

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Angelica Salinas
District I

Timothy Redmond
District II

Sonja Macys
District III

Regular Meeting Agenda
March 24, 2026

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](#).

1. 9:30 A.M. CALL TO ORDER

2. PUBLIC COMMENT

Public comment must be presented succinctly and as prescribed by the BCC Chair. Public comment will not be heard during this time if it concerns any item scheduled for today or quasi-judicial items (hearings scheduled to be heard by the BCC involving the presentation of evidence in any form for BCC consideration). Public comment for an item scheduled on today's agenda may be taken during that item's scheduled time. The BCC will take public comment under consideration but will not make any decision or take action at this time.

IF YOU ARE ATTENDING THE MEETING REMOTELY, To make a public comment raise your hand on the Zoom platform or if calling in press *9. The moderator will then select you when it is your turn. Written public comments can also be submitted to bcc@co.routt.co.us. Please indicate in the subject line of your email that it is a public comment. Public comments will be entered into the record.

3. APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL

4. CONSENT AGENDA ITEMS

Items of routine and non-controversial nature are placed on the consent agenda to allow the Board of County Commissioners to spend its time and energy on more important items on a lengthy agenda. Any Commissioner may request that an item be "PULLED" from the consent agenda and considered separately. Any member of the public may "REQUEST" any item to be "PULLED" from the consent agenda.

A. AUTHORIZATION FOR THE CHAIR TO SIGN A LIQUOR LICENSE

RENEWAL FOR BLACK MOUNTAIN INVESTMENTS LLC DBA BLACK MOUNTAIN RANCH FOR A HOTEL AND RESTAURANT LIQUOR LICENSE

Documents:

[BCC COMMUNICATION FORM ACCESSIBLE_BLACK MTN.PDF](#)

B. APPROVAL OF NOVEMBER 18 AND 24, 2025 MEETING MINUTES

Documents:

[11.18.2025 MEETING MINUTES.PDF](#)

[11.24.2025 MEETING MINUTES.PDF](#)

C. APPROVAL OF DECEMBER, 2025 MEETING MINUTES

Documents:

[12.9.2025 MEETING MINUTES.PDF](#)

[12.15.2025 MEETING MINUTES.PDF](#)

[12.16.2025 MEETING MINUTES.PDF](#)

[12.22.2025 MEETING MINUTES.PDF](#)

[12.30.2025 MEETING MINUTES.PDF](#)

D. APPROVAL OF AND AUTHORIZATION FOR THE COMMISSIONERS TO SIGN A LETTER OF SUPPORT FOR NORTHWEST COLORADO HEALTH'S REQUEST FOR CONGRESSIONALLY DIRECTED SPENDING FOR THE HAVEN CAMPUS EXPANSION PROJECT

Documents:

[LOS FOR NORTHWEST COLORADO HEALTH REQUEST FOR CONGRESSIONAL SPENDING.PDF](#)

E. AUTHORIZATION FOR THE CHAIR TO SIGN THE COYOTE RUN SUBDIVISION LOT 13 BUILDING ENVELOPE REMOVAL PLAT; PL20250086

Documents:

[2556-002-PLAT-DRAFT-260310.PDF](#)

5. CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA

6. 9:35 A.M. PLANNING

Kristy Winser, Planning Director

A. APPROVAL OF UTILITY EASEMENT VACATION; PL20250081

Consideration of Planning Commission's recommendation to approve a Utility Easement Vacation; PL20250081

Documents:

[BCC COMMUNICATION FORM PL20250081.PDF](#)

[PL20250081 STAFF REPORT WITH ATTACHMENTS.PDF](#)

[030526-PC-CORRECTED.PDF](#)

7. 10:00 A.M. PURCHASING

Julie Kennedy, Purchasing Agent

A. RFP 871 TREE HAUS BRIDGE PAINTING AWARD APPROVAL

Routt County Purchasing posted RFP 871 Tree Haus Bridge Painting on Bidnet and received 6 proposals ranging in price from \$754,000 to \$90,000. Public Works has selected Sloop Enterprises, Inc. due to their experience with this project in 2021 that was completed on time, within budget and without harm to the Yampa River.

Documents:

[BCC COMMUNICATION FORM RFP 871 TREE HAUS BRIDGE PAINTING.PDF](#)
[SLOOP RFP 871 TREEHOUSE BRIDGE BID PACKAGE.PDF](#)

B. RFP 877 BITS, BLADES AND CUTTING EDGES 2026 AWARD APPROVAL

Documents:

[BCC COMMUNICATION FORM RFP 877 BITS BLADES AND CUTTING EDGES 2026.PDF](#)
[WAGNER BID RFP 837 BLADES BITS CUTTING EDGES ATTACHMENT A BID RESPONSE SHEET.PDF](#)

C. RFP 861 ROUTT COUNTY JUSTICE CENTER BUILDING AUTOMATION SYSTEM REPLACEMENT AWARD APPROVAL

Documents:

[BCC COMMUNICATION FORM RFP 861 RCJC BAS UPGRADE AWARD JS.PDF](#)
[LONG TC PROPOSAL - ROUTT COUNTY JUSTICE CENTER BAS UPGRADE UPDATED 2.19.26.PDF](#)

8. 10:25 A.M. COUNTY MANAGER'S OFFICE

Jay Harrington, County Manager

A. AMENDMENT TO THE YAMPA VALLEY HOUSING AUTHORITY GRANT AGREEMENT

Documents:

[AMENDMENT TO THE YVHA GRANT AGREEMENT BCC COMMUNICATION FORM.PDF](#)
[AMENDMENT TO YVHA GRANT AGREEMENT.PDF](#)
[YVHA REQUEST TO RETAIN FUNDS.PDF](#)

9. 10:35 A.M. LEGAL

Lynaia South, County Attorney

A. TEMPORARY ASSISTANT COUNTY ATTORNEY

Documents:

[BCC COMMUNICATION FORM TEMP ACA 03.24.26.PDF](#)

10. 11:05 A.M. **BREAK**

11. 1:00 P.M. **PLANNING COMMISSION AND BOARD OF ADJUSTMENT
INTERVIEWS**

Consideration to appoint the following applicants to the Routt County
Planning Commission and the Routt County Board of Adjustment.

Documents:

[BCC COMMUNICATION FORM PC INTERVIEWS.PDF](#)
[2026 PLANNING COMMISSION APPLICANTS.PDF](#)
[PLANNING-COMMISSION-\(DISTRICT MAP\).PDF](#)

A. 1:05 P.M. ANDY BENJAMIN

Consideration to reappoint Andy Benjamin to the Routt County Planning
Commission. He is a Routt County resident.

Documents:

[ANDY BENJAMIN ONLINE APPLICATION_REDACTED.PDF](#)
[ANDY BENJAMIN LETTER OF INTENT_REDACTED.PDF](#)

B. 1:15 P.M. BILL NORRIS

Consideration to reappoint Bill Norris to the Routt County Planning
Commission. He is a Routt County Resident.

Documents:

[BILL NORRIS ONLINE APPLICATION FORM_REDACTED.PDF](#)
[BILL NORRIS LETTER OF INTENET_REDACTED.PDF](#)

C. 1:25 P.M. LINDA MILLER

Consideration to reappoint Linda Miller to the Routt County Planning
Commission. He is a Routt County Resident.

Documents:

[LINDA MILLER ONLINE APPLICATION_REDACTED.PDF](#)
[LINDA MILLER LETTER OF INTEREST _REDACTED.PDF](#)

D. 1:35 P.M. PETE WOOD

Consideration to reappoint Pete Wood to the Routt County Planning
Commission. He is a Routt County Resident.

Documents:

[PETE WOOD ONLINE APPLICATION_REDACTED.PDF](#)
[PETE WOOD LETTER OF INTENT _REDACTED.PDF](#)
[PETE WOOD LETTER OF EXPLANATION_REDACTED.PDF](#)

E. 1:45 P.M. ROBIN SCHEPPER

Consideration to appoint Robin Schepper to the Routt County Planning Commission. She is a Routt County resident.

Documents:

[ROBIN SCHEPPER ONLINE APPLICATION_REDACTED.PDF](#)
[ROBIN SCHEPPER RESUME_REDACTED.PDF](#)

F. 1:55 P.M. GEORGE ECK

Consideration to appoint George Eck to the Routt County Planning Commission. He is a Routt County Resident.

Documents:

[GEORGE ECK ONLINE APPLICATION_REDACTED.PDF](#)

G. 2:05 P.M. ERIC PODURGIEL

Consideration to appoint Eric Podurgiel to the Routt County Planning Commission. He is a Routt County Resident.

Documents:

[ERIC PODURGIEL LETTER OF INTENT_REDACTED.PDF](#)
[ERIC PODURGIEL RESUME 2026_REDACTED.PDF](#)

H. 2:15 P.M. JONATHAN HAYEK

Consideration to appoint Jonathan Hayek to the Routt County Planning Commission. He is a Routt County resident.

Documents:

[JONATHAN HAYEK ONLINE APPLICATION_REDACTED.PDF](#)
[JONATHAN HAYEK LETTER OF INTENT.PDF](#)

I. 2:25 P.M. NICK BELZ

Consideration to appoint Nick Belz to the Routt County Planning Commission. He is a Routt County resident.

Documents:

[NICK BELZ LETTER OF INTENT_REDACTED.PDF](#)
[NICK BELZ RESUME 2026 PLANNING_REDACTED.PDF](#)

J. 2:35 P.M. TIM SULLIVAN

Consideration to appoint Tim Sullivan to the Routt County Planning Commission. He is a Routt County resident.

Documents:

[TIM SULLIVAN ONLINE APPLICATION_REDACTED.PDF](#)
[TIM SULLIVAN LETTER OF INTENT_REDACTED.PDF](#)

K. 2:45 P.M. LYLE KRUG

Consideration to reappoint Lyle Krug to the Routt County Board of Adjustment. He is a Routt County resident.

Documents:

[LYLE KRUG ONLINE APPLICATION _REDACTED.PDF](#)
[LYLE A KRUG RESUME_REDACTED.PDF](#)

L. 2:55 P.M. BRIAN KELLY

Consideration to appoint Brian Kelly to the Routt County Board of Adjustment. He is a Routt County resident.

Brian is unable to attend this interview.

Documents:

[BRIAN KELLY LETTER OF INTENT.PDF](#)

12. 3:30 P.M. MEETING ADJOURNED

Routt County operates all programs, services, and activities in compliance with the Americans with Disabilities Act. If you need special accommodation due to a disability, please call the Commissioners' Office at (970) 879-0108 to ensure we can meet your needs. Please notify us of your request as soon as possible before the scheduled event.

Routt County is committed to providing equitable access to our services to everyone. Our ongoing accessibility goals align with the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria. This agenda includes links to information provided by a third party over which we cannot guarantee accessibility. If the format of any material on this agenda interferes with your ability to access information, please [contact us](#). [Additional ways to provide feedback regarding accessibility are available online \(www.co.routt.co.us/994/Website-Accessibility\)](#).

ROUTT COUNTY BOARD OF COMMISSIONERS

COMMUNICATION FORM

DEPARTMENT/ORGANIZATION: Routt County Clerk and Recorder

PRESENTATION DATE: 3/24/2026

AGENDA TITLE: AUTHORIZATION FOR THE CHAIR TO SIGN A LIQUOR LICENSE RENEWAL FOR BLACK MOUNTAIN INVESTMENTS LLC DBA BLACK MOUNTAIN RANCH FOR A HOTEL AND RESTAURANT LIQUOR LICENSE.

ITEM TYPE: CONSENT ITEM

REQUEST/ ISSUE & BACKGROUND:

Authorization for the Chair to sign a liquor license renewal for Black Mountain Investments LLC DBA Black Mountain Ranch for a retail liquor or fermented malt beverage license.

Investigation reports have been sent out to all required departments. Payment has been received.

This applicant has possessed a liquor license since at least 2017 with no known issues.

Black Mountain Ranch is a dude ranch on the Eagle County border of South Routt. The address is 4000 Conger Mesa Rd McCoy.

These requirements from the State have been met:

- Background checks and fingerprinting
- Proof of ownership or agreement to use the location has been provided
- Payment to cover the State and County fees has been received
- Individual History Records were completed and submitted
- A site map of the property and a building layout were provided
- Wholesaler Affidavit of Compliance were provided by each alcohol seller stating the accounts have been fully paid.
- A Certificate of Fact of Good Standing and Articles of Incorporation were provided.

RECOMMENDED ACTION (Full Motion Language):

MOTION TO AUTHORIZE THE CHAIR TO SIGN A RENEWAL APPLICATION FOR A HOTEL AND RESTAURANT LIQUOR LICENSE FOR BLACK MOUNTAIN INVESTMENTS LLC DBA BLACK MOUNTAIN RANCH.

ALTERNATIVES:

MOTION TO DENY THE RENEWAL APPLICATION FOR A HOTEL AND RESTAURANT LIQUOR LICENSE FOR BLACK MOUNTAIN INVESTMENTS LLC DBA BLACK MOUNTAIN RANCH.

FISCAL IMPACTS:

- PROPOSED REVENUE (if applicable): NONE.
- CURRENT BUDGETED AMOUNT: NONE.
- PROPOSED EXPENDITURE: NONE.
- FUNDING SOURCE: NONE.
- SUPPLEMENTAL BUDGET NEEDED: NONE.

LEGAL ISSUES:

NONE.

CONFLICTS OR ENVIRONMENTAL ISSUES:

NONE.

LIST OF ATTACHMENTS:

NONE.

DEPARTMENT HEAD INITIALS: JLT

DATE: 03/16/2026

**STATE OF COLORADO
COUNTY OF ROUTT
OFFICE OF THE CLERK
November 18, 2025
COUNTY COMMISSIONER MEETING MINUTES SUMMARY**

Commissioner Sonja Macys, Chair called the meeting of the Routt County Board of County Commissioners to order. Commissioner Angelica Salinas, County Manager, Jay Harrington Assistant County Manager Melina Bricker, and BCC Office Assistant, Blair West were present. County Attorney Lynaia South was present via Zoom. Blair West prepared the minutes.

EN RE: PUBLIC COMMENT

There was no public comment made.

EN RE: APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL

Mr. Harrington presented accounts payable in the amount of \$3,818,046.46.

Items of note:

- UMB Bank and Trust in the amount of \$1,214,418
- Old Castle Southwest Group in the amount of \$2,055,315
- Woolpert Inc. in the amount of \$30,585

MOTION

Commissioner Redmond moved to approve accounts payable, manual warrants and payroll as presented by the County Manager.

Commissioner Salinas seconded; the motion carried 3-0.

EN RE: CONSENT AGENDA ITEMS

- A. Approval of July 22 and July 29, 2025 Meeting minutes.
- B. Approval of August 2025 Meeting minutes.

- C. Authorization for the Chair to sign a liquor license renewal for Steamboat Agritourism LLC dba Saddleback Ranch for a Hotel and Restaurant license with one optional premise.
- D. Authorization for the Chair to sign a renewal for Steamboat Lake Outpost Inc. dba Steamboat Lake Outpost for a Tavern Liquor License.
- E. Ratification of the Chair's signature on an Environmental agreement with Clean Harbors Environmental Services.

MOTION

Commissioner Salinas moved to approve item A through E on the consent agenda.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: PLANNING

Kristy Winser, Planning Director and Alan Goldich, Senior Planner were present.

STAGECOACH MOUNTAIN RANCH 1041 PERMIT; PL20250023-

Ms. Winser stated that the current hearing is a procedural measure only. She said that staff is requesting that the item be tabled to ensure that all eleven applications that have been submitted by the Discovery Land Company related to the Stagecoach Mountain Ranch proposal can be reviewed thoroughly and concurrently.

Mr. Goldich reviewed that the overall proposal for Stagecoach Mountain Ranch consists of the construction of 613 market rate homes, 95 affordable housing units, and 42 employee housing units, for a total of 750 housing units and a six lift ski area, in addition to a variety of structures, recreational facilities, and amenities. One of the eleven applications seeks a 1041 permit for a major extension of an existing water and sewage treatment system for the expansion of the Morrison Creek Metropolitan Water and Sanitation District water and sewer system.

Colorado Revised Statutes requires that a hearing on a 1041 application be noticed within 30 days after the application is deemed complete and that such hearing occur within 30-60 days of the notice. In order to meet the statutory deadline, the County scheduled the current hearing. Because the shortened timeline in the statute does not provide sufficient time to review all the application materials related to the proposed project, staff is recommending that the application be tabled indefinitely so that all the applications related to the project can be considered concurrently and in their entirety at a later date. Mr. Goldich added that Section 4.3.C of the Unified Development Code provides that the Planning Director can determine that applications will be reviewed and

heard concurrently.

Mr. Goldich stated that the combined application materials related to the Stagecoach Mountain Ranch proposal consist of over a thousand pages. These materials are being reviewed by County staff and consultants with specific areas of expertise. In addition, the materials have been sent to over thirty referral agencies. Mr. Goldich stated that staff is working on finalizing the notice of corrections to be sent to the applicant outlining the corrections to be made and the additional information to be provided, including with respect to the 1041 permit application.

Mr. Goldich said that there will be ample opportunity for the public to comment on the applications. He said that comments are being received and collated, and may be submitted through the Routt County website, via email to Ms. Winser or himself, or to the general Planning Department email address. In addition, public comment will be taken at all public hearings related to the project. Mr. Goldich said that once scheduled, all hearing dates and times would be noticed in the newspaper, published on the Routt County website, and included in letters to be sent to neighboring property owners. He stated that staff has created a page on the Routt County website specifically for the Stagecoach Mountain Ranch where all materials, applications, referral comments, and public comments may be accessed.

Commissioner Macys asked about the timeline for completing the review and scheduling hearings. Mr. Goldich stated that staff's goal is to get the correction letter out this week. After that, the timeline will depend on how long it takes the applicant to address the comments. Once the applicant has submitted all the requested information, staff will go through another round of review with referral agencies and consultants. When it has been determined that all the necessary information has been submitted, hearings will be scheduled. Mr. Goldich stated that in recognition of the high level of public interest in this proposal, staff is exploring alternate venues for the hearings. He said it is unlikely that hearings will be scheduled until well into 2026. Ms. Winser stated that County staff would ensure that there is ample public notice and plenty of time for people to review the materials.

Commissioner Macys reminded all that neither the County Commissioners nor the Planning Commission could comment on or discuss this application with anyone outside of a public hearing. Ms. Winser stated that anyone with questions about the process should contact Planning staff.

Commissioner Macys said that the public hearings and the comments received from the public are a crucial part of the process. Commissioners Salinas and Redmond agreed and encouraged the people to engage in the public process.

Commissioner Macys stated that no public comment would be heard on this item.

MOTION

Commissioner Redmond moved to table PL20250023, the application for a 1041 Permit for the Stagecoach Mountain Ranch project, for a major extension of an existing water and sewage treatment system to a date to coincide with the review of the other applications associated with this project. Such hearing date will be advertised in accordance with the requirements of the Routt County Unified Development Code.

Commissioner Salinas seconded the motion; the motion carried 3-0.

EN RE: PUBLIC WORKS

Mike Mordi, Road and Bridge Director was present.

IGA BETWEEN ROUTT COUNTY AND CDOT FOR MMOF FUNDING FOR THE PLAN OF THE US-40 AND BRANDON CIRCLE INTERSECTION

Mr. Mordi appeared before the Board to request consideration, approval, and authorization of the Chair's signature on an intergovernmental agreement (IGA) between Routt County and the Colorado Department of Transportation (CDOT) for the Multimodal Transportation and Mitigation Options Fund (MMOF) grant. The grant is a \$250,000 planning award with a 25 percent county match and will fund the planning phase for improvements at the intersection of U.S. Highway 40 and Brandon Circle.

Mr. Mordi explained that CDOT required the project to remain in the planning phase, with design limited to approximately 30 percent and the development of multiple conceptual alternatives. The project was awarded through the Transportation Planning Region (TPR) using MMOF funding.

He noted that the County has now received the executed IGA from CDOT, and with the Chair's signature, staff will be able to proceed with issuing a request for proposals and selecting a consultant to analyze the intersection and evaluate potential safety improvements and crossing options.

Mr. Mordi further stated that demand for a safer crossing in the area has increased due to the expansion of the Steamboat Soccer Club and continued growth in surrounding neighborhoods, including Silver Spur and Steamboat II. He emphasized the importance of creating a safe connection between these neighborhoods and the community, as well as a future connection consistent with the West Area Steamboat Springs In-Between (SIB) Plan.

He concluded by noting that staff pursued multiple funding opportunities to advance the project and expressed that this grant represents an important step toward developing a safer and more connected multimodal corridor in collaboration with CDOT.

