

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan
District I

Timothy Redmond
District II

M. Elizabeth Melton
District III

Work Session

October 31, 2022

Times listed on the agenda are approximations and may be longer or shorter, or being earlier than scheduled, with no notice. Agendas are subject to change 24 hours before the meeting start time. To ensure you have the most up-to-date information, please check the agenda after 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. COUNTY MANAGER/ LEGAL/ COMMISSIONERS' COMMITTEES UPDATE

Jay Harrington, County Manager
Erick Knaus, County Attorney

2. 10:30 A.M. PUBLIC WORKS

Mike Mordi, Director

A. SPECIAL EVENT PERMITS DISCUSSION

Discuss policy, process and charges pertaining to Special Events held on County Roads.

Documents:

20221019 - BCC SPECIAL EVENT PERMIT DISCUSSION.PDF

20221025 - SURROUNDING COUNTY SURVEY.PDF

SPECIAL EVENT FLOWCHART.PDF

SPECIAL EVENTS PERMIT APPLICATION.PDF

3. 11:00 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: 10/31/2022	ITEM TIME: 10:30 am
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FROM:	Mike Mordi, Public Works Director
TODAY'S DATE:	10/19/2022
AGENDA TITLE:	Discussion on Special Events Permits
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 did research on other western slope county's special event permit's charges and policies.	
II. RECOMMENDED ACTION:	
Discuss policy, review options, and provide direction to staff for moving forward on Special Event Permit policies.	
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	

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

So far in 2022, Routt County Public works permitted 22 special events. Everything from a 5k fun run to a 3,000 participant bike race.

Citizen complaints have started increasing before, during and after the events in the last couple of years. Complaints range from "too many people on the road to one of my employee's almost hit a pack of them because they were taking up the whole road!"

A request was put in to the Public Works Department to research what other counties are doing for their special events permit. The request was to take a look at insurance requirements, charges, coordination with EMS, SO, CSP, etc.

In general, in Routt County, an applicant has to submit an application with the route information, there is no charge for the permit, the applicant must get signatures from FD, SO and CSP. If traffic will be impacted, applicant is required to provide a Method of Handling Traffic by a certified Traffic Control Manager, and provide a Certificate of Insurance that lists Routt County in the amount of \$1,000,000 for the event. Permit is then reviewed by Public Works Director and approved or denied.

Attached is a summary of the research from the other counties. The current Routt County Special Event Permit flow chart is also provided.

VI. LEGAL ISSUES:

None identified

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None identified

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AGENDA COMMUNICATION FORM

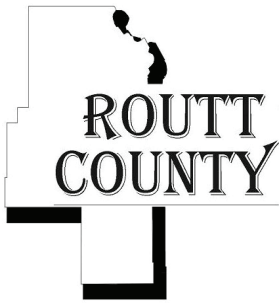
VIII. SUMMARY AND OTHER OPTIONS:

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 discussion on the attached summary will show where Routt County stands compared to the surrounding popular western Colorado counties and spur future discussions on possible changes that may be made to policies and events in the future.

Special Event Permits from other Counties

County/town	Department applied to	Cost	Insurance	Non-Profit Vs. For-Profit	Public Allowed to comment	Notes
Garfield	Road and Bridge	\$50	1,000,000	No	No	They are required to get permission from the Sheriff's Office and provide their own certified traffic control for the event. Rolling closures are allowed in certain areas. Need to provide notice to residents and businesses utilizing roadway subject to closures or restrictions.
Summit	Open Space	\$100, \$200, \$300	\$990,000	Yes	No	See Website for pricing. 35 events in 2022 and 29 in 2021. Only three temp road closures approved by BCC. Have to place advertisement in local news paper at least 7 days in advance. Reviewed by Summit County Special Events Committee. https://protect-us.mimecast.com/s/VOZyCgJM0OfvYM6t7rzV7?domain=summitcountyco.gov
Mesa	Road and Bridge	0	1,000,000	No	No	Mesa County does not allow road closures. Bike Races are normal not allowed. If a race is to use Mesa County Roads an race permit is required. If a road closure is requested, applicant must get a written release from the affected property owners.
Eagle	Community Development Department/Open Space	\$100-\$200 depending on amount of participants	none	No	No	We require traffic to keep flowing and we require them to contact the SO. The fees are for if the event is operating on Open Space properties only. For events out on the road, there is no fee.
La Plata	Planning	0	\$990,000	No	No	Dicourage Road closures. Need SO, CSP, OEM and EMS to sign off. Road restrictions must be published in the local paper.
San Miguel	Road and Bridge	\$75	1,093,000	Yes	No	Sometimes fees are waived for non-profits
Grand	Road and Bridge	0	\$1,000,000	No	No	Just a general release of liability. "you break it you buy it"
Pitkin	Community Dev Office	Varies but averages \$650	\$1,000,000	No	No	https://pitkincounty.com/DocumentCenter/View/16889/Special-Event-Guide-and-Details The BCC says that planning must pay their way, so they charge for the time they review the permit. Treat it almost like a planning application and send out referrals. They do about 35 events a year, this includes weddings out on ranches. If an event takes place on the Rio Grande trail, then the applicant deals directly with Open Space.
Boulder	Community Planning and Permitting	\$50 and \$500 performance deposit	\$1,000,000	No	No	https://assets.bouldercounty.gov/wp-content/uploads/2019/05/special-event-guide.pdf#page=18 Requires written notification to all entities affected. Ad placed in the news paper.
Lake	Community Planning and Development					
Leadville	Planning and Zoning	\$0	\$1,000,000	No	No	Leaville 100, Lifetime runs 4 more events, Lifetime donates to local schools and rent out Leadville and Lake County facilities
Steamboat Springs	City Manager's office	\$38.50/hr, \$308/day max. for street closures or park rental.	\$1,000,000	No	No	Marathon, SBT GRVL are the biggest events. SBT GRVL is becoming to most impactful. The fees are the same if you are renting out a park or closing a street. No adjustments for Non-profits vs for profits.



