

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## Work Session

November 25, 2019

1. **10:30 A.M. COUNTY MANAGER UPDATE**  
Tom Sullivan, County Manager  
Presenter: Kevin Booth
  - New/draft FBO lease agreement; informative update
  - New/draft agreements with two ground handlers; informative update
  - Dec bid-hold expiration for the AIP-47 Terminal Expansion project; updates from the FAA and proposed change in funding/scope
  
2. **11:15 A.M. LEGAL UPDATE**  
Erick Knaus, County Attorney
  
3. **12:00 P.M. LUNCH BREAK**
  
4. **1:00 P.M. COMMISSIONERS' UPDATES**
  
5. **COMMISSIONERS' WORK SESSION**  
The following items will be discussed, and the Commissioners may provide staff direction or take action regarding these items.
  - A. **1:30 P.M. PAY PERIOD ADJUSTMENT**  
Presenters: Accounting and Human Resources
  
  - B. **3:00 P.M. PROJECT PLAN FOR THE MASTER PLAN REVISION PROCESS; PL-19-107**  
Review and discussion regarding the Project Plan for the Master Plan Revision Process.  
  
Documents:  
  
[BCC PROJECT PLAN UPDATE11.25.19.PDF](#)
  
  - C. **3:30 P.M. FOREST SERVICE UPDATE**  
Update and discussion regarding the US Forest Service Hahn's Peak Bears Ears Ranger District.  
Presenter: Tara Umphries
  
  - D. **4:00 P.M. PAVEMENT LEVELING DISCUSSION**  
A discussion on the projection of the asphalt leveling budget into the future  
  
Documents:  
  
[DISCUSSION REGARDING ASPHALT LEVELING BUDGET NUMBERS.PDF](#)
  
6. **4:30 P.M. MEETING ADJOURNED**

All meetings will be held in the Routt County Historic Courthouse  
522 Lincoln Avenue, Hearing Room, Steamboat Springs - or otherwise noted.

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# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> November 25, 2019	<b>ITEM TIME:</b> 3:00pm
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<b>FROM:</b>	Kristy Winser
<b>TODAY'S DATE:</b>	November 18, 2019
<b>AGENDA TITLE:</b>	<b>Review and Discussion on the Project Plan for the Master Plan Revision Process; PL-19-107</b> <b>Attachments:</b> <ul style="list-style-type: none"> <li>• <b>Steering Committee Meeting Notes</b></li> <li>• <b>Process Plan (a revised plan will be sent by the end of the week)</b></li> </ul>

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input type="checkbox"/> <b>ACTION ITEM</b>	
<input checked="" type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
Review and Discussion on the Project Plan for the Master Plan Revision Process

<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>
N/A

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE (<i>if applicable</i>):</b> \$ N/A
<b>CURRENT BUDGETED AMOUNT:</b> \$ N/A
<b>PROPOSED EXPENDITURE:</b> \$ N/A
<b>FUNDING SOURCE:</b> N/A
<b>SUPPLEMENTAL BUDGET NEEDED:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Explanation:</i>

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>
N/A



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

The Steering Committee met to discuss the Project Plan for the Master Plan Revision Process on November 13th. Meeting notes from that meeting are attached. The discussion intends to provide an update of the revision process, including collaborative efforts with Slate Communications on outreach and feedback on the Project Plan.

The staff is still working on the revisions to the Project Plan from comments by the Steering Committee. The revised Project Plan will be sent separately before the meeting.

### VI. LEGAL ISSUES:

N/A

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

### VIII. SUMMARY AND OTHER OPTIONS:

Next Steps.

- Another Steering Committee meeting is tentatively scheduled for mid-December.
- Staff to send out a target message email blast about the Master Plan, website and survey to the stakeholder/contact list through Mailchimp. Target date is 11/21.
- Staff working on finalizing and submitting the DOLA grant by 12/2.
- Staff working on a stakeholder meeting schedule.