MOTION

Commissioner Salinas moved to submit the application for the Office of Gun Violence Prevention within the Colorado Department of Public Health and Environment for \$10,000.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: GRANT ADMINISTRATION

Tiia Libin, Grant Administrator was present.

COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT THE OFFICE OF GUN VIOLENCE PREVENTION

Ms. Libin requested permission to submit an application to the Office of Gun Violence Prevention within the Colorado Department of Public Health for a \$10,000 grant. This would be the second grant received this year, as the first grant has already been fully expended. The new grant opportunity offers a slightly different project scope and does not require a local match.

The grant review committee has reviewed the proposal online and approved moving forward. Under this grant, Routt County Public Health will partner with the CSU Extension Office for Routt County's 4-H Shooting Sports Program to enhance local gun safety initiatives. The program serves approximately 50 youth countywide and will provide comprehensive firearm safety education in conjunction with supervised competitions and archery programming.

Through this collaboration, the Public Health Department plans to provide a gun safe to each participating student, which directly aligns with the grant's mission and funding priorities focused on gun safety and violence prevention. Ms. Libin requested permission from the Board to proceed with submission of the application.

Commissioner Macys asked a follow-up question, noting that he appreciated the collaborative nature of the effort and the partnership with the 4-H shooting program. He inquired whether there is an estimate of how many youth or participants in the program currently do not have access to a gun safe.

Ms. Libin responded that she does not currently have an exact count of how many participating students or families do not already have a gun safe, but stated she can follow up with that information. She noted that the program serves approximately 50 students county wide and that the opportunity has not yet been taken to survey families on current gun safe ownership.

She explained that the gun safes would be provided directly to the students, which in turn benefits their families. If a student already has access to a gun safe, the family may use the additional safe for another family member or for broader household use. Families will be encouraged to determine how best to utilize the safe within their household.

MOTION

Commissioner Salinas moved to submit the application for the Office of Gun Violence Prevention within the Colorado Department of Public Health and Environment for \$10,000

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: ABATEMENT HEARING RECOMMENDATIONS

R8181395 TURO, INC

MOTION

Commissioner Redmond moved to accept the Hearing Officer's recommendation to uphold the Assessor's value and deny the petition.

Commissioner Salinas seconded; the motion carried 3-0.

R6316729 DOUBLE J RANCH, LLC

MOTION

Commissioner Salinas moved to accept the Hearing Officer's recommendation to uphold the Assessor's corrected value of \$1,923,890 resulting in a refund of taxes for tax year 2024 in the amount of \$24,673.08.

Commissioner Redmond seconded; the motion carried 3-0.

R6166097 STEAMBOAT LAKE RANCH, LLC

MOTION

Commissioner Redmond moved to accept the Hearing Officer's recommendation to uphold the Assessor's value of \$5,150,100 resulting in a refund of tax year 2023 in the amount of \$6,282.08 and tax year 2024 in the amount of \$6,583.76.

Commissioner Salinas seconded; the motion carried 3-0.

EN RE: PLANNING – STEAMBOAT SPRINGS COMMUNITY PLAN

Those participating included: County Commissioners Sonja Macys, Angelica Salinas, and Tim Redmond; Planning Director Kristy Winser and staff planner Michael Fitz. Sarah Katherman prepared the minutes.

Mr. Brad Calvert, planner with the City of Steamboat Springs and the project manager for the Community Canvas – Steamboat Springs Community Plan (SSCP), stated that the SSCP is intended to function as a sub-area plan of the Routt County Master Plan and aims for alignment between the City and the County. Mr. Calvert said that the SSCP had been adopted by City Council and has been reviewed by Routt County Planning Commission. The goal of hearing is for the Board to ratify the recommendation of the Planning Commission to certify the SSCP as a sub-area of Routt County and to adopt the proposed changes to the Urban Growth Boundary.

Mr. Calvert reviewed the project timeline of the SSCP. He noted that during the development of the SSCP the state of Colorado created new requirements for local comprehensive plans, which will mean that two new elements to be included in the plan will have to be completed by the end of 2026.

Mr. Calvert presented the goals for the SSCP that came out of the scoping process. The primary goal was for the SSCP to be a values-driven document and that it would serve as a change management tool for the community. He stated that it became clear that there is a gap between the current trends/trajectory on the ground and the stated values of the community. He cited the lack of affordable housing and the value of living in the place where you work as an example. Mr. Calvert described the three themes that were used to organize the plan: maintain community, sustain the place, and fund the future. He reviewed the community outreach and review process. Mr. Calvert reviewed the community feedback that was received in response to the draft plan, and how those comments were incorporated into the final draft.

Mr. Calvert presented the Future Land Use District map and reviewed the three areas that have been removed from the Urban Growth Boundary (UGB): Tree Haus, a Ski Corp-owned parcel, and the area South of Steamboat. He said that these areas were removed because it is very unlikely that they would ever be annexed into the City. He stated that the plan emphasizes the importance of enforcing the regulations and complying with the existing policies rather than the creation of new policies.

Mr. Calvert noted that different groups of people (staff, Planning Commission and City Council, the general public, and prospective developers) would use the SSCP

differently and that an “Implementation/User Guide” would be developed to assist with navigating the plan successfully and easily.

Commissioner Salinas stated that she had attended all of the APCC meetings associated with developing the plan and thanked all those involved.

Commissioner Macys asked about the Ski Corp parcel proposed for removal from the UGB. She asked for more information about the land in the vicinity of this parcel. Mr. Calvert said that the main reason that the parcel would be removed from the UGB is that it is unlikely to be developed at urban scale and be served by City services. Commissioner Macys suggested that the State Land Parcel might be an appropriate location for affordable housing.

Regarding the South Steamboat parcel, Mr. Calvert said that the majority of the land is owned by Mt. Werner Water and is the site of infiltration galleries and other infrastructure uses that are not compatible with residential or commercial uses. Commissioner Salinas added that this area is considered the gateway to the community and there is little interest in high-density development in this area. Mr. Fitz noted that if areas are removed from the UGB, they will be treated differently by the County, which could eliminate increases in density, such as lot splits in already developed areas. He offered that some of these areas may not be inappropriate for development even if the City has no interest in annexing them.

Mr. Calvert presented an aerial views of the Ski Corp parcel and the South Steamboat area. Commissioner Macys asked why the Bald Eagle Lake property continues to be included in the UGB. Mr. Calvert said that the proposed action would remove that area from the UGB. Commissioner Macys expressed concern with removing these parcels from the UGB without more research. Mr. Fitz stated that he shares some concern with removing these areas from classification as within a growth area, given that there are existing commercial uses. Mr. Winser stated, however, that the infiltration galleries are adjacent to the Bald Eagle Lake parcel and are also adjacent to other environmentally sensitive areas. Commissioner Macys offered that discussions of changes to the UGB should involve a comprehensive analysis and not a piecemeal approach. Commissioner Salinas stated that APCC had done an overall review of the UGB. Mr. Calvert added that expanding urban services westward should be the priority, but that if annexation in that direction is unsuccessful in the next five years or so, the entire UGB should be revisited.

Ms. Winser offered that ratification of the SSCP could move forward without amendment to the UGB, which would require a separate action. Mr. Calvert reviewed that a “strategic growth element” will need to be developed to bring the plan into conformance with the new state regulations.

Commissioner Macys stated that she would prefer to table the item until her questions regarding the UGB can be answered. Commissioner Salinas stated that she would be comfortable with ratifying the plan at this time but would be supportive of a tabling to ensure that all Board members are in support. Commissioner Redmond agreed.

MOTION

Commissioner Macys moved to table the ratification of the Steamboat Springs Community Plan to December 16, 2025. Commissioner Redmond seconded the motion. The motion to table carried unanimously.

EN RE: APPOINTMENTS TO FUTURE YAMPA VALLEY RTA BOARD OF DIRECTORS

Commissioner Macys explained that the Board needed to appoint its representative and alternate to the Regional Transportation Authority Board. She noted that the Intergovernmental Agreement attached to the agenda outlines the structure for membership. She reminded the Board that they had discussed the matter briefly the previous day and had reached an informal conclusion. The recommendation was for Commissioner Macys to serve as the primary member and for Commissioner Salinas to serve as the alternate. Commissioner Macys asked whether there were any further comments or discussion on the recommendation.

MOTION

Commissioner Salinas moved to appoint Commissioner Macys to the RTA Board pursuant to the IGA and myself, Commissioner Salinas as the alternate.

Commissioner Redmond seconded; the motion carried 3-0.

No further business coming before the Board, same adjourned sine die.

Jenny Thomas, Clerk and Recorder

Tim Redmond, Chair

Date

**STATE OF COLORADO
COUNTY OF ROUTT
OFFICE OF THE CLERK
November 24, 2025
COUNTY COMMISSIONER MEETING MINUTES SUMMARY**

Commissioner Sonja Macys, Chair called the meeting of the Routt County Board of County Commissioners to order. Commissioner Angelica Salinas, County Manager, Jay Harrington Assistant County Manager Melina Bricker, and BCC Office Assistant, Blair West were present. County Attorney Lynaia South was present via Zoom. Blair West prepared the minutes.

EN RE: PUBLIC COMMENT

Jenny Thomas, County Clerk made public comment.

Ms. Thomas stated she would like to provide an update on the 2025 Routt County Coordinated Election.

We canvassed the election on Friday, the 21st. The Canvass Board consisted of myself, as Clerk; one member of the Republican Party, Heather DeVos; and one member of the Democratic Party, David Ferry.

I would like to read the duties of the Canvass Board, according to Colorado Statute 1-10-101.5, so everyone is clear on the role of the canvass. The Canvass Board's role in certifying the election is limited to reconciling the ballots cast to confirm that the number of ballots counted does not exceed the number of ballots cast; reconciling the ballots in each precinct to ensure the number cast does not exceed the number of registered electors in that precinct; and certifying the abstract of votes and transmitting that certification to the state. Even if one of these conditions is not perfectly met, the Canvass Board must still certify the results if the returns clearly show how many votes were cast for each candidate, question, or issue. Canvass Board members may not perform duties reserved for election judges, including determining voter intent, evaluating voter eligibility, or requesting new logs or reports that were not created to conduct the election.

That is essentially to say that we are not counting more ballots than were cast, and the number of ballots cast does not exceed the number of registered voters in the county. All requirements were met, and we stand firm on a solid election run by the Routt County Elections Division. I, and every election judge who served, am proud of the work we do.

I was not given a reason why the Republican Party member would not certify this election. I have been told they will submit a minority report. This practice began in another county about fifteen years ago. It is not an official election record, but I look forward to receiving an explanation as to why the canvass was not signed. As soon as I receive that reason, I will inform the public, because our citizens deserve to know.

A canvass and certification require a majority vote of the board, which we obtained. The results are certified, and everything stands. This was a strong election, and we will continue to do the right thing. We will move into 2026 even stronger, just as we do after every election we conduct.

Catharine Carson or the Routt County Democrats made public comment.

My name is Catherine Carson. I am the chair of the local Democratic Party, and I would just like to thank Clerk Thomas and all of her election staff, as well as the judges of all affiliations, who worked countless hours to ensure the highest standards of integrity, transparency, and accuracy in this year's election.

From the logic and accuracy test, which is the pre-election testing, to the numerous checks, balances, procedures, and reconciliations throughout the process and into the final canvass, everything was clean, accurate, and transparent. Our representative voted to certify the canvass, as it was an election conducted with incredibly high integrity and accuracy.

I cannot express enough our appreciation, or myself and on behalf of our citizens, for Jenny's high standards, for her team, and for the processes she has put in place. As Jenny said, this was a strong, high-quality election, and we look forward to 2026.

EN RE: APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL

Mr. Harrington presented accounts payable in the amount of \$166,327.50 and payroll in the amount of \$1,099,298.36 with a total of \$1,265,625.86.

There were no items of note.

MOTION

Commissioner Redmond moved to approve accounts payable, manual warrants and payroll as presented by the County Manager.

Commissioner Salinas seconded; the motion carried 3-0.

EN RE: CONSENT AGENDA ITEMS

- A. Approval of and authorization for the Chair to sign a letter of support for the Yampa Valley Housing Authority's grant request to the Upper Yampa Water Conservancy District's Community Grant.
- B. Ratification of the Chair Pro Tem's signature on Routt County's 2025 Abstract of Assessment.

MOTION

Commissioner Salinas moved to approve item A through E on the consent agenda.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: EXECUTIVE SESSION

I, acting as Chair, move that the Board of County Commissioners go into Executive Session to discuss Xcel PUC filings regarding the Just Transition Plan pursuant to CRS Section 24-6-402(4)(b). This executive session is not being electronically recorded, as the County Attorney has advised, which is subject to attorney-client privilege. This is an executive session for the following purpose: for a conference with the County Attorney for the purpose of receiving legal advice on specific legal questions under CRS Section 24-6-402(4)(b), and for the purpose of developing positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and/or instructing negotiators under CRS Section 24-6-402(4)(e).

I caution each participant to confine all discussion to the stated purpose of the executive session and note that no formal action may occur in the executive session. If at any point in the executive session any participant believes a discussion is going outside the proper scope of the executive session, please interrupt the discussion and make an objection.

It is November 24th, and the time is 9:39.

Commissioner Redmond seconded the motion; the motion carried 3-0.

The time is now 10:33 and the executive session has concluded. The following persons were present at this executive session. Mathew Mendisco, Hayden City Manager, Brandon Dittman, Attorney, Melina Bricker, Jay Harrington and the three County Commissioners. Lynaia South, County Attorney was present via Zoom.

EN RE: COMMISSIONERS' COMMITTEES UPDATE/ LEGAL/ COUNTY MANAGER

The Commissioners, County Manager and Assistant County Manager gave their weekly updates.

EN RE: 2026 PROPOSED BUDGET HEARING

Dan Strnad, Accounting Director was present.

Mr. Strnad presented Routt County's Budget Brief and provided an overview of the 2026 budget. Revenues, expenditures, and reserves are balanced into the future and align with the Board of County Commissioners' priorities for the year. The annual budget is the outcome of the Strategic Plan that supports a safe, healthy community; maintains a financially stable county government; provides high-quality services to our community; protects and preserves our natural resources, open spaces, and environment; supports our workforce; and ensures sound infrastructure.

EN RE: YAMPA VALLEY REGIONAL AIRPORT

Tinneal Gerber, Airport Director and Mark Fisher, Assistant Airport Director were present.

AUTHORIZATION AND APPROVAL FOR THE CHAIR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH RICONDO & ASSOCIATES

Ms. Gerber stated that as they continue working through the terminal expansion project and its funding, they received information from TIFIA in late October indicating that the rural portion of the TIFIA loan funding for FY26 has been fully allocated. Two airports ahead of Routt County in the process have made it through the creditworthiness stage, leaving no rural funds available for this project.

She explained that they could still pursue regular TIFIA funding, but it would not include the half-Treasury rate benefit and would require paying TIFIA's financial advisor fees estimated between \$400,000 and \$700,000. The project would also still need to comply with Buy America and prevailing wage requirements. Due to these factors, continuing with TIFIA is not as favorable.

Ms. Gerber stated they anticipated this possibility and have been working with Piper Sandler and Kutak to explore other funding scenarios, including revenue bonds.

At this point, they recommend moving forward with a revenue bond process and modifying the existing agreements tied to TIFIA accordingly.

She added that they are proposing to bring on Ricondo & Associates, who completed the financial chapter of the Terminal Area Plan, are familiar with airport operations, and have worked previously with Piper Sandler and Kutak. The communication form includes the professional services agreement with Ricondo, and she recommended waiving the purchasing process to stay on schedule. This keeps the project aligned with the March–April timeframe for the guaranteed maximum price.

Commissioner Macys asked about the reference in the communication form to waiving the purchasing process and whether that would need to be included in a motion. Staff responded that it normally would, and noted that the Commissioners should flag that as they consider the recommended action.

Commissioner Redmond asked whether, in federal funding pools, unclaimed funds sometimes become available again and if there was any possibility that rural or urban TIFIA funds might be returned and reopened for use.

Ms. Gerber responded that there is always that possibility; an airport could reach the end of the process and decide not to move forward. However, she noted that the issue for Routt County is timing and how long they would want to prolong the process while waiting to see if funds reopen.

Commissioner Redmond commented that he agreed contingency planning was the right approach, but wondered whether, if in February or March another airport backed out and funds became available, the County would be able to pivot and pursue that funding.

Ms. Gerber explained that TIFIA reached out because they recognized the two airports ahead of Routt County were far enough along in the process that the County would likely not be in the running for the rural funds. She added that there are multiple other airports close in the queue, and it is uncertain whether they will continue forward, but some of them may have more lead time available than Routt County does.

Commissioner Salinas asked, in terms of the big picture, whether the bond or loan would apply only to the first phase of the project and what the plan would be for securing additional funding when the second phase eventually moves forward.

Mr. Harrington responded that they do not currently have a valid funding model for the second phase and that it will likely require additional partnerships. He added that they will also need to see how the construction costs for the first phase come in, whether below or above estimates, before determining next steps.

MOTION

Commissioner Salinas moved to waive the County's purchasing process and approve and authorize the Chair to sign the professional services agreement with Ricondo & Associates to provide Yampa Valley Regional Airport bond feasibility study.

Commissioner Redmond seconded; the motion carried 3-0.

AUTHORIZATION AND APPROVAL FOR THE CHAIR TO SIGN THE UNDERWRITER ENGAGEMENT LETTER WITH PIPER SANDLER

Ms. Gerber explained that this item is essentially a transition from the current engagement letter with Piper Sandler for the TIFIA loan into a new engagement letter for underwriting, allowing the project to move forward into a bond issuance. She noted that no fees will be due under the initial consulting agreement because the TIFIA loan did not close, so the previously anticipated TIFIA-related fees are now off the table. All fees going forward will fall under the new underwriting engagement, based on the total bond amount.

She stated they are targeting approximately \$40 million in revenue bonds, which is slightly higher than the amount planned under TIFIA, to provide more flexibility and contingency. The TIFIA structure had very limited contingency capacity. She added that they continue to pursue federal grants and are waiting for several to be released, which could offset some costs.

Ms. Gerber also noted that timing remains a factor. The team is analyzing long-lead items, their costs, how early they may need to be purchased, and the risks of doing so before the guaranteed maximum price or before bonds are secured. That information will be brought back next month for direction.

She explained that what is before the Board today is strictly the transition of the Piper Sandler agreement from the original TIFIA engagement to the underwriting engagement. Next steps will include modifying the agreement with Kutak, the County's bond counsel, and bringing that update forward early next month. She added that this action also includes a request to waive the purchasing policy, which would need to be incorporated into the motion or recommended action.

Commissioner Redmond commented that when the owner's representative presented, he had questioned the amount of contingency included. The representative reassured him that as the process moves forward and he works with the contractors, the numbers could be refined further. Commissioner Redmond added that he always prefers to have a little cushion.

Commissioner Macys stated that, given the significant staff changes, new personnel, and unexpected federal shifts that required the County to move quickly in a different direction, she feels good about where the project stands. However, she added that she does not like waiving the purchasing process as a matter of practice. She noted that as the County gets into a position where it is not responding to constant changes, they should be mindful to avoid making that a habit. She emphasized the importance of not creating additional exposure as these types of expenditures move forward. Commissioner Macys said she is supportive of the item and familiar with the project, and that the Board is working with established partners rather than starting from scratch, but she wanted to flag that once things stabilize, she would prefer the County return to a more stepwise approach rather than routinely waiving the purchasing policy.

Mr. Harrington noted that the owner's representative, the contractor, and all major project partners went through full RFP processes. He explained that the financing side is more nuanced because it requires assembling a specific team, and he was not sure that a longer lead time would change the approach they are taking now. He added that Ricondo completed the work on the Terminal Area Plan through a public process, so the County has already been transparent in bringing them on board. At this stage, they are refining those existing arrangements, and all major hires have already gone through full RFP processes.

Mr. Strnad added that Piper and Kutak have worked with the County for more than thirty years and that the County has a strong relationship with both firms. He explained that, to put the underwriter agreement into context, a \$40 million bond issue with the discount fee would result in about \$240,000 in underwriting costs, plus approximately \$25,000 for underwriter bond counsel. He stated that he does not anticipate any out-of-pocket expenses, bringing the total estimated cost to around \$263,000.

MOTION

Commissioner Redmond moved to approve and authorize the Chair to sign the underwriting engagement letter with Piper Sandler for the issuance of bonds to the Yampa Valley Regional Airport with the caveat that we will be waiving our regular RFP process.

Commissioner Salinas seconded; the motion carried 3-0.

EN RE: PUBLIC WORKS

Zach Schaffner, Division Manager Road and Bridge was present.

