

ROUTT COUNTY PLANNING COMMISSION

FINAL MINUTES

May 21, 2020

The regular meeting of the Routt County Planning Commission was called to order at 6:00 p.m. with the following members present: Chairman Steve Warnke, Bill Norris, Troy Brookshire, John Merrill, Peter Flint, Billy Mitzelfeld, Brian Kelly, Roberta Marshall, Greg Jaeger and Andrew Benjamin. Commissioner Rohail Abid was absent. Interim Planning Director Kristy Winser and staff planners Alan Goldich and Chris Brookshire also attended. Sarah Katherman prepared the minutes. This meeting occurred via Zoom.

PUBLIC COMMENT

There was no public comment.

ZOOM TRAINING

Chairman Warnke reviewed the protocol for virtual hearings. Ms. Winser discussed the County's new Virtual Meeting Policy and highlighted Section 8.e. She stated that all applicants will have to sign a waiver for the virtual meeting format, and will be allowed the opportunity to delay their hearing if they are uncomfortable with it. Ms. Winser stated that staff will be enforcing a policy that will require all input and materials to be submitted 72 hours prior to the hearing. This should minimize the amount of information that would be missed. Mr. Goldich clarified that the staff report would be completed and available for review one week prior to the hearing. He said that the agenda could be updated with additional materials that come in after the staff report is complete up until 72 hours prior to the meeting. There was a discussion of whether Commissioners would be allowed to vote if, for technical reasons, they miss a portion of the meeting. Ms. Winser said she would check with the County Attorney. There was a demonstration of screen sharing, and a discussion of voting procedure. Ms. Winser stated that agendas, at least in the first month or so of virtual hearings, would be limited to a single petition. All agreed that flexibility and adaptation would be needed as this new meeting format is implemented.

MINUTES - February 21, 2020

Commissioner Kelly moved to approve the minutes of the Routt County Planning Commission meeting cited above, as written. Commissioner Jaeger seconded the motion. **The motion carried 9 - 0.**

ADMINISTRATOR'S REPORT

Ms. Winser reviewed the upcoming agendas. Beginning on June 4th meetings will be held every Thursday until the pending applications have been heard.

The meeting was adjourned at 7:00 p.m.