



City of Cortez
Community and Economic Development Dept.
123 Roger Smith Ave.
Cortez, CO 81321
(970) 565-3402

Memo

To: City of Cortez Planning and Zoning Commission

Date: August 26, 2025

From: Jason Armstrong, City Planner

RE: Administrative Decisions Update for April 18, 2025 – September 2,

2025 **Subject:** City of Cortez Land Use Applications

1. Community Garage Minor Site Plan Approval: Site Plan Amendment application for property located at 800 North Broadway. Several conditions were made to the approval. This application was approved on May 20, 2025.
2. Cortez Farmers Market Temporary Use Permit: Temporary Use Permit for the Cortez Farmers Market for property located at 601 North Mildred Rd (Children's Kiva Building) in the Open "O" zone. Farmers Markets are considered a temporary use in that zone. Several conditions were made to the approval. This application was approved on May 28, 2025.
3. 1309 Acoma St Minor Subdivision: The property owners of 1309 Acoma Street submitted an application for a two-lot minor subdivision by consolidation of lots 25, 26, 27 and 28 of the Cornett Heights Addition. This application was approved July 28, 2025.

Attachments:

1. Community Garage Application packet
2. Farmers Market Application packet
3. 1309 Acoma Street Application packet

Background:

These items are presented to the Commission as information only. Effective April 18, 2025 the land use code was adopted making changes to the City's General Procedures. The following

application types were changed from Commission review to Administrative Decisions made by the Zoning Administrator:

- Formal Interpretation
- Final Plat
- Minor Subdivision Plat
- Condominium Subdivision Conversion
- Plat Amendment
- Minor Site Plan



City of Cortez
Community and Economic Development Dept.
123 Roger Smith Ave.
Cortez, CO 81321
(970) 565-3402

May 20, 2025

Bryan Melchior
Community Garage
800 N. Broadway
Cortez, CO 81321

RE: Site Plan Amendment request – 800 North Broadway for Community Garage

Dear Bryan,

This is to confirm that the Community and Economic Development Department of the City of Cortez has reviewed the Site Plan Amendment application dated 5/8/25. At this time, it appears that the submitted Site Plan Amendment meets all City requirements. We are awaiting submittal of the CDOT access permit. We understand that the CDOT access permit must be procured by the landowner, who has assured us that they are working on it. The following conditions apply to the approval:

1. All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents. Specifically, any public improvements shall comply with the minimum requirements of the 2009 City of Cortez Construction Design Standards and Specifications, the City of Cortez Land Use Code, and all requirements of CDOT for required highway improvements.
2. The property shall comply with the submitted Site Plan Amendment including storage and parking. All motor vehicles on the premises must carry a current registration and a work order with a completion date not to exceed 30 days. Motor vehicles without valid registration and or a work order shall be classified as salvage and junk, and may not be kept, stored or worked on at the property.
3. The applicant shall comply with the submitted project narrative at all times.
4. The applicant and landowner shall comply with all requirements of CDOT.

Please provide the CDOT access permit as soon as it is available so that we can formally approve your Site Plan Amendment and clear up this one remaining loose end.

Sincerely,

Rachael Marchbanks, Director
Community and Economic Development Department

City of Cortez, CO • 970-565-3402 • www.cortezco.gov

Site Plan Rev. 5/8/25

800 North Broadway
Cortez, CO 81321

Overview

The site plan is submitted pursuant to Land Use Code Section 6.14. The proposed use is an automotive repair and tire sales & services shop. No changes will be made to the existing land, landscaping, structures, nor State roadway entrance(s). No known easements exist.

Site Description & Zoning

The property at 800 North Broadway, Cortez, CO 81321, is a versatile commercial use zoned asset situated on a spacious 2.37-acre lot in a prime location along North Broadway. This well-positioned property features a 4,640-square-foot enclosed metal shop/warehouse building, ideal for a variety of business operations, complemented by a 2,560-square-foot industrial carport that provides additional covered workspace. The site is fully equipped with a security-fenced storage yard, offering ample room for equipment, inventory, or vehicles, making it an excellent choice for businesses seeking a functional and accessible location. The facility is surrounded by lush thick tree landscaping to the south and to the southwest of the main shop.

GIS MAP (Figure 1 below)



Proposed Use

The change in use is for a motor vehicle repair, tire sales and service shop called Community Auto & Truck Repair. The business operates in the same or a similar manner as other established automotive repair and tire service shops in the city. The company provides vehicle repair services such as free diagnostics, tune-ups, brakes, shocks and struts, oil changes, bearings, and transmission services. Tire services include the sale of new tires for automobiles, light trucks, farm tractors, and semi-trucks and trailers. Additional tire services include repairs, rotations, free air, and more. Waste tires are stored behind the shop on the north side, pursuant to the company's Colorado Waste Tire Generator Permit #4150.

Customers generally contact the shop by phone to schedule an appointment for repair services before visiting. Upon arrival, customers enter and exit via the Broadway Street entrance and park their vehicles on the south side of the shop (metal warehouse) before entering the building. Customers complete and verify a work order for services. In nearly 100% of cases, customers drop off their vehicles for repair and do not wait on-site. Once repairs are completed, customers return to pick up their vehicles. Vehicles must have a current registration and a valid work-order not to exceed 30 days for completion.

Vehicles undergoing repairs are staged in various designated parking areas on-site. Vehicles waiting in line for service are typically staged on the west side of the shop. Vehicles actively being repaired are either inside the shop or placed in the carport while awaiting parts delivery. Completed vehicles are parked inside the fenced area south of the carport.