PURCHASE OF REAL PROPERTY-EXECUTIVE SESSION MAY BE REQUESTED

I, acting as Chair, move that the Board of County Commissioners go into Executive Session to confer with the County Attorney for the purpose of receiving legal advice on specific legal questions under CRS 24-6-402(4)(b); for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under CRS 24-6-402(4)(e); and to discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interests under CRS 24-6-402(4)(a).

I caution each participant to confine all discussion to the stated purpose of the executive session, and note that no formal action may occur in the executive session. If at any point in the executive session any participant believes the discussion is going outside the proper scope of the executive session, please interrupt the discussion and make an objection.

It is now 1:53 p.m. on November 24.

Commissioner Redmond seconded; the motion carried 3-0.

Commissioner Macys stated that the Board was back in regular session and noted that the executive session just held was not electronically recorded, as the County Attorney had advised that the discussion was subject to attorney-client privilege. The time was now 2:15 p.m., and the executive session had been concluded. The following persons were present during the executive session: County Attorney Lynaia South, all three County Commissioners, Jay Harrington and Zach Schaffner.

MOTION

Commissioner Salinas moved that we approve the Chair's signature on the contract to buy and sell real estate between Routt County and the Hughes Family LLP in the amount of \$3,200,000 subject to final contract language as approved by our County Attorney's office.

Commissioner Redmond seconded; the motion carried 3-0.

No further business coming before the Board, same adjourned sine die.

Jenny Thomas, Clerk and Recorder

Tim Redmond, Chair

Date

**STATE OF COLORADO
COUNTY OF ROUTT
OFFICE OF THE CLERK
December 9, 2025
COUNTY COMMISSIONER MEETING MINUTES SUMMARY**

Commissioner Tim Redmond, Chair Pro Tem called the meeting of the Routt County Board of County Commissioners to order. Commissioner Angelica Salinas, County Manager, Jay Harrington Assistant County Manager Melina Bricker, County Attorney, Lynaia South and BCC Office Assistant, Blair West were present. Commissioner Sonja Macys was present via Zoom. Blair West prepared the minutes.

EN RE: PUBLIC COMMENT

There was no public comment made.

EN RE: APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL

Mr. Harrington presented accounts payable in the amount of \$1433,246.41 and payroll in the amount of \$1,121,651.27 with a total of \$2,554,897.68

Items of note:

- Revelation Roofing, LLC in the amount of \$33,480.71
- Aquaworks DBO Inc. in the amount of \$19,898.50
- HRL Compliance Solutions in the amount of \$20,489.73
- Duckels Construction Inc. in the amount of \$216,942.63
- Municipal Emergency Services in the amount of \$43,605.00

MOTION

Commissioner Redmond moved to approve accounts payable, manual warrants and payroll as presented by the County Manager.

Commissioner Salinas seconded; the motion carried 3-0.

EN RE: CONSENT AGENDA ITEMS

- A. Approval of September 2025 meeting minutes.
- B. Approval of October 2025 meeting minutes.
- C. Approval and authorization for the Chair to sign the plat for the Aspen Groves Davison subdivision, approved on 11/15/2024 as Project PL20240074.
- D. Approval and authorization for the Chair to sign a letter regarding BLM oil and gas lease parcel 0420 in Routt County.

MOTION

Commissioner Salinas moved to approve item A through D on the consent agenda.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: BUILDING

Todd Carr, Building Department Head was present.

PROPOSED NEW FTE ELECTRICAL INSPECTOR POSITION

Mr. Carr presented a request for a new full-time Residential Electrical Inspector for the 2026 budget. Rising construction activity across Routt County has made it difficult for one senior electrical inspector to keep up with inspections while maintaining quality and avoiding burnout. The current backup inspector has limited availability due to other duties, and subcontractors are used mainly for vacation or leave coverage rather than daily workload.

The proposed position would handle residential electrical inspections, especially in remote areas, and assist with small combination inspections to reduce pressure on existing staff. Candidates would need a Colorado Residential Journeyman or Master Electrician certification.

Adding this position would allow removal of subcontractor budget funds. The department currently budgets \$15,000 annually for electrical inspection support and \$10,000 for combination inspections. This would result in approximately \$25,000 in annual savings and reduce time spent coordinating contract work.

Mr. Carr continued explaining that subcontractors do not have access to department software without a license which means staff spend an average of about two hours each day coordinating schedules, printing lists, and answering questions. This creates additional burden on staff and reduces efficiency. He noted that while using subcontractors has been the most economical approach in recent years, the growing workload poses risks related to inspection quality, burnout, stress, and customer

service. Inspectors are often completing 25 to 30 inspections per day, which is a heavy workload, especially in the county.

He stated that the 2026 budget already reflects several adjustments to offset costs. The department removed a \$100,000 CIP project related to City View hosting upgrades that the City of Steamboat Springs is not ready to move forward with, as well as \$100,000 previously reserved for an office remodel. Staff reorganized office space internally to avoid remodel expenses. The budget also removes \$15,000 for electrical subcontractors and \$10,000 for combination inspection subcontracting.

Projected new costs in 2026 for the FTE include approximately \$83,000 for salary at step one, \$4,500 for office equipment, \$3,800 for City View license fees, \$9,000 for overhead, \$3,500 for annual training and education, and \$1,000 for cell phone expenses. No new vehicle or office space would be needed, as an existing truck and workspace can be used.

MOTION

Commissioner Salinas moved to approve the new FTE request to add an electrical inspector position to the building department, the funding source will be the building department enterprise funds.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: PUBLIC HEALTH

Roberta Smith, Public Health Director was present.

PERSONNEL CHANGE

Ms. Smith stated she was present to request moving a .5 FTE position in Public Health to a 1.0 FTE. This position is the Community Health Specialist focused on tobacco work. She explained that the previous employee in this role was a full-time 1.0 FTE supported through a combination of tobacco funding, maternal child health funding, and general fund dollars. When the position was rehired, it was hired as a .5 FTE due to uncertainty around another federal grant, the SAMHSA grant.

Ms. Smith noted that Public Health is now seeing changes that allow the department to support a full 1.0 FTE using available grant funds. The position can continue to be supported by STEP tobacco funds and, additionally, SAMHSA grant dollars. No general fund support would be needed, as the funding is already accounted for in the 2026 budget. The adjustment would be a matter of reallocating time and effort across grant funding sources.

She stated the department is currently reapplying for the three-year STEP tobacco grant. Historically, STEP has required at least a .5 FTE dedicated to the grant. Beginning in State Fiscal Year 2027, that requirement will increase to .75 FTE, effective July 1, so the position would need to be increased at that time regardless.

Ms. Smith explained she is requesting the FTE increase effective January 1 because the Community Health Specialist focused on alcohol prevention will be taking family leave this spring. Much of the prevention work overlaps between tobacco and alcohol, particularly related to youth. The department has received approval from the SAMHSA grant administrator to allow the tobacco specialist to cover a portion of the alcohol prevention work during that leave. The SAMHSA grant will cover .25 FTE of the tobacco specialist, allowing the department to fully fund the position through a combination of STEP and SAMHSA funds.

She concluded by reiterating that these are secure grant funds, acknowledging that funding environments can always change.

MOTION

Commissioner Salinas moved to approve the increase for the Community Health Specialist Tobacco Program role from a .5 FTE to a 1.0 FTE.

Commissioner Redmond seconded; the motion carried 3-0.

No further business coming before the Board, same adjourned sine die.

Jenny Thomas, Clerk and Recorder

Tim Redmond, Chair

Date

**STATE OF COLORADO
COUNTY OF ROUTT
OFFICE OF THE CLERK
December 15, 2025
COUNTY COMMISSIONER MEETING MINUTES SUMMARY**

Commissioner Sonja Macys, Chair called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, Commissioner Angelica Salinas, County Manager, Jay Harrington Assistant County Manager Melina Bricker, County Attorney, Lynaia South and BCC Office Assistant, Blair West were present. Blair West prepared the minutes.

**EN RE: COUNTY MANAGER/ LEGAL/ COMMISSIONERS'
COMMITTEE UPDATES**

The Commissioners, County Manager, and County Attorney provided their weekly updates, including information on current initiatives, operational updates, and committee updates.

**EN RE: ROUTT COUNTY PRE-SESSION DISCUSSION WITH STATE
DELEGATION**

The Board of County Commissioners, Representative Meghan Lukens, and State Senator Dylan Roberts provided updates on current projects and initiatives, and discussed upcoming policies, legislative proposals, and other matters anticipated to come forward for consideration that may affect Routt County and its residents.

THE COMMISSIONERS WENT FROM WORK SESSION TO HEARING.

EN RE: 2026 BUDGET ADOPTION

Shawn Sonnkalb, Accountant and Randa Walters, Accountant were present.

Mr. Sonnkalb presented Resolution 2025-82, a resolution to adopt the 2026 appropriations, and Resolution 2025-83, a resolution to adopt the 2026 mill levy for property tax revenue. He noted that the Board last reviewed the budget in October and that there have been no significant changes since that time. He highlighted the passage of the additional E-911 surcharge, which increased from \$1–\$2 per line to \$4 per line,

generating approximately \$676,000 in additional Communications Fund revenue for 2026. As a result, the E-911 surcharge billed to other entities was reduced, with Steamboat Springs being the only remaining contributor at approximately \$56,000. Mr. Sonnkalb stated that aside from this adjustment, the budget remains largely unchanged, the committed reserve levels have increased slightly since October, and overall fund balances remain in a strong position heading into 2026, including Road and Bridge reserves projected to remain above approximately \$4.2 million at their lowest point.

Mr. Harrington clarifies that the recently approved lodging tax is not built into the budget.

Mr. Sonnkalb confirms that the lodging tax is not included in the 2026 budget. Mr. Harrington confirms that the state parks tax is included.

Commissioner Macys commented that the Board had previously discussed the possibility of revisiting the budget in light of additional revenues, and that there was agreement that any such discussion would occur through a future supplemental appropriation. She stated that this was not the appropriate time to consider making significant changes to the budget, but rather to ensure that everyone has a clear understanding of the adopted budget and what is being carried forward. Commissioner Macys expressed appreciation for the county's budgeting process, noting that it begins mid-year and allows ample time for discussion of departmental needs, staffing additions, and potential changes. She stated that by this point in the process, the Board is generally well-informed and positioned to make decisions, and she concluded by inviting any remaining questions from the Board.

Commissioner Redmond commented that he shared the written budget information, along with the proposed 2026 budget and the adopted 2025 budget, during a discussion with several constituents at the Hayden Library. He stated that he was able to answer their questions and that the individuals expressed satisfaction and support after the discussion. Commissioner Redmond noted that one area of confusion involved the perception that property tax revenues could be shifted freely, and he explained that property tax is not part of the E-911 communications funding formula, requiring transfers from other funds to maintain operations. He stated that once this explanation was provided, the participants were understanding and appreciative, including an individual with prior law enforcement experience, and he concluded by noting that there were no outstanding concerns raised by the group.

Mr. Sonnkalb noted that the only other significant change to the budget did not impact governmental activities and related to the Yampa Valley Regional Airport (YVRA). He explained that the airport's debt proceeds were increased from approximately \$32.7–\$32.8 million to \$40 million in anticipation of potential additional funding needs in 2026 and 2027 to complete the terminal project. He stated that further

information regarding the open market issuance would be presented to the Board by airport staff in January.

Mr. Harrington noted that the project cost had previously been targeted to remain at or below \$75 million in order to stay within the TIFIA loan cap, which provided favorable terms by covering a significant portion of borrowing-related fees. He explained that this limitation may have resulted in value engineering decisions that could have led to higher costs in later phases. Mr. Harrington stated that transitioning to an independent financing offering provides greater flexibility in project design and scope, allowing the County to address needs more efficiently and avoid deferring costs that could result in higher expenses in the future. He added that current cost projections remain consistent with prior discussions and that the project is approximately 90 percent through the planning phase, with the process progressing well.

Commissioner Macys added that, surprisingly, the budget receives very few questions from the public, noting that she had received only one inquiry during the year. She stated that the budget book does an effective job of explaining the County's financial position and that staff are helpful in providing additional clarification when needed. Commissioner Macys indicated that she had no questions or concerns regarding the budget and noted that, as this was the Board's work session, the resolutions were being considered at this meeting because it was the final opportunity to approve the budget.

Mr. Sonnkalb stated that he would paraphrase a portion of the resolution and noted that the full resolution is available for review. He introduced Resolution 2025-082, a resolution to appropriate sums of money for 2026 and to adopt the 2026 budget for Routt County. The resolution appropriates sums of money to the various funds and spending agencies in the amounts and for the purposes set forth therein and adopts a budget for the County of Routt, Colorado, for the calendar year beginning January 1, 2026, and ending December 31, 2026.

He explained that the Board of County Commissioners worked with the Budget Officer, Dan Sternad, the County Manager, Jay Harrington, County department heads, and through a series of public work sessions held from June through October 2025 to develop a fiscally responsible budget. The Budget Officer submitted the proposed budget to the governing body on September 22, 2025. In accordance with state law, the proposed budget was made available for public inspection from November 20, 2025, through December 15, 2025, on Routt County's website, and a public hearing was held on November 24, 2025.

Mr. Sonnkalb noted that the Board of County Commissioners made provisions for revenues in an amount equal to or greater than the proposed expenditures, including personnel, operations, capital, debt service, and transfers. He concluded by stating that,

therefore, the sums for personnel, operations, capital, debt service, and transfers are budgeted for and appropriated from the revenues of each fund and or department to each fund and or department for the purposes stated in the resolution. For each of the departments, for personnel and each of the departments for operations. Each of the departments or funds for capital, debt service, and transfers.

MOTION

Commissioner Salinas moved to approve Resolution 2025-082 to adopt and appropriate the 2026 budget.

Commissioner Redmond seconded; the motion carried 3-0.

Mr. Sonnkalb presented Resolution No. 2025-83, a resolution to set the mill levies for the 2026 budget for Routt County. The resolution levies a general property tax for the year 2025 to help defray the cost of government for Routt County, Colorado, for the 2026 budget year. He stated that the Board of County Commissioners of Routt County adopted the annual budget in accordance with the Local Government Budget Law on December 15, 2025.

Mr. Sonnkalb noted that the 2025 valuation of assessment for Routt County, as certified by the County Assessor, is \$2,242,144,980, and that the amount of money necessary to balance the budget from the applicable funds pursuant to C.R.S. § 29-1-108 was calculated accordingly. He stated that the total net property tax to be levied is \$29,609,767, to be allocated among the specific funds listed in the resolution.

He explained that, for the purpose of meeting all general operation costs of Routt County during the 2026 budget year, a total tax of 13.206 mills is levied upon each dollar of the total valuation of assessment of all taxable property within Routt County for 2025. He noted that the mill levy is broken down among the General Fund, Road and Bridge, E-911, Human Services, Museums (voter-approved mill levy), Developmental Disabilities (voter-approved mill levy), and PDR (voter-approved mill levy).

Mr. Sonnkalb concluded by stating that, therefore, be it resolved by the Board of County Commissioners of Routt County, Colorado, that the Chair of the Board of County Commissioners is authorized and directed to immediately certify throughout Routt County, Colorado, the mill levies as determined and set forth in the resolution.

MOTION

Commissioner Redmond moved to approve Resolution 2025-083 to set mill levies for the 2026 budget.

Commissioner Salinas seconded; the motion carried 3-0.

EN RE: COMMISSIONER APPOINTMENTS

The Board discussed Commissioner and staff appointments to various boards and committees for the 2026 calendar year, including roles, assignments, and anticipated changes.

No further business coming before the Board, same adjourned sine die.

Jenny Thomas, Clerk and Recorder

Tim Redmond, Chair

Date

**STATE OF COLORADO
COUNTY OF ROUTT
OFFICE OF THE CLERK
December 16, 2025
COUNTY COMMISSIONER MEETING MINUTES SUMMARY**

Commissioner Sonja Macys, Chair called the meeting of the Routt County Board of County Commissioners to order. Commissioner Angelica Salinas, County Manager, Jay Harrington Assistant County Manager Melina Bricker, and BCC Office Assistant, Blair West were present. County Attorney Lynaia South was present via Zoom. Blair West prepared the minutes.

EN RE: PUBLIC COMMENT

No public comment was made.

EN RE: APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL

Mr. Harrington presented accounts payable in the amount of \$1,058,818.47 and payroll in the amount of \$10,433.60 with a total disbursement of \$1,069,252.07

Items of note:

- Dietzler Construction Cor in the amount of \$26,185.97
- UMR-BMO in the amount of \$120,866.47
- Severson Supply Co Inc. in the amount of \$39,928.34
- Smart Home Systems Inc. in the amount of 39,377.02

MOTION

Commissioner Redmond moved to approve accounts payable, manual warrants and payroll as presented by the County Manager.

Commissioner Salinas seconded; the motion carried 3-0.

EN RE: CONSENT AGENDA ITEMS

A. Ratification of the Chair's signature on King Mountain Letter.

MOTION

Commissioner Salinas moved to approve item A on the consent agenda.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: PLANNING

Brad Calvert, City of Steamboat Springs Planner, Kristy Winser, Planning Director and Michael Fitz, Planner were present.

STEAMBOAT SPRINGS COMMUNITY PLAN

Mr. Brad Calvert, Principal Planner with the City of Steamboat Springs, said that he was the project manager for the update to the Steamboat Springs Community Plan (SSCP). He reviewed that in November he had presented the plan to the Commissioners and had discussed the process through which the plan was developed. He said that at this meeting he would focus on the amendments to the Urban Growth Boundary (UGB). Mr. Calvert reviewed the proposed motion through which the Commissioners would acknowledge the SSCP and adopt the revised UGB. He reviewed the three areas that were proposed for removal from the UGB, as presented in November: Tree Haus, a parcel owned by Ski Corp, and the area south of Steamboat Springs.

Mr. Calvert stated that the revised SSCP is included in the meeting materials. He highlighted the accessibility-focused revisions and stated that the final version of the plan would include the amended UGB once those documents have been adopted by the City and the County. He said that following discussions with Commissioner Macys, the proposed action today would remove the Ski Corp parcel and the area south of Steamboat City limits, but not Tree Haus. He said that he would go back to City Council to seek concurrence with this change to continue to include Tree Haus within the UGB.

Mr. Calvert noted that in the midst of developing the SSCP, the state introduced new requirements for comprehensive plans. He reviewed the new requirement that comprehensive plans include a Guidance of Strategic Growth Element. This requirement must be complied with by the end of 2026. The City has funding through the state to complete this element. Mr. Calvert offered that a further amended and potentially expanded UGB may be part of this revision.

Commissioner Redmond asked what was meant by “under-utilized land.” Mr. Calvert said that the state, while providing a rough definition based on improved value vs. raw value of the land, has made it clear that how to identify such land is within the purview of local government.

In response to a question from Commissioner Salinas, Ms. Winser clarified that the IGA between the City and County states that both governments must approve any changes

to the UGB, so if the two bodies do not agree, the UGB would remain as it currently is defined. Mr. Calvert offered that the two bodies could agree on the removal of two of the areas but disagree regarding Tree Haus, in which case Tree Haus would remain in the UGB.

Commissioner Macys reviewed a conversation that she had had with County Manager Jay Harrington, City Council President Gail Garey and City Manager Tom Leeson regarding the amendments, and Tree Haus in particular. She noted that Tree Haus is served by central water and sewer and is adjacent to the City. Regarding the area south of Steamboat, she highlighted the rectangle of land west of the river. Mr. Calvert confirmed that although there is no plan for future development of this area because it is designated as a recharge area for the water supply, it is already within the City, and so will remain. Regarding the Ski Corp parcel, Commissioner Macys noted that it is adjacent to a property owned by the State Land Board that has been considered for development. She stated that all of these issues should be revisited when the UGB is reconsidered over the coming year.

MOTION

Commissioner Macys moved to ratify the decision of the Routt County Planning Commission to acknowledge the plan as a sub area plan of the Routt County Master Plan. Commissioner Salinas seconded the motion. **The motion carried unanimously.**

MOTION

Commissioner Macys moved to adopt an amended Urban Growth Boundary, acknowledging amending the Urban Growth Boundary requires that the City adopt the same revisions to enact the revised boundary. She moved that the Tree Haus parcel will remain within the UGB (counter to the proposal) and acknowledged that the area south of Steamboat and the Ski Corp parcel would be removed from the UGB. She stated that in 2026 there will be further consideration of the UGB, including whether additional areas should be added to the UGB, such as the State Land Board parcel south of Steamboat.

Commissioner Salinas seconded the motion; the motion carried 3-0.