Routt County Master Plan Update Steering Committee  
November 13, 2019

Members:

Beth Melton, Board of County Commissioners  
Steve Warnke, Routt County Planning Commission  
Troy Brookshire, Routt County Planning Commission  
Tom Sullivan, Routt County Manager  
Dan Weinheimer, Routt County Deputy Manager  
Chad Phillips, Routt County Planning Director  
Kristy Winsler, Routt County Planning Department

Outcomes:

- A. The Master Plan project plan should be an intensive and shortened process not drawn out and diluted, which will lend to better engagement. A “shortened” timeline is interpreted to be one that is realistic and reasonable to accomplish, making for a quality document and subject to unforeseen issues from the public outreach, funding, or bureaucracy.
- B. Steering committee wants to see a more concrete timeline for the project plan with end dates for the survey and outreach series.
- C. This process is an update of the existing Plan. A robust outreach process with public feedback will determine the scope of the update, which may lead to a revision. The review process will be a collaborative effort by the PC and BCC.
- D. The steering committee directed staff to revise the roles of the groups identified in the Project Plan and also reference the Statue language for PC and BCC. There should also be an explanation of those roles where appropriate throughout the Plan.
- E. Make it clear in the Project Plan the role that Slate has. That is that they are a support role assisting with a cohesive approach to communication efforts for outreach.
- F. There needs to be further discussion on how and when we want to disseminate survey information to the public. Survey results will be discussed at the next meeting tentatively scheduled for December.
- G. Staff will share the link to the website, survey results, and MP one pager handout.

Updates/Conversation Topics

- The Plan is called the Project Plan, not Plan for the Plan document.
- Troy discussed concerns on the depth of information and review outlined in the Project Plan. He questioned if the review was starting from scratch? He would like to see a link to the existing Master Plan for context and explanation about what we are trying to accomplish on the website and include this information during public outreach. A timeline was also discussed. Kristy explained that this information has already been included on the MP website and is the intent moving forward with public outreach. Kristy also shared that Slate was creating a powerpoint slide deck with information from Slate about the existing Master Plan and how it has served the citizens of the County. The slides will be customizable with content specific to the subject for discussion.
- Dan agreed with Troy and used comments from the Recreation Roundtable as an example for educating the public because a remark from the Roundtable was a lack of understanding of the linkage between MP, operations, and regulations. The Steering Committee agreed that an educational component was essential.

- Beth further explained the framework of why we are doing it in this way. To check-in and determine what works and what doesn't. Meeting with groups will be of value for public outreach that should include celebrating the past achievements, and how the Master Plan has served us. Troy's other concerns were, length of the project plan and not having a definitive end with the survey. He questions why can't this be done in a 1 ½ years? He also questions who was driving the bus since after reading the Project Plan, there was a perception that it was Slate. He stated the Steering committee should be calling the shots, not Slate.
- Beth informed the group that there was a sense of urgency to get this done, and she would push for more concrete milestones and timeline matrix. She also clarified Slate's role in the process. Slate is a contracted consultant supporting us with communications. To be clear, Slate is not driving the bus. Regarding the length of the Project Plan, she stated the sticking point we were waiting on to move forward was completion on the Project Plan and agreed to make it more transparent that Slate has a supporting role in the Project Plan. Beth did also explain how funding from Dola could impact the length of the project and will need to work within those parameters.
- Troy agreed and stated, if the update was to take longer, it should be because of outside entities, not the County. He added that this update is and should be a local project. The role of any consultant should be for support but emphasized it's our community plan, not one for a consultant to tell us how it should be or look.
- Beth & Troy agree on an outreach deadline, possibly August. Staff needs to work on a timeline and clarity of roles. The committee doesn't want to see the process drawn out and diluted; we want it to be purposeful.
- In summary, the Steering committee wants to see a more concrete timeline and shortened process. Be aggressive with timelines were possible. Staff should provide clarification on the role and collaboration of the PC and BCC through the process.
- Scheduling public outreach opportunities will be the next step, but acknowledged the Dola grant is a priority for staff. The deadline is December 1st.
- Kristy provided an update about work that Staff and Slate are collaborating on. The website, MP one pager handout, stakeholder and contact list through Mailchimp, and various outreach strategies through social media, the county website, and newspaper. She clarified that the staff provides the content and edits key messages suggested by Slate, and then they proof the document. The group reviewed sample survey results, and a discussion followed on how and when to disseminate survey information to the public. The group agreed they wanted to be transparent with the information but did not want to influence results, so this will be a discussion topic for the next meeting. Staff can coordinate with Slate on some recommendations for the group to consider.

