***CITY COUNCIL WORK SESSION***
***Monday, February 2, 2026 - 10:00 AM***
***City Council Chambers, Elks Civic Building - 107 S. Cascade Ave.***

Public participation for this meeting will be in person in the City Council Chambers. The meeting can be viewed online via livestream and video recordings of the meetings can be viewed on our YouTube page.

Hearing assistance devices are available for public use. Please let us know if you need accommodation. The City also offers interpretation for Spanish speakers. Schedule time to book this resource, by emailing the City at least 3 days before the meeting.

1) **DISCUSSION ITEMS**

A) Ratification of Bear Creek Emergency Drainage Maintenance Expenditures (20 minutes)
*Staff: City Engineer Scott Murphy*

B) Ogden Road Sidewalk Extension Expense Authorization (10 minutes)
*Staff: City Engineer Scott Murphy*

C) Programmatic Closeout for Volunteers of America Rendezvous CDBG Grant and Sunshine Peak CDBG Grant (10 minutes)
*Staff: Community Development Director Jace Hochwalt*

D) Update to Title 11 of Montrose Municipal Code (Land Development Regulations) Specific to Unhoused Shelter Uses (20 minutes)
*Staff: Community Development Director Jace Hochwalt*

E) Fire Hydrant Painting Contract Extension (10 minutes)
*Staff: Utilities Director David Bries*

2) **GENERAL CITY COUNCIL DISCUSSION**

3) **STAFF COMMENTS**

**Please note that the times listed are estimates only. Actual times may vary depending upon discussion and public comment received.*

# EMERGENCY EXPENDITURE AUTHORIZATION

**TO:** William Bell, *City Manager*
**FROM:** Scott Murphy, *City Engineer*
**DATE:** January 15, 2026
**RE:** Bear Creek Drainage Emergency Expenditure Authorization
**CC:** Ann Morgenthaler, Jim Scheid, Nik Pridy, Shani Wittenberg

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**Issues Observed**

The City of Montrose public works and utility departments started receiving calls from HOA representatives and numerous residents of the Bear Creek subdivision in the summer of 2025 asking for guidance/assistance with one of their HOA-owned detention ponds failing to drain. The pond of concern was located on Animas Street at the location shown in the site map included as Attachment A with photographs available at https://tinyurl.com/BearCreekUnderdrain As a private detention pond, the City directed the HOA towards potential jetting contractors in hopes that jetting of the pond's outlet piping may resolve the issue and allow it to drain. The HOA proceeded to jet the outlet lines and draw the pond down using pumps but this generally did not result in any changes to the pond level; after pumping it was even reported that the pond would refill from the bottom up with water coming into the outlet line.

In addition to the pond issue, the City also received calls about a suspected waterline leak along the western end of Animas Street where water could be observed surfacing in numerous locations and within several residential lots alongside the right of way. The largest of these was a seep running over the sidewalk alongside a fire hydrant as shown on the site map and in the project photographs. Although the water distribution system within the Bear Creek Subdivision is not the City's (service to all of Bear Creek is provided by Tri County Water), the City tried to assist by coordinating with Tri County water and taking chlorine measurements to help ascertain where the water may be originating. The City did observe trace amounts of chlorine in several measurements and Tri County performed some pressure testing of their system; however, to date, Tri County has not been able to locate or determine if a leak exists.

**Drainage System within Initial Filings of Bear Creek**

The following is a summary of the Bear Creek drainage system utilized for the initial filings of the Bear Creek Subdivision (Filings 1 through 3) as understood by the City of Montrose. This information is based on our study of development reviews, construction drawings, field observations, personal communications, and correspondence within the City's subdivision records.

Initial filings for the Bear Creek subdivision developed its southern end in the early 2000's (final plats in 2004 and 2005). The drainage system for these filings relied on five detention ponds dispersed throughout the area. Detention ponds are designed to collect stormwater runoff and release it slowly in order to reduce flooding potential and lower the sediment load within the runoff as required by City codes and the Colorado Department of Public Health and Environment's MS4 stormwater regulations.

Based on correspondence within the project files, it is our understanding that the stormwater ponds within the neighborhood were initially designed as infiltration ponds without any plans for an outlet structure or drainage piping. As the design progressed towards completion, it appears that the developer/developer's design team realized these were unlikely to function as desired given the abundance of poor-draining clayey soils present within the project area. In response to this and before

going to construction, the design was modified to include outlet piping on all ponds. The updated design also included a perforated underdrain pipe paralleling all sanitary sewer piping within the subdivision that the ponds were intended to drain into. Exact routing and outfall locations of this underdrain system were not depicted on the developer's subdivision plans; these plans only show the underdrain pipe on a single cross section. No additional detail or pipe routing locations are shown on the plans and no known documentation of the piping occurred during construction in 2004/05. It should be noted that this is typical of a private underdrain system; the City typically does not inspect, document, or formally accept private infrastructure.