EN RE: ACCOUNTING

Shawn Sonnkalb, Accountant was present

DISSOLUTION OF MEADOWGREEN LOCAL IMPROVEMENT DISTRICT

Mr. Sonnkalb explained that in 2004 the County issued two rounds of debt to support the Meadow Green area: one in the amount of \$1.3 million and a second for just under \$200,000. These funds were used to improve infrastructure, including roads and

water and sewer facilities. All associated bonds were paid off early, with the final assessments collected in June 2024. Because there is no longer any outstanding debt, the Metro District is no longer needed. The request before the Board is to formally dissolve the Metro District and transfer the remaining funds that the County collected and held in the Meadow Green reserve account within the General Fund to Road and Bridge, to be used at their discretion.

Commissioner Salinas asked for clarification to better understand the issue in the broader context. She summarized that the Metro District was formed in 2004, at which time the County issued debt on behalf of the District so it could fund improvements to roads, sewer, and other infrastructure. She noted that the District has spent the past couple of decades paying off that debt.

Mr. Sonnkalb responded that each property owner within the Metro District paid off the special assessments levied on their respective lots.

Commissioner Salinas asks what does that district cover in Stagecoach.

Mr. Sonnkalb responded that he was not entirely certain of the exact geographic boundaries but believed the area is located on the right-hand side near the intersection of County Roads 212 and 16 as one travels in that direction. He noted that the roads on that side were included, and while the area is not large, it does encompass multiple lots.

Mr. Harrington added that the County revised its policy approximately a year and a half ago regarding when it would issue debt for metro districts. He noted that the County does not generally encourage the use of metro districts and has established clearer and more stringent parameters governing when the County will participate in such efforts in the future. He referenced a prior request from the Timbers area to create a district for road paving as an example. He explained that these districts are often used as tax-exempt mechanisms to fund development-related improvements, and while the County has not eliminated their use entirely, it has strengthened its policy framework and established defined criteria for future consideration.

Commissioner Macys and Commissioner Salinas confirm that the extra funds generated are included in the 2026 budget.

Mr. Sonnkalb confirmed that the funds are currently shown as revenue in the 2026 Road and Bridge Fund. He explained that prior to this, the funds had been recorded as unearned revenue in the General Fund. This accounting treatment reflects the dissolution of the Metro District. The funds remain in the General Fund as unearned revenue and will be transferred to Road and Bridge. He noted that the transfer has already been recognized, or will be reflected, in the 2026 budget.

MOTION

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December 16, 2025

Routt County Board of County Commissioners' Minutes

Commissioner Redmond moved to approve and authorize the Chair to sign resolution 2025-084 to dissolve Meadowgreen Local Impact District.

Commissioner Salinas seconded; the motion carried 3-0.

EN RE: FACILITIES

Joe Stepan, Facilities Manager was present.

YVEA REGIONAL PARTNERS SOLAR AGREEMENT AMENDMENT

Mr. Stepan explained that the item before the Board is essentially an amendment to the original agreement with the regional solar garden. Under the original agreement, all partners received bill credits based on the power generated by the solar garden. Due to several issues involving the County and other partners, the parties have proposed changing the structure from bill credits to quarterly payments in lieu of those credits. The amendment provides that quarterly payments will be made at the same rate as the former credits, with no other substantive changes to the agreement. Mr. Stepan noted that a separate true-up agreement will follow approval of this amendment to reconcile all accounts, including the County's, after which the quarterly payment structure will move forward.

Commissioner Macys asks why a payment rather than a credit.

Mr. Harrington clarified that the energy authority was experiencing challenges assigning credits to the correct utility accounts. The credits were being applied to specific accounts, and some participating entities had fluctuating usage across multiple accounts, which caused complications within the system. As a result, the process became overly complex, and the partners collectively agreed that receiving funds directly through payments would be a more efficient approach.

Commissioner Macys asks why a payment rather than a credit. Mr. Harrington responded that the County's credit was specific and based on the established rate, and that the amount of revenue received by the County remains the same. He emphasized that the change is solely in the mechanism by which the funds are received. He noted that the rate was relatively low based on the circumstances of the project, including the fact that Yampa Valley Electric Association owns the property on which the solar garden was built. Mr. Harrington further stated that the County did not invest any capital in the project; the County's only financial contribution was limited to legal costs associated with the power purchase agreement, with the City of Craig serving as the lead entity, we are now getting a payment that is the wholesale rate.

Commissioner Salinas confirms that the payments coming in will bring in just over \$29,000.

Mr. Harrington responded that the change will function as an offset that has already been built into the County's budget. He explained that it is simply a different mechanism for receiving the funds, shifting from a bill credit to a direct payment, and noted that it will be straightforward for the County to account for.

Commissioner Salinas asks if this money comes in during 2025 or 2026.

Mr. Stepan confirms that it will be 2026 and that this will not be finalized before the end of the year.

Mr. Harrington added that the payments will offset the costs, and Accounting will adjust the 2025 budget accordingly. He noted that some partners have not yet approved the agreement. Moffat County is scheduled to consider it on December 30, and other partners are still working to place it on their agendas. All partners have agreed in concept, and final approval is pending.

Commissioner Salinas asked whether, once all partners have approved the agreement, a true-up agreement would then follow.

Mr. Stepan confirmed that a true-up agreement will follow. He noted that the County has been tracking the credits and estimates approximately \$15,000 in revenue for the current year based on those credits. He added that additional reconciliation will occur as part of the true-up process, which will be the next step.

Commissioner Salinas confirms that it was Moffatt County that caught this.

Mr. Harrington responded that several users or partners expressed concerns about how the credits were being received, though he was not certain whether the issues differed by entity.

Mr. Stepan added that there is very limited information available to monitor production. While access to a monitoring platform was requested, he noted that it is very basic and not particularly helpful. He stated that the County may need to rely on estimates, but that the proposed changes appear to be moving in the right direction.

Commissioner Macys asked whether others recalled the prior day's discussion regarding the Public Utilities Commission. She noted that these types of issues underscore the need for greater transparency, even though the matter is not currently regulated by the PUC. She observed that the entities involved are up for reauthorization and referenced Commissioner Redmond's suggestion that the County consider reviewing rural electric cooperatives as part of that process.

Commissioner Redmond added that rural electric cooperatives have been a recurring challenge, noting that the issue became particularly clear during a Department of Local Affairs meeting. He stated that representatives from the Front Range indicated they are experiencing the same issues.

MOTION

Commissioner Salinas moved that the Board of County Commissioners approve the Chair's signature on the First Amendment to the bill credit agreement.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: LEGAL

Lynaia South, County Attorney was present.

ENGAGEMENT LETTER WITH KUTAK ROCK

Ms. South stated that the item before the Board is a request for approval and signature of an engagement letter with Kutak Rock. She explained that the County previously executed an engagement letter with Kutak Rock for assistance with a TIFIA loan, and that this revised engagement reflects a shift in approach to bond issuance instead. She noted that the scope of services has been updated accordingly, while the remaining terms are largely similar to the prior agreement. Ms. South clarified that the revised engagement is structured on a flat-fee basis, rather than hourly rates, and that the applicable fee information is included in the information provided to the Board of County Commissioners under legal fees.

Ms. South added that the total flat fee under the revised engagement letter is \$175,000. She noted that this amount includes the prior fees incurred under the earlier agreement, and represents the total amount owed to Kutak Rock.

Commissioner Redmond confirms that the \$175,000 included the prior fees.

Commissioner Salinas asked whether the request before the Board is to waive the purchasing process in order to continue working with Kutak Rock, consistent with the approach previously used for the TIFIA loan.

Ms. South confirmed that this is the case. She stated that Kutak Rock has served as the County's bond counsel since before her tenure and is very familiar with the County. She noted that the firm is highly respected and that the County was already working with them. She characterized the item as a replacement agreement, or effectively an amendment to the prior engagement.

Commissioner Macys added that she viewed the item as both a replacement and an amendment and expressed some concern about the need to again formally waive the purchasing process, given that the County is amending an existing agreement with the same firm.

Ms. South responded that the firm did not characterize the document as an amendment, but rather as a new agreement based on how it was drafted. She noted that the distinction is a fine line and that the approach was taken to be more conservative.

Mr. Harrington added that Kutak Rock also provided legal services related to the Milner and Phippsburg Water and Power Authority loan and loan forgiveness arrangements. He noted that the firm frequently offers informal guidance and quick referrals to the County at no cost, and emphasized that there has been a long-standing, mutually beneficial relationship between Kutak Rock and the County.

Commissioner Redmond commented that he previously worked with Kutak Rock while serving with the Town of Hayden and found their service to be outstanding. He stated that he has a high level of confidence and comfort in continuing to work with the firm.

MOTION

Commissioner Salinas moved that the Board of County Commissioners waive the formal purchasing process and approve and authorize the Chair to sign the engagement letter with Kutak Rock. She added that their fee will be \$175,000 incurred on the prior engagement agreement.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: YAMPA VALLEY REGIONAL AIRPORT

Tinneal Gerber, Airport Director, Mark Fisher, Assistant Airport Director and Jared Fox, Desert Jet CEO were present.

APPROVAL AND AUTHORIZATION FOR THE CHAIR TO SIGN THE YVRA COMMERCIAL OPERATOR PERMIT FOR DESERT JET, LLC

Ms. Gerber presented a commercial aeronautical airport permit application for an aircraft storage facility operated by Desert Jet. She explained that the application was reviewed internally by staff and was also presented to the Yampa Valley Airport Commission (YVAC) Board the previous Thursday, which recommended moving the application forward to the Board of County Commissioners.

Ms. Gerber stated that, under the Airport's minimum standards, all new commercial aeronautical activities are required to go through a permit application process. As part of this review, staff evaluates several factors, including whether there is an existing lease in place or whether the applicant owns or leases the parcel on airport property. In this case, Hayden Investment Hangar Group is the lessee of the property, which includes two hangars that are nearing completion after being under construction for the past several years. She noted that the packet also includes an agreement between Hayden Investment Hangar Group and Desert Jet, which will operate the aircraft storage facility.

Ms. Gerber confirmed that the proposed use qualifies as an aeronautical activity and that the application was reviewed for compliance with the Airport's minimum standards, specifically Section 2 (General Requirements) and Section 7 (Aircraft Storage). She stated that the applicant has the experience and financial capacity to provide the proposed services, that the apron space and vehicle parking meet required standards, and that the hangars comply with applicable requirements.

She further noted that the leased premises total 134,971 square feet, exceeding the minimum requirement of 130,680 square feet, and that each hangar is 28,800 square feet, exceeding the minimum standard of 28,400 square feet. Ms. Gerber added that the applicant has met the insurance requirements, carrying coverage at the \$25 million level, which is the maximum required for this type of operation.

Ms. Gerber stated that the operation will continue to comply with airport rules and regulations, minimum standards, and applicable FAA grant assurances. Based on staff's review and the recommendation from YVAC, she concluded that all requirements for the permit application have been met and recommended approval by the Board.

Commissioner Macys asked a question, noting that this was the first time the Airport Commission had considered a project of this type. She asked whether staff felt the Commission did a good job processing the information presented, understanding what it was being asked to evaluate, and how the overall review process went.

Commissioner Salinas asked whether, during those discussions, any concerns were raised or issues identified that were worked through by the Airport Commission, or whether the review generally concluded that the application met all standards without significant issues that the Board should be aware of.

Ms. Gerber responded that no specific concerns were raised during the discussions. She stated that staff ensured the application met all minimum requirements, and added that the applicant has also obtained the required Town of Hayden business license, which was one of the final outstanding items and has now been completed.

Commissioner Macys addressed Mr. Fox and noted for the record that she has worked on the ground at the airport for the past decade. She explained that her questions were less focused on policy and more on ensuring the airport provides the safest and best possible experience for all users. She observed that the proposal includes both long-term aircraft storage and space for transient aircraft, and asked Mr. Fox to describe what a successful day of operations would look like. Her questions included how safety and revenue generation are balanced, what staffing levels would be anticipated, and how the operation would ideally function on a day-to-day basis.

Mr. Fox responded that, relative to larger commercial airport operations, the proposed facility would be a fairly simple operation. He explained that the hangars total approximately 56,000 to 57,000 square feet and will serve a combination of based tenants, with additional tenants anticipated, as well as transient aircraft when space allows. He stated that based aircraft would stage and depart from the facility, with passengers boarding through the gate, and fueling coordinated through Atlantic Aviation.

Mr. Fox explained that surplus hangar space would be used to address a significant need for transient aircraft storage, noting that visiting aircraft are often forced to leave the airport due to lack of available hangar space. Allowing transient aircraft to remain on-site would support local economic activity, including hotel stays and restaurant use.

He described daily operations as including snow removal and aircraft staging in winter months, preparing aircraft for departures, coordinating fueling, and using Taxiway Bravo for departures. Transient aircraft completing their hangar stay would be transferred to Atlantic's ramp for departure, consistent with current airport operations.

Mr. Fox stated that the hangar doors would generally remain closed except when aircraft are moving in or out. He emphasized that the operation would be staffed by experienced aviation professionals, including the general manager, Roman Mendez, and that all operations would comply with airport minimum standards, rules, and safety requirements to ensure efficient and safe airport operations.

Commissioner Macys thanked Mr. Fox for the explanation and asked a follow-up question regarding the tenants already signed up for the facility. She confirmed that these tenants would be using the space on a long-term basis and asked whether he could generally describe the lease structure and duration. She noted that specific tenant identities were not necessary, but asked whether the leases involve overlapping use or if individual tenants occupy defined portions of the hangar space.

Mr. Fox explained that base tenant leases generally range from one to three years and are customized to each tenant. He stated that Hangar A is designed as a

community hangar with open space and no permanently assigned locations. Aircraft placement within the hangar is managed by professional staff based on safety, spacing, and operational needs.

He further explained that Hangar B is configured as a condominium-style facility with seven individual hangar units, which may be leased to individuals or flight departments for exclusive use. If not fully leased on a long-term basis, those units may be offered for short-term use to accommodate transient aircraft. Mr. Fox stated that this approach allows the operation to meet varying needs within the aviation community and helps retain aircraft on the airport rather than losing them to other facilities.

Commissioner Macys asked additional questions regarding staffing, noting Desert Jet's existing operations elsewhere and asking whether the Hayden operation would be year-round, staffed locally, or supported by personnel from other locations.

Mr. Fox responded by briefly addressing the company's name, explaining that Desert Jet gave thoughtful consideration to its branding and chose to retain the name due to its strong recognition within the aviation industry. He acknowledged that there may be some initial questions about the name locally, but expressed confidence that the quality of service would quickly outweigh any concerns.

Mr. Fox stated that the Hayden operation will be a year-round operation and that Desert Jet intends to have staff based and living locally. He noted that during peak periods, the company has the ability to bring in additional staff from its other operations to provide support as needed. He added that Desert Jet already operates a program in which staff relocate seasonally to mountain communities to support ramp and facility operations, and that this model will be used in Routt County as well.

Commissioner Macys commented that this is great to hear and hopes that they are successful in finding housing for those temporary staff.

Mr. Fox stated that staffing and housing challenges are well understood and something the company is actively addressing. He noted that Desert Jet offers competitive compensation for the positions, provides housing stipends, and is working on additional solutions internally. He added that the company is encouraged by potential future housing developments and acknowledged that adjustments may be needed over time, but emphasized that the issue is recognized and being proactively managed.

Commissioner Macys asks about the de-icing operations and if they will be de-icing aircraft.

Mr. Fox clarified that certain services will initially continue to be provided by the current de-icing provider. He stated that Desert Jet intends to transition those services

in the future, while ensuring continued service to existing customers during the transition.

Commissioner Macys asked whether Desert Jet has experience managing a mix of long-term tenants and transient aircraft, and whether that type of combined operation is typical across their other locations.

Mr. Fox responded that this arrangement is very common across their operations. He explained that aircraft frequently move between base and transient status depending on travel, noting that a base customer at this airport may become a transient customer at another location. He stated that there is no operational difference in how aircraft are handled overnight in the hangar, with the primary differences being the lease terms, rates, and airport classification. He added that the existing lease already allows for medium- and long-term use, and that this approach addresses the significant demand for transient aircraft storage. From an external perspective, he noted there would be no visible distinction between base and transient aircraft.

MOTION

Commissioner Redmond moved to approve and authorize the Chair to sign the Yampa Valley Regional Airport Commercial Operator Permit for Desert Jet, LLC.

Commissioner Salinas seconded; the motion carried 3-0.

EN RE: ABATEMENT HEARING RECOMMENDATIONS

ABATEMENT R6165081 ALICE G AND JOHN F SANDS REVOCABLE TRUST

MOTION

Commissioner Salinas moved that the Board of County Commissioners accept the Hearing Officer's recommendation to uphold the Assessor's recommended value of \$9,500,000, resulting in a refund of taxes for tax year 2023 in the amount of \$19,109.28 and for tax year 2024 in the amount of \$20,026.88.

Commissioner Redmond seconded; the motion carried 3-0.

No further business coming before the Board, same adjourned sine die.

Jenny Thomas, Clerk and Recorder

Tim Redmond, Chair

Date

**STATE OF COLORADO
COUNTY OF ROUTT
OFFICE OF THE CLERK
December 22, 2025
COUNTY COMMISSIONER MEETING MINUTES SUMMARY**

Commissioner Sonja Macys, Chair called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, County Manager Jay Harrington, Assistant County Manager Melina Bricker, County Attorney, Lynaia South, Community Engagement Officer Amanda Shepherd, and BCC Office Assistant, Blair West were present. Blair West prepared the minutes.

EN RE: PUBLIC COMMENT

**EN RE: APPROVAL OF ACCOUNTS PAYABLE, MANUAL
WARRANTS, AND PAYROLL**

Mr. Harrington presented accounts payable in the amount of \$999,659.71 and payroll in the amount of \$1,124,730.38 with a total of \$2,124,390.09

Items of note:

- Duckels Construction Inc in the amount of \$462,936.84
- Motorola Solutions in the amount of \$25,419.00
- Positive Energy Inc. in the amount of \$14,798.16

MOTION

Commissioner Redmond moved that the Routt County Board of Commissioners approve the accounts payable, manual warrants and payroll with items of note presented by the County Manager.

Commissioner Macys seconded; the motion carried 2-0.

EN RE: CONSENT AGENDA ITEMS.

There were no items on consent.

EN RE: ROUTT COUNTY WEED PROGRAM

Tiffany Carlson, Noxious Weed Department was present.

2025 NOXIOUS WEED PROGRAM ANNUAL UPDATE

Ms. Carlson provided the annual update on the 2025 Noxious Weed Program. She reviewed recent staffing changes, including new hires and employee role updates. She presented data on chemical usage for spraying and reported on the volume of noxious weeds removed. Ms. Carlson also provided additional information on the insectary and discussed recent biological control releases. She concluded with an overview of educational and outreach efforts conducted throughout the year.

EN RE: PURCHASING

Julie Kennedy, Purchasing Director was present via zoom.

IFB 862 CULVERTS 2025/2026 PURCHASE APPROVAL REQUEST

Ms. Kennedy presented a request to approve the purchase of culverts for 2025–2026. She stated that IFB862 for the 2025 culvert procurement was posted on BidNet and two bids were received. Skyline Steel submitted the low bid in the amount of \$53,869.71, which the County is required to accept. Ms. Kennedy noted that current budgeting totals \$49,500—\$14,500 allocated in 2025 and \$35,000 approved for 2026—and that a supplemental appropriation may be needed at the end of 2026, depending on savings in the Road and Bridge budget.

Mr. Harrington asked whether the timing of the purchase was driven in part by increasing prices and other escalation factors, including tariffs.

Ms. Kennedy confirmed that pricing was a factor and noted the County saved a little over \$3,000 by placing the order before the end of December. She explained that the steel supplier, True North, provides year-end pricing incentives to move inventory, which prompted staff to bring the purchase forward ahead of the closing date.

Mr. Mordi explained that combining the remaining \$14,000 from 2025 with the \$35,000 already advocated for in 2026 would cover the original bid amount of approximately \$53,000 and reduce the scope of any supplemental request in 2026. However, when the supplier indicated a projected 6% price increase if the purchase moved into 2026, staff shifted the transaction back into 2025 to avoid escalation, noting that the increased near-term spending results in overall savings.

MOTION

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December 22, 2025

Routt County Board of County Commissioners' Minutes

Commissioner Macys moved that we approve the culvert purchase and authorize the County Manager to electronically sign the purchase order to Skyline Steel in the amount not to exceed \$53,869.71. Noting that this will require a supplemental budget at the end of. Supplemental budget request at the end of 2026. Second. All right, motion and a second

Commissioner Redmond seconded; the motion carried 2-0.

EN RE: COMMISSIONERS' COMMITTEES/LEGAL/COUNTY MANAGER

Mr. Harrington provided his weekly County Manager update, including current operational items and ongoing department activities. Commissioner Macys and Commissioner Redmond each reported on their committee assignments and current projects, offering brief status updates on upcoming work. County Attorney Lynaia South also provided her weekly update, outlining current legal matters and ongoing review items.

