

SECTION 7: AGENCIES

7.1. Generally.

A. This Section governs the administration of the UDC.

7.2. Planning Director

A. Powers and Duties.

1. The Planning Director shall be responsible for the administration, implementation, and enforcement of the UDC.
2. The Planning Department shall perform all planning for the County, shall provide technical support and guidance for action on development applications and land use changes, and shall review and perform such other actions, as may be requested by the Board of County Commissioners or other decision-making body as set forth in the UDC.
3. The Planning Director shall be responsible for oversight of the Department and may delegate authority to other staff members of the Planning Department, subject to the requirement that the staff exercise such authority in conformance with the standards and criteria contained in the UDC. Decisions made by staff under authority so delegated shall be treated as having been made by the Planning Director.
4. Specific review authorities are identified in **Section XXX**.
5. The Planning Director may issue stop work and/or cease and desist orders for any development or land uses that have not been permitted by these regulations or are completed in a way that is inconsistent with a site specific approval or these regulations.
6. The Planning Director shall determine whether an application submitted for review is complete prior to application processing.
7. The Planning Director may refer applications to the Planning Commission or the Board of County Commissioners for final decisions of administrative permits.
8. The Planning Director may authorize a concurrent review of any application processes provided all minimum notification requirements are met.
9. The Planning Director may reduce or waive a fee for special projects that comply with the criteria outlined in the fee schedule.
10. Special fees may be charged at the discretion of the Planning Director for professional consultants or special research/analysis that is required to ensure adequate review of a development application.
11. The Planning Director has the authority to sign agreements as provided in Resolution 2022-075, as may be amended.
12. The Planning Director has the authority to approve the release of surety as provided in Resolution 2022-055, as may be amended.
13. In the occurrence that there is no Code Compliance Officer, the Planning Director shall possess the powers held by the Officer (Section 7.2.B.2).

- B. Code Compliance Officer. There shall be a Code Compliance Officer, who shall provide for fair and efficient enforcement of Routt County ordinances.
 - 1. The Code Compliance Officer shall either be an employee of the County or a contractor or agency contracted by Routt County to perform such duties as enumerated herein.
 - 2. Powers and Duties.
 - a. Enforce all provisions of the UDC.
 - b. Issue County Court summonses and complaints for violations of the UDC provided that the Code Compliance Officer shall have no authority to detain or arrest individuals or impound property.
 - 3. In the occurrence that there is no Code Compliance Officer, the Officer's powers and duties shall be delegated to the Planning Director.

7.3. Board of County Commissioners

- A. Conduct of Business
 - 1. The Board of County Commissioners may also be referred to as the "County Commissioners" or "BCC" in these Regulations or in other official and unofficial documents and actions.
 - 2. The Board of County Commissioners conducts business in accordance with state law and adopted County policies.
- B. Powers and Duties
 - 1. The BCC has all authorities granted by state law and this UDC. The powers and duties outlined in the UDC pertain to land use, subdivision, and zoning issues and is a non-exclusive list.
 - 2. The BCC has the authority to sign any permit, subdivision plat, resolution, or other document directly related to an application submitted for review under this UDC, and approval of an application by the BCC under this UDC shall confer signature authorization by the BCC to sign such documents.
 - 3. The BCC is responsible for review and decision-making for certain land use and development applications, as outlined in **Section XXX**.
 - 4. The BCC is responsible for hearing certain appeals from decisions made by Planning Commission **as outlined in Section XXX**.
 - 5. The BCC is responsible for any action not otherwise delegated to the Planning Commission, Board of Adjustment, or Planning Director, as the BCC may deem desirable and necessary to implement the UDC.
 - 6. In the occurrence of extenuating circumstances, such as a natural disaster or acts of god, the BCC shall have the authority to override a process and/or approval outlined in the UDC with evidence indicating the extenuating circumstances that necessitate the action.

7.4. Planning Commission

A. Membership

1. The Planning Commission shall consist of nine members, and two alternate members as appointed by the Board of County Commissioners.
2. To the extent possible, all members shall be residents from four different districts and four municipalities in Routt County (North Routt – District 1, Land around Steamboat Springs – District 2, West Routt - District 3, and South Routt – District 4, the Towns of Yampa, Hayden, Oak Creek, and the City of Steamboat Springs).
3. Not more than one of the members and one of the alternate members may also be members of the Board of Adjustment. This shall not preclude Planning Commission members from serving on the Board of Adjustment as needed to ensure a quorum is achieved according to Section 7.5.A.3.
4. Each member and alternate shall serve a three-year term unless such member resigns or is removed for cause by the Board of County Commissioners upon written charges and after a public hearing.
5. Vacancies shall be filled for unexpired terms in the same manner as in the case of original appointments.
6. Alternate members of the Planning Commission shall take the place of any regular Commission member in the event that the regular member is temporarily unable to act due to the absence from the County, illness, interest in the case before the Commission, or any other reasonable cause.