ROUTT COUNTY SPECIAL EVENT PERMIT FLOW CHART

Please be advised that depending on the nature of the special event, the special event being considered may require review and issuance of a permit from one or more of the following County Departments. Please note that each department has their own set of requirements and fees. It is the responsibility of the applicant to check with individual departments for requirements.

Planning Department

Please see the Planning Department to determine if any permits/approvals will be required. The Planning Department can be reached at 879-2704.

Sheriff Office

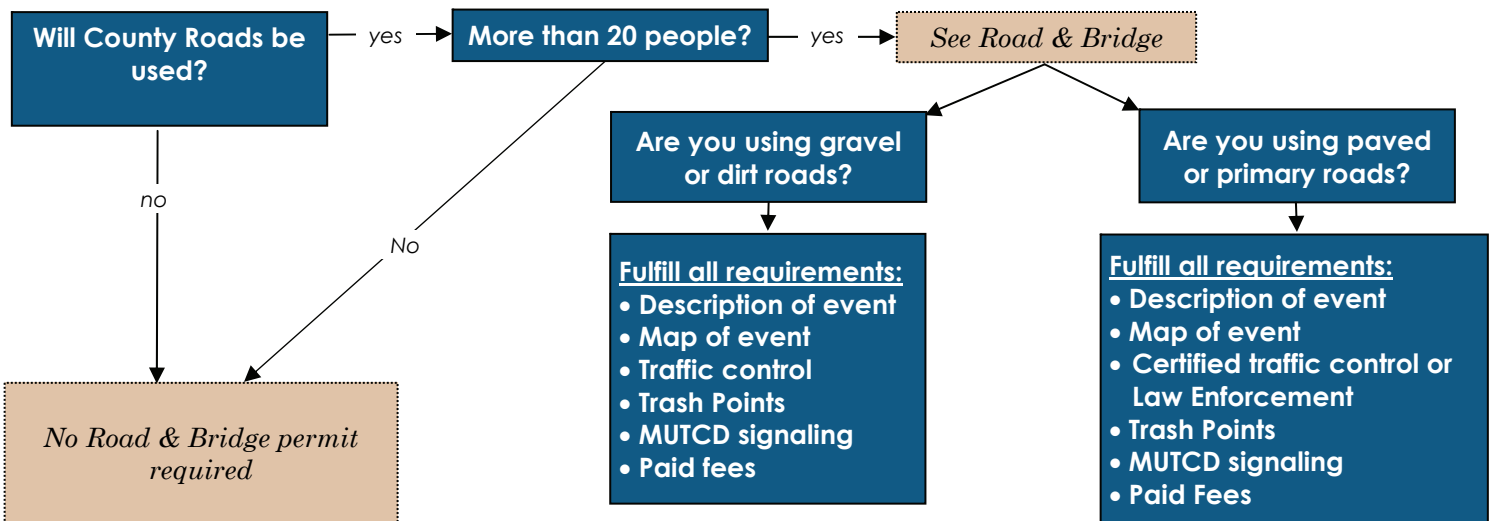
Please see the Sheriff office to determine if any permits/approvals will be required. If law enforcement will be requested through the Sheriff's office, an Extra Duty request form needs to be submitted to the Sheriff's office at least 30 days prior to the event. The Sheriff Office can be reached at 879-1090.

Clerk & Recorder

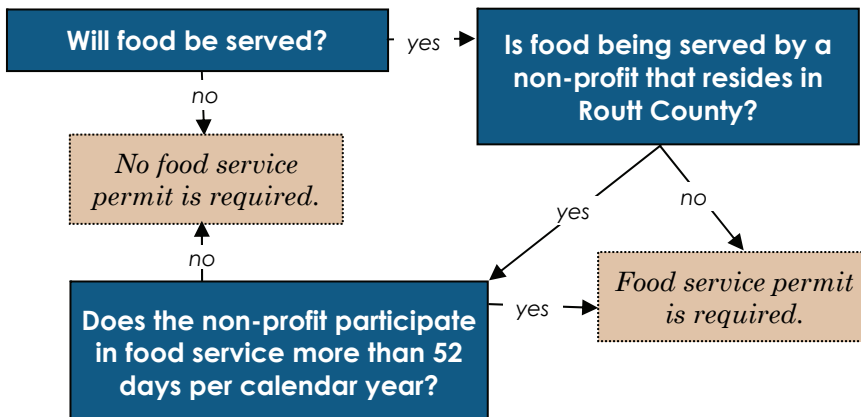
If alcohol will be served, an application for a Liquor License must be submitted to the Clerk & Recorder's office at least 30 days prior to the event. The Clerk & Recorder Office can be reached at 870-5556.

Road & Bridge Department

Please submit required information to the Road & Bridge Department at least 30 days prior to the event. The Road & Bridge Department can be reached at 879-0831.



Environmental Health Department



Routt County Environmental Health manages food service, water supply, wastewater disposal and solid waste/recycling requirements for certain community events that are held in a public place or otherwise which invites the general public to attend.

Please contact the Environmental Health Department at 870-5588 a minimum of 30 days prior to your event to discuss these requirements.



ROUTT COUNTY

ROAD & BRIDGE

136 6th Street, Ste 103
Steamboat Springs, CO 80487
970-879-0831

PERMIT NO. _____

NOTICE OF INTENT TO CONDUCT A SPECIAL EVENT OR PUBLIC FUNCTION ON PUBLIC R.O.W.

**ALL FIELDS ON THIS FORM MUST BE COMPLETED IN ORDER FOR FORM TO BE DEEMED
COMPLETE AND PROCESSED.**

Completed forms need to be received by our office four (4) weeks prior to event for processing. A Special Event Permit is required for any organized event in the County ROW. One permit maybe submitted for mutli-day or recurring events with the same or similar routes with all dates listed.

ORGANIZATION _____ NOTICE DATE _____

AUTHORIZED AGENT _____ TITLE _____

OFFICE PHONE _____ CELL _____ EMAIL _____

MAILING ADDRESS _____ CITY _____

STATE _____ ZIP _____

EVENT NAME _____

EVENT DATE (S) _____ DURATION:(Time)FROM: _____ TO _____

EVENT DESCRIPTION: _____

*PROPOSED ROUTE: _____

Event - Will Will Not block or restrict travel lanes.

*PROPOSED DETOUR _____

Will animals or unique vehicles, items, or substances be used in the event? If yes, explain

RULES OF THE ROAD

All participants must read and be aware of the following rules:

OBEY TRAFFIC LAWS, SIGNS AND SIGNALS

Bicyclists have all rights and duties applicable to the driver of any other vehicle and can be penalized for violating traffic laws.

RIDE SINGLE FILE

Ride two abreast only when you are not impeding traffic (front or rear) or when all cyclists are on the shoulder. On curving canyon roads, play it safe and ride single file.

REQUIRED INFORMATION

1. A map or diagram of the route, showing all control points, aid stations or other items in the ROW and any detours. A map of parking location(s) 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 this permit application. The MHT shall include:
 - x A description of all road/lane/major intersection closures.
 - x A map showing location of traffic signs, flaggers, and other traffic control.
 - x Time frame for the closures.
 - x # of personnel involved with controlling closures (flaggers/marshals)
 - x Primary contact during closures (this may be the Traffic Control Supervisor)
 - x If primary or paved roads are utilized, certified paid traffic control or police is required
4. If event has subcontracted traffic control, please submit with this application: name of company and contact of traffic control supervisor (TCS) for event including TCS's cell phone number.

EVENT COORDINATOR

Phone # Office _____ Cell _____ Email _____

Signature _____ Print _____ Date _____

PUBLIC AGENCIES NOTIFIED

Applicant must acquire the following Signatures *prior* to submitting to R&B for approval for all events with more than 20 people and **ALL** events that block travel lanes.

STATE PATROL: Name _____ Date _____

SHERIFF'S DEPT: Name _____ Date _____

FIRE DEPT: Name _____ Date _____

ADJACENT PROPERTY OWNER NOTIFICATION: The applicant is responsible for coordination and notification with adjacent property owners prior to the event.

Return to: *Routt County Road & Bridge
Geovanny D. Romero. Field Coordinator
Phone: 970-870-5344
E-mail: gromero@co.routt.co.us*

ROAD AND BRIDGE APPROVAL

R&B COORDINATOR: _____ Date _____