Nearly all repair work is conducted inside the shop using hand tools. There are typically 2 to 5 employees on-site at any given time. Exterior noise is minimal to non-existent and is easily masked by passing semi-trucks and "jake brakes." All refuse is disposed of using Cortez City trash collection services, with the dumpster located southeast of the shop inside the fenced area. The company operates during normal business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m., with the potential to open on Saturdays in the future. Although no signage is currently approved, permits have been submitted for consideration.

During normal operations, approximately 10 to 30 vehicles per day, including semi-trucks, visit the facility for repair services. Semi-truck tires are installed inside the shop, and on occasion, trailers are temporarily staged inside the fenced area to the east for service.

Main Shop Building Photo



Applicant Information

Contractor's Name: Bryan Melchior Phone/Fax: 970-516-1725

Owner's Name: Elevated Smoke Phone/Fax: 970-529-6145

Address: 800 N Broadway, Cortez, CO 81321 Zone District: Commercial

Legal Description (Lot & Block): MONTVIEW ADDITION Lot: S-1 1.96AC B11/P10

Existing Use: Unknown Proposed Use: Motor Vehicle Repair

Lot Dimensions: 2.37 Acre Proposed GFA(Gross Floor Area): 4,640ft²

Property Owner Information

Elevated Smoke Shop, 2236 E. Main St. Cortez, CO 81321

Warranty Deed & Title Commitment

On file with City per Property Owner

CDOT Access Permit

Change in Use permit required by CDOT

Parcel Information

Parcels: ELEVATED SMOKE, LLC

ACCOUNTNO R013169

PID 561123301015

Permit Number

County Zoning City

ACRES Actual

Property Card [More info](#)

OWNERNAME1 ELEVATED SMOKE, LLC

CAREOFNAME

LOCATION ADDRESS 800 N BROADWAY

LOCATIONCITY CORTEZ

LOCATIONZIP 81321

MAILADDRESS1 2236 E. MAIN

MAILADDRESS2

MAILCITY	CORTEZ
MAILSTATE	CO
MAILZIPCODE	81321
TAX AREA	11001
LEGAL DESC.	Subdivision: MONTVIEW ADDITION Lot: S-1 1.96AC B11/P10
SUBDIVISION	MONTVIEW ADDITION
LAND TYPE	COMMERCIAL
TOTAL MILLLEVY	61.03
IMPROVEMENTS VALUE	117,276.00
ACTUAL VALUE	172,260.00
ASSESSED VAL	48,060.00
LAST SALEDATE	7/10/2024
SALE PRICE	355,000.00
DEEDTYPE	SWD

GRANTOR EMPIRE ELECTRIC ASSOCIATION INC

GRANTEE ELEVATED SMOKE, LLC

RECPTNO 656914



City of Cortez
Community and Economic Development Dept.
123 Roger Smith Ave.
Cortez, CO 81321
(970) 565-3402

May 28, 2025

Julie Periman
P.O. Box 26
Cortez Farmers Market
Cortez CO
cortezfarmmkt@gmail.com

RE: Temporary Use Permit – Cortez Farmers Market

Dear Julie,

The Community and Economic Development Department has reviewed your request for a Temporary Use Permit for the Cortez Farmers Market to be located at 601 North Mildred Rd (Children's Kiva Building) in the Open "O" zone. Farmers Markets are considered a temporary use in the zone, as long as you comply with all regulatory requirements. For your convenience, the most applicable provisions are listed below:

Farmer's Market Defined: A seasonal open-air market where local fresh fruits, produce, flowers, and value-added food products like jams, jellies, pickles, sauces, or baked goods, in addition to arts and craft items are sold directly to consumers. Farmers markets are intended to provide a venue for food producers and artisans to sell directly to consumers.

3.06.4E:

Use Standards

- a. Vendors are required to have a City Sales Tax License to sell at a farmers' market.
- b. A Temporary Use Permit shall be acquired for this use.
- c. The sale of second hand or any commercially produced goods is prohibited.
- d. Mobile vendors shall also be regulated as set forth in the Cortez City Code at Chapter 15, Article IX, Mobile Food Vendors Sections 15-66 thru 15-68.8 and all other applicable Cortez City Code Sections, now in effect or as may be amended from time to time with the exception that the use permit shall determine the time frame.

Additional Requirements

1. The Market may operate on Saturdays from June 7th – October 25, 2025.
2. Live Music is allowed from 8:00am – 11:30 am. State noise requirement (C.R.S. 25-12-103) shall be complied with at all times.
3. Hours will be 6:30 am – 1:00 pm inclusive of set-up/tear down.
4. Vendors will be restricted to the area shown on the attached map, not to exceed 54.
5. Fire/Emergency Vehicle Access: Please reserve a 20-foot space along the western vendor boundary for entry/exit of emergency vehicles. This line should be delineated in some way so it is clear that no one should be using this as an entrance/exit during the event (vendors may use that as entry/exit when setting up and tearing down).

Please let me know if you have any questions or concerns or I can otherwise be of help in any way.

Sincerely,



Rachael Marchbanks, Director
Community and Economic Development Department



City of Cortez
 Community & Economic Development Department
 Division of Planning & Building
 123 Roger Smith Avenue, Cortez

File Number: 14-97	Application/Permit
Number: LU 25-4	Date
Received: 5/7/25	Application
Received by: ce	

LAND USE APPLICATION

I. OVERVIEW

This form provides the basic information about a project proposal. This application form is only one of the items required for a complete project submittal. It is the responsibility of the applicant to clearly demonstrate through narrative, visual representations, and other materials are submitted. It is also the responsibility of the applicant to clearly demonstrate through narrative, visual representations, and other materials that the proposed activity complies with the City of Cortez Land Use Code. Incomplete or substandard applications may cause delays. All applications shall include digital files as well as hard copy unless otherwise determined by staff.