B. Officers

1. The Planning Commission shall, at its first meeting following appointments made each year by the Board of County Commissioners, select a chairperson and vice-chairperson to serve one-year terms.
2. The Planning Director or his or her designee shall serve as secretary to the Planning Commission.

C. Conduct of Business

1. The Planning Commission may also be referred to as the “Commission” or “PC” in these Regulations or in other official and unofficial documents and actions.
2. The Planning Commission shall adopt and amend by-laws establishing its organization and procedures as may be necessary.

D. Powers and Duties

1. The Planning Commission shall have such authority to act as provided by State statute (Colorado Revised Statutes (C.R.S) Sections 30-28-103 and 30-28-106) and by the Board of County Commissioners.
2. The Planning Commission shall prepare and adopt a county-wide Master Plan according to C.R.S Section 30-28-106. The Commission shall also be

- responsible for reviewing and updating the Master Plan and any Sub-Area Plans as needed to reflect the goals of the County.
3. The Planning Commission shall review land use applications in accordance with the UDC, the Routt County Master Plan, and any Sub-Area Plans.

7.5. Board of Adjustment

A. Membership.

1. The Board of Adjustment shall consist of five members and two alternate members as appointed by the Board of County Commissioners.
2. All members shall be residents of Routt County.
3. Not more than one of the members and one of the alternate members may also be members of the Planning Commission. Up to two members of the Planning Commission may substitute for Board of Adjustment members when a quorum of regular Board of Adjustment members is not reached.
4. Each member and alternate shall serve a three-year term unless such member resigns or is removed for cause by the Board of County Commissioners upon written charges and after a public hearing.
5. Vacancies shall be filled for unexpired terms in the same manner as in the case of original appointments.
6. Alternate members of the Board of Adjustment shall take the place of any regular Board member in the event that the regular member is temporarily unable to act due to the absence from the County, illness, interest in the case before the Board, or any other reasonable cause.

B. Officers

1. The Board of Adjustment shall, at its first meeting following appointments made each year by the Board of County Commissioners, select a chairperson and vice-chairperson.
2. The Planning Director or his or her designee shall serve as secretary to the Board of Adjustment.

C. Conduct of Business

1. The Board of Adjustment may also be referred to as the “BOA” in these Regulations or in other official and unofficial documents and actions.
2. The Board of Adjustment shall adopt and amend by-laws establishing its organization and procedures as may be necessary.

D. Powers and Duties

1. Pursuant to C.R.S Sections 30-28-117 and 118, the BOA shall have the following powers and duties.
 - a. To grant, upon an appeal relating to appellant's property, a variance from the strict application of any regulations regarding: Minimum and Maximum setbacks, Minimum lot width, Maximum allowable building height, or

Maximum separation permitted between a Secondary Dwelling Unit and a Primary Dwelling Unit.

2. No appeal to the BOA shall be allowed for building use violations that may be prosecuted pursuant to Colorado Revised Statutes, Section 30-28-124 (1) (b).

7.6. Historic Preservation Board

- A. Membership. Membership and powers and duties shall be as described in the current Resolution (2003-047).
- B. Officers
 1. The Historic Preservation Board shall, at its first meeting following appointments made each year by the Board of County Commissioners, select a chairperson and vice-chairperson.
 2. The Planning Director or his or her designee shall serve as secretary to the Historic Preservation Board.
- C. Conduct of Business
 1. The Historic Preservation Board may also be referred to as the “HPB” in these Regulations or in other official and unofficial documents and actions.
 2. The HPB shall adopt and amend by-laws establishing its organization and procedures as may be necessary.

7.7. Flood Plain Administrator

- A. The Routt County Planning Director, or his or her designee, is hereby appointed the Floodplain Administrator to administer, implement, and enforce the provisions of these regulations and other appropriate sections of 44 CFR (National Flood Insurance Program Regulations) concerning floodplain management by granting, granting with conditions, or denying applications for floodplain development permits.
- B. Powers and Duties
 1. The Flood Plain Administrator shall be responsible for reviewing, approving, and denying applications for Floodplain Development Permits.
 2. The Floodplain Administrator may issue stop work orders for any development or land uses that have not been permitted by these regulations or are completed in a way that is inconsistent with a site specific approval or these regulations.
 3. The Floodplain Administrator shall be responsible for any other powers and duties outlined in **Section 5.13.4.D.**