

ROUTT COUNTY PLANNING COMMISSION

FINAL MINUTES

July 9, 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, Peter Flint, Roberta Marshall, Greg Jaeger, Billy Mitzelfeld and Andrew Benjamin. Brian Kelly and Rohail Abid were absent. Interim Planning Director Kristy Winser and staff planner Chris Brookshire also attended. Sarah Katherman prepared the minutes. This meeting occurred via Zoom.

PUBLIC COMMENT

There was no public comment.

MINUTES - June 25, 2020

Commissioner Benjamin moved to approve the minutes of the Routt County Planning Commission meeting cited above, as written. Commissioner Brookshire seconded the motion. **The motion carried 8 - 0.**

ACTIVITY: PL-20-111

PETITIONER: Reed Sanctuary Ranch

PETITION: 35-acre subdivision Road Review

LOCATION:

MOTION

Commissioner Benjamin moved to table this agenda item until August 6, 2020. Commissioner Jaeger seconded the motion. **The motion carried 8 - 0, with the Chair voting yes.**

ACTIVITY: PL-20-107

PETITIONER: Tami and Steve Havener

PETITION: Lot Line Adjustment and Vacation of Utility Easements

LOCATION: 40465 Harbor Place; Steamboat II F3 Lots 107 & 108

Ms. Tami Havener explained that she and her husband had purchased both lots 35 years ago, and have always treated them as a single parcel. She said that they have now decided that they want the option to treat the lots separately.

Ms. Brookshire stated that the two lots remain separate lots, but the corner to the existing attached garage on Lot 107 encroaches into Lot 108. She stated that a lot line adjustment is needed to bring the property into conformance. Ms. Brookshire presented a site plan and indicated the location of the current and proposed new lot line. She noted that the proposed lot line adjustment was sited

to ensure that the existing structures meet the required setbacks. The two lots will maintain their existing square footages. Ms. Brookshire noted that lot line adjustments are usually processed administratively, but because there is a request for the vacation of utility easements, it must be heard by both Planning Commission and the Board of County Commissioners.

Ms. Brookshire stated that the petition includes the vacation of the existing utility easements along the common lot line. A new utility and drainage easement will be created. To accommodate existing utilities, the proposed easement is 5 ft. wide on Lot 107, 5 ft. wide on the west side of Lot 108 and 13 ft. wide on the east side of Lot 108. Ms. Brookshire added that the minimum required lot frontage in this subdivision is 75 ft. Due to the proposed lot line adjustment, the frontages on Lot 107 will be reduced. The existing driveway accessing the house on Lot 107 will encroach into Lot 108, so an easement for the driveway is proposed. Ms. Brookshire stated that Planning Commission must decide if the available buildable area on Lot 108 will be sufficient to accommodate a residence. She added that all utility companies have signed off on the proposed plan.

In response to a question from Chairman Warnke, Ms. Brookshire stated that all of the existing utilities are buried. She said that the utilities that bisect Lot 108 will have to be moved.

Commissioner Mitzelfeld asked about no-build zones. Ms. Brookshire stated that there are no no-build zones on either lot.

There was discussion of the dimension of new Lot 108 at its narrowest point. It was determined that the narrowest dimension is 56.62 ft., not including the utility and driveway easement. In response to a question from Commissioner Jaeger, Ms. Brookshire confirmed that the total buildable area would be reduced. In response to a question from Commissioner Benjamin, Ms. Brookshire confirmed that the new lot would be a conforming, buildable lot. Chairman Warnke added that the restrictions on the buildable area of the lot would be clearly recorded. Commissioner Mitzelfeld asked about the distance from the proposed new lot line to the existing house. Ms. Brookshire stated that the house is 17 ft. from the proposed common lot line.

There was no public comment.

MOTION - Lot Line Adjustment

Commissioner Marshall moved to recommend approval of the lot line adjustment with the finding of fact that the proposal, with the following conditions, meets with Sections 2, 3, and 6 of the applicable guidelines of the Routt County Zoning Regulations and Section 2 and 3 of the Subdivision Regulations. This approval is subject to the following conditions:

General Conditions:

1. The plat shall be finalized and recorded within one (1) year unless and extension is granted pursuant to Section 2.1.6, Routt County Subdivision Regulations. Extensions to up to one (1) year may be approved administratively.
2. Prior to recordation, the applicant shall submit an electronic copy of the approved plat to the County Planning Department in a .DWG format or other format acceptable to the GIS Department.
3. All fees must be paid in full prior to the recording of the plat.
4. All property taxes must be paid prior to the recording of the plat.
5. A 'no build' zone shall be indicated on the plat to avoid construction of structures, septic fields and roads in areas including, but not limited to 30% or greater slopes. The "no build" zones shall be approved by the Planning Director before the plat is recorded.
6. The resolution for the vacation for the utility, drainage, snow removal and snow storage shall be recorded concurrently with the final plat.
7. The notes on the plat shall include, but are not limited to the following:
 - a. Routt County is not responsible for maintaining or improving subdivision roads. The roads shown hereon have not been dedicated nor accepted by the County.
 - b. Existing and new accesses shall meet access standards set forth by the Routt County Road and Bridge Department and Fire Prevention Services.
 - c. Revegetation of disturbed areas shall occur within one growing season with a seed mix that avoids the use of aggressive grasses. See the Colorado State University Extension Office for appropriate grass mixes.
 - d. Routt County (County) and the Steamboat Rural Fire District (District) shall be held harmless from any injury, damage, or claim that may be made against the County or the District by reason of the County's or the District's failure to provide ambulance, fire, rescue or police protection to the property described on this plat, provided that the failure to provide such services is due to inaccessibility of the property by reason of internal roads being impassable. This conditions shall not relieve the County or the District of their responsibility to make a bona fide effort to provide emergency services should the need arise.
 - e. Address signage in conformance with Routt County Road Addressing, Naming, and Signing Policy shall be located at the entrance to the driveway.

- f. A current soils test showing that the soil is of a sufficient stable nature to support development will be required before obtaining a building permit.
- g. All applicable notes, conditions and restrictions from the Steamboat II, Filing 1 plat filed in the Routt County Clerk and Records Office at File #7008 will continue to apply to this Replat.

Commissioner Flint seconded the motion. **The motion carried 8 - 0, with the Chair voting yes.**

MOTION - Vacation of Utility Easements

Commissioner Marshall moved to recommend approval of the vacation of utility easements with the finding of fact that the proposal, with the following conditions, complies with the applicable guidelines of the Routt County Master Plan and is in compliance with Sections 4, 5, and 6 of the Regulations. This approval is subject to the following conditions:

1. Utility and drainage easements shall be shown and dedicated on the final plat. The plat shall show all required drainage and utility easements on the vacated portion of roadways.
2. A resolution of approval shall be recorded with the final plat.
3. All notes from the Steamboat II, Filing 1 plat shall continue to apply.

Commissioner Benjamin seconded the motion. **The motion carried 8 - 0, with the Chair voting yes.**

ADMINISTRATOR'S REPORT

Ms. Winser reported that the Board of County Commissioners had approved the Wagoner petition. She stated that there were no items scheduled for the next regular Planning Commission hearing, so the next meeting will be on August 6, 2020.

Ms. Winser stated that advertisements are posted for the open position on Planning Commission and the two open positions on the Board of Adjustment. She asked for volunteers to serve on the Board of Adjustment next Monday.

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