II. PROJECT TYPE (select 1 or more):

- | | | |
|--|--|--|
| <input type="checkbox"/> Administrative Adjustment (6.03.20) | <input type="checkbox"/> Annexation (6.03.17 CC) | <input type="checkbox"/> Appeal (6.03.18) |
| <input type="checkbox"/> Comprehensive Plan Amendment (6.03.4) | <input type="checkbox"/> Conditional Use Permit (6.03.13) | <input type="checkbox"/> Condominium Subdivision (6.03.9) |
| <input type="checkbox"/> Easement Vacation (6.03.11) | <input type="checkbox"/> Encroachment Permit (6.03.16) | <input type="checkbox"/> Final Plat (6.03.7) |
| <input type="checkbox"/> Formal Interpretation (6.03.1) | <input type="checkbox"/> LUC Text Amendment (6.03.2) | <input type="checkbox"/> Major Subdivision Plat (4.01.2) |
| <input type="checkbox"/> Major Subdivision Plat, Preliminary (6.03.6) | <input type="checkbox"/> Minor Subdivision Plat (6.03.8) | <input type="checkbox"/> Plat Amendment/Replat (6.03.10) |
| <input type="checkbox"/> Site Plan, Major (6.03.12) | <input type="checkbox"/> Site Plan, Minor (6.03.12) | <input type="checkbox"/> Planned Unit Development (3.05.1) |
| <input type="checkbox"/> Special Exception/Minor Deviation (3.01.2b + 5.01.2b) | <input checked="" type="checkbox"/> Temporary Use Permit (6.03.14) | <input type="checkbox"/> Variance (6.03.19) |
| <input type="checkbox"/> Variance, Subdivision (6.13.08) | <input type="checkbox"/> Zoning Map Amendment (6.03.3) | <input type="checkbox"/> Other: _____ |

III. CONTACT INFORMATION

PRIMARY CONTACT: Owner Applicant/Agent Other: _____

APPLICANT/AGENT	PROPERTY OWNER (if different than applicant)
Contact Name: Julie Periman	Owner's Name: Children's Kiva Building Corporation
Mailing Address: PO Box 26 % Cortez Farmers Market	Mailing Address: 601 North Mildred Road
Phone: 970-560-0534	Phone: 970-564-9377
Email: cortezfarmmkt@gmail.com	Email: headofschool@kivacharter.org and Rikylightfoot@hotmail.com



City of Cortez
 Community & Economic Development Department
 Division of Planning & Building
 123 Roger Smith Avenue, Cortez

LAND USE APPLICATION

IV. SITE/PROPERTY INFORMATION

Property Address: 601 North Mildred Road Parcel ID Number: 561126105002
 Current Zoning: Open District Proposed Zoning (if applicable): _____
 Current Use: Charter School Proposed Use (if applicable): _____

Legal Description: _____

Project Description:
 *add attachments as needed

Cortez Farmers Market. Vendors will sell their goods. The different items sold are produce, meats, baked goods, and homemade arts and crafts. Food trucks and ready made food will be available. Live music 8 - 11:30 am.

*Saturday
 June 7 to Oct 25*

V. ACKNOWLEDGMENT AND AUTHORIZATION

I hereby certify that I am the owner or the owner's duly authorized agent and have read and understand this application, and all City regulations that pertain to my project. I acknowledge that all information included in this application is accurate and true. I also acknowledge that by signing this agreement, City officials may enter my property for inspection and other official business related to this application. Where possible notice will be given to the applicant ahead of time. I also understand that if plumbing or electrical work is to be performed that I am required by Colorado State Law to employ the services of a licensed plumber and/or electrician if the property or residence is intended for resale, rental, or is a commercial structure. I understand that I am responsible for following all Federal laws, guidelines, and regulations, as well as those set forth by the State of Colorado and the City of Cortez.

Applicant Signature: Julie Periman Date: May 7, 2025
 Property Owner Signature (if different): Ricky Lightfoot Date: May 7, 2025

VI. DEPARTMENT USE ONLY

Fee Required: \$ 30⁰⁰ Date Paid: 5/7/2025 Receipt #: 536
 Application Accepted as Complete for Processing on: 5/7/2025
 Planning & Zoning Commission date: _____
 City Council date 1: _____ City Council date 2: _____



DEPARTMENT OF PLANNING & BUILDING
123 ROGER SMITH AVE, CORTEZ, CO 81321
PH. 970-565-3402 FAX 970-565-8172
24 HR. INSPECTION LINE: 970-564-4071

