

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan
District I

Timothy Redmond
District II

Sonja Macys
District III

Work Session

March 13, 2023

Times listed on the agenda are approximations and may be longer, shorter, or earlier than scheduled, with no notice. Agendas are subject to change up to 24 hours before the start of the meeting. To ensure you have the most up-to-date information, please check the agenda within 24 hours of its start time.

If you are joining the meeting for a specific item, please join 10 minutes before the item to ensure you are present for the beginning of the item.

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

Join the meeting via our [Zoom Link](#).

To join by telephone dial 1-346-248-7799

Webinar ID: 851 5180 1592 Password: 44052

1. **9:30 A.M. CALL TO ORDER**
2. **9:30 A.M. COUNTY MANAGER/ LEGAL/ COMMISSIONERS' COMMITTEES UPDATE**
Jay Harrington, County Manager
Erick Knaus, County Attorney
3. **11:00 A.M. PUBLIC WORKS**
Mike Mordj, Director

A. **LARGE SPECIAL EVENTS PERMIT DRAFT POLICY REVIEW DISCUSSION**

Review and discuss Large Special Events Permit Policy

Documents:

[20230307 - BCC SPECIAL EVENT PERMIT REVIEW AND COMMENT.PDF](#)
[LARGE SPECIAL EVENTS PERMIT DRAFT.PDF](#)

4. **11:30 A.M. MEETING ADJOURNED**

All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners Office at (970) 879-0108 to assure that we can

meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: 3/13/2023	ITEM TIME: 11:00 am
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FROM:	Mike Mordi, Public Works Director
TODAY'S DATE:	3/7/2023
AGENDA TITLE:	Discussion on new Large Special Events Permit

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

I. DESCRIBE THE REQUEST OR ISSUE:

In response to some citizen comments pertaining to the size of some of the special events in the County during the summer of 2022, Road and Bridge has drafted a new large Special Events Permit policy. Road and Bridge and the commissioners are meeting to review and revise the new policy.

II. RECOMMENDED ACTION:

Discuss policy, review options, and provide direction and corrections to draft Large Special Event Permit policy.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE: none
PROPOSED EXPENDITURE: none
FUNDING SOURCE: none identified

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

None identified

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AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

In October of 2022, Road and Bridge held discussions with the commissioners about the results of the research that was done pertaining to how other counties handle their special events. Out of that discussion, Road and Bridge drafted a new policy for large special events. The draft policy was distributed to 5 of the larger special events for review and comment. Minimal comments were received on the draft.

In March 2023, the new policy is now being presented to the commissioners for review and comment before adoption.

VI. LEGAL ISSUES:

None identified

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None identified

VIII. SUMMARY AND OTHER OPTIONS:

Public Works recognizes that groups want to utilize roads to put on events to raise money for charities and showcase the great landscapes of Routt County. Some residents agree with allowing these events to take place and others oppose having events on the County Roads altogether.

A new policy has been drafted and is ready for review and eventual adoption.

Large Special Events Permit

For events with 1,000 or more participants:

Fee: \$200 - This will cover up to two hours of Road and Bridge staff review time. Any staff time required after the two hours will be billed to the applicant at a rate of \$150/hour. All invoices for staff time shall be paid a week before the event. Coordination with other Routt County departments will be billed per their respective policies.

Additional services: Variable message board – This will be billed at \$100/day for usage. Routt County Public works will dispatch and retrieve the VMB at the direction of the applicant for the requested duration. Routt County Public works has the authority to retrieve the board at any time if it is needed for emergency county use. Applicant will only be billed for the time the sign is dispatched.

Traffic Control

Required Information

1. A map or diagram of the route, showing all control points, aid stations and or other items in the ROW and any traffic detours. A map of parking locations and number of spaces proposed for participants.
2. A certificate of insurance naming Routt County.
3. A Method of Handling Traffic (MHT) MUST be included with the permit application. The MHT shall include:
 - a. A description of all road/lane/major intersection closures.
 - b. A map showing location of traffic signs, flaggers, and other traffic control. The MUTCD shall be followed when developing the MHT.
 - c. Time frame for closures. (Full or rolling)
 - d. Number of personnel involved with controlling closures (flaggers, marshals, uniformed traffic control, etc.)
 - e. Primary contact during road closures. (This may be the Traffic Control Supervisor)
 - f. If primary or paved roads are utilized, certified paid traffic control or police is required.
4. If the event has subcontracted traffic control, per submit with the application: name of company and contract of the Traffic Control Supervisor (TCS) for event including TCS's cell phone number.

Communication Plan

Applicant shall provide a communication plan with their application. The plan shall include:

1. Community communication and outreach plan. Communication and outreach plan shall show where advertisements are being placed (banner over Lincoln Ave. Store fronts, newspaper ads, social media, special interest groups, post offices, etc.)
2. Applicant shall place an advertisement explaining the details of the event in at least one local newspaper of general circulation as required by the county at least twenty-one (21) days in advance of the event.

3. Advanced notice signs are required to be placed along event route/at the event location seven (7) days prior to the event date. They inform the traveling public that your event will be held in the near future. The following guidelines shall apply for the signs:
 - a. Type of event
 - b. Name of event (optional)
 - c. Date of event(s)
 - d. Timeframe (i.e, from __AM to __PM)
 - e. Contact info
 - f. Event Website

Sign construction must conform to the following specifications:

- a. Must be made of metal or corrugated plastic.
- b. Dimensions must be at least 3' x 3'
- c. Orange background
- d. Lettering minimum 4" high
 - a. Signs must be placed seven (7) days prior to date of event
 - b. Signs must be removed within 24 hours of the event.
- e. Sign language shall be approved by Routt County prior to placement.

Participant Conduct of the Event

1. All participants have all rights and duties applicable to the driver of another other vehicle and can be penalized for violating traffic laws.
2. Ride/run two abreast ONLY when participants are not impeding traffic (front or rear) or when all participants are on the shoulder.
3. On winding roads with limited sight distance, play it safe and ride/run single file.
4. Vehicular traffic has the Right of Way.