

ROUTT COUNTY PLANNING COMMISSION

MINUTES

December 17, 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 and Commissioners Troy Brookshire, Bill Norris, Greg Jaeger, Billy Mitzelfeld, Brian Kelly, Roberta Marshall, and Linda Miller. Commissioners Peter Flint and Andrew Benjamin were absent. Planning Director Kristy Winser and staff planner and Alan Goldich also attended. Sarah Katherman prepared the minutes. This meeting was conducted via Zoom.

There was no public comment.

MINUTES - October 15, 2020

Commissioner Kelly moved to approve the above cited minutes, as written. Commissioner Brookshire seconded the motion. **The motion carried 8 - 0, with the Chair voting yes.**

MINUTES - November 5, 2020

Commissioner Kelly moved to approve the above cited minutes, as written. Commissioner Brookshire seconded the motion. **The motion carried 8 - 0, with the Chair voting yes.**

ACTIVITY: PL-20-114

PETITIONER: Routt County

PETITION: Review Process and Fee Schedule Amendment

Mr. Goldich stated the proposed amendments to the planning review process and fee schedule had been reviewed by Planning Commission at the October 15, 2020 meeting. He stated that the impetus for the proposed revisions was new permit tracking software. He stated that since the October 15th meeting and the subsequent review by the Board of County Commissioners (BCC), only very minor changes had been made to the draft. Mr. Goldich noted that the comments and questions from the BCC had been very similar to those from Planning Commission. The only significant change that was not previously discussed is that under the current proposal, the submittal checklist, which is currently included as an appendix to the Zoning and Subdivision Regulations, would be removed from the regulations so that minor updates to the document could be made as needed without coming through the Planning Commission and BCC for approval. The submittals checklist is posted on the website and would be made available to applicants at the required pre-application meeting with staff.

Mr. Goldich reviewed that changes to the fee schedule for planning activities are also being proposed. He stated that the Planning Department would be moving

away from a system with a base fee plus additional hourly charges for additional staff time to a flat fee system. The fees would be increased to cover the additional planner time that may be needed. These increases will also bring Routt County's fees in line with those of comparable jurisdictions.

Chairman Warnke asked which other counties had been surveyed for comparison. Mr. Goldich stated that a variety of jurisdictions, including the City of Steamboat Springs, Summit, La Plata, Eagle and Gunnison Counties had been surveyed. Ms. Winser stated that Routt's current fees are lower than comparable counties and its fee structure is much more complicated.

In response to a question from Chairman Warnke, Mr. Goldich stated that the new permit software is currently undergoing testing, which would be followed by end-user training, and is expected to go live in March.

There was discussion of the impact on the time an application would take to be processed under the proposed changes. Mr. Goldich said that administrative permits would take about a week longer, but that very little extra time would be added to the process for other types of applications, provided that a quality application is submitted from the start. Ms. Winser added that the new process would result in better materials for Planning Commission to review and would increase the efficiency of staff.

In response to a comment from Commissioner Mitzelfeld, Mr. Goldich noted that the fee schedule includes a provision to allow extra fees to be charged if certain additional studies are needed. Commissioner Mitzelfeld also noted that the reference to Section 2.1.4 on page 5 of the draft should be to 2.1.7.

Commissioner Kelly asked about the pre-application conferences with Planning Commission and the BCC, Mr. Goldich said that the conferences are only required for new gravel pits and expansions of existing gravel pits, as these are often controversial proposals. He said that other types of permits can request such conferences, which are not binding and at which no decisions are made, in order to "take the temperature" of the County regarding a particular proposal.

There was no public comment.

MOTION

Commissioner Kelly moved to recommend approval of the review process, as presented by staff in the memo dated December 17, 2020. Commissioner Jaeger seconded the motion. **The motion carried 8 - 0, with the Chair voting yes.**

MOTION

Commissioner Kelly moved to recommend approval of the amendments to the Subdivision Regulations, as presented. Commissioner Jaeger seconded the motion. **The motion carried 8 - 0, with the Chair voting yes.**

MOTION

Commissioner Kelly moved to recommend approval of the amendments to the Zoning Regulations, as presented. Commissioner Jaeger seconded the motion. **The motion carried 8 - 0, with the Chair voting yes.**

MOTION

Commissioner Kelly moved to recommend approval of the fee schedule, as presented. Commissioner Jaeger seconded the motion. **The motion carried 8 - 0, with the Chair voting yes.**

Mr. Goldich stated that the proposal would be heard by the BCC in January, and although the changes would take effect shortly thereafter, they would not be fully implemented until the new software goes live in March.

ADMINISTRATOR'S REPORT

Ms. Winser stated that the next meeting would be on January 21, 2021, at which Planning Commission would be reviewing a lot consolidation. She stated that following this application, future lot consolidation requests would be subject to approval by the Planning Director. The associated zone changes and vacations of utility easements would then be included in the Planning Commission and BCC consent agendas. Planning Commission would receive a staff report and materials, as usual, but a vote would be taken without discussion unless a member of Planning Commission pulls the item from the consent agenda.

There was a discussion of the annual training with the County Attorney. Planning Commission agreed that a daytime meeting for this training would be acceptable with sufficient notice.

Ms. Winser reviewed the proposal to add staff to the Department, beginning with a Planning Technician. In response to a question from Chairman Warnke, Ms. Winser said that with the new software staff will have the ability to generate various reports regarding the activities of the Department. In the meantime, Ms. Winser said that she could provide Planning Commission with the monthly reports she sends to the BCC.

Ms. Winser asked for a volunteer to serve as the representative to the APCC. Commissioner Brookshire volunteered. She discussed the plan to revive the Master Plan update, and noted that the update to the SSACP would be done in conjunction with that project.

The meeting was adjourned at 7:15 p.m.