The underdrain system for the initial phases was prone to failure and would be considered poor practice for the following reasons:

- The underdrain pipe was not properly sized to handle the flow and the sediment load it would be expected to experience.
- The pipe generally runs at the same slope as the sanitary sewer (including inverted or flattened segments at utility crossings) which limits the system in its ability to clear accumulated sediment within the pipes.
- The detention pond outlets run the length of each pond's bottom, increasing sediment load into the system. This is in contrast to a typical detention pond outlet structure which places the outlet slightly above the pond bottom, giving room to settle out sediment before entering into the outlet pipe.
- The underdrain piping locations were not documented and service access points (manholes or cleanouts) were not installed on the system, limiting the ability to perform routine maintenance when needed.
- An underdrain system co-located with a sanitary sewer line creates the potential for cross contamination between the stormwater and sanitary sewer systems and can make leak detection nearly impossible (water or sewer leaks can travel thousands of feet through the system and away from the source instead of staying contained or surfacing near their point of origination).

Most ponds from initial phases of the Bear Creek subdivision have experienced failure-to-drain issues over the past two decades. Through these events, the City has generally not intervened to remedy the issues since the ponds are not City infrastructure. Per the plat notes and in line with standard subdivision practice, neighborhood detention ponds are owned and maintained by the HOA. In the case of Bear Creek, the City has held the stance that maintenance of the pond also extends to the underdrain piping that the ponds connect to/rely on as these lines are integral to performance of the system and only serve the Bear Creek ponds (no other public infrastructure or drainage is reliant on the underdrain system). Up until this 2025 event, the HOA had generally been able to restore drainage to their ponds during these failure events through jetting of their outlet lines and/or modification of their pond's discharge points.

**Drainage System within Modern Filings of Bear Creek**

Per the City's subdivision regulations, any portions of a preliminary plat that have not been final platted within five years of the preliminary plat's council approval expire and need to be renewed with the City. After constructing Filings 1 through 3 of Bear Creek, the developer allowed the preliminary plat to expire and infrastructure construction within the neighborhood was paused during The Great Recession.

The developer's first post-recession preliminary plat renewal occurred in 2015. At this point, the City was aware of the pond and underdrain issues being experienced within neighborhood and asked the

developer to modify the design of their system going forward. In response to this, the developer redesigned the remainder of the neighborhood to eliminate the underdrain system and rely on a dedicated standalone stormwater drainage system, not co-located with the sanitary sewer. All ponds and filings (Filings 4 through 9) completed since 2015 have been constructed in accordance with this updated design and the City is not aware of any major issues being experienced within the modern portions of the system.

**Engineering Investigation**

When initial response efforts[1] to resolve the standing pond water and Animas Street seepage did not resolve the issues and given the associated threat to City infrastructure (see below), the City's Engineering department was called in to assist in the investigation and evaluation of potential solutions. The engineering team worked to understand the problem further by performing a field walk of the site, surveys of water levels, routine measurements of pond level and seepage flow rates, routine chlorine measurements of seepage and pond water, correlations between irrigation system activity /water levels, as well as holding several meetings with the neighborhood HOA, Tri County Water, and the neighborhood's original developer.

Following this investigative work, the Engineering team concluded the following:

1. Flow capacity of the underdrain system was hindered towards the western end of Animas Street. With the flow rate out of the system hindered; flows into the system were building up behind the hindered reach and had risen to the level of the Animas pond and street seep areas. This represents a buildup of approximately 8 to 12 vertical feet of groundwater within the area.
2. No maintenance access points or daylights of the underdrain system were found during the initial investigation.
3. It could not be ascertained with certainty if the water attempting to run through the underdrain system was typical (routine groundwater), atypical "new" water (leak from a municipal water system, irrigation leak, new irrigation ditch interconnection, etc), or a combination of both. Chlorine was measured at trace levels during most of the City's measurements; however, this does not definitively point to a water leak nor does it definitively rule it out as natural sources of minerals can elevate chlorine measurements. It should be noted however that a leak from an irrigation system appears unlikely as water levels and seepage rates did not change once irrigation systems were shut down for the season.
4. If left unaddressed, the elevated groundwater levels beneath Animas Street represented a threat to the structural integrity of the roadway section, surrounding utilities, and created the potential for heavy icing in winter months where seep areas were running into the street and sidewalk areas.

Given the threat posed by the elevated groundwater levels and impending cold weather capable of producing icing conditions, the City's engineering department recommended emergency action be taken to restore (improve) flow on the underdrain system and, in turn, lower the groundwater levels below Animas Street. It was also felt that lowering of the groundwater level below Animas Street would have the secondary benefit of lowering water levels in the Animas pond and within the lots abutting Animas Street.