City of Cortez File Number: 14-000097	Temporary Permits LU25-000004
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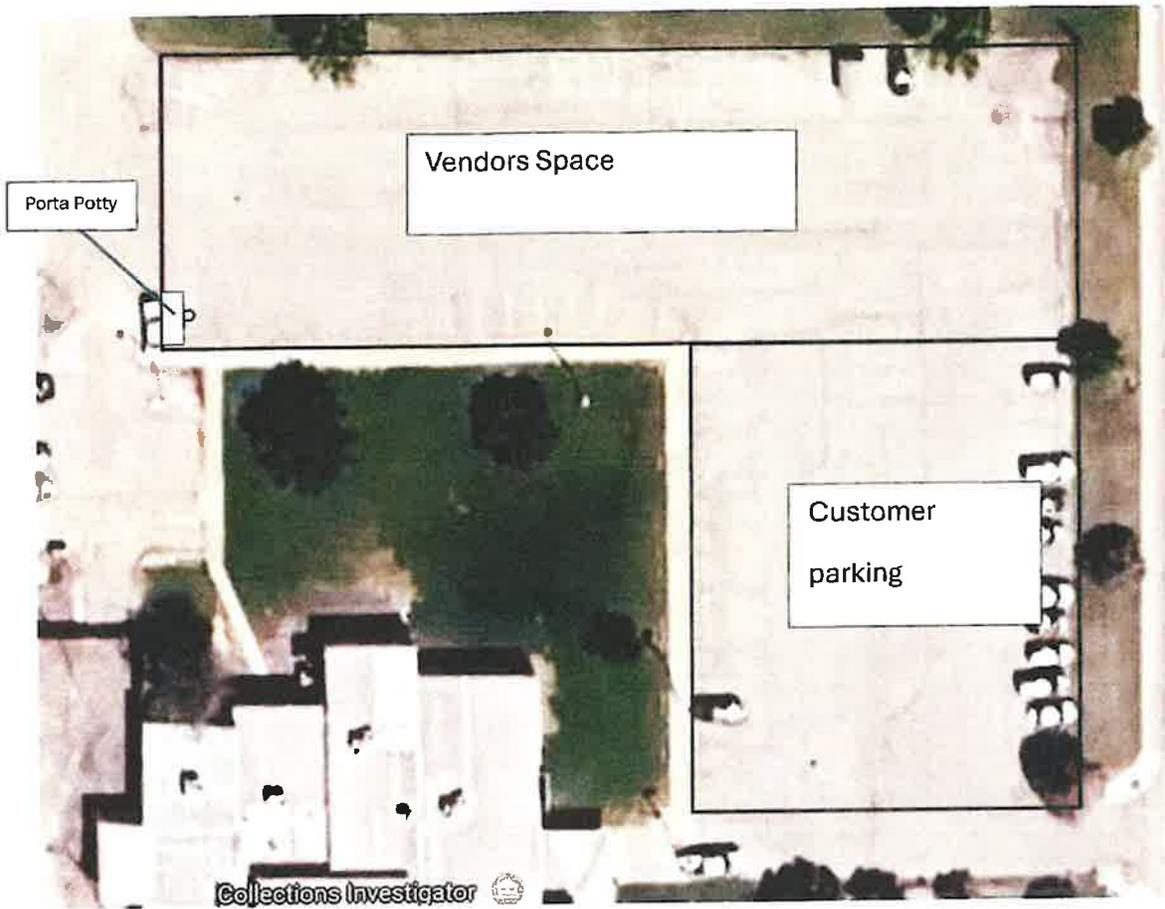
Project Address: 601 North MILDRED Road
Legal Description: S: 26 T: 36 R: 16 JUSTICE BUILDING ON TR E1/2E1/2NE1/4 B732 P725-29 B734 P644

Owner: Name: KIVA Charter School Phone:
Address: 601 N Mildred Rd
CORTEZ, CO 81321

Project Description: Farmers Market

Special Conditions: Note: This is a receipt only -- The Site Plan is subject to approval by the City of Cortez

Fees:		Payments:				
Description	Total Cost	Date	Type	Reference	Receipt ReceivedFrom	Amount
Temporary Permits Fee	30.00	05/07/2025	Credit	99	Julie Periman	30.00
Total:	30.00					
Total Paid:	30.00					
Balance Due:	0.00					



Vendors Space

Porta Potty

Customer parking



City of Cortez
Community and Economic Development Dept.
123 Roger Smith Ave.
Cortez, CO 81321
(970) 565-3402

July 28, 2025

Juan Jose Jimenez De La Cruz and Maria Christian Medina
Attn: Erin Johnson (Agent)
PO Box 2299
Dolores, CO 81323

Dear Juan and Maria:

The City of Cortez has approved your application for a Minor Subdivision Plat at 1309 Acoma Street creating two lots.

The next step to finalize the subdivision is to record the plat. Please have your surveyor review the condition below and prepare and sign a mylar version on the plat. Signatures will also be required of you (notarized), Cortez Public Works, Century Link, Empire Electric, Atmos Energy and Cortez Sanitation District. Once all signatures have been obtained, please bring the mylar to Cheryl Lindquist at City Hall. The City will obtain the remaining signatures and record the plat in the County Clerk and Records office. At that time, the new lots will be considered created and available for separate sale.

Conditions for your Minor Subdivision:

1. All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.

Minor Subdivision Plats must be recorded within 6 months of approval, or January 27, 2026. Thank you for your time and consideration in this matter and we look forward to working with you. If you have any questions, please contact me.

Sincerely,

Jason Armstrong
Cortez City Planner

MINOR SUBDIVISIONS
(Land Use Code Section 6.11)

APPLICANT: Juan Jose Jimenez De La Cruz and Maria Christina Medina

MAILING ADDRESS: PO Box 2299, Dolores, CO 81323

PHONE: 503-490-3583 FAX: _____

PROPERTY ADDRESS: 1309 Acoma Street, Cortez, CO

PROPERTY FOR: 2 Lot Minor Subdivision

Submittal Requirements:

- Letter of petition requesting approval
- Agent Authorization Statement if applicable
- Title certificate from a licensed title company or attorney listing:
 - The name of the property owner(s)
 - All liens
 - All easements and judgments of record affecting the subject property
- Copies of proposed Plat:
 - Boundary lines, bearings and distances
 - Adjacent subdivisions and property owners indicating existing streets, alleys, and other features
 - Intersecting streets
 - Scale, north point, date, and other pertinent data
 - Proposed blocks, lots and parks – including easements and alleys
 - Any recorded easements or easements to be dedicated on the plat.
 - 5' intervals of topographic contours
 - All easements or ROW's necessary for drainage
 - Wetlands
 - Subdivision title Amended Plat of Lots 25, 26, 27 and 28 of Block 3 of the Cornett Heights Addition to the City of Cortez, State of Colorado _____
- Land planner or engineer Erin Johnson _____ Phone #: 303-588-2695 _____
- Name and addresses of the owner(s)
- Dedicated parks, playgrounds and other public uses
- Property owner's name, address, and telephone number
- A proposed preliminary layout of sanitary sewer and water lines
- Drainage report/statement
- Draft of any protective covenants
- Vicinity map
- Tax Certificates for current year
- Narrative- Proposed Land Uses
- Verification Mineral Estate requirements have been met (C.R.S. 10-11-123, 24-65.5-101-106) Provide a statement that mineral owners have been notified of the proposal.
- Filing fee \$400.00 minimum (determined by property size)

Staff Use:
City Council Date(s): _____
Resolutions/Ordinances: _____
Action of City Council: _____
Recorded Date: _____ Book/page: _____
J:\PWADMIN\FORMS\PLANNING CKLIST\Minor Sub WS.doc

Erin Johnson
Attorney at Law, L.L.C.
9 S. Glasgow Avenue, POB 189
Rico, Colorado 81332
303-588-2695
erin@fone.net

June 24, 2025

City of Cortez
Planning and Zoning Division
123 Roger Smith Ave
Cortez, CO 81321

RE: Jimenez Minor Subdivision Application

Dear Planning Division,

I am representing Juan Jose Jimenez De La Cruz and Maria Christina Medina in their Minor Subdivision application for their property located at 1309 Acoma Street in Cortez. I will be the major point of contact for the application and review process. An agent authorization statement is attached.

The property owners are Juan Jose Jimenez De La Cruz and Maria Christina Medina, PO Box 2299, Dolores, CO 81323. There is one mortgage on the property with the Dolores State Bank. The bank is aware of the subdivision application and does not object to the subdivision of the property. A letter from the bank regarding the mortgage will be provided as part of the application.

Please find attached a preliminary "Amended Plat of Lots 25, 26, 27 and 28 of Block 3 of the Cornett Heights Addition to the City of Cortez, State of Colorado" that meets all of the requirements of the City of Cortez Land Use Code for Minor Subdivision applications.

All easements, including drainage, associated with the Cornett Heights Subdivision pertaining to the property are of public record.

Public uses for the Cornett Heights Subdivision are already established and on file in public records.

There will be no protective covenants for this minor subdivision.

A current tax certificate is submitted with this application.

There are no judgments of record affecting the subject property.

There is no evidence of mineral right ownership that is separate from the surface owner.

There is an existing single family residence on the property. The minor subdivision will create an additional lot for a new residence to be constructed to City of Cortez standards and

specifications. Because of the location of the existing house, the division line jogs to meet the setback requirement in the area of the existing house. Otherwise no variances or modifications of applicable standards is needed.

The City of Cortez utility infrastructure (water, sewer, trash, drainage) is in place except for the service lines for the new residence. The existing infrastructure can accommodate the one new residence and allowed appurtenances. Utilities and services provided by others (telecommunications, gas, etc.) are readily available.

We believe that this application meets all of the approval criteria included in Section 6.03.8 F of the City of Cortez Land Use Code. We request approval of this minor subdivision application without delay. Please let me know if you need any additional information.

Sincerely,



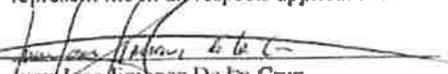
Erin Johnson

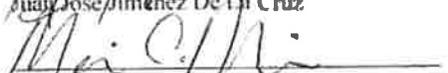
Date: June 17, 2025

To: Cortez Planning Department

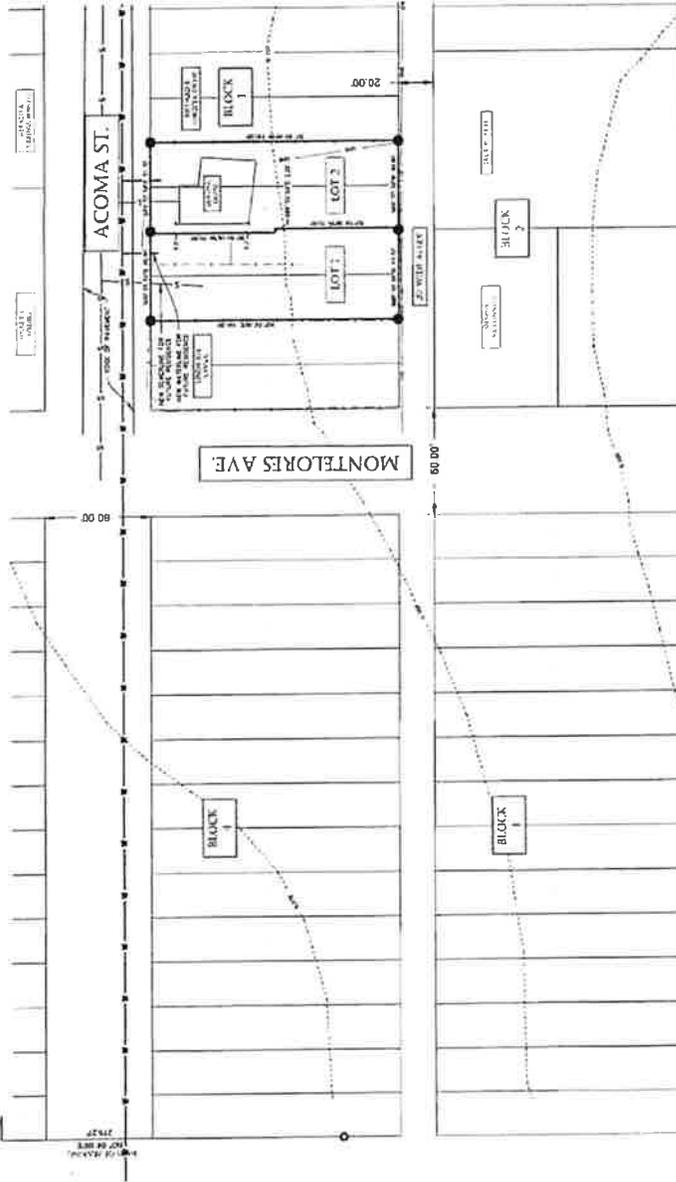
This letter will serve as my permission for Erin Johnson Attorney at Law LLC to represent us on a 2 Lot Minor Subdivision in the City of Cortez.