#### Next Steps

- Recirculate the revisions to the group for review.
- Project Plan scheduled for review and discussion with the BCC on November 25<sup>th</sup> at 4pm.
- Next Steering Committee tentatively scheduled for mid-December. Meeting invite to follow.
- Staff to send out a target message email blast about the Master Plan, website and survey to the stakeholder/contact list though Mailchimp. Target date is 11/21.
- Staff working on finalizing and submitting the Dola grant by 12/1.
- Staff working on a stakeholder meeting schedule.

# NAVIGATE YOUR ROUTT

**The 2020/21 Routt County Master Plan**

**Revision Process**

**November 5, 2019 draft**

DRY

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## APPROACH

Routt County has initiated the update of the Routt County Master Plan (Plan).

Overall, the Plan process will be executed by the Project Management Team under the guidance of the Board of County Commissioners and County Planning Commission. Using several teams and check-ins with County leadership, the project structure and roles for each group will be as follows:

- Board of County Commissioners – Final Authority
- Planning Commission – Recommending body
- Steering Committee – Beth Melton, Steve Warnke, Troy Brookshire, Tom Sullivan, Dan Weinheimer, Chad Phillips, Kristy Winser - Efficiency in Process, Direction Decisions, planning consultant selection
- Executive Sponsor - Dan Weinheimer – Review & approval of Staff, Project Management Team, and Planning Commission actions
- Project Management Team – Dan Weinheimer, Chad Phillips, Kristy Winser, Scott Cowman, Kari Ladrow
- Stakeholder Group – Key community individuals TBD – provide assistance on community issues
- Planning Staff – Support for all update elements

With the assistance of Slate Communications, the Project Management Team will be responsible for all elements that lead to the project scoping and framework and others as identified below. The County anticipates applying for Department of Local Affairs (DOLA) financial support and seeking a planning consultant/firm through an RFP process in 2020. The selected land use consultant is expected to seek additional public comment, draft new Plan language, and guide such amendments through the public approval process. The final adoption draft will proceed through the official adoption process. County staff will assist the consultant, supplementing local knowledge and review throughout the process.

## PHASE I: INFORMATION GATHERING

**Objective:** Collect data and gather feedback on existing conditions to provide an educational foundation for the Routt County community public engagement process.

### **Community Assessment**

**1.1 Data Collection.** Collect and review data on existing conditions within the County, existing sub-area plans, maps reflecting development patterns, aerial photos, demographic information, environmental resources and hazards, floodplains, and infrastructure inventory, etc. This phase also includes the creation and distribution of a community survey. The survey was created with input from the Steering Committee.

**1.2 Base Mapping.** Prepare base maps of the County for public workshops using the data furnished by the Routt County GIS Department. Base maps will depict existing conditions including, but not limited to, the following: land use, zoning, district boundaries, vegetation, topography, soils, hydrology, floodplains/watershed, environmental resources and hazards, property ownership, circulation/transportation, physical environmental features, etc.

**1.3 Project Website and Community Survey and Open Forum** (using tools such as the project website, *MindMixer*, *Bang the Table*, etc.). Slate Communications will create and launch a Routt County Master Plan website, Facebook page, and other relevant social media pages (e.g. Instagram) to inform, educate and engage the community about the project,

to give access relevant planning documents, and to post project updates, meeting dates, draft maps, goals, workshop results, etc. The website will serve simultaneously as an information center and an interactive space for surveys and discussion among community members. From this platform, we can regularly obtain ready-made reports on community feedback. Some of these elements may be included in the public engagement section.

**Phase I Timeframe:** October through end of process, with most information available at kickoff

**Deliverables/Meetings:**

- Existing sub-area plans,
- Story Maps,
- Maps reflecting current development,
- Aerial photos,
- Zoning maps,
- Property ownership maps,
- Demographic information,
- Environmental resource maps and hazards, floodplains (as needed)
- Community Survey
- Steering Committee meetings
- Staff coordination meetings

**County Staff Responsibilities:** County Planning Staff to provide all key land use planning and regulatory documents and current project information in coordination with the County GIS staff. Slate Communications will also coordinate logistics of the community outreach as proposed in Phase II.

## PHASE II: PUBLIC ENGAGEMENT

**Objective:** Educate, inform and engage the community of the planning process and the importance of involvement by interacting with residents. Facilitate a range of active, results-oriented citizen participation exercises designed to build community trust in the planning team and achieve a high level of community consensus. Occasional debriefing meetings with the Steering Committee, BCC, and PC are proposed within this phase to provide status reports and policy or project direction involvement.