[1] HOA jetting of the pond outlet, HOA pumping of the pond, and Tri County's leak investigations

Following engineering's conclusions and recommendations, the City Manager's office gave the verbal authorization to proceed with emergency maintenance activities on November 19, 2025.

**Emergency Actions and Summary of Findings**

The City hired Haynes Excavation (Montrose, CO) to perform the emergency maintenance and investigation work on the Bear Creek underdrain system. Haynes was selected as one of two Montrose contractors with a Vactor truck, based on their availability to perform the work, and given their track record of successful work with the City in areas with limited access or on private property where restoration is critical.

The primary goals of the emergency project were as follows:

1. Find the underdrain pipe location near the western end of Animas.
2. Cut into the underdrain pipe to determine flow conditions, create an access point for jetting, camera the line, and trace/document the line's location/condition.
3. Repair any major blockages or issues on the underdrain line that may be limiting the system's ability to drain.
4. Add access ports for future jetting/maintenance in any locations where the pipeline was exposed for the emergency work.

Given that the contractor's scope of work would be dependent on what was found during the investigation phases of the project, the contractor was hired on a time-and-materials basis for this work.

The following is a summary of actions taken and findings from each work area (see Attachment A Site Map). Photographs from each work area are also included at https://tinyurl.com/BearCreekUnderdrain

1. **Area 1: 6530/Lilac.** Given the favorable accessibility, the northeastern corner of 6530 and Lilac Roads was selected as the first area to access the underdrain system. Hydro-excavations extended down to the sanitary sewer in this area and then found the underdrain system located immediately alongside the sewer. The underdrain pipe in this location consisted of 6" SDR35 PVC pipe with round perforations along the underside. When the pipe was cut into, some flow was observed coming down the pipe but most was bypassing the pipe itself and running through the gravel pack surrounding the pipe. The underdrain was jetted both directions from the access point but could not get past a blockage approximately 135 feet upstream of the work area. Jetting/tracing efforts downstream extended approximately 300 feet downstream but did not provide any indications of where the line may daylight to. Jetting brought back numerous root masses, gravels, and rocks up to 3 inches in diameter. Upon completion of the project, this area was backfilled and finished as a two-way cleanout.
2. **Area 2: Center of Western Animas Cul-De-Sac.** The second access point was selected alongside the Animas cul-de-sac's sanitary sewer manhole with the hopes of finding the junction of three legs in the underdrain system. Finding this junction would allow jetting to be performed in all directions and to see if the blockage encountered from the Area 1 access point could be cleared from the upstream side. A significantly higher amount of groundwater was encountered in this excavation. This made excavation slow as the Vactor truck would quickly fill up with water while working to remove soils and gain access to the underdrain line. When the underdrain was not readily found (though suspected to be present) alongside the sanitary sewer in this area, the decision was made to backfill this excavation with a sump well that would allow for groundwater

pumping to facilitate better excavation conditions for Area 3 to be located approximately 25 feet downstream.

3. **Area 3: Face of Animas Sidewalk.** With the pumps running and intercepting the majority of groundwater immediately upstream at Area 2, the underdrain line was found at Area 3 and cut into. The underdrain pipe was the same as encountered in Area 1. From here, the same blockage was encountered downstream of the access point and could not be cleared. Given the abundance of groundwater encountered upstream of the blockage area, it was suspected the blockage was major and worth exposing/repairing at Area 4. Jetting/tracing from both directions also allowed the location of the blockage to be accurately mapped and jetting produced similar gravels as Area 1. From Area 3, the line could also be jetted upstream to the suspected Area 2 junction and camera footage revealed a transition to slit-perforated HDPE coil pipe[2] at this location. Upon completion of the project, Area 3 was backfilled and finished as a two-way cleanout.
4. **Area 4: Blockage Area at 1204 Animas Street's Sideyard.** With the blockage area's location known, the last work area focused on exposing and repairing the underdrain pipe in this location. The pipe was situated immediately beneath several power and communication utilities; accessing the line in this location required the use of custom shoring and took several days to complete. Once access to the underdrain was obtained, it was discovered that approximately four feet of underdrain pipe was missing from this area and the two pipes that were present were horizontally offset from each other. In lieu of a pipe in this reach, it appears the line was constructed with gravel backfill only, forcing the pipe's water to run through the gravel and limiting the pipe's ability to clear accumulated sediment. The two reaches of underdrain pipe were connected using two 11.25° elbows and the area was backfilled/restored. It is not known why this reach was skipped during its initial construction, especially considering the sanitary sewer is continuous immediately alongside the missing reach of the underdrain and would have been constructed in the same open trench.

Work within Area 1 started on December 12, 2025. As jetting and pumping work progressed, the Animas Pond and groundwater levels beneath the street started to drop. By December 19th, the pond had drained and roadway seeps were drastically reduced. With work in Area 4 completed by December 31st, flow within the underdrain pipe increased significantly to near-full pipe and groundwater levels continued to drop, eventually dropping without any supplemental pumping to a level near the underdrain pipe elevation.

With known major blockages cleared and groundwater levels dropping, the City considered the situation stable and did not perform any additional emergency investigation or maintenance activities after completion of work at Area 4. All restoration work was complete and the contractor demobilized from the site on January 5, 2026.

On January 13, 2026 City of Montrose utility staff performed a dye tracing investigation of the underdrain system with the goal of determining if the underdrain was interconnected with the City's sanitary sewer system or if its daylight could be found. Biodegradable dye was added near Lilac/6530 and crews were deployed throughout areas downstream of this injection point. From this investigation, it was discovered

[2] It is not known if the underdrain fully transitions to the coil pipe in this location or if this was used when constructing the system to lay past vertical conflicts with the adjacent sanitary sewer system. In any case, the City did not do any jetting beyond this point as this coil pipe is thin walled and not likely to withstand the jetting pressures.

that the Bear Creek undrain line runs into irrigation pond overflow lines within the Cimarron Creek neighborhood towards the southwest and ultimately into a drainage ditch within that neighborhood. The observed routing is included as Attachment B.

**Project Financials and Council Action**

Haynes Excavation's time-and-materials costs on the project totaled $107,539. However, as they often do on City projects, they offered a discount off their standard rates to reduce the project cost to $99,950. This is an unbudgeted emergency project and will be funded through the stormwater contracted services line using available unexpended general fund balance. The majority of expenditures were incurred in 2025 and, as a result, will come out of the 2025 supplemental budget.

As an emergency project, the work was authorized by the City Manager; however, because the final cost exceeds $50k, these expenditures include a follow-up ratification by City Council.

**Future Actions**

Although the emergency project discussed herein was successful in lowering groundwater levels below west Animas Street, the jetting and investigation work was limited to a relatively small fraction of the overall underdrain system at its lower end. Over a mile of system is suspected to exist to serve Filings 1 through 3 of Bear Creek and the location/condition of remaining portions of this system remain unknown. It is still also unknown if leaks from external sources are contributing excess flow into the underdrain system.

The City's Engineering department will continue taking water level and chlorine measurements from the Area 3 underdrain cleanout on a weekly basis for the next several months and then monthly thereafter. This work is being performed to ensure groundwater levels remain below acceptable levels and to provide chlorine concentration data to Tri County for use in their assessment of the potential for leaks on their water distribution network.