Our property is located 1309 Acoma Street, Cortez, CO. My assigned agent may represent me in all respects applicable to this request.


Juan Jose Jimenez De La Cruz


Maria Cristina Medina

AMENDED PLAT OF LOTS 25, 26, 27 AND 28 OF BLOCK 3 OF THE CORNETT HEIGHTS ADDITION TO THE CITY OF CORTEZ, STATE OF COLORADO



LOCATION OF PLAT

CITY ENGINEER'S APPROVAL

No objections were made hereunto, and the plat is hereby approved for filing in the office of the County Clerk, and for recording in the office of the County Recorder, and for publication in the official newspaper of the County of La Plata, State of Colorado, on this _____ day of _____, 2025.

 City Engineer

 City of Cortez

CITY OF CORTAZ APPROVAL

This plat is hereby approved for filing in the office of the County Clerk, and for recording in the office of the County Recorder, and for publication in the official newspaper of the County of La Plata, State of Colorado, on this _____ day of _____, 2025.

 City of Cortez

STATEMENT OF DAMAGES

No damages were claimed by any person or party in connection with the filing of this plat, and no damages were claimed by any person or party in connection with the recording of this plat.

 State of Damages

PROPERTY OWNERS

The following are the names of the owners of the property shown on this plat, and they are hereby acknowledged as such by them or their duly authorized agents.

 Property Owners

LEGEND

1. Lot lines
 2. Plat boundaries
 3. Easements
 4. Survey lines
 5. Section lines

STATE OF COLORADO

This plat is hereby approved for filing in the office of the County Clerk, and for recording in the office of the County Recorder, and for publication in the official newspaper of the County of La Plata, State of Colorado, on this _____ day of _____, 2025.

 State of Colorado

PLAT NOTES

1. According to the terms of the plat of record, the plat is hereby approved for filing in the office of the County Clerk, and for recording in the office of the County Recorder, and for publication in the official newspaper of the County of La Plata, State of Colorado, on this _____ day of _____, 2025.

 Plat Notes

MONTELORES SURVEYING AND MAPPING

1234 Main Street
 Cortez, Colorado 81301
 Phone: (970) 555-1234
 Email: info@montelores.com

 Montelores Surveying and Mapping

AMENDED PLAT OF LOTS 25, 26, 27 AND 28 OF BLOCK 3 OF THE CORNETT HEIGHTS ADDITION TO THE CITY OF CORTEZ, COLORADO

DATE OF RECORDING: _____
 COUNTY OF LA PLATA, COLORADO

 Date of Recording

 County of La Plata

 State of Colorado

MONTEZUMA COUNTY TREASURER

CERTIFICATE OF TAXES DUE

Account Number R008076

Certificate Number 25232

Parcel 561124313005

Order Number

Assessed To

Vendor ID Counter

JIMENEZ DE LA CRUZ, JUAN JOSE &
PO BOX 2299
DOLORES, CO 81323

Legal Description

Situs Address

Subdivision: CORNETT HEIGHTS SUB Lot: 25-28 Block: 3 B511 P742 B475 P845 B572 P995 B712 P492 B728 P883-86 1309 ACOMA ST CORTEZ

Year	Tax	Interest	Fees	Payments	Balance
Tax Charge					
2024	\$467.12	\$0.00	\$0.00	(\$467.12)	\$0.00
Total Tax Charge					\$0.00
Grand Total Due as of 06/19/2025					\$0.00

Tax Billed at 2024 Rates for Tax Area 11001 - DISTRICT 11001

Authority	Mill Levy	Amount	Values	Actual	Assessed
MONTEZUMA COUNTY ROAD AND B	1.3080000	\$10.01	SINGLE FAMILY RESIDENTIAL	\$41,387	\$2,770
CITY OF CORTEZ R/B	1.3080000	\$10.01	SINGLE FAM.RES-IMPROVEMENTS	\$72,807	\$4,880
RE-1 CORTEZ	26.7760000	\$204.84			
CITY OF CORTEZ	1.2449500*	\$9.52	Total	\$114,194	\$7,650
MONTEZUMA COUNTY HOSPITAL D	0.7445000	\$5.70			
MTZ-DOLORES CTY METRO REC D	0.7770000	\$5.94			
CORTEZ CEMETERY	0.3510000	\$2.69			
DWCD	0.4830000	\$3.70			
DWCD BOND/DEBT	1.7388000	\$13.30			
SOUTHWEST WATER CONSERVATIO	0.3800000*	\$2.91			
MOSQUITO DISTRICT	0.3690000	\$2.82			
CORTEZ FIRE DISTRICT	6.7621000	\$51.73			
CORTEZ FIRE ADDITIONAL LEVY	4.5081000	\$34.49			
MONTEZUMA-CORTEZ RE 1 BOND	2.6710000	\$20.43			
MONTEZUMA COUNTY GENERAL FU	10.5880000	\$81.00			
MONTEZUMA COUNTY SOCIAL SVC	1.0500000	\$8.03			
Taxes Billed 2024	61.0594500	\$467.12			

* Credit Levy

All Tax Lien Sale amounts are subject to change due to endorsement of current taxes by the lienholder or to advertising and distraint warrant fees. Changes may occur and the Treasurer's office will need to be contacted prior to remittance after the following dates:

Personal property and Mobile homes - September 1st, Real property - September 1.

TAX LIEN SALE REDEMPTION AMOUNTS MUST BE PAID BY CASH OR CASHIERS CHECK.

Special taxing districts and the boundaries of such districts may be on file with the Board of County Commissioners, the County Clerk, or the County Assessor.

This certificate does not include land or improvements assessed under a separate account number, personal property taxes, transfer tax or misc. tax collected on behalf of other entities, special or local improvement district assessments or mobile homes, unless specifically mentioned.

I, the undersigned, do hereby certify that the entire amount of taxes due upon the above described parcels of real property and all outstanding sales for unpaid taxes as shown by the records in my office from which the same may still be redeemed with the amount required for redemption are as noted herein. In witness whereof, I have hereunto set my hand and seal.

**MONTEZUMA COUNTY TREASURER
CERTIFICATE OF TAXES DUE**

Ellen Black



TREASURER, MONTEZUMA COUNTY, Ellen Black.

140 W Main Street, Suite 2

Cortez, CO 81321

Montezuma County Property Detail Map



2/9/2025, 11:20:17 AM

Public Lands & BIA Land

BIA
BLM

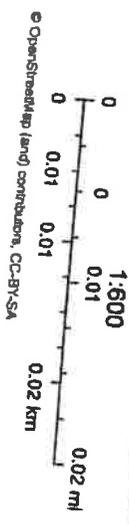
CANM
CO State

NPS
USFS
Other (USBR)
Irrigation Canals

Rivers
Water Bodies

Parks
Trails

Hiking / Pedestrian



Department of State HIS; NOAA National Centers for Environmental Information; Data refreshed April, 2024 | Vector Imagery | NAD83 Program | Source: Esri, Maxar, Earthstar, Geographic, IGN, and the GIS User Community | Copyright © 2013 National Geographic Society. All rights reserved.



City of Cortez
Community and Economic Development Dept.
123 Roger Smith Ave.
Cortez, CO 81321
(970) 565-3402

July 28, 2025

PLANNER MEMO

FROM: Jason Armstrong, City Planner

SUBJECT: Application for a Minor Subdivision plat for a two-lot subdivision located at 1309 Acoma Street, Cortez CO

APPLICANT: Erin Johnson (Agent)

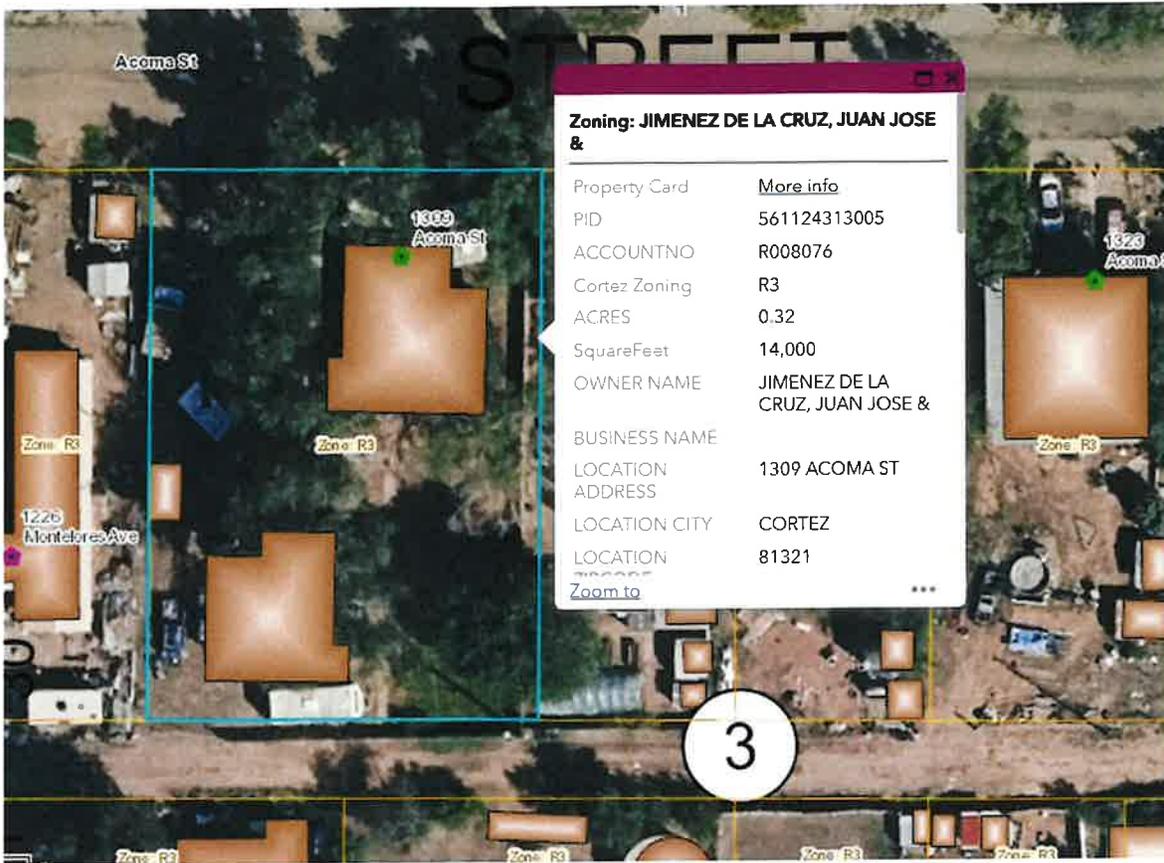
OWNERS: Juan Jose Jimenez De La Cruz and Maria Christian Medina

BACKGROUND

The owners of 1309 Acoma Street have submitted an application for a two-lot minor subdivision by consolidation of lots 25, 26, 27 and 28 of the Cornett Heights Addition. The applicant plans to consolidate the four lots into two lots, selling the parcel to the west (Lot 1) for future development. Proposed property lines are drawn to avoid non-conformance with the interior side setbacks for the existing principal structure on Lot 2. The Parcels are bounded on all sides by properties zoned R-1. The accessory structure in the southwest corner of the property has been removed.

Minor Subdivisions include all divisions of land into 4 lots or less as well as lot line adjustments and plat amendments so long as:

1. No new streets, roads, extensions or access easements need to be widened, dedicated or developed.
2. No utilities, other than individual service lines, need to be extended to serve the parcel and the necessary utilities are in place immediately adjacent to the parcel.
3. The resulting lots are in compliance with all zoning provisions of this code, including lot and block standards, setbacks, and uses.
4. These procedures may be utilized only one (1) time for each parcel of land.
5. Any further subdivision shall be classified as Major.



DEVELOPMENT STANDARDS

STANDARD	R-1 ZONE REQ.	NOTES/REMARKS	SUBSTANTIAL COMPLIANCE
BULK STANDARDS			
Lot Size	6000sf	6846 sf	Y
Lot Width	50'	50.5' average	Y
Front Setback for Existing House	15'	25'	Y
Rear Setback	7'	84'	Y
Side Interior Setback	5'	5.1'	Y
Side Street Setback	15'	N/A	NA
Lot Coverage	60%	1091 sf (18%)	Y

ISSUES

Approval Criteria (6.03.08 Minor Subdivision: Recommendations and approval decisions on Minor Subdivision applications shall adhere to the following approval criteria:

1. The Minor Subdivision is consistent with the Comprehensive Plan and other adopted City plans.
 - **Planner comments: this project is in substantial compliance with Goal 5.4 by expanding infill and rehabilitation opportunities within the city limits.**
2. The Minor Subdivision is consistent with and complies with the requirements specific zone district in which it is located, including buildable lots that meet the minimum dimensional standards such as lot size, setbacks, and frontage;
 - **Planner comments: Substantial compliance found. This project does not create or increase an existing non-conformity with the code.**
3. The project provides a layout of lots, streets, blocks, driveways that conform to the requirements of Chapter 5 of this Code and per the Master Street Plan.
 - **Planner comments: No changes to streets, roads, extensions or access easements are proposed as part of this application.**
4. The project proposes adequate provision of utilities, drainage, right-of-way and other public facilities required for the proposed development and the extension of future anticipated public infrastructure.
 - **Planner comments: Utilities are available or can be made available for future development of Lot 1. No concerns we identified by Public Works or utility providers. All easements, including drainage, associated with the Cornett Heights Subdivision are established in public records. Deliciated easements for all public utilities are granted to the new lot. Perpetual right to ingress/egress for maintenance are granted.**
5. Traffic impacts have been studied and mitigated;
 - **Planner comments: no additional traffic impacts are expected**
6. The project illustrates that adequate drainage and erosion control methods that conform to the requirements of Sections 4.05 and 4.07; and
 - **Planner comments: Statement of drainage was provided on plat. Acoma street is paved and complies with current street design standards. New development applications may require a Drainage Study.**

7. The project preserves, protects, integrates, or mitigates impacts to any identified sensitive or hazardous natural features associated with the site.

- **Planner comments: No sensitive or hazardous natural features exist.**

AGENCY REVIEW

- Cortez Sanitation, Rusty Burress: *We see no issue with the request. They will need to purchase a PIF (plant investment fee) for the separate sewer tap.*
- City Engineer: no comment
- Director of Public Works: no comment
- GIS Coordinator: no comment
- Building Inspector: no comment
- Acting Chief of Police: no comment
- Empire Electric: no comment
- Atmos Energy: no comment
- Qwest CenturyLink: no comment
- Cortez Fire Protection District: no comment
- Water Superintendent: no comment
- Director of General Services: no comment
- Atmos Energy: no comment

COMMON PROCEDURES

All Minor Subdivision Plat applications shall follow the Common Application Procedures in Section 6.02 with approval authority per Table 6.1.

6.02.7 Administrative Approval:

C. Procedure.

1. The Zoning Administrator shall approve, deny, or approve the application with conditions as appropriate following determination that the following criteria and any criteria of the specific application type, are met based on the evidence submitted with the application, comments from referral agencies, information on file with the City, and any required approvals from other decision-making bodies:

- a. The application complies with all applicable provisions of this Code and other City regulations, as modified by any previously administrative adjustments or variances;
- b. The application is consistent with any previous approvals and agreements related to the property; and

- c. The property is not subject to provisions of a Development Agreement, which were required to be performed before the date of the subject application remains unsatisfied

RECOMMENDATION

Staff recommends approval with no conditions. All future proposed development on Lot 1 will require building permits and will comply with the adopted City of Cortez land use and building codes.