, or four wheeled non-motorized vehicle that is primarily powered by use of the legs

“E-Bicycle/E-Bike” shall mean a two, three, or four wheeled electric motorized vehicle that is powered by a combination of the legs and an electric battery

“Public Spaces” of the town are defined as sidewalks, paths, and improved trails. The definition of “Public Spaces” does not include roadways, streets, alleys, or highways

“Rollerblade” shall mean an in-line skate that has a single row of small wheels

“Roller Skate” shall mean a pair of boots/shoes with four or more wheels designed to glide across hard surfaces

“Scooter” shall mean a vehicle typically ridden as a recreation, consisting of a footboard mounted on two wheels and a long steering handle, propelled by resting one foot on the footboard and pushing the other against the ground

“Skateboard” shall mean a short narrow board with two trucks, generally four wheels fixed to the bottom of either end on which a person can ride in a standing or crouching position.

“Uni Wheel Board” or “Onewheel” shall be defined as a self-blancing electric skateboard with a single tire, used as a means of transportation and for boardsports.

7.03.030 Use of Public Spaces

Use of public spaces is open for all pedestrians, bicyclists, skateboards, roller blading, roller skating, scootering, and uni-wheel boarding, subject to the following:

A. Pedestrian use has the right of way

7.99.100 Violation – Penalty

The town may issue a citation to a violator of Title 7 in accordance with Chapter 1.12 of this code.

INTRODUCED, READ, AND APPROVED ON FIRST READING, a public hearing, this ____ day of _____, 2025, at 7:00 p.m. in the Municipal Building of the Town of Silt Colorado.

PASSED, APPROVED ON SECOND READING, following a continued public hearing, ADOPTED AND ORDERED PUBLISHED, this ____ day of _____, 2025.

TOWN OF SILT

Mayor Keith B. Richel

ATTEST:

Town Clerk Sheila M. McIntyre, CMC



Community Development Department

MEMORANDUM

TO: Jim Mann, Town Administrator
FROM: Nicole Centeno, Community Development Manager
DATE: December 2024 - January 2025

Building Department

- * Zoning & Building Reviews
- * Inspections - 42 in December
- * Contractor Licensing- 4 New / 276 YTD
- * BEST Tests- 5 New / 119 YTD
- * Miscellaneous Permits – 9 New / 167 YTD
- * Excavation Permits- 2 New / 41 YTD
- * Single Family Permits – 1 New / 8 YTD
- * Commercial Building Permit- 0 New / 2 YTD
- * Stop Work Orders
- * Building Code Second Phase Implementation

Administration

- * Staff Meetings
- * LED/Community Engagement/Communication
- * Business Licenses- 136 YTD
- * Customer Service (Calls, Emails, Walk-ins)
- * Facility Rentals
- * Office/File Organization
- * P & Z Meetings and Minutes
- * Website Management
- * Social Media Management
- * Vendor's Licenses- 34 YTD
- * Housing Needs Assessment Grant
- * GarCo Grant Outreach
- * Comm Dev Software Integration
- * GIS

Recreation

- * Online Registration Portal Updates
- * Lil' Dribblers
- * Girls Basketball
- * Boys Basketball Prep

Code Enforcement

- * Non-Compliant Business Licenses
- * Building w/out a Permit
- * Zoning Infractions

Subdivisions/Infrastructure

- * Stoney Ridge 2
(Pending Applicant Phasing Plan)
- * Camario Phase 2
(Site Work is permitted and under construction)
- * River Trace
(3 Buildings Received C.O.; all buildings have now been permitted)

Land Use/Planning & Zoning

- * Riverview Sketch- In Processing
- * Laestadian Annexation- Approved, Waiting to Record
- * River Run Storage Site Plan- Pending
- * Free-Up Storage Out of Town Taps- Pending Applicant
- * 347 Dogwood Drive- Subdivision
- * Rislende Final Plat- Waiting on Corrections
- * Heron's Nest- Annexation, PUD & Sketch

Special Events- Current & Future Planning

- * Create Flyers and Advertise Events
- * Coordinating Next Year's Events

- * Code Enforcement Complaints
- * Code Research for Complaints