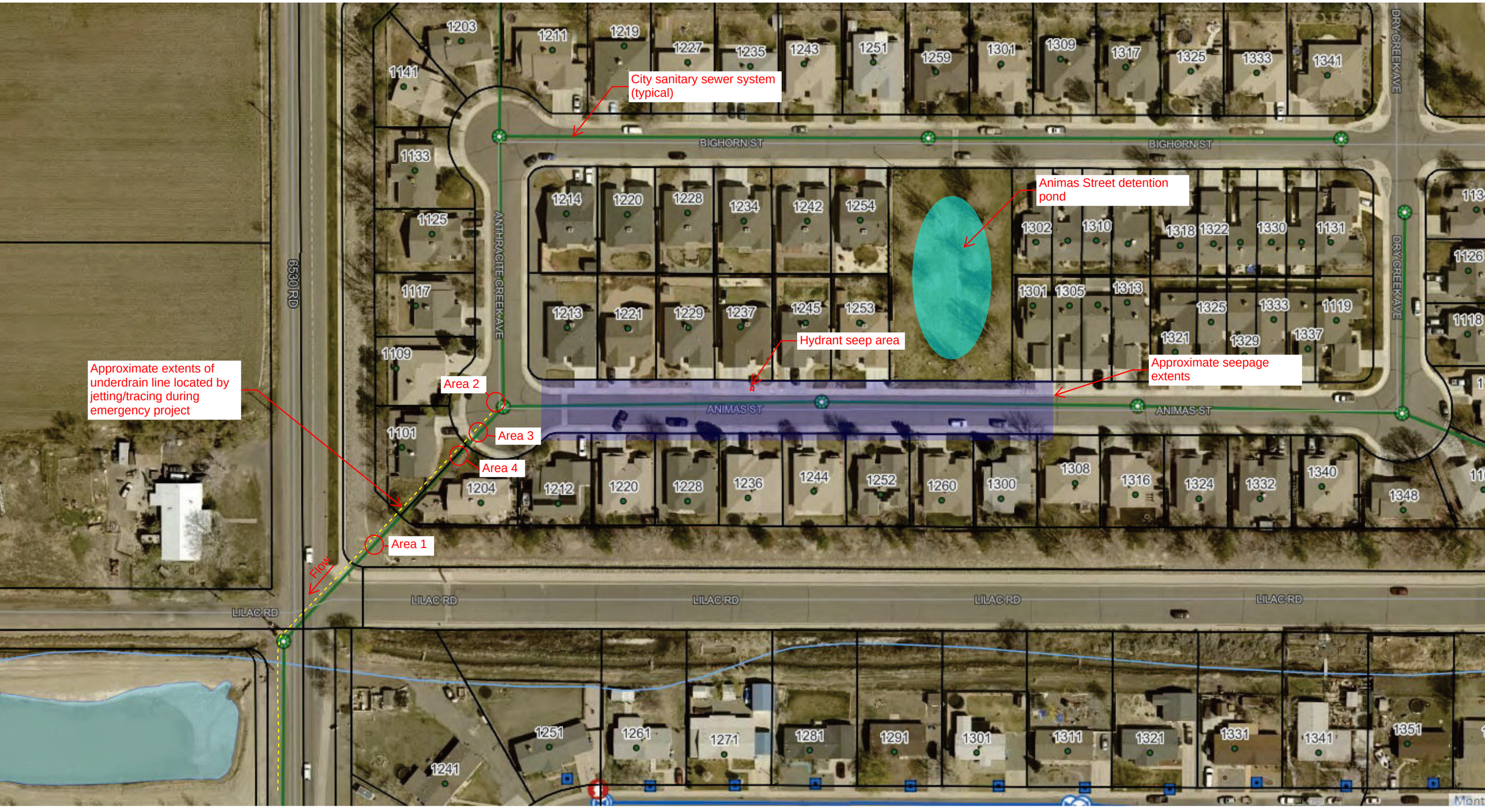
As mentioned above, the City considers maintenance of the Bear Creek drainage ponds and, by extension, their associated underdrain piping, the responsibility of the Bear Creek HOA. Although we do not consider it the responsibility of the City, this emergency intervention was performed in order to protect the City's assets within the Animas Street right of way. With the situation stabilized, the City does not intend to perform any further maintenance on the underdrain system nor intervene in the event of any future system failures. If desired by the Bear Creek HOA, the City is available to assist them in determining actions that could be taken to evaluate, monitor, and improve maintenance access on their underdrain system.

**APPROVAL OF EMERGENCY EXPENDITURES**

1/15/26

William Bell — Date
*City Manager*

# ATTACHMENT A - SITE MAP



ATTACHMENT B - PIPE OUTFALL ROUTING

# EXPENSE AUTHORIZATION

**TO:** Honorable Mayor and Members of the City Council
**FROM:** Scott Murphy, *City Engineer*
**DATE:** January 26, 2026
**RE:** Expense Authorization to Extend Sidewalk along the Black Canyon Flats Affordable Housing Project's Ogden Road Frontage
**CC:** William Bell, Ann Morgenthaler, Jace Hochwalt, Shani Wittenberg

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**Action**

Consider the authorization of $48,335 in expenditures payable to Ridgway Valley Enterprises for the construction of sidewalk along the Black Canyon Flats Affordable Housing Project's Ogden Road frontage.

**Background**

The construction of sidewalk facilities along Ogden Road has remained a capital priority for the City for several decades. However, numerous private parcels (mostly in the County) exist along this corridor which have limited the City in their ability to extend sidewalks along the entire Ogden Road frontage. In spite of these limitations, the City has worked to extend Ogden's sidewalks eastward from Woodgate Road as development in the area has occurred and rights of way have become available. Over the past several years, this has included approximately ¼ mile of sidewalk extension and construction of new pedestrian facilities concurrent with a box culvert replacement over the Loutsenhizer Canal as shown in Figure 1.

Immediately east of where these recent sidewalk and bridge improvements have left off, an additional affordable housing project known as Black Canyon Flats is currently underway. This housing project is bringing another 60 units of apartment housing to the City (30 units at 80% Area Median Income (AMI) and 30 units at 100% AMI). As is typical for all developments of this type, City code requires the project to construct sidewalk along their frontage with the abutting roadway. However, in support of affordable housing, as necessary to provide safe pedestrian connection for its residents, and in order to further the City's goals towards sidewalks along all of Ogden, it is being proposed that the City reimburse for sidewalk improvements along the housing project's frontage (see Figure 1).

**Project Financials and Funding Source**

In order to maintain continuity with their on-site construction and grading, the City requested a quote from the Black Canyon Flat's earthwork contractor, Ridgway Valley Enterprises. Pricing for this sidewalk came back in line with typical unit rates at $48,335 and, as a result, we recommend award of the work to them. Work would be performed as part of the Black Canyon Flats project and reimbursed by the City of Montrose.

Sidewalk improvements are proposed to be funded through the City's Ballot Measure 2A hotel excise tax. This funding, approved by the Montrose voters, included an allocation of 33% to be directed toward incentives to help developers build more affordable housing. As part of the project planning for Black Canyon Flats, the project's developer did ask for assistance with the Ogden frontage as a way to help make their project a reality. As of November 2025, there is $368,384 available within the affordable housing allocation of the Ballot Measure 2A excise tax.


FIGURE 1: SITE MAP

CITY OF MONTROSE
Community Development

**MEMO**

TO: City Council
FROM: Jace Hochwalt, Community Development Director
DATE: February 3, 2026
RE: Project Closeout Hearing for Volunteers of America Rendezvous CDBG Grant

**Purpose**
The Purpose of this hearing is to gather citizen input on the completion of a federally-funded Community Development Block Grant (CDBG) project for the Volunteers of America Rendezvous project, located at 2366 Robbins Way, Montrose, CO 81401.

**Background**
In September 2024, the City of Montrose was awarded a $2,600,000 Community Development Block Grant (CDBG) to support the acquisition of a 30-unit building for the development and preservation of affordable rental housing for seniors in Montrose. The property, formerly known as the Pavilion Gardens Apartments, is owned by Volunteers of America (VOA) and, due to its age, required rehabilitation. As part of a broader effort to preserve and expand senior housing, VOA has rehabilitated the existing building and developed additional senior housing on adjacent land, leveraging 4% State Low-Income Housing Tax Credits to support the project.

The acquisition has been completed and renovations have been finalized. In accordance with CDBG program requirements, administered by the State of Colorado on behalf of the U.S. Department of Housing and Urban Development (HUD), the City of Montrose is required to hold a closeout public hearing to receive and consider public comments regarding the project. The City serves as a pass-through entity for these funds, with no required local match, supporting VOA's efforts to preserve and expand affordable senior housing options for the community.

**Conclusion**
The City has recognized the opportunity to support the community through the CDBG program. From its local non-profits in their capital projects to supporting the preservation or development of affordable housing, the City is leveraging its unique position to obtain outside money to infuse into these efforts. There is no action taken by the City Council regarding this item. It is meant to serve as a public hearing to obtain citizen input prior to the project closeout. The grant application and records are on file at City Hall, 400 E Main St, Montrose CO 81401 during regular business hours.

CITY OF MONTROSE
Community Development

**MEMO**

TO: City Council
FROM: Jace Hochwalt, Community Development Director
DATE: February 3, 2026
RE: Project Closeout Hearing for Sunshine Peak Apartments CDBG Grant

**Purpose**
The Purpose of this hearing is to gather citizen input on the completion of a federally-funded Community Development Block Grant (CDBG) project for the Sunshine Peak Apartment acquisition project for the Montrose County Housing Authority, located at 748 Cedar Creek Avenue, Montrose, CO 81401.

**Background**
In 2023, the Montrose County Housing Authority (MCHA) identified the potential sale of Sunshine Peak Apartments as a risk to the long-term preservation of affordable housing within the community. To prevent the loss of this 49-unit property as an affordable housing asset, MCHA sought to acquire the Sunshine Peak Apartments from Sunshine Peak Apartment Homes, LLC.

In June 2024, the City of Montrose was awarded $2,400,000 in Community Development Block Grant (CDBG) funds, administered by the U.S. Department of Housing and Urban Development (HUD), to support the acquisition of the property. The City served as a pass-through entity for the grant funds on behalf of MCHA, enabling the Housing Authority to complete the acquisition and ensure continued affordability of the units.

The CDBG program provides funding to local governments to address a broad range of community development priorities, including the preservation of affordable housing. Leveraging this funding allowed the City to support MCHA's mission while minimizing local financial impact, as no local match was required for this grant. Through acquisition of the Sunshine Peak Apartments, MCHA is now positioned to maintain long-term affordability, oversee property management and maintenance, and protect this critical housing resource for low- and moderate-income residents.

The acquisition has been successfully completed, and all CDBG-funded activities are substantially complete. In accordance with HUD CDBG program requirements, the City must conduct a closeout public hearing to provide an opportunity for public comment on the use of

the funds and the outcomes of the project. Completion of this hearing will allow the City to formally close out the grant in compliance with federal and state guidelines.

**Conclusion**

The City has recognized the opportunity to support the community through the CDBG program. From its local non-profits in their capital projects to supporting the preservation or development of affordable housing, the City is leveraging its unique position to obtain outside money to infuse into these efforts. There is no action taken by the City Council regarding this item. It is meant to serve as a public hearing to obtain citizen input prior to the project closeout. The grant application and records are on file at City Hall, 400 E Main St, Montrose CO 81401 during regular business hours.

CITY OF MONTROSE
Community Development

**MEMO**

TO: City Council
FROM: Jace Hochwalt, Community Development Director
DATE: February 2, 2026
RE: Update to Title 11 of the Montrose Municipal Code (Land Development Regulations) Specific to Unhoused Shelter Uses

**Introduction**
The City of Montrose Municipal Code currently does not include a defined land use category or regulatory framework for unhoused shelters. As a result, there is limited clarity regarding where such facilities may be located or how they should be reviewed and approved. The purpose of this item is to amend Title 11 – Land Development Regulations to formally incorporate unhoused shelters into the Municipal Code by establishing a clear definition, identifying appropriate zoning districts, and outlining specific standards and procedural requirements. These amendments are intended to provide a consistent, transparent, and enforceable approach for evaluating unhoused shelter proposals while ensuring alignment with the City's zoning intent and community objectives.

**Background/Proposal**
In order to incorporate a new land use into Title 11 of the Montrose Municipal Code, several coordinated steps are required to ensure the regulations are comprehensive and internally consistent. Staff has identified the following four-step process to achieve this:

1. Add a definition for "Unhoused Shelter, Overnight" to Chapter 11-15 - Definitions.
2. Establish use-specific and permitting criteria for an Unhoused Shelter within Chapter 11-11 - Supplementary Uses.
3. Incorporate "Unhoused Shelter, Overnight" to Section 11-7-6 - Use Table to clearly identify the zoning district(s) where the use is permitted.
4. Add "Unhoused Shelter Permit" to Section 11-4-2 - Table 4.1 to reflect the applicable review and approval process for the use.

**Step One – Define the use:**
The first step in incorporating unhoused shelters into the Municipal Code is to establish a clear definition. The proposed definition was developed after reviewing how other jurisdictions define the use, as well as the State's definition in the State Model Land Use Code.

Chapter 11-15 – Definitions

Unhoused Shelter, Overnight - A facility that is used for the primary purpose of providing shelter for people experiencing homelessness on a nightly or emergency basis. Supportive services may or may not be provided.

**Step Two – Define the use-specific criteria/permitting requirements:**
Several uses within the Municipal Code are subject to use-specific standards, including group homes, accessory dwelling units, manufactured home parks, and travel home (RV) parks. Following detailed staff discussion, it was determined that incorporating use-specific standards, along with an unhoused shelter permitting process, is appropriate to ensure clear and consistent criteria are established prior to approval of such uses. The proposed standards and permitting requirements are outlined below.

Section 11-11-7. – Unhoused Shelters
Unhoused Shelter, Overnight, as defined in Chapter 11-15-2, shall comply with the following criteria:

1. It shall be unlawful to commence construction or establishment of any unhoused overnight shelter until an Unhoused Shelter Permit has been obtained under the procedure in Section 11-4-2; Table 4.1.

2. Application for an Unhoused Shelter Permit shall be made by submitting a site plan of the shelter and subject property, accompanied by any supporting documents, plans or drawings as necessary in Chapter 11-8 – Site Development Standards.

3. It shall be unlawful to occupy or obtain a certificate of occupancy for an unhoused shelter prior to the time that an unhoused shelter permit has been approved.

4. An application fee as set forth in Chapter 3-1 of the City of Montrose Regulations Manual shall accompany the application for an Unhoused Shelter Permit.

5. All criteria outlined in Section 11-7-6 (B) Conditional Uses shall be met.

6. Camping is prohibited outside of or in parking lots serving the unhoused shelter structure.

7. This use shall provide toilet, bathing, sleeping, laundry, storage, solid waste collection, and recycling collection facilities to meet the anticipated demands of the population being served.

9. It shall be unlawful for an unhoused shelter to be within 1,000 feet of any public or private school, public park, or licensed childcare facility or established day-care business.

10. Any proposed change of use of an existing building or facility to operate as an unhoused shelter shall require approval of an Unhoused Shelter Permit prior to occupancy. This includes, but is not limited to, the conversion of hotels, motels, residential buildings, or other transient lodging facilities to serve as an unhoused shelter.

11. The application for an Unhoused Shelter Permit shall include a written narrative demonstrating how all applicable criteria are met, along with an operational plan for the facility. The operational plan shall specify the proposed days and hours of operation and total bed count and capacity.

12. Such permit may be revoked by the City Manager upon reasonable notice to the applicant for a violation of any of the provisions of this Section, or any other applicable laws, ordinances or regulations of the City, state or federal governments.

**Step 3 – Incorporate the use within the use table**

Once the use, associated use-specific standards, and permitting process are established, the use must be incorporated into the Use Table in Section 11-7-6 to clearly identify where it is allowed. Following staff discussion, it was determined that the most appropriate location for this use is within the P (Public) District. This use is consistent with the intent of the P District, which is to accommodate uses and services of a public, nonprofit, or charitable nature.

| Land Use | OR | P | B-1 | B-2 | B-2A | B-3 | B-4 | I-1 | I-2 |
|---|---|---|---|---|---|---|---|---|---|
| *RESIDENTIAL USES* | | | | | | | | | |
| Unhoused Shelter, Overnight (See Section 11-11-7) | | P | | | | | | | |

| **Legend: Zoning District** | **Legend: Use Type** |
|---|---|
| OR: Office-Residential | P: Permitted Use |
| P: Public | C: Conditional Use |
| B-1: Central Business | A: Accessory Use |
| B-2: Highway Commercial | T: Temporary Use |
| B-2A: Regional Commercial | |
| B-3: General Commercial | Note: Any uses not listed in a zone district are prohibited—see Sec. 11-7-6(F)(1). |
| B-4: Neighborhood Shopping | |
| I-1: Light Industrial | |
| I-2: General Industrial | |

**Step Four – Incorporate the permitting process within the Review Procedures Chart**

In addition to adding the use to the Use Table, the permitting process must also be incorporated into the Review Procedures Chart in Section 11-4-2, Table 1, to clearly reflect the applicable procedural requirements. As proposed, an Unhoused Permit would require a pre-application meeting, completeness review, referral, and final approval by City Council.

| Approval Requested | Pre-Application | CR | Referral | Approval | | | Section Reference |
|---|---|---|---|---|---|---|---|
| | | | | AD | PC | CC | |
| Unhoused Shelter Permit | X | X | X | | | X | Sec. 11-11-7 |
| Key | | | | | | | |
| CR: Completeness Review | | | | H: Public Hearing Required | | | |
| CC: City Council | | | | R: Recommended; not required | | | |
| PC: Planning Commission | | | | X: Meeting or Action Required | | | |
| AD: Administrative Decision | | | | A: Appeal Permitted | | | |

**Other considerations**

As part of the discussion of this proposal, staff also reviewed other uses that may overlap with or be similar to an unhoused shelter. One consideration was whether the existing code would allow a hotel or motel to be converted into an unhoused shelter. The current definition of a hotel/motel is provided below:

> *Hotel or motel* means a building designed for occupancy as the temporary abiding place (30 days or less) of individuals who are lodged with or without meals, and with such building having six or more guest rooms.

To further clarify this definition and distinguish it from an unhoused shelter, staff is proposing the addition of the following sentence:

> *Hotel or motel* means a building designed for occupancy as the temporary abiding place (30 days or less) of individuals who are lodged with or without meals, and with such building having six or more guest rooms. Such occupancy is provided for monetary payment and is subject to applicable sales and lodging taxes.

This clarification helps clearly differentiate hotels and motels, which operate as a commercial use involving monetary payment, from unhoused shelters, which do not involve such payment.

**Conclusion**

The proposed amendments to Title 11 of the Montrose Municipal Code establish a clear, comprehensive, and enforceable framework for the consideration of unhoused shelters within the City. By defining the use, establishing use-specific standards, identifying appropriate zoning districts, and outlining a transparent review and approval process, these changes provide clarity for applicants, decision-makers, and the community. Incorporating unhoused shelters into the Municipal Code ensures that such facilities are reviewed in a consistent and intentional manner, aligns the code with community needs and best practices, and supports the City's ability to address homelessness while maintaining compatibility with surrounding uses and the overall intent of the Land Development Regulations.

**Council Transmittal Memo**
**February 2, 2026**

**To:** Mayor and City Council

**From:** David Bries, Utilities Director

**CC:** William Bell, City Manager
Shani Wittenberg, Finance Director

**Subject:** Fire Hydrant Painting

## RECOMMENDATION

This recommendation is to extend the contract with WBS Coating, Inc. to paint up to 180 fire hydrants for a cost not to exceed $100,000.00.

## Background

The City of Montrose maintains 1,245 fire hydrants throughout our water service area. In order to maintain the hydrant appearance, these hydrants need to be painted periodically. After experiencing poor performance of the paint products used for a number of years, we changed to a higher quality paint product in 2023 that included sandblasting of the old paint and recoating with a primer and high quality product Sherwin Williams Sherloxane 800 applied by WBS Coatings, Inc.. Since then, the hydrant coating has performed well, with no chalking and a 10 year or more life expectancy.

Staff recommends extending the contract to WBS Coatings INC. based on their qualifications, extensive experience with fire hydrant painting and with the exceptional quality of work over the last several years.

Based on this pace, we expect to paint all of our fire hydrants in approximately 7 years.

## Net Financial Result of Purchase

$100,000 is included in the 2026 Water Distribution budget (500-7020-353-000) for hydrant painting. This is an increase from $50,000 in 2025 to reduce the time required to get all of the hydrants re-painted.