**Project Goals:**

- Create a community-supported Master Plan to guide Routt County actions for the next 20 years
- Inform residents of the impact of the Master Plan on daily lives
- Foster engagement among residents and interested groups/agencies, engage the largest possible group of stakeholders to provide input, and encourage geographic, age and gender diversity

**Project Identity: Navigate Your Routt**

- Establish project name, icon, and visual identity to create awareness of the update process
- Establish project website to host updates and online engagement opportunities

## Overall Outreach Strategies

### Stakeholder engagement strategies

- Identify specific groups and experts to identify issues and concerns
- Use a steering committee to provide feedback on the process and engagement findings
- Use core stakeholders (see attached list) to develop connections with key groups, interested parties, and hard to reach populations

### Resident engagement strategies

- Meet people where they are to make engagement easy and convenient.
- Provide opportunity for engagement in multiple formats (online, in person, etc.)

## 2.1 Education & High Level Engagement

**Timeline:** November 2019 – May 2021 (depending on Land use consultant contract)

**Level of Engagement:** Educate and involve

### Purpose:

- Educate residents about the existing Master Plan and why we need an update.
- Engage community in refining the vision for Routt County's future

### Key Messages

The County Master Plan is the guiding document for our County

- A master (or comprehensive) plan is designed to implement the community's vision for the future.
  - o The vision for growth, where it will occur and in what density
  - o The vision for development and zoning
  - o The vision for public infrastructure investment – amounts and location

The Routt County Master Plan:

- Is a blueprint for unincorporated Routt County; Steamboat, Hayden and Oak Creek have their own guiding documents
- Routt County's Master Plan is more than 16 years old; Master Plans are typically updated every 5-7years.
- Needs an update to address changes and growth in our area:
  - o Between 2000 and 2018, the Routt County population has grown 30%.
  - o Population is expected to increase by 13% by 2025 (an estimate of 29,000 people) and 30% between now and 2050 (an estimate of 32,100 people)
  - o The demographics indicate that the population is aging which results in different service needs for residents.
- Given the age of the current Plan, there are no longer relevant actions to implement.

It is time to renew the Master Plan so that Routt County can identify and implement actions to achieve our community vision.

- We need input from the community to make this successful
  - o To ensure that priorities of the plan make sense
  - o To ensure that the plan is reflective of community values and vision

#### Tactics:

##### Stakeholder engagement tactics

- Determine and develop initial survey as a call to action
- Reach out one-on-one with key stakeholders to educate and better understand their constituencies and needs and involvement in the process

ACTION	LEAD	TIMELINE
Narrow current stakeholder list to 15 key groups	Steering	12/19
Schedule time to make phone calls to each	Chad/Kristy	12/19

- Host stakeholder meetings around the County to provide education about the current plan and why an update is necessary

ACTION	LEAD	TIMELINE
Identify locations of potential public meetings	Staff	12/19
Organize logistics and scheduling	Staff	12/19
Develop promotional plan and materials (flyers, Facebook, coordination with Towns)	Slate	12/19
Develop overview presentation	Slate/Staff	12/19
Develop "take away" summary collateral	Slate	12/19
Determine and develop call to action (potentially online survey)	Steering/ Staff	11-12/19

- Give presentations at organization meetings across the County

ACTION	LEAD	TIMELINE
Prioritize groups	Steering	Q1/20
Organize logistics and scheduling	Staff	ongoing
Develop overview presentation (same as above)	Slate	12/19
Develop "take away" summary collateral	Slate	12/19

## Resident engagement tactics

- Share information at existing community events

ACTION	LEAD	TIMELINE
Prioritize events based on schedules and seasons	Steering	12/19
Organize logistics and scheduling	Slate	Q1/20
Develop onsite engagement exercise: #RouttRocks In addition to sharing information event attendees can write down what make Routt County a great place to live on a mini chalkboard or whiteboard. Attendees snap a photo and post on social media.	Slate	Q1/20
Develop “take away” summary collateral (above)	Slate	Q1/20
Determine and order giveaways	Steering decides, Slate orders	12/19
Determine how to best promote call to action from above (postcard, sticker, etc.)	Steering/ Planning	12/19

- Strategically promote information on social media with resources allocated to paid advertising