EN RE: LODGING TAX DISCUSSION

Commissioner Macys, Commissioner Redmond, and County Attorney Lynaia South discussed the proposed lodging tax resolution. They explained that the remaining 90 percent of lodging tax revenues would be used to support public infrastructure, maintenance, or improvements, as well as to enhance public safety measures. The primary intent of the resolution is to establish a formal mechanism for determining how local tourism dollars are allocated. The resolution also establishes an advisory panel consisting of no fewer than three and no more than five full-time residents of Routt County to make funding recommendations to the Board. The discussion outlined appointment parameters for the panel, including one member appointed from each municipality subject to the tax, with the remaining members to be appointed from residents of unincorporated Routt County.

Mr. Ben Martin with Vista Verde asked questions regarding the application of the lodging tax to all-inclusive operations, specifically noting concerns that charging a percentage based on total gross revenues could be unfair when a portion of those revenues is unrelated to lodging services. He referenced transportation and other bundled components and questioned whether the resolution includes provisions to account for operations, such as Vista Verde, that do not break out lodging revenues separately. Mr. Martin compared this to other situations where lodging revenues can be separated and expressed concern that applying the full percentage to total revenues may not accurately reflect the lodging-related portion.

EN RE: ENVIRONMENTAL HEALTH

Scott Cowman, Environmental Health Director was present.

COMMUNITY OF PHIPPSBURG SANITATION SYSTEM ENTERPRISE 2026 RATES

Mr. Cowman presented two items for Board consideration related to the Phippsburg and Milner utility systems, beginning with Phippsburg. He requested consideration of a resolution establishing the 2026 rates and fees for the use, consumption, and payment of services provided by the Phippsburg Sanitation System Enterprise. He explained that, based on legal guidance, utility rates are now being approved through standalone resolutions rather than solely as part of the annual budget process, and this is the second year staff has brought updated rate resolutions to the Board.

Mr. Cowman stated that staff worked with the accounting team to develop the proposed rates and noted that rates have been increased by approximately 10 percent over the past several years. He explained that operating costs have increased and that the County is working to establish a capital replacement fund; however, limited historical data has made it difficult to fully determine actual operating costs. Current estimates are based on information provided by the project engineer. He added that additional information, including details related to potential loan forgiveness, is expected next year and will allow staff to better refine operating cost estimates and adjust the capital replacement fund accordingly. He concluded that the proposed rates reflect the 10 percent increase and are consistent with the approach taken over the past two years.

Mr. Harrington commented that the proposed rate increases are part of the overall financial plan developed for the enterprise. He noted that the rate projections were also presented to the Department of Local Affairs and the Water and Power Authority as part of grant and loan applications, and that DOLA reviews and requires rates to be competitive as a condition for providing grant funding.

Commissioner Macys stated that she recalled the previous discussion and asked how customers have responded to the rate increases, noting that during the last discussion there may have been only one concern or comment expressed.

Mr. Cowman responded that the department's administrative staff receives most customer feedback and that he has not received many comments or complaints. He noted that, in the past, when concerns have been raised, staff explains that the system operates as an enterprise fund separate from general county funds and that rates are set to cover operating costs and maintain appropriate reserves. He added that this explanation generally helps customers understand that the rates are directly tied to

operating the system and maintaining its financial health, and that staff works to keep rates as low as possible.

MOTION

Commissioner Redmond moved to approve Resolution 2025-099 setting rates for the use, consumption and payment for services provided by the community of Phippsburg Sanitation Systems Enterprise in 2026.

Commissioner Macys seconded; the motion carried 2-0.

COMMUNITY OF MILNER SANITATION SYSTEM ENTERPRISE 2026 RATES

Mr. Cowman stated that the second item was similar in nature and related to the Milner Sanitation System Enterprise, noting that Milner provides wastewater services only and does not include drinking water. He requested Board consideration of a resolution to establish and approve the 2026 rates for the use, consumption, and payment of services provided by the Milner Sanitation System Enterprise.

MOTION

Commissioner Macys moved to approve Resolution 2025-100 setting rates for the use, consumption and payment for services provided by the community of Milner Sanitation System Enterprise in 2026.

Commissioner Redmond seconded; the motion carried 2-0.

No further business coming before the Board, same adjourned sine die.

Jenny Thomas, Clerk and Recorder

Tim Redmond, Chair

Date

**STATE OF COLORADO
COUNTY OF ROUTT
OFFICE OF THE CLERK
December 30, 2025
COUNTY COMMISSIONER MEETING MINUTES SUMMARY**

Commissioner Sonja Macys, Chair called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, Commissioner Angelica Salinas, County Manager Jay Harrington, Assistant County Manager Melina Bricker, County Attorney, Lynaia South, Community Engagement Officer Amanda Shepherd, and Executive Assistant Jennifer Parent were present. Blair West prepared the minutes.

EN RE: PUBLIC COMMENT

EN RE: APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL

There were no accounts payable, manual warrants or payroll.

MOTION

Commissioner Redmond moved that the Routt County Board of Commissioners approve the accounts payable, manual warrants and payroll with items of note presented by the County Manager.

Commissioner Macys seconded; the motion carried 2-0.

EN RE: CONSENT AGENDA ITEMS.

- A. Approval of and authorization for the Chair to sign a letter approving the recommended appointments for the YVHA Board of Directors.
- B. Approval of and authorization for the Chair to sign Resolution 2025-102 appointing Dale Richey to the East Routt Library District Board of Trustees.
- C. Approval of and authorization for the Chair to sign a Professional Services Agreement with Caitlyn McKenzie for 2026 Hearing Officer services.
- D. Approval of and authorization for the Chair to sign a Professional Services Agreement with Doug Monger for 2026 Hearing Officer services.

- E. Approval of and authorization for the Chair to sign a Professional Services Agreement with Mark Linne for 2026 Hearing Officer services.
- F. Approval of and authorization for the Chair to sign the Plat for the Jennings Subdivision, approved on 4/17/2025 as Project PL20250027.

MOTION

Commissioner Salinas moved to approve the consent agenda items A through F.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: PLANNING

Greg Jaeger, Planner and Alan Goldich, Senior Planner were present.

CONSIDERATION OF APEXX SNOWMOBILE TOURS SPECIAL USE PERMIT; PL20250076

Mr. Jaeger reviewed the petition for a Special Use Permit (SUP) to conduct snowmobile tours, noting that Planning Commission had recommended approval of the SUP on December 18, 2025. He said that Planning staff had originally recommended approval of the petition despite some concerns regarding the use of County Roads, but since the Planning Commission hearing staff is no longer recommending approval. He explained that during the Planning Commission hearing staff became increasingly concerned with how the proposed snowmobile operation would be run. Since that time, staff has received information that supports its concerns. Mr. Jaeger said that the applicant, Mr. Jesse Riddle, had made it clear that he does not intend to run the business from Routt County, which raises the question of who would actually be running the business, managing the day-to-day operations, and who would ensure that clients do not trespass onto adjacent properties. Mr. Jaeger said that when asked about his relationship with the former owner and operator of Thunderstruck, Mr. Clay Hockel, the applicant stated that his relationship was based solely on the plan to purchase the business. Staff's research, however, shows that the prior permit holder appears to have drafted various documents submitted for Planning Department review, and has been shepherding comments from the public to the BCC.

Mr. Hockel is shown as the author of the most recent PDF document submitted to the Commissioners, which argues against the application of reasonable conditions of approval on the requested permit. Further, most PDF documents submitted for this application show Clay Hockel as the author. In addition, Mr. Hockel was the recipient of an email in support of the subject permit by Mr. Nottingham.

The proposed operation is to occur on the same properties as the prior Thunderstruck Adventures permit. The parcel used for staging is a 35-acre parcel owned by C&B Holdings, a company which includes Clay Hockel as an owner. Mr. Hockel was, and staff believes continues to be, the owner of Thunderstruck Adventures, whose permit was revoked last winter. The application materials submitted list Thunderstruck Adventures and include its logo.

Mr. Jaeger stated that staff is concerned about the applicant's transparency and honesty with both Planning Commission and Planning staff regarding Mr. Hockel's involvement in this business, particularly in light of the prior permit revocation, which was based on Mr. Hockel's operation being found to be in violation of its SUP twice in three years.

Mr. Jaeger said that staff remains concerned with the use of County Roads despite draft conditions of approval that would be intended to ensure the roads are not damaged as a result of the proposed commercial use.

Mr. Jaeger said that at the Planning Commission hearing it was clear that the applicant, his attorney, and the materials included in the application submittal presented different versions of how staging area 2 was to be utilized, raising questions regarding whether CR 80 would be used according to the conditions of approval. Instead of accepting the language of the conditions of approval intended to protect the road, the applicant continues to argue against those conditions and in a recent email suggests that the Road and Bridge Department should provide daily monitoring of the road to tell the applicant if they can groom or operate on the road. The County does not have the capacity to monitor and enforce the extensive conditions of approval that have been suggested and therefore the permit does not support the public health, safety and welfare of Routt County. Mr. Jaeger stated that staff is not in support of the application at this time.

Mr. Goldich reviewed the handout that staff had provided with suggested findings of fact to support a denial of the petition. The handout details the Master Plan policies and UDC standards that the application is not in compliance with. Regarding the Master Plan policies, Mr. Goldich cited specifically the unwillingness of the applicant to abide by the reasonable conditions of approval intended to protect the County Roads. He added that the staging area for the proposed use is located on a 35-acre parcel with no current agricultural use. Mr. Goldich offered that the proposed use does not support agriculture and the intensity of use outweighs any potential benefits to agriculture in the area. Mr. Goldich then went through the sections of the UDC that the application does not comply with, highlighting that the current proposal is for a greater intensity of use than the Thunderstruck permit that was revoked. He stated that when an applicant is unwilling to abide by reasonable conditions of approval and in fact seeks to diminish the conditions of approval that were put in place on a permit that was not complied with, cumulative

impacts cannot be mitigated. Mr. Goldich stated that this application does not further the intent of the Master Plan. He added that the County does not have the capacity to monitor and enforce the extensive conditions of approval required to mitigate the potential harm this special use could cause. Mr. Goldich said that when adequate services do not exist, the permit does not support the public health, safety, and welfare and in fact endangers it.

Mr. Jesse Riddle, the applicant, stated that the decision by Planning staff to recommend denial was shocking. He said, however, that the final two suggested conditions of approval regarding the use of the County Roads and the 18" minimum snow depth were deal breakers for him. He added that since Mr. Hockel is a landowner and owner of the building, his involvement was necessary for the transition period. Mr. Riddle said that his intended purchase of the property was contingent upon the SUP being approved. He said that although he does not live in Routt County, he would be on site frequently and would put a management team together to ensure that the conditions of the permit are met. Mr. Riddle said that with the suggested conditions of approval it would be unlikely that there would be snowmobile operation on the subject parcel.

Commissioner Macys asked if Mr. Riddle intended to withdraw his application. Mr. Riddle stated that he does not intend to withdraw the application and was simply forecasting what he thought the outcome of the hearing would be.

Mr. Clay Hockel, the previous operator of Thunderstruck Adventures, stated that as a landowner he has a significant interest in seeing this application approved. He acknowledged that he had supplied Mr. Riddle with materials for the application. He discussed some of the issues that had come up with the previous operation and discussed how the business was shut down following the revocation of the permit. He said that it is his goal to get the property and the permitting in place to allow the new operator to succeed and that he needs help from the County to do that. He stated that the existing building is only really useful for the proposed use. In response to a question from Commissioner Macys, Mr. Hockel stated that he is currently the sole owner of the property, the building, and the business (Thunderstruck Adventures).

Commissioner Macys asked about the involvement of Mr. Nottingham. Mr. Jaeger stated that he is one of three landowners whose property is leased for the proposed snowmobile tours.

Mr. Dallas Robinson, a longtime resident of Hayden, stated that he is the president of the Babson-Carpenter Civic Improvement Foundation (BCCIF) that leases land for the proposed snowmobile operation. He read a statement authorized by the Babson-Carpenter board of directors. He said that Mr. Hockel has always addressed the foundation's concerns adequately and that the foundation has developed a good relationship with Mr. Hockel. He said that the foundation is supported by revenue from

grazing, hunting, and snowmobile leases on its property. Mr. Robinson said that losing the snowmobile operation would have a significant negative impact on the foundation and on the Town of Hayden. He said that he would support Mr. Hockel's continued involvement with the new operation through a transition period because of his knowledge of the property and the business. Mr. Robinson, on behalf of the BCCIF, urged the County Commissioners to approve the requested permit and to allow Mr. Hockel to consult on the operation, as needed, through the transition to new ownership and management of the snowmobile operation. He described the BCCIF property.

Commissioner Salinas asked Mr. Riddle if it is his intention was to purchase the Thunderstruck Adventures business. Mr. Riddle stated that that was goal but that it would not be accomplished until after the permit was approved. He reviewed the equipment that he owns related to the business but said that the majority of the equipment needed to operate the business is owned by Thunderstruck. In response to a question from Commissioner Salinas, Mr. Riddle stated that he would be hiring local staff to manage the operation and to monitor for trespassing, although he would be on site frequently. He stated that he had ridden the proposed snowmobile routes and was familiar with the land. Regarding the use of staging area 2, Mr. Riddle said that this area would be used only when there was insufficient snow. Clients would be shuttled to the upper staging area to ensure that the snowmobiles were not operated on dirt. Mr. Goldich said that the confusion was whether CR 80 or a route across private land would be used for shuttling guests to staging area 2. Mr. Riddle said that the shuttle would utilize CR 80, which is not what is stated in the application.

Commissioner Salinas asked about the 18" minimum snow depth cited by Mr. Riddle. Mr. Jaeger said that the 18" minimum is included in the grooming permit issued by the Road and Bridge Department. Mr. Goldich said that the proposed conditions of the grooming permit were outlined in a memo included in the meeting materials.

Commissioner Redmond asked about the training of all staff as "Wilderness First Responders." Mr. Riddle said that Routt County Search and Rescue offers the training. Mr. Riddle stated that per the Planning Commission approval, staff members would be required to complete the course. In response to a question from Commissioner Redmond, Mr. Hockel stated that the liability insurance policy was in effect through March of 2025.

Public Comment

Mr. Robinson, a resident of Hayden, speaking on his own behalf, stated that he is an expert on road building and maintenance. He stated that CR 80 to California Park has been in better shape over the past few years than at anytime in the past, which indicates that the Thunderstruck grooming has not caused damage. He suggested that the grooming actually improves the road by providing a better, more durable surface for

all riders. He said that Thunderstruck's operation has been beneficial to the County and to the community of Hayden.

Seeing no further comment, Commissioner Macys closed public comment.

Commissioner Macys suggested that more work was needed on the application for it to be ready to be advanced. Commissioner Redmond agreed. He recommended that the applicant pull his application and come back when it has been amended to be in compliance with County regulations. He said as it stands, he could not approve the application. Commissioner Macys asked if there was sufficient time remaining for the application to be amended in time for operations to occur this season. Mr. Riddle said that his goal was to begin operations January 1st but that a delay until January 15th or 20th would work, given the current snow conditions. Commissioner Salinas noted that there was a lot to accomplish, including getting the staff hired and fully trained, equipment purchased, etc. She also noted that lack of County capacity to enforce the necessary conditions of approval. She added, however, her support to the businesses in Hayden that would benefit from this operation.

Commissioner Macys asked if the application could be brought into conformance with the UDC and the Master Plan. Commissioner Salinas that without knowing that County has the capacity to monitor and enforce all the necessary conditions, it would be difficult for her to approve the application. She added that there were too many questions outstanding.

Mr. Riddle said that he would prefer that the petition be tabled. Mr. Goldich offered that it would take at least a couple of weeks to a month to work through the outstanding issues and schedule a new hearing. Commissioner Salinas stated that as written, the application does not comply with the UDC. She said that significant modifications are needed. Mr. Riddle acknowledged that with either a withdrawal or a denial, there would not be sufficient time to reapply, obtain a permit, and prepare to conduct operations this winter.

MOTION

Commissioner Salinas moved to deny item PL20250076, a Special Use Permit application for tours with powered modes of transportation for Jesse Riddle doing business as Apex Mountain Adventures. This denial is based on the following findings of fact:

1. The applicant has not demonstrated a willingness to abide by the reasonable conditions of approval prepared by planning staff. Instead of acknowledging the terms

and conditions, the applicant submits objections to and arguments for why the conditions should not be imposed.

2. The record and findings of fact from all prior Planning Commission and Board of County Commissioner meetings related to Thunderstruck Adventures are incorporated herein, including but not limited to the BCC hearing on February 11, 2025, at which time the Thunderstruck Adventures permit, PL20230055 was revoked.

3. The prior permit holder for what is basically the same operation, was expressly found to be in violation of their County permit twice in three years.

4. As part of the February 11, permit revocation hearing, the Commissioners gave the permit holder a reasonable amount of time to come into compliance. They required "All advertisements and social media shall be modified to remove all references to tours by February 14, 2025."

5. Violation of county regulations and the County's express order from February 11 continue to this day in that Thunderstruck Adventures continues to advertise for tours on property that requires a special use permit from the County.

6. At the February 11 hearing, the commissioners also noted that without a special use permit, the only allowable use of the structure on the 35-acre parcel is for agricultural purposes. Storage of personal or commercial items is not an allowable use. Outdoor storage of hazardous and non-hazardous materials is prohibited. Based on the last available information, the structure is still being used for storage of personal and commercial items. The property also has been used for outdoor storage.

7. There is insufficient evidence to support a finding that this is a different operator or a different operation.

a. The permit is proposed to be on the same properties as the prior Thunderstruck Adventures permit. The parcel used for staging is a 35-acre parcel owned by C&B Holdings, a company which includes Clay Hockel as an owner. Mr. Hockel was and we believe continues to be the owner of Thunderstruck Adventures.

b. Mr. Hockel was the recipient for an email in support of the subject permit.

c. Mr. Hockel is shown as the author of the most recent PDF document submitted to the commissioners. A document which argues against the application of reasonable conditions of approval.

d. The materials submitted list Thunderstruck Adventures and has their logo.

8. The application is not in compliance with the Master Plan policies:

- a. 8.1 – Appropriate areas for recreational uses
- b. 8.2 – Supporting agricultural lands
- c. 8.3 – Review of zoning standards for recreational uses
- d. 8.7 – High quality of life for county residents
- e. 9.1 – Support of bona fide agricultural operations

9. The application is not in compliance with the following Unified Development Code standards:

- a. 2.1.B – Minimum standards
- b. 2.4 – A/F zone district
- c. 2.22.G.2.e – Definition of Special Use permit
- d. 3.1.A – Failure to comply is a basis for denial
- e. 3.1.B and 4.31.D.4 – Health, Welfare and Safety
- f. 3.1.C – Building permits and Certificates of Occupancy
- g. 3.1.E – Compliance with federal, state, and local laws
- h. 3.1.I – Cumulative Impacts
- i. 4.31.C.4 – Intent of the Master Plan
- j. 4.31.D.3 – Adequate public facilities and services
- k. 4.31.D.5 – Conformance with underlying zone district

Commissioner Redmond seconded the motion.

The motion to deny carried unanimously.

EN RE: ACCOUNTING

Randa Walters, Accountant and Shawn Sonnkalb, Accountant were present.

2025 SUPPLEMENTAL BUDGET RESOLUTIONS

Ms. Walters explained that the Board had been provided with a full set of supplemental budget resolutions, including the purpose of each request, the amount involved, and the funding source. She noted that department heads connected to these requests were present and available to answer any detailed questions the Board might have.

She also reminded the Board that, in recent meetings, the process has been simplified. Rather than reading each supplemental budget resolution individually, the Board has asked any questions at the beginning and then approved all the resolutions together in a single motion.

These same steps can be followed again for this meeting: Board members may ask any questions they have, and once discussion is finished, all supplemental budget resolutions may be approved at once.

Commissioner Macys noted that the Board had received a 29-page packet containing all of the supplemental budget resolutions under discussion. She emphasized that all commissioners should have had the opportunity to review the material, and she also pointed out that the packet is publicly available for anyone who wishes to view it. Commissioner Macys then asked whether any Board members had questions about any of the items included in the packet.

Commissioner Salinas asked for clarification on the process, noting that this was her first time participating in the supplemental budget review. She asked whether the Board completes this process at the end of every year, preparing a resolution and approving all supplemental budget adjustments for that year. She wanted to confirm that this annual approval is the standard practice.

