

ROUTT COUNTY PLANNING COMMISSION

FINAL MINUTES

MARCH 18, 2021

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 Billy Mitzelfeld, Andrew Benjamin, Bill Norris, Roberta Marshall, and Linda Miller. Commissioners Troy Brookshire, Peter Flint and Greg Jaeger were absent. Planning Director Kristy Winser and staff planner Alan Goldich also attended. Sarah Katherman prepared the minutes.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. **PL-20-190 & PL-20-191 Scott Lot Consolidation and Vacation of Utility Easements**

MOTION

Commissioner Norris moved to approve the consent agenda, as presented. Commissioner Kelly seconded the motion. **The motion carried 7 - 0, with the Chair voting yes.**

AMENDMENTS TO THE INSURANCE REGULATIONS IN THE ZONING REGULATIONS

Mr. Goldich explained that Planning Commission is hearing this item, and must make a recommendation to the Board of County Commissioners because the insurance requirements are included in the Zoning Regulations. He said that last year the County updated its insurance and surety policy, and as a result the insurance amount required to do business with the County increased to \$1.1M. The current Zoning Regulations specify the amount as \$1.0M. Mr. Goldich said that the County Attorney has recommended language that will reference the policy that is in effect rather than citing a specific amount. This will allow changes to the policy without having to amend the Zoning Regulations each time. Mr. Goldich said that the sections that need to be amended are 8.31 and 9.2.G. He reviewed the recommended new language.

MOTION

Commissioner Kelly moved to recommend the amendment to Sections 8.31 and 9.2.G of the Zoning Regulations, as presented in the memo included in the meeting materials. **Commissioner Norris seconded the motion. The motion carried 7 - 0, with the Chair voting yes.**

ADMINISTRATOR 'S REPORT

Ms. Winser said that of the applicants interviewed for the Planner Tech position, there was one real stand-out. They will be making an offer to her. She said that they had not yet advertised for Ronee's position. She reviewed that contract with Safe Build, which will be assisting the Planning Department with building permit reviews while Tegan is on maternity leave, and perhaps on an as-needed basis in the future.

Ms. Winser reviewed the upcoming agendas, including the agenda for the joint meeting with the Board of County Commissioners on April 1. She said that she would ask Erin Light if she would be able to make a presentation at that meeting.

In response to a question from Chairman Warnke, Ms. Winser confirmed that the April 1 meeting would be conducted via Zoom, and that thereafter it would be up to Planning Commission to decide, depending on the level of vaccination in the community, on Planning Commission and staff, etc. She offered that Zoom may continue to be appropriate for short meetings such as the one tonight, but that in-person meetings would be much preferable when there are complex or controversial items on the agenda.

Ms. Winser reviewed the schedule for interviews for Planning Commission and Board of Adjustment positions.

The meeting was adjourned at 6:30 p.m.