ACTION	LEAD	TIMELINE
Finalize details of #RouttRocks campaign to collect feedback on best characteristics of Routt County (complemented by effort above) – for several weeks, we launch a series of engagement opportunities for residents to share what makes Routt County special	Steering	Q1/20
Attend existing community events (see above)	Staff	Q1-Q2/20
Launch a photo contest asking people to submit their favorite spot in Routt County	Slate	Q4/19-Q1/20
Create a BuzzFeed style quiz	Slate	Q1/20
Snapchat Filter Campaign	Slate	Q1/20
Determine budget for promoting posts online	Steering	12/19

- Maximize Steamboat Pilot relationship and other local media to share information

ACTION	LEAD	TIMELINE
Write column to launch the project	Beth	11/4/19
Send frequent press releases with project updates	Slate	ongoing
Send information to the Town of Hayden, Town of Oak Creek and the City of Steamboat Springs to include in their publications	Slate	ongoing
Determine budget for promoting posts online	Steering	12/19

- Use Routt County facilities and community gathering places as methods to share and collect information

ACTION	LEAD	TIMELINE
Brainstorm a list of locations and stand-alone engagement opportunities	Steering/staff	12/19
Create stand-alone displays to install at County facilities and other gathering places throughout the County	Slate	12/19

**2.2 Determine Areas of Focus**

This step will begin with an overview of the Plan’s purpose and process. The purpose of these kickoff workshops, stakeholder outreach, and online information will be to gauge community support for the items identified by the PC and any key elements of a land use plan developed from community feedback via public engagement or eMeeting technology (keypad polling), etc. Photographs and illustrations that represent planning concepts and key community values will be presented and the participants asked to vote with their keypads, thereby allowing everyone in attendance to see (instantaneously and anonymously) the opinions of the group. This type of community engagement serves multiple purposes, not the least of which is to illuminate differences between vocal minorities and silent majorities within the community. Results from workshops and other planning efforts will lay the foundation for issues that will be addressed in the revised Master Plan. City and Town staffs and officials will be invited to participate as well.

**Timeline:** March 2020

**Level of Engagement:** Involve

**Purpose:**

- Confirm community vision as the basis of the Master Plan
- Identify areas of existing Master Plan that require change
- Identify additional areas that impact the vision but are not in the plan and should be discussed

**Tactics**

**Stakeholder engagement tactics**

- Use initial feedback to create a more specific online survey promoted at every stakeholder meeting
- Email to stakeholder liaisons personally asking for participation
- Leverage stakeholders as conduits to their constituents

**Resident engagement tactics**

- Online survey promoted through:
  - o social media
  - o website
- Commissioner editorial in the Pilot
- Outreach booths at relevant events throughout the County

Incorporating all of the community input received to date via eMeeting/public engagement tools and digital polling platforms, as well as the input from the Stakeholder Meeting, the Planning Team will formulate a Draft Framework Plan. This Plan will include matching existing community goals and objectives with input received from the outreach process for review and refinement by the PC and BCC. Such framework will be the basis of the Scope of Services to be provided by the selected planning consultant.

**Planning Staff Responsibilities:** The Project Management Team will lead all community workshops and meetings. Staff will be responsible for noticing and coordinating community workshops, informal work sessions as well as providing assistance with distributing promotional materials meant to bring awareness to the planning process. Food and refreshments will also be provided by the County. Finally, Planning staff will seek assistance with recruiting babysitters so childcare can be provided for workshop participants. Planning staff will ensure that these accommodations are included in the public notice flyers and project website updates. County staff will copy and distribute any documents needed for PC, BCC and others.

### 2.3 Plan Development

**Timeline:** to begin June 2020

*Details to be development with assistance from Planning Consultants. This phase may have multiple internal plans as determined by the consultant.*

**Level of Engagement:** Engage

**Purpose:**

- Create vision
- Change and update the determined parts of the Master Plan
- Create the specific vision plan, opportunities, and framework for Routt County

**Ideas for Future Tactics:**

- Stakeholder groups and meetings
- Speakers bureau
- Textizen – texting engagement platform
- Online surveys
- Transit advertising as a promotional tool
- Focus groups for special topics
- Internal staff presentations and engagement
- Engagement events at Routt County major employers
- Planning charrettes with community
- Video outreach series explaining components of master plan
- Social media campaigns
- Standing displays

## 2.4 Master Plan Finalization

**Timeline:** 6/21-8/21

**Level of Engagement:** Consult

**Purpose:** Demonstrate community feedback integration into Master Plan, circulate for final approval, educate on changes

**Key Stakeholders:** Planning Commission, Steering Committee, Routt County Staff, Public

*Details to be development with assistance from Planning Consultants. This phase may have multiple internal plans as determined by the consultant.*

**Overall Public Engagement Timeframe:** 11/19 – 8/21

### **Deliverables/Meetings:**

Documentation reflecting areas of focus (eventual scope of services)  
 Press Releases  
 Format for community/stakeholder meetings  
 Master Plan website  
 Slate kickoff Meeting with County Staff  
 Community Workshops  
 Babysitting during community meetings  
 Draft Framework Plan  
 Draft Community Goals and Objectives  
 Planning Commission/Community Work Sessions  
 Project website and Social Media updates

## PHASE III: LAND USE CONSULTANT SELECTION AND SUPPORT

**Objective:** Select a land use consultant to assist the County with Plan drafting, additional public outreach, and adoption of the updated Master Plan.

### **3.1 Process**

The selection process is expected to have the following elements:

1. Apply for Department of Local Affairs (DOLA) grant funding – (December 1 deadline)
2. The Project Management Team will draft and distribute the Request for Proposals utilizing Rocky Mountain Bidnet and APA Colorado (RFP to include framework as defined through Step 2 of the Public Engagement process).
3. DOLA grants typically awarded March – contracts finalized in May
4. Consultant selection process including proposal review and interviews.
5. Consultant contract approval and signing

### **Deliverables/Meetings:**

- DOLA grant application (due 12/1)
- RFP drafting and issue

- DOLA funding award (likely not until March/April 2020)
- Selection Committee (Steering Committee) meetings
- Consultant Selection (May/June)
- Consultant Contract approval/signing (May/June)

**Phase III Timeline:** 5/20 – 8/21

## PHASE IV: DRAFT MASTER PLAN

**Objective:** The selected planning consultant will assist writing the Plan. They will provide a solid foundation for policy direction, land use decisions, and possibly public investment. The resulting Master Plan will lay out future actions of staff and County officials to consider policy development and regulations. It will help decision-makers evaluate development proposals and act as a blueprint to direct future growth and development of the County in a manner that is consistent with their vision. The following elements may vary as a result of the selected planning consultant’s input.

### **Tasks: Prepare the amended Routt County Master Plan**

**4.1 Draft Plan Preparation.** Details of this section will be finalized through the contract for the selected consultant. This task includes preparation of the Plan document text, associated mapping and graphics produced from the data gathering, and community engagement elements outlined above.

#### **Existing Plan Elements:**

- Development
- Rural Development
- Environmental Impacts
- Recreation and Tourism
- Mineral Resources
- Hazards to Development – Environmental Constraints
- Wildlife Resources
- Agricultural Lands
- Transportation
- Housing

**4.2. Submit Draft to the County for review.** Draft Plan and associated mapping will be provided to the County for review and revision purposes.

**4.3 Red Flag Review.** The task includes conference calls with County Staff to obtain comments on Draft Plan documents, associated mapping and graphics. Our team will document the changes directly in the working Microsoft Word document.

**4.4 Address Red Flag Review Comments.** All redlines comments are addressed and incorporated into the draft available for public review.

**4.5 Draft Plan Overview Joint Work Session.** Facilitate a work session with the Planning Commission and BCC to discuss their impressions of the preliminary draft and document any required changes. Based on input gained, we will make any final refinements prior to publicizing the Plan for community-wide review.

**4.6 Debrief with County Staff.** Project Management Team conference call regarding the Draft Framework Plan.

**4.7 Draft Plan Authorization Submittal & Final Document Graphic Layout.** The Planning Team will submit a final document to County Staff for authorization to proceed with the preparation of the final document and graphic design/layout based on the content and order.

**4.8 Issue Public Draft Master Plan.** Send the Public Draft Master Plan on referral. Post flyers throughout the community, draft press releases and notices for the local media channels to announce the draft's availability for public comment. Provide copies of the Public Draft at County courthouse, schools, library, welcome center, community centers, etc., and post it on the County's project website and social media outlets. As per state statutes, send a copy to DOLA for comment.

**Phase IV Dates:** 7/20 – 8/21

**Deliverables/Meetings (TBD, but could include):**

- Draft Comp Plan Text, Maps & Graphics
- Red Flag Review Meetings with Staff
- Joint Work Session
- Consultant meeting(s) with Project Management Team
- Draft Plan Authorization Submittal
- Final 'Draft' Plan/Graphic Layout for Public Comment

**County Staff Participation/County Provided Materials:** High level of Project Management Team participation in providing Red Flag Review comments and attending scheduled meetings. Routt County will sign off on the document text and organization prior to preparing the final document graphic layout. The County will also be responsible for distributing electronic or printed documents to the Planning Commission and the Board of County Commissioners as needed for work sessions.

## PHASE V: ADOPTION

**Task: Adoption**

**Objective:** Format products from previous tasks into a final draft in preparation for adoption. Ensure the Routt County vision for the community becomes reality. Collaborate with County Staff, local and elected officials to develop clear strategies for plan implementation.

**5.1 Assemble and Finalize Deliverables.** The Project Management Team will provide electronic copies (PDF and Word) of the final version of the Master Plan to County staff and Adoption Resolution to County staff to include in the public hearing packets. Training will be provided to County staff for awareness and inclusion opportunities

**5.2 Adoption Public Hearings.** The consultant shall prepare for and attend needed adoption hearings.

**Task: Implementation**

**5.3 Draft Implementation Program.** The consultant shall prepare an Implementation Program with strategies to achieve the goals and policies of the Plan. This includes one meeting with Staff regarding recommendations on updates to all implementation tools and final redlined revisions.

**5.4 Implementation Meeting with County Staff.** Discuss recommendations for amendment to the Zoning Regulations.

**5.5 Final Implementation Program.** Final revisions to Implementation Program (if included in Scope of Services).

**Phase V Dates:** 8/21

**Deliverables/Meetings:**

- Adoption Hearings
- Meeting(s) with Staff
- Final Master Plan
- Implementation Program

**County Staff Responsibilities:** County Planning staff will issue all public notices associated with workshops and public hearings.

**Anticipated Timelines**

Phase I – Data Gathering	11/19 – 2/20
Phase II – Public Engagement	11/19 – 8/21
Phase III - Land Use Consultant Selection and Support	5/20 – 8/21
Phase IV – Draft Master Plan	7/20 – 8/21
Phase V – Adoption	8/21



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

ITEM DATE: 11/25/2019	ITEM TIME: 4:00 PM

<b>FROM:</b>	Mike Mordi, Assistant Director, Routt County Public Works
<b>TODAY'S DATE:</b>	11/19/2019
<b>AGENDA TITLE:</b>	Discussion regarding future budgeting for asphalt leveling

**CHECK ONE THAT APPLIES TO YOUR ITEM:**

ACTION ITEM

DIRECTION

INFORMATION

**I. DESCRIBE THE REQUEST OR ISSUE:**

Staff is seeking a discussion about projecting asphalt leveling budget numbers out into the future.

**II. RECOMMENDED ACTION (*motion*):**

No official action (motion) is being requested at this time.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

**PROPOSED REVENUE** (*if applicable*):

**CURRENT BUDGETED AMOUNT: \$ 0**

**PROPOSED EXPENDITURE:**

**FUNDING SOURCE:**

**SUPPLEMENTAL BUDGET NEEDED: YES  NO**

*Explanation:*

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

None Identified



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

Starting in 2015, the Road and Bridge department started separately budgeting for asphalt leveling on our paved roads. Leveling was performed ahead of overlay and chip seal to take any severe potholing, alligating, or rutting out of the paved surface. This practice was performed again in 2016.

During the budgeting process after 2016, the department determined that we should budget monies for leveling in future years to address poor pavement conditions on County Roads. In some years after 2016, we did not use the budgeted money for leveling on County Roads. It was used for making up differences in budgeted costs of asphalt or adding aprons at the interface of gravel roads and asphalt roads.

In the budgeting process for 2020, it was found that only about \$20K was needed for leveling not the \$227K that was budgeted based on the financial model. It was this reduction in the leveling budget number that precipitated this discussion about how the number is budgeted and how it relates to the condition of our paved roads.

### VI. LEGAL ISSUES:

None identified

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None Identified

### VIII. SUMMARY AND OTHER OPTIONS:

This discussion is necessary to create a more accurate budget for the Road and Bridge paving budget.