Mr. Sonnkalb explained that, in recent years, the Board has handled supplemental budget adjustments more regularly throughout the year whenever specific items require changes. However, he confirmed that an end-of-year review is also part of the standard process to comply with state regulations and ensure that the budget accurately reflects actual spending, with no accounts ending over budget. He added that there will be one additional round of adjustments in May, after the year-end close is completed.

Commissioner Salinas confirmed whether the supplementals already approved earlier in the year were not included in this packet. She wanted to confirm that the

resolutions now being presented are only the items that were not previously approved and that these adjustments are needed to make sure the budget matches actual spending for the year.

Commissioner Macys said she appreciates how the supplemental budget resolutions are presented. She acknowledged that preparing them is a lot of work, but noted that the resolutions clearly explain the reasons for the overages. She said she values the detailed justification provided, because it helps anyone understand why certain expenses were not anticipated. She thanked staff for their effort, even though she recognized it takes a significant amount of time to put together.

MOTION

Commissioner Redmond moved to approve the 2025 supplemental budgets and authorize the Chair to sign the 2025 supplemental budget resolution number 2025-085 through 2025-098.

Commissioner Salinas seconded; the motion carried 3-0.

EN RE: HUMAN SERVICES

Kelly Kissling, Human Services Director and Paunita Muset, Child Welfare and Adult Protection Supervisor were present.

DHS JUSTICE WORKS CONTRACT

Ms. Kissling explained that the department contracts with Justice Works to provide transportation for a child in foster care who was placed in the Denver metro area. The child remained enrolled in his original school, and transportation was needed so he could continue receiving consistent support and services. She noted that providing this type of transportation is standard practice in foster care situations.

She stated that the request was coming to the Board because the total cost exceeded the director's contracting authority of \$20,000. Due to the daily round-trip drive of 45 minutes to an hour each way, the contract amount went over the original limit. The department needs approval to authorize payment above her spending authority.

Commissioner Macys said that since foster care had been mentioned, she wanted to express her concern about recent state discussions. She noted that the state is putting additional funding into marketing efforts because they believe the county is performing well in recruiting foster families. She found this situation troubling and asked for an update on how the county is doing with its foster family recruitment and support.

Ms. Muset reported that the county currently has only one fully certified foster parent, who is caring for two children. She said the department is in the process of certifying two additional families in the county. Her goal is to have at least five fully certified foster families by the end of 2026, even if they are not all actively needed, so the county has options available in emergencies.

She also noted that the county is currently helping Moffat County by providing placement for two of their children in the county's only active foster home.

Ms. Muset added that two more families have recently reached out expressing interest in becoming foster families. The department plans to begin the certification process with them next week. She explained that initial conversations were delayed because of the holidays, but they are now moving forward after the New Year.

Commissioner Salinas asks this process takes.

Ms. Muset explained that, ideally, the foster family certification process should take between 60 and 90 days. However, delays are common because the state-provided training sessions are limited and fill up quickly. She noted that one recent foster home had to wait six months to complete certification due to the lack of available training slots. Although the trainings are held virtually through Zoom, participants must attend live, and the limited number of sessions offered each year often slows the process.

Commissioner Redmond asked whether the fingerprinting process has improved. He recalled that there had previously been difficulties getting fingerprinting completed locally and wanted to know if those issues had been resolved.

Commissioner Redmond asks if the county does the home inspections.

Ms. Muset confirmed that the county does conduct home inspections. She explained that she is a certified Safe Home Study Supervisor and is able to complete the entire foster home certification process from start to finish. She noted that she is currently the only person in the three surrounding counties who holds this certification.

Commissioner Macys asked about the certification requirements for the transportation provider. She wondered whether providers who transport children in foster care are required to have additional credentials beyond those needed for general transportation, given that they are working directly with children.

Ms. Muset explained that the transportation provider offers several services, including mentoring for the children they work with. In this case, the county contracted them only for transportation because the foster home could not provide it and they wanted to keep the child in the same school. She said the provider also offered a few

hours of weekly mentoring with a trained professional who could support the child and spend positive time with him.

MOTION

Commissioner Salinas moved to approve and authorize the Chair to sign and approve the core contract with Justice Works to be adjusted to \$30,000.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: LEGAL

Lynaia South, County Attorney was present.

2026 CAPP AGREEMENT

Ms. South explained that the purpose of the discussion was to request Board approval and signature for the agreement to participate in the partially self-funded program with the Colorado Counties Casualty and Property Pool. The program is administered by CTSI. She noted that this is the County's annual agreement with the pool, and approval is needed in order to maintain the County's insurance coverage.

Commissioner Redmond noted that the county will be the last in Colorado allowed to remain self-insured. He explained that this option is no longer available to other counties and that the County is essentially grandfathered into the program.

Ms. South added that her understanding is that the County saves money by being partially self-insured. She noted that she does not have the exact details of the savings but confirmed that the program is financially beneficial.

Commissioner Redmond confirmed that being partially self-insured definitely saves the county money, even though it comes with a higher deductible of about \$70,000. He gave an example from before Ms. South started, explaining that the County had a new motor grader that was hit by a train in Hayden.

Commissioner Redmond explained that the deductible amount was roughly equal to the cost of replacing the grader that had been damaged. He said the County chose to cover that loss under its self-insured deductible, and doing so made a significant financial difference. He emphasized that being partially self-insured has saved the County a substantial amount of money.

MOTION

Commissioner Redmond moved to approve and authorize the Chair to sign the CAPP agreement for the partially self-funded program for the period January 1, 2026 through December 31, 2026

Commissioner Salinas seconded; the motion carried 3-0.

RESOLUTION ESTABLISHING THE COUNTY LODGING TAX FUND

Commissioner Macys brought up the lodging tax fund and noted that the Board had already discussed this topic while one commissioner was away. She explained that some clarifying changes had been made to the resolution, and that the commissioner who was absent had emailed Linnae confirming they had no further input.

She said the main topic of discussion had been the use of the remaining funds. The Board agreed that Commissioner Redmond would flag the issue for an agenda item in 2026 so the Board can discuss how to allocate the remaining 90 percent of the funds. She noted that the Board had already agreed through the budget to use part of the funds for a position in the Sheriff's Office. They also planned to revisit whether the funds could be used for North Routt Recreation.

Commissioner Macys added that this future discussion will also include how the Board wants to handle allocations going forward, such as whether to create a committee or keep the decisions at the Board's discretion. She clarified that this broader conversation is only indirectly related to the resolution being considered at this meeting.

MOTION

Commissioner Macys moved to approve resolution number 2025-103, a resolution establishing the Routt County Lodging Tax Fund.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: COUNTY MANAGER/ LEGAL/ COMMISSIONERS' COMMITTEES UPDATE

Mr. Harrington provided his weekly County Manager update, including current operational items and ongoing department activities. Commissioner Macys, Commissioner Salinas and Commissioner Redmond each reported on their committee assignments and current projects, offering brief status updates on upcoming work. County Attorney Lynaia South also provided her weekly update, outlining current legal matters and ongoing review items.

No further business coming before the Board, same adjourned sine die.

Jenny Thomas, Clerk and Recorder

Tim Redmond, Chair

Date

March 23, 2026

Senator Michael Bennet
261 Russell Senate Building
Washington, DC 20510

Senator John Hickenlooper
374 Russell Senate Office Building
Washington, DC 20510

RE: Congressionally Directed Spending for the Haven Campus Expansion Project

Dear Senator Bennet and Senator Hickenlooper,

The Routt County Board of County Commissioners is writing to express our strong support for Northwest Colorado Health's request for Congressionally Directed Spending for The Haven Campus Expansion Project in Hayden, Colorado.

Northwest Colorado Health has long been a trusted partner serving Routt County and the surrounding region. Through a wide range of health and aging services, the organization has consistently demonstrated a commitment to addressing the needs of rural residents, particularly older adults.

The Haven Assisted Living, located in Hayden, is currently the only assisted living facility that accepts Medicaid in both Routt and Moffat counties. This resource is critical for older adults who need assistance with daily living but have limited financial means. Expanding affordable assisted living capacity at The Haven will help address a growing need for supportive housing and care for older adults in Northwest Colorado.

Increasing access to affordable assisted living allows low-income older adults to remain close to the communities where they have established relationships with family, friends, and local support networks. For many rural residents, remaining in their home region while receiving appropriate care is essential to maintaining quality of life and connection to community.

The Routt County Board of County Commissioners recognizes the importance of this project and the role Northwest Colorado Health plays in strengthening the health and stability of our region. Expanding affordable assisted living at The Haven represents an important investment in supporting older adults and ensuring that rural communities have the infrastructure needed to meet the needs of an aging population.

The Routt County Board of County Commissioners strongly supports Northwest Colorado Health's request for Congressionally Directed Spending for this project and appreciates your consideration of this important investment in Northwest Colorado.

Sincerely,

Angelica Salinas
Commissioner District I

Tim Redmond
Commissioner District II

Sonja Macys
Commissioner District III



ROUTT COUNTY BOARD OF COMMISSIONERS

COMMUNICATION FORM

DEPARTMENT/ORGANIZATION: Planning

PRESENTATION DATE: March 24, 2026

AGENDA TITLE: APPROVAL OF UTILITY EASEMENT VACATION; PL20250081

ITEM TYPE: ACTION ITEM

REQUEST/ ISSUE & BACKGROUND:

The Fish Creek Hills Filing #1 plat was originally approved by the Town of Steamboat Springs. It was brought to the Routt County Board of County Commissioners' attention that a subdivision plat had been filed with the County Clerk and Recorder in File #7479 on the 6th day of September 1973. It was then determined by the Board that the plat referred to property located in Routt County and not in the Town of Steamboat Springs, and that the Board had not agreed to such subdivision, nor had it entered into any agreements with the Town or City of Steamboat Springs for the approval of such subdivision. A resolution (filed at Reception No. 264540) was passed and publicly recorded on the 12th of November 1976, resolving that Fish Creek Hills, Filing #1 be declared void and of no effect in the County. It was further resolved that no building permits were to be issued for the construction of any structure on the property, and any further conveyances of any land located within Filing #1 were to be declared invalid since the subdivision was not in compliance with the Routt County Subdivision Regulations. In 1977, the subdivision was approved through the Routt County subdivision process as RE-PLAT OF FISH CREEK HILLS FILING No. 1. The later subdivision was filed in the office of the County Clerk and Recorder of Routt County on the 16th day of September 1977, at File No. 8082, Reception No. 270032. A single-family residence, originally built in 1975 and remodeled in 1995, exists on Lot 8, Fish Creek Hills. A carport built in 1975 exists on the property.

The existing house is constructed to the edge of the 10' wide dedicated utility easements on the east and west sides of the lot. The property is located in the HDR (High Density Residential) zone district, which allows for 5' side setbacks. To build an addition to the house within the existing setbacks, the owners are requesting vacation of a portion of each of the side utility easements.

The item was heard by Planning Commission at their March 5, 2026, hearing. It was recommended for approval with a 9-0 vote. Minutes are attached. Conditions #2 was added to address the issue of the shed being in the front property line setback.

RECOMMENDED ACTION (Full Motion Language):

I move to approve item PL20250081, a vacation of utility easement along interior lot lines with the findings of fact that the proposal with the following conditions complies with the applicable guidelines of the Routt County Master Plan and Steamboat Springs Community Plan and is in compliance with Chapters 3 and 4 of the Routt County Unified Development Code.

This approval is subject to the following conditions:

1. A resolution vacating portions of the interior utility easements shall be recorded within 3 years of approval.
2. The 120-sq. ft. shed without a foundation shall be moved out of the front property line setback prior to the recordation of the resolution vacating the utility easements.

ALTERNATIVES:

1. Deny
2. Table for additional information
3. Approval with additional conditions

FISCAL IMPACTS:

- PROPOSED REVENUE (if applicable): N/A
- CURRENT BUDGETED AMOUNT: N/A
- PROPOSED EXPENDITURE: N/A
- FUNDING SOURCE: N/A
- SUPPLEMENTAL BUDGET NEEDED: N/A

LEGAL ISSUES: N/A

CONFLICTS OR ENVIRONMENTAL ISSUES: N/A

LIST OF ATTACHMENTS:

- BCC Communication Form
- Staff Report with attachments
- Minutes from Planning Commission Meeting from March 5, 2026

DEPARTMENT HEAD INITIALS: KW

DATE: 3.17.2026

Lot 8 Fish Creek Hill Subdivision F1 Vacation of Easement

ACTIVITY PL20250081
HEARING DATES Planning Commission 03/05/26 at 6:00 pm
Board of County Commissioners 03/24/26 at 9:35 am

PETITIONER: JOEL FAIN REVOCABLE TRUST
C/O WALTER MAGILL FOUR POINTS SURVEYING
PETITION: Vacation of Utility easements along interior lot lines
LEGAL: LOT 8 FISH CREEK HILLS SUBD FILING 1
LOCATION: 1765 ALEXANDRE WAY, STEAMBOAT SPRINGS, CO 80487
ZONE DISTRICT: HDR

AREA: .22 AC

STAFF CONTACT: Michael Eggert

ATTACHMENTS:

- Narrative
- Existing Conditions
- Vacation of Easement Exhibit
- Site Photos

History:

The Fish Creek Hills Filing #1 plat was originally approved by the Town of Steamboat Springs. It was brought to the Routt County Board of County Commissioners' attention that a subdivision plat had been filed with the County Clerk and Recorder in File #7479 on the 6th day of September 1973. It was then determined by the Board that the plat referred to property located in Routt County and not in the Town of Steamboat Springs, and that the Board had not agreed to such subdivision, nor had it entered into any agreements with the Town or City of Steamboat Springs for the approval of such subdivision. A resolution (filed at Reception No. 264540) was passed and publicly recorded on the 12th of November 1976, resolving that Fish Creek Hills, Filing #1 be declared void and of no effect in the County. It was further resolved that no building permits were to be issued for the construction of any structure on the property, and any further conveyances of any land located within Filing #1 were to be declared invalid since the subdivision was not in compliance with the Routt County Subdivision

Regulations. In 1977, the subdivision was approved through the Routt County subdivision process as RE-PLAT OF FISH CREEK HILLS FILING No. 1. The later subdivision was filed in the office of the County Clerk and Recorder of Routt County on the 16th day of September 1977, at File No. 8082, Reception No. 270032. A single-family residence, originally built in 1975 and remodeled in 1995, exists on Lot 8, Fish Creek Hills. A carport built in 1975 exists on the property.

Site Description:

The site is a lot on the southwestern portion of the neighborhood on Alexandre Way. The site is gently sloped with mature trees around a single-family residence with a carport and 2 sheds under 120 sq. ft. with no foundations

Project Description:

The existing house is constructed to the edge of the 10' wide dedicated utility easements on the east and west sides of the lot. The property is located in the HDR (High Density Residential) zone district, which allows for 5' side setbacks. To build an addition to the house within the existing setbacks, the owners are requesting vacation of a portion of each of the side utility easements.

Staff Comments:

All applicable utility providers have reviewed the application and have no issues with the vacation of the interior utility easements. No utilities are located in any existing or proposed easements. Further, removing the existing interior easements will allow the landowners to resolve an issue with an existing structure encroachment. This is a double-front lot, and a shed depicted on the north frontage is not in compliance, as it encroaches into an easement that is not being eliminated. This shed will need to be moved out of the easement on the north property line.

The parcel's current zone district of High Density Residential (HDR) will remain. The property is served by public water and sewer, and with the HDR zoning, this easement vacation will not affect or change infrastructure requirements. Replat of Fish Creek Hills Subdivision is identified in the Steamboat Springs Community Plan on the Future Land Use Districts map as Neighborhood Residential, which describes residential neighborhoods with single-family residential homes as the most common use. The intent is to create a transition from more intense urban residential neighborhoods to surrounding agricultural/rural residential areas. As an already-developed subdivision, Fish Creek Hills broadly meets these characteristics.

*****Issues for Discussion*****

Staff has not identified any issues for discussion.

Staff Recommendation

Staff recommends that the application be **APPROVED**.

Compliance with the Routt County Master Plan, Sub Area Plans and Unified Development Code

The Routt County Master Plan (Master Plan), Sub Area Plans, and Unified Development Code contain dozens of land use policies and regulations that are intended to reinforce the guiding principles of the Master Plan. This report categorizes subject matter content that is important to consider when reviewing. The categories include:

1. Public Health, Safety and Nuisances
2. Regulations and Standards
3. Easement/ROW Vacation Standards
4. Community Character and Visual Impacts
5. Roads, Transportation, and Site Design
6. Natural Environment

Within each category are applicable policies and regulations. Specific UDC sections include:

- **Chapter 3** of the UDC is designed to limit or eliminate conditions that could negatively impact the environment and/or use of surrounding properties and shall apply in all Zone Districts and to all land uses unless otherwise noted. It also contains mitigation techniques that apply to use permits, PUD plans, site plans, and subdivisions.
- **Chapter 4 Section 5** of the UDC contains applicability criteria, standards, and procedures for different types of subdivisions. When applicable, it also requires dedications, fees-in-lieu, and infrastructure installation to ensure that developments are designed to best serve the public and contain all the required infrastructure necessary to serve the development.

Interested parties are encouraged to review the Master Plan, Sub Area plans and Unified Development Code to determine if there are additional policies and regulations that may be applicable to the review of this petition.

Planning Staff comments are included in bold at the end of each category and highlight questions and/or comments from the general public, referral agencies, and Planning Staff.

1. Public health, Safety and Nuisances

Applicable UDC Regulations

- 3.2 Lighting
- 3.3 Signage

Applicable Master Plan Policies

- 11.11 In addition to the HMP, the Master Plan also recognizes strategies in the Community Wildfire Protection Plan (CWPP) in reference to wildfire hazards and acknowledges associated implementation measures including partnering on fuels treatment projects designed to reduce overall wildfire risk.
- 11.12 Discourage land uses that increase the potential for wildfires in high risk wildfire hazard areas.

Staff comments: There are no physical constraints on the land that would render development inappropriate. Any new lighting on the site must comply with UDC standards, and signage is not anticipated. All of the property is mapped as having a moderate wildfire risk, but the easement vacation will not contribute to the wildfire risk already present in the area.

***Is the application in compliance with the Policies and Regulations outlined above? Yes or No*

2. Regulations and Standards

Applicable UDC Regulations

- 3.1.G General Provisions
3.20 Development in Tier 2/3. Growth Areas

Staff comments: The proposed utility easement vacation along the side lot lines complies with all applicable general provisions in the UDC. This subdivision is located in a Tier 2 Targeted Growth Area within the Steamboat Springs Urban Growth Boundary and is already on central water and sewer services through the Mt. Werner Water and Sanitation District in the City of Steamboat Springs.

***Is the application in compliance with the Policies and Regulations outlined above? Yes or No*

3. Easement/Right-of-Way Vacation Standards

Applicable UDC Regulations

- 4.56.A Standards
1. The plat to be vacated is a legal plat of record.
 2. The vacation of the plat or right-of-way shall not deny access to public land, adjoining properties, utility services, or other public improvements.

3. The vacation shall not interfere with the orderly development of adjoining properties, utility services, or other public improvements.
4. The vacation is consistent with the UDC and furthers the intent of the Master Plan and any applicable Sub-Area Plans.

Staff comments: The plat is a legal plat of record. As a single lot, the proposed easement vacation would not interfere with the development of adjoining properties, utilities, or services, and would not deny any necessary access to adjacent properties. All utility providers have signed off on this vacation request, and access to all lots will remain. The remaining utility easements would allow future utilities to be provided to each adjacent property. The existing easement area is not located in wetlands, flood plains, or steep slopes. No new hazards or new environmental impacts are anticipated.

***Is the application in compliance with the Policies and Regulations outlined above? Yes or No*

4. Community Character and Visual Impacts

Applicable UDC Regulations

- 3.2 Lighting
- 3.30 Development within Visually Sensitive Viewsheds

Applicable Master Plan Policies

- 4.1 Direct new growth and development to Tier 1, Tier 2, and Tier 3 Future Growth Areas, in that order and as defined in the Growth & Land Use Chapter.
- 4.2 Support infill development and redevelopment that is complementary to existing character and consistent with available resources to accommodate evolving community needs within the Future Growth Areas.
- 4.6 Support efforts to maintain Dark Skies and control light pollution.
- 4.9 Discourage development on ridges that result in sky lining.
- 9.3 Discourage development that changes the rural character or historic agricultural uses and/or practices.
- 9.5 Discourage rural residential developments in areas of prime agricultural production.
- 9.16 Protect unique view corridors with high aesthetic value, including the south valley floor and the Hwy 40 and CR 129 corridors.

Staff comments: The proposed easement vacation will not affect community character. Lighting for any future development must comply with UDC standards.

The proposal does not result in any skylined areas, nor does it impact other sensitive view sheds. It will result in no built changes to the site.

***Is the application in compliance with the Policies and Regulations outlined above? Yes or No*

5. Roads, Transportation and Site Design

Applicable UDC Regulations

- 2.1-2.21 Zoning and Land Uses
- 3.4 Utilities
- 3.5 Stormwater Management
- 3.6 Access Management
- 3.7 Common Roads
- 3.8 Parking & Loading
- 3.9 Landscaping
- 3.10 Snow Storage
- 3.23 Transportation

Applicable Master Plan Policies

- 7.15 Ensure that future development occurs where roads can accommodate projected traffic volumes and patterns.
- 9.4 Preserve open space
- 11.15 Prohibit all development on slopes of 30% or greater. Development in steep draws or valleys, which tend to channel fire movement, is particularly dangerous and is also strongly discouraged.
- 11.17 Prohibit all construction and excavations on potential hazard areas including landslides, rockfall areas, unstable slopes, mudflows, and steep drainages.

Staff comments: As an easement vacation in an existing subdivision, the proposal is not required to adhere to UDC regulations that apply to new subdivisions. Parking, landscaping, skyline requirements, and snow storage would be considered under the review of any new future building permit application. There is already access to the subject property, and the established easements that remain will allow access to other properties.

***Is the application in compliance with the Policies and Regulations outlined above? Yes or No*

6. Natural Environment

Applicable UDC Regulations

- 3.31 Development Adjacent to Waterbodies
- 3.32 Development within Floodplains
- 3.33 Development within a Natural Hazard Area
- 3.34 Development within a Sensitive Wildlife Area

Applicable Routt County Master Plan Policies

- 9.12 Noxious weeds must be controlled at the expense of the landowner.
- 9.13 Enforce the weed management program and educate new or unaware landowners or those that refuse to manage weeds.
- 11.6 Consider impacts on wildlife before approving new recreational uses, residential developments, and other developments and permits.
- 11.7 Minimize the cumulative impacts of development on wildlife and wildlife habitat.

Staff comments: This area is not in a sensitive wildlife area. The property has an established single-family residence, and any new additions or exterior modifications would be subject to a building permit and review to ensure that any natural hazards are mitigated.

Is the application in compliance with the Policies and Regulations outlined above? **Yes** or **No

PLANNING COMMISSION OPTIONS:

1. **Approve the Easement Vacation request without conditions** if it is determined that the petition will not adversely affect the public health, safety, and welfare and the proposed use is compatible with the immediately adjacent and nearby neighborhood properties and uses and the proposal is in compliance with the Routt County Unified Development Code and complies with the guidelines of the Routt County Master Plan.
2. **Deny the Easement Vacation request** if it is determined that the petition will adversely affect the public health, safety, and welfare and/or the proposed use is not compatible with the immediately adjacent and nearby neighborhood properties and uses and/or the proposed use is not in compliance with the Routt County Unified Development Code and/or the Routt County Master Plan, Make specific findings of fact; cite specific regulations or policies by number from the Routt County Master Plan, and the Routt County Unified Development Code.
3. **Table the Easement Vacation request** if additional information is required to fully evaluate the petition. Give specific directions to the petitioner and staff.

4. **Approve the Easement Vacation request** with conditions and/or performance standards if it is determined that certain conditions and/or performance standards are necessary to ensure public, health, safety, and welfare and/or make the use compatible with immediately adjacent and neighborhood properties and uses and/or bring the proposal into compliance with the Routt County Unified Development Code and the Routt County Master Plan.

UTILITY EASEMENT VACATION

FINDINGS OF FACT that may be appropriate if the Utility Easement Vacation is approved:

1. The proposal with the following conditions complies with the applicable guidelines of the Routt County Master Plan and Steamboat Springs Community Plan and is in compliance with Chapters 3 and 4 of the Routt County Unified Development Code.

TERMS OF APPROVAL that may be appropriate may include the following:

1. A resolution vacating portions of the interior lot lines shall be recorded within 3 years of approval.



Ph: 970-871-6772 · Fax: 970-879-8023 · P.O. Box 775966 · Steamboat Springs, Colorado 80477

October 3, 2025

Routt County Planning Department
136 6th Street
Steamboat Springs, CO 80477
Phone: (970)-879-2704

RE: Lot 8, Fish Creek Hills Subdivision
Joel Fain Revocable Trust
1765 Alexandre Way
Steamboat Springs, CO 80487
Parcel No. 124100008

Dear Planning Department,

Please accept this application as the narrative for easement vacation per the Routt County Unified Development Code (UDC) Chapter 4, Section 4.56: Vacating Plats or Public Ways for Lot 8, Fish Creek Hills Subdivision.

Background

Lot 8, Fish Creek Hills Subdivision, also known as 1765 Alexandre Way, Steamboat Springs, is a 0.22 acre property that contains a residential single family home as shown on the attached Improvement Survey Plat. The original home was constructed in 1975 and remodeled in 1999. The property is located in High Density Residential Zone and is permitted for five foot side setbacks. The existing house is constructed to the edge of the ten foot wide dedicated utility easements.

To take advantage of the HDR setbacks the owners are requesting vacation of a portion of each of the side setbacks. The Routt County Unified Development Code (UDC) section 4.52.F Administrative Subdivision requires easements to be vacated along interior lot lines to allow for use of the five foot setbacks.

The following represent the approval criteria based on my review the UDC.

- A. When a plat or public way is to be vacated, the following standards shall be met.
1. The plat to be vacated is a legal plat of record. The easements were created on the Fish Creek Hills Subdivision per the recorded plat.
 2. The vacation of the plat or right-of-way shall not deny access to public land, adjoining properties, utility services, or other public improvements. The easements are unnecessary and vacant in the areas to be vacated. Four Points was unable to secure a sign off Lumen Technologies and Atmos Energy despite four emails sent.

3. The vacation shall not interfere with the orderly development of adjoining properties, utility services, or other public improvements. The vacation will not impact any existing utilities or other public improvements.
4. The vacation is consistent with the UDC and furthers the intent of the Master Plan and any applicable Sub-Area Plans. The easement vacation will promote the public interest by removing unnecessary easements.

We offer the following information on attempts to secure sign-offs on the vacation from Lumen Technologies and Atmos Energy.

1. Four Points emailed the vacation request to Atmos and Lumen on July 25, 2025, by email with attachments and exhibits.
2. August 11, 2025 Four Points emailed an adobe acrobat sign request. This document was signed by all utility providers except Lumen and Atmos. Lumen acknowledged the receipt and noted they try to respond by 30 days.
3. August 26, 2025, Four Points emailed Atmos and Lumen again to request sign offs
4. September 25, 2025, Emailed Atmos and Lumen again. Awaiting reply.

We look forward to a full review of the easement vacation. Please process the application as soon as possible and contact me by email or phone with any questions.

Sincerely,

Walter Magill, PE-PLS
Four Points Surveying and Engineering

IMPROVEMENT SURVEY PLAT

OF LOT 8, REPLAT OF FISH CREEK HILLS FILING NO. 1 LOCATED IN THE NW 1/4, NW 1/4 OF SECTION 15, TOWNSHIP 6 NORTH, RANGE 84 WEST OF THE 6TH P.M., ROUTT COUNTY, COLORADO

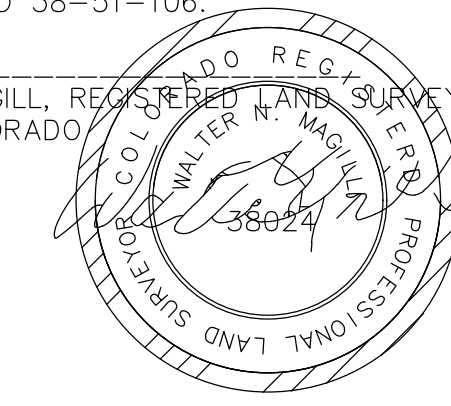
NOTES:

- 1) IMPROVEMENT SURVEY PLAT OF LOT 8, FISH CREEK HILLS FILING NO. 1, ACCORDING TO THE PLAT THEREOF AS RECORDED AT CLERK AND RECORDER'S OFFICE, AT FILE NO. 8082, SEPTEMBER 16, 1977, COUNTY OF ROUITT, STATE OF COLORADO.
- 2) FIELD SURVEYING COMPLETED FEBRUARY 25, 2026.
- 3) THIS CERTIFICATE DOES NOT CONSTITUTE A TITLE SEARCH BY FOUR POINTS SURVEYING AND ENGINEERING, INC. TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD. FOR ALL INFORMATION REGARDING EASEMENTS, RIGHTS-OF-WAY, OR TITLE OF RECORD, FOUR POINTS SURVEYING AND ENGINEERING, INC. RELIED UPON THE FINAL PLAT OF FISH CREEK HILLS FILING NO. 1.
- 4) LEGAL DESCRIPTION PROVIDED BY ROUITT COUNTY ASSESSOR.
- 5) LOCATES FOR UTILITIES WERE NOT REQUESTED OR OBTAINED BY FOUR POINTS SURVEYING AND ENGINEERING, INC. IN CONJUNCTION WITH THIS SURVEY. UTILITY LOCATES SHOULD BE OBTAINED PRIOR TO PERFORMING ANY WORK IN THE REFERENCED AREA.
- 6) STREET ADDRESS: 1765 ALEXANDER WAY, STEAMBOAT SPRINGS.
- 7) PROPERTY CORNERS FOUND AND SET AS SHOWN HEREON.

SURVEYOR'S CERTIFICATE

I, WALTER N. MAGILL, BEING A DULY REGISTERED LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE SURVEY (I) WAS PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION, (II) HAS BEEN PREPARED IN COMPLIANCE WITH ALL APPLICABLE LAWS OF THE STATE OF COLORADO AT THE TIME OF THIS SURVEY (III) IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND (IV) CONTAINS ALL OF THE INFORMATION REQUIRED BY C.R.S. 38-51-102 (9) AND C.R.S. 38-51-103, 38-51-104 38-51-105 AND 38-51-106.

WALTER N. MAGILL, REGISTERED LAND SURVEYOR, PLS 38024
STATE OF COLORADO

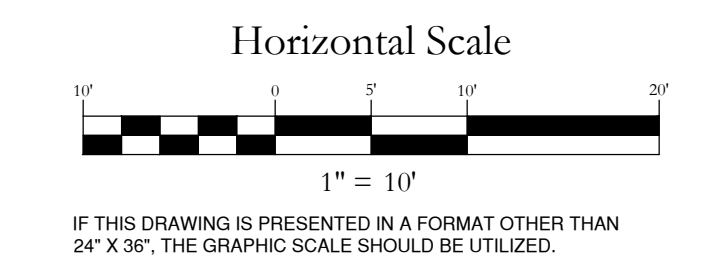


Line #	Length	Direction
L2	3.89	S82° 02' 48"W
L3	6.77	S9° 01' 54"W
L7	9.15	S78° 50' 38"E
L8	8.07	S78° 50' 38"E
L9	1.67	N10° 48' 46"E
L10	8.20	S9° 04' 45"W
L11	9.15	S78° 50' 38"E
L12	8.20	S9° 04' 45"W

LEGEND	
	PROPERTY BOUNDARY
	ADJACENT PROPERTY BOUNDARY
	EXISTING EASEMENT
	EXISTING EDGE OF ASPHALT
	EXISTING 1' CONTOUR
	EXISTING 5' CONTOUR
	CENTER LINE OF DITCH
	EXISTING WATER LINE
	EXISTING SEWER LINE
	EXISTING UNDERGROUND ELECTRICAL
	EXISTING UNDERGROUND TELEPHONE
	EXISTING WOOD FENCE
	EXISTING CONCRETE PAVING
	EXISTING STRUCTURES
	EASEMENT TO BE VACATED

IMPROVEMENT SURVEY PLAT LOT 8, REPLAT OF FISH CREEK HILLS FILING NO. 1

**1765 Alexander Way
Steamboat Springs, 80487**



NO.	DATE	REVISIONS	INT

DATE: 7-5-2017 DESIGN: JNM
JOB NO. 1299-011 DRAFTED: JNM
DWG. NAME: REVIEW: JNM

Four Points Surveying and Engineering

440 S. Lincoln Ave, Suite 4B
P.O. Box 775966,
Steamboat Springs, CO 80487
(970)-871-6772
wnmpepls@gmail.com



SHEET NO.
1
OF 1

ROUITT COUNTY SURVEYOR CERTIFICATE

THIS MAP WAS FILED AND INDEXED AS FILE NO. SP _____ ON _____ DAY OF _____, 2017, AT _____, M. IN THE LAND SURVEY PLAT RECORDS FILE AND INDEX SYSTEM MAINTAINED IN THE OFFICE OF ROUITT COUNTY CLERK AND RECORDER PURSUANT TO C.R.S. 38-50-101.

ROUITT COUNTY SURVEYOR

BY: _____
THOMAS H. EFFINGER, JR. LS 17651

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN 10 YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREON.

EASEMENT VACATION EXHIBIT

OF LOT 8, REPLAT OF FISH CREEK HILLS FILING NO. 1

LOCATED IN THE NW 1/4, NW 1/4 OF SECTION 15, TOWNSHIP 6 NORTH, RANGE 84 WEST OF THE 6TH P.M.,

ROUTT COUNTY, COLORADO

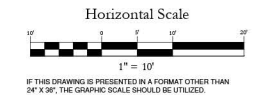
- NOTES:
- 1) EASEMENT VACATION EXHIBIT OF LOT 8, FISH CREEK HILLS FILING NO. 1, ACCORDING TO THE PLAT THEREOF AS RECORDED AT CLERK AND RECORDER'S OFFICE, AT FILE NO. 8082, SEPTEMBER 16, 1977, COUNTY OF ROUITT, STATE OF COLORADO.
 - 2) FIELD SURVEYING COMPLETED MAY 29, 2025
 - 3) THIS CERTIFICATE DOES NOT CONSTITUTE A TITLE SEARCH BY FOUR POINTS SURVEYING AND ENGINEERING, INC. TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD. FOR ALL INFORMATION REGARDING EASEMENTS, RIGHTS-OF-WAY, OR TITLE OF RECORD, FOUR POINTS SURVEYING AND ENGINEERING, INC. RELIED UPON THE FINAL PLAT OF FISH CREEK HILLS FILING NO. 1.
 - 4) LEGAL DESCRIPTION PROVIDED BY ROUITT COUNTY ASSESSOR.
 - 5) LOCATES FOR UTILITIES WERE NOT REQUESTED OR OBTAINED BY FOUR POINTS SURVEYING AND ENGINEERING, INC. IN CONJUNCTION WITH THIS SURVEY. UTILITY LOCATES SHOULD BE OBTAINED PRIOR TO PERFORMING ANY WORK IN THE REFERENCED AREA.
 - 6) STREET ADDRESS: 1771 ALEXANDER WAY, STEAMBOAT SPRINGS.
 - 7) PROPERTY CORNERS FOUND AND SET AS SHOWN HEREON.

EASEMENT VACATION NOTES:
 THE OWNER IS REQUESTING VACATION OF THE SIDE LOT LINE 10' WIDE UTILITY EASEMENTS.
 COLORADO 811 TICKET B514201526-00B CALLED ON MAY 22, 2025.

Line #	Length	Direction
L1	10.20	S82° 02' 48"W
L2	3.89	S82° 02' 48"W
L3	6.63	S8° 04' 10"W
L4	10.28	S6° 35' 08"E
L5	10.20	S82° 02' 48"W
L6	10.20	N8° 23' 50"W
L7	9.15	S78° 50' 38"E
L8	8.07	S78° 50' 38"E
L9	1.67	N10° 48' 46"E
L10	8.20	S9° 04' 45"W
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LEGEND	
	PROPERTY BOUNDARY
	ADJACENT PROPERTY BOUNDARY
	EXISTING EASEMENT
	EXISTING EDGE OF ASPHALT
	EXISTING 1' CONTOUR
	EXISTING 5' CONTOUR
	CENTER LINE OF DITCH
	EXISTING WATER LINE
	EXISTING SEWER LINE
	EXISTING UNDERGROUND ELECTRICAL
	EXISTING UNDERGROUND TELEPHONE
	EXISTING WOOD FENCE
	EXISTING CONCRETE PAVING
	EXISTING STRUCTURES
	EASEMENT TO BE VACATED

EASEMENT VACATION EXHIBIT
LOT 8, REPLAT OF FISH CREEK HILLS FILING NO. 1
1765 Alexander Way
Steamboat Springs, 80487

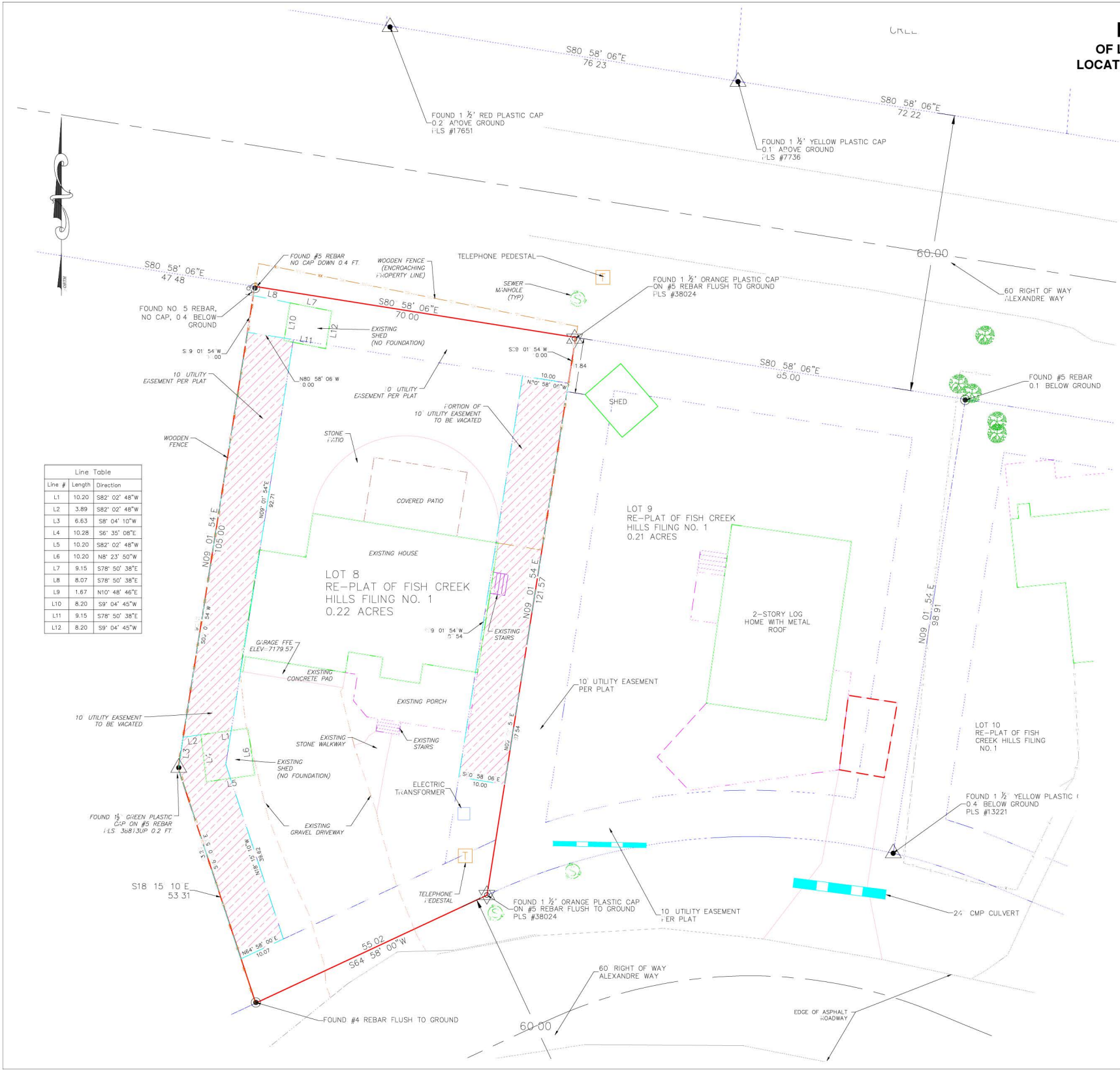


NO.	DATE	REVISIONS	INT.

DATE: 6-4-2025 DESIGN: WNM
 JOB NO. 1280-018 DRAFTED: WNM
 DWG. NAME REVIEW: WNM

Four Points
Surveying and Engineering

440 S. Lincoln Ave, Suite 4B
 P.O. Box 775966,
 Steamboat Springs, CO 80487
 (970)-871-8772
 wnmpepls@gmail.com



PL20250081 - Site Photos





https://www.zillow.com/homedetails/1765-Alexandre-Way-Steamboat-Springs-CO-80487/76267268_zpid/



**ROUTT COUNTY PLANNING COMMISSION
DRAFT MINUTES
MARCH 5, 2026**

The meeting of the Routt County Planning Commission was called to order at 6:00 p.m. with the following members present: Chair Steve Warnke and Commissioners Brian Kelly, Jim DeFrancia, Andrew Benjamin, Bill Norris, Linda Miller, Ren Martyn, David Miller, and David Hoffman. Commissioners Pete Wood and Todd Pedersen were absent. Planning Director Kristy Winser and staff planners Michael Eggert and Greg Jaeger also attended. Sarah Katherman prepared the minutes.

PUBLIC COMMENT

There was no public comment.

SUNSHINE LAW RESOLUTION

Chair Warnke reviewed the Sunshine Law Resolution that lists the posting places for Planning Commission public hearings.

MOTION

Commissioner Norris moved to adopt the Sunshine Law Resolution, as presented. Commissioner DeFrancia seconded the motion. **The motion carried unanimously.**

MINUTES – DECEMBER 18, 2025

Commissioner Benjamin noted a typo on page 13.

Commissioner DeFrancia moved to approve the above cited minutes, as amended. Commissioner Kelly seconded the motion. **The motion carried unanimously.**

Activity:	PL20250081
Applicant:	Joel Fain Revocable Trust C/O Walter Magill Four Points Surveying
Petition:	Vacation of Utility Easements along interior lot lines
Location:	1765 Alexandre Way, Steamboat Springs, CO 80487

Mr. Walter Magill, representing the petitioner, reviewed the proposal to vacate a portion of the interior utility easements along the side lot lines of a lot in the Fish Creek Hills Subdivision Filing 1. He noted that this is an active area of new development that while adjacent to the City of Steamboat Springs, remains in the County. Mr. Magill stated that the owners would like to build an addition to the existing home, taking advantage of the reduced setbacks in the HDR zone district. He stated that all utility companies have signed off on the application.

Mr. Eggert reviewed the application that would vacate a portion of the utility easements along the side lot lines to allow for an addition to the existing home. He noted that the current required side setbacks in HDR zone district are 5 ft. The utility easements are 10 ft. Mr. Eggert stated that an existing shed of less than 120 sq. ft. encroaches into the front (northern) property line setback of the lot and will need to be relocated to bring it into conformance. Vacating the utility easements will facilitate the relocation of the shed. He said that another shed located in the southern part of the lot will not need to be moved once the utility easements are vacated. Mr. Eggert presented a site plan and photos of the property.

In response to a question from Chair Warnke, Mr. Magill confirmed that the applicant is fine with moving the shed out of the front property line setback.

There was no public comment.

MOTION

Commissioner DeFrancia moved to recommend approval of item PL20250081, a vacation of utility easement along interior lot lines with the findings of fact that the proposal with the following conditions complies with the applicable guidelines of the Routt County Master Plan and Steamboat Springs Community Plan and is in compliance with Chapters 3 and 4 of the Routt County Unified Development Code.

This approval is subject to the following conditions:

1. A resolution vacating portions of the interior utility easements shall be recorded within 3 years of approval.
2. The 120-sq. ft. shed without a foundation shall be moved out of the front property line setback prior to the recordation of the resolution vacating the utility easements.

Commissioner Kelly seconded the motion.

The motion carried 9 - 0, with the Chair voting yes.

- Activity:** PL20250037, PL20250068, and PL20250092
- Applicant:** Whittingham, Rosemary and Nicholas, Nathan and Alison
- Petition:**
- 1. PL20250037- Lot line adjustment of Lot 8 of Moon Hill Meadows Filing No. 1 and an unplatted Parcel, No. 924173001**
 - 2. PL20250068- Vacation of small portion of utility easement**
 - 3. PL20250092- Rezone a small portion of (AF) to (MR)**
- Location:** Two parcels at the northern terminus of Moon Hill Dr., Moonhill Meadows Filing No. 1

Mr. Walter Magill, representing the petitioner, reviewed the history of the properties involved in the proposed lot line adjustment. He stated that the Whittingham property was included on the original Moon Hill Meadows Filing 1 plat as Lot 8. The Nicholas property, which is zoned Agriculture Forestry, was created at the same time as a remainder parcel from the recording of Moon Hill Meadows Subdivision Filing 1. Mr. Magill stated that, likely due to an improperly located fenceline, the Whittingham barn and shed were located on the adjacent Nicholas property. He stated that the proposed lot line adjustment would rectify this situation and bring the barn into conformance on the Whittingham property. He explained that because the Whittingham property is zoned Mountain Residential (MR), the portion of the Nicholas property that will become a part of the Whittingham property must be re-zoned from AF to MR. Mr. Magill added that the vacation of a small portion of the interior utility easement will bring an existing garage elsewhere on the Whittingham property into conformance.

Mr. Jaeger reviewed the petition which involves three separate actions: a lot line adjustment, a vacation of a portion of the utility easement, and a zone change. He said that Ms. Whittingham intends to purchase 0.67 acres of the Nicholas property. He stated that the 13.6-acre Nicholas property, which was created as a remainder parcel, is an un-platted legal non-conforming parcel in the AF zone district. Mr. Jaeger explained that the lot line adjustment will require that both lots be re-platted, as any parcel under 35 acres must be platted. In addition, the 0.67-acres to be transferred to the Whittingham lot will need to be re-zoned because all land within a single lot must have uniform zoning.

Mr. Jaeger said an existing legally non-conforming garage, which was previously granted variance, was built partially within a utility easement on the Whittingham property. The application includes a request to vacate a portion of this utility

easement where the structure was built, leaving the rest of the easement intact. All utility companies have signed off on the proposed vacation.

Mr. Jaeger presented a site plan and indicated the location of the proposed lot line adjustment. He also presented photos of the site. He stated that staff is in support of the application as it does not consider this to be an expansion of the MR zone district because the proposal will not create any new buildable lots nor increase density.

There was no public comment.

Lot Line Adjustment- PL20250037

MOTION

Commissioner DeFrancia moved to recommend approval of item PL20250037, a lot line adjustment, with the findings of fact that the proposal with the following conditions complies with the applicable guidelines of the Routt County Master Plan and is in compliance with Chapters 3 and 4 of the Routt County Unified Development Code.

This approval is subject to the following conditions:

1. The Final Plat shall be finalized and recorded within three years per Section 4.9.B of the UDC
2. All property taxes must be paid prior to the recording of the plat. A certificate of taxes due shall be submitted showing a \$0 balance prior to recording the plat.
3. All conditions From Moon Hill Meadows Filing No.1 approval shall continue to apply to the land that is part of this subdivision.
4. The resolution for the vacation for the utility shall be recorded concurrently with the final plat.
5. The notes on the plat shall include, but are not limited to the following:
 - a. Routt County is not responsible for maintaining or improving subdivision roads. The roads shown hereon have not been dedicated nor accepted by the County.
 - b. The suitability of these lots for an individual septic disposal system and the availability of permits for individual septic disposal systems have not been established. The issuance of permits for individual septic disposal systems shall be a condition of obtaining a building permit for these lots.

- c. The availability of water and permits for wells on the lots or parcels hereon shown has not been established.
 - d. Routt County (County) and the North Routt Fire District (District) shall be held harmless from any injury, damage, or claim that may be made against the County or the District by reason of the County's or the District's failure to provide ambulance, fire, rescue or police protection to the property described on this plat, provided that the failure to provide such services is due to inaccessibility of the property by reason of internal roads being impassable. This conditions shall not relieve the County or the District of their responsibility to make a bona fide effort to provide emergency services should the need arise.
 - e. [Insert covenant language as-applicable]
6. Address signage shall be in conformance with Routt County Road Addressing, Naming, and Signing Policy shall be located at the entrance to the driveway.
 7. Lot owners are encouraged to comply with the requirements and guidelines of the Colorado State Forest Service and other applicable agencies with regard to wildland fire mitigation measures.
 8. Any fencing constructed on the site is recommended to meet the Colorado Parks and Wildlife standards.
 9. It is recommended that all trash shall be stored either inside a garage or inside Interagency Grizzly Bear Committee (IGBC) certified receptacles.

Commissioner Kelly seconded the motion.

The motion carried 9 - 0, with the Chair voting yes.

UTILITY EASEMENT VACATION- PL20250068

MOTION

Commissioner DeFrancia moved to recommend approval of item PL20250068, a vacation of a portion of the utility easement, with the findings of fact that the proposal with the following conditions complies with the applicable guidelines of the Routt County Master Plan and is in compliance with Chapters 3 and 4 of the Routt County Unified Development Code.

This approval is subject to the following conditions:

1. A resolution vacating portions of a utility easement shall be recorded concurrently with the Final Plat.

2. Utility and drainage easements shall be shown and dedicated on the final plat.

Commissioner Kelly seconded the motion.

The motion carried 9 - 0, with the Chair voting yes.

ZONE CHANGE- PL20250092

MOTION

Commissioner DeFrancia moved to recommend approval of item PL20250092, a zone change from Agriculture Forestry to Mountain Residential, with the following findings of fact:

1. The proposal with the following conditions meets the applicable guidelines of the Routt County Master Plan and is in compliance with the applicable provisions of Chapter 4 of the Routt County Unified Development Code.
2. The proposal complies with rezoning criteria 4.30.C.1 through 4.30.C.4

This approval is subject to the following conditions:

1. The change of zone from Agriculture and Forestry to Mountain Residential shall become effective upon signing of a resolution amending the Official Zoning Map by the Board of County Commissioners, said resolution to be recorded in the Routt County Clerk and Records Office.
2. The zone change shall be recorded concurrently with the final plat.

Commissioner Kelly seconded the motion.

The motion carried 9 - 0, with the Chair voting yes.

ADMINISTRATOR'S REPORT

Ms. Winser reviewed the upcoming agenda and the applications in the pipeline that have not yet been scheduled. She provided an update on the status of the Stagecoach Mountain Resort (SMR) applications and offered that the hearings for SMR would likely begin early in the summer.

Ms. Winser stated that there would be six openings on Planning Commission with Commissioners Martyn and Pedersen choosing not to reapply. She said that nine applications had been received so far, including those of Commissioners L. Miller, Norris, Benjamin, and Wood who are reapplying. Interviews are scheduled for the third week in March.

Ms. Winser announced that a Planning Commission training with a third-party attorney contracted by the County would be scheduled for a meeting in May.

The meeting was adjourned at 6:45 p.m.

ROUTT COUNTY BOARD OF COMMISSIONERS

COMMUNICATION FORM

DEPARTMENT/ORGANIZATION: Purchasing/Public Works

PRESENTATION DATE: March 24, 2026

AGENDA TITLE: RFP 871 Tree Haus Bridge Painting

ITEM TYPE: ACTION ITEM

REQUEST/ ISSUE & BACKGROUND:

Routt County Purchasing posted RFP 871 Tree Haus Bridge Painting on Bidnet and received 6 proposals ranging in price from \$754,000 to \$90,000. Public Works has selected Sloop Enterprises, Inc. due to their experience with this project in 2021 that was completed on time, within budget and without harm to the Yampa River.

RECOMMENDED ACTION (Full Motion Language):

Motion by the Board of County Commissioners to approve the award, the Chair sign the Notice of Award and authorize the County Manager to approve the Munis Contract electronically to Sloop Enterprises, Inc. in the amount not to exceed \$105,836.

ALTERNATIVES:

None

FISCAL IMPACTS:

- PROPOSED REVENUE N/A
- CURRENT BUDGETED AMOUNT: \$125,000
- PROPOSED EXPENDITURE: \$105,836
- FUNDING SOURCE: 254207033 731300
- SUPPLEMENTAL BUDGET NEEDED: No

LEGAL ISSUES:

None

CONFLICTS OR ENVIRONMENTAL ISSUES:

None

LIST OF ATTACHMENTS:

Sloop Enterprises Proposal dated February 9, 2026

DEPARTMENT HEAD INITIALS: JH

DATE: 3/16/26

Cover Sheet:

RFP 871 Treehouse Bridge

Sloop Enterprises Inc., Dba Sloop Painting

Prepared by Nick Gottschalk and Peter Sloop

Nick Gottschalk
970-846-5657

Nick.gottschalk@slooppainting.com

Peter Sloop
970-846-1000

Peter.sloop@slooppainting.com



Sloop Enterprises, Inc.
 DBA – Sloop Painting
 PO Box 773724
 Steamboat Springs, CO 80477
 970-870-1412

PROPOSAL FOR PROFESSIONAL PAINTING SERVICES

February 9, 2026
Julie Kennedy – Purchasing Agent
j.kennedy@co.routt.co.us

For the property located at:
RFP 871 Treehaus Bridge
Steamboat Springs, co 80487

Item	Description	Subtotal
1.	<p>1. Vacuum/power sand all areas of specified wood to be coated. All loose and peeling stain will be removed during power sanding process. Apply two coats of PPG Flood Pro Series CWF-UV5. FLD565 Series - Redwood</p>	\$105,836
Total for all above items		\$105,836
<p>Proposal above includes traffic control associated with producing the scope outlined above.</p> <p>Proposal above is based on RFP 871 by Routt County. Any changes to scope after bid submitted could lead to additional charges.</p> <p>Performance and payment bond will be executed once contract is awarded as required by Routt County.</p> <p>Completion date not to exceed: October 31st, 2026</p>		
Project Timeline:		
<p>Mobilization / Site Prep / Project staging: 1-2 Days Vacuum Sand / Prep / stain: 7-10 days De-Mobilization / Site Cleanup / QC: 1-2 days</p> <p>Total Timeline for completion is estimated to be 9-14 days. This timeline does not account for weather delays etc.</p>		
Material Substitution:		
<p>2. Apply two coats of PPG Flood Pro Series CWF-UV5. FLD565 Series - Redwood</p> <p>https://buyat.ppg.com/rep_pafpainttools_files/Flood/tdb/FLD565.pdf</p> <p>Available locally at Builders First Choice/Alpine Lumber in Steamboat Springs. This is the updated semi-transparent stain used in 2021 by Sloop Painting on the bridge.</p>		

	Detailed Company Info:	
	<p>Sloop Enterprises Inc., Dba Sloop Painting is a Colorado S Corporation based in Steamboat Springs, Colorado since 2004. All labor is based in Routt and Moffat County. Sloop Painting employees a staff of 8-10.</p> <p>Office Location: 2611 Downhill Drive Steamboat Springs, Colorado 80487</p> <p>Peter Sloop, President of Sloop Enterprises Inc.</p> <p>Nick Gottschalk, Project Manager Eli Vesely, Crew Manager Jose Hernandez Philipie Mosquero</p> <p>See attached project references.</p> <p>100+ painting and coating projects are estimated in house annually. 99.5 percent of all projects are within Routt County.</p> <p>All necessary fees and costs are included in the proposed cost.</p>	

	Project References:	
	<ol style="list-style-type: none"> 1. 2017 – 9th St Bridge <ol style="list-style-type: none"> i. City of Steamboat Springs ii. Remove/Replace decking iii. Sand and apply epoxy paint system to bridge. 2. 2017 – Stone Ln Bridge <ol style="list-style-type: none"> i. City of Steamboat Springs ii. Remove/Replace decking iii. Sand and apply epoxy paint system to bridge. 3. 2019 – Fish Creek Bridge <ol style="list-style-type: none"> i. City of Steamboat Springs ii. Remove/Replace decking iii. Sand and apply epoxy paint system to bridge. 4. 2020 – Soda Creek Bridge <ol style="list-style-type: none"> i. City of Steamboat Springs ii. Remove/Replace decking iii. Sand and apply epoxy paint system to bridge. 5. 2021 – Tree Haus Bridge <ol style="list-style-type: none"> i. Routt County ii. Sand/Stain bridge iii. Traffic control 6. 2021 – Snake Island Bridges <ol style="list-style-type: none"> i. City of Steamboat Springs ii. Remove/Replace decking iii. Sand and apply epoxy paint system to bridge. 7. 2023 – Walton Creek Bridge <ol style="list-style-type: none"> i. City of Steamboat Springs ii. Remove/Replace decking iii. Sand and apply epoxy paint system to bridge. 8. 2024 – Stockbridge Bridge <ol style="list-style-type: none"> i. City of Steamboat Springs ii. Remove/Replace decking iii. Sand and apply epoxy paint system to bridge. 	

Sloop Enterprises Inc., DCba Sloop Painting is a Colorado S Corporation based in Steamboat Springs, Colorado since 2004. All labor is based in Routt and Moffat County. Sloop Painting employees a staff of 8-10.

Office Location:
2611 Downhill Drive
Steamboat Springs, Colorado 80487

Peter Sloop, President of Sloop Enterprises Inc.

Nick Gottschalk, Project Manager
Eli Vesely, Crew Manager
Jose Hernandez
Philipie Mosquero

See attached project references.

100+ painting and coating projects are estimated in house annually. 99.5 percent of all projects are within Routt County.

All necessary fees and costs are included in the proposed cost.

Proposal above includes traffic control associated with producing the scope outlined above.

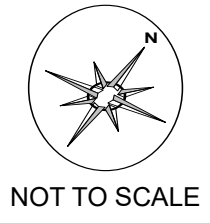
Peter Sloop, President





526 Perkins Court
Grand Junction, CO 81504
Office: 970-257-7400

Prepared By:
Savanna Sandoval ATSSA TCS
Cert# 7632191914 Exp: 06/03/2029
Office: 970 257-7400
Cell: 970-712-4278



Date: 1/26/2026 **Project:** Tree Haus Bridge Painting **Contractor :** Sloop Painting
Location : Mt. Werner Rd, Steamboat Springs, CO **Method of Handling Traffic:** 1 Lane, 2 Way Road with Temporary Traffic Signals

Comments:

1. Contractor will need a 1 lane, 2 way road with temporary traffic signals set up to alternate traffic on Mt Werner Rd while they paint the Tree Haus bridge.
2. Advanced warning signs will be set at 100' minimum spacing.
3. Refer to 2023 11th Edition of the MUTCD Figure 6P-46, Section 6N.17, Section 8A.13.
4. All hazards will be barricaded and warning lights used for safety as needed.
5. THIS PLAN CAN BE UTILIZED FOR WORK ON EITHER SIDE OF THE ROAD WAY.

Manifest
10 x Barrel
24 x Cone
2 x W20-1 Road Work
2 x W20-4 One Lane Road
2 x W3-3 TRAFFIC SIGNAL AHEAD
2 x R10-6L STOP HERE ON RED (L)
2 x Temporary Stop Bar

Legend
Barrel
Cone
Temporary Stop Bar



Based on a 1 Lane, 2 Way Road:
Formula Used: Length = Width*Speed*Speed/60
 Transition Taper = 50' Min. - 100' Max.
 Devices spacing = 20'
 # of Devices in Taper = 6
 Tangent Devices Spacing = 50'
 Termination Taper (Optional) = 50' Min. - 100' Max.

Permit Number: _____	EXPIRATION DATE: _____
TRAFFIC CONTROL SUPERVISOR: <u>Savanna Sandoval</u>	DATE: <u>01/26/2026</u>
PERMITEE/CONTRACTOR: _____	DATE: _____
REVIEWED AND ACCEPTED: _____	DATE: _____
CDOT REVIEWED AND ACCEPTED: _____	DATE: _____

ROUTT COUNTY BOARD OF COMMISSIONERS

COMMUNICATION FORM

DEPARTMENT/ORGANIZATION: Purchasing/Public Works

PRESENTATION DATE: March 24, 2026

AGENDA TITLE: RFP 877 Bits, Blades and Cutting Edges 2026

ITEM TYPE: ACTION ITEM

REQUEST/ ISSUE & BACKGROUND:

Routt County Purchasing posted RFP 877 on Bidnet and received 2 bids. Wagner Equipment Co. was the lowest proposal and met the specifications of the items requested.

The other proposal was for \$154,557.96. Public Works has selected Wagner as the best value for the County.

RECOMMENDED ACTION (Full Motion Language):

Motion by the Board of County Commissioners to approve the award and authorize the County Manager to electronically approve the Purchase Order to Wagner Equipment Co. in the amount not to exceed \$81,901.47.

ALTERNATIVES:

[Insert text here]

FISCAL IMPACTS:

- PROPOSED REVENUE N/A
- CURRENT BUDGETED AMOUNT: \$90,000
- PROPOSED EXPENDITURE: \$81,901.47
- FUNDING SOURCE: HE 65710329 740900
- SUPPLEMENTAL BUDGET NEEDED: No

LEGAL ISSUES:

None

CONFLICTS OR ENVIRONMENTAL ISSUES:

None

LIST OF ATTACHMENTS:

Wagner Equipment Co. Proposal dated March 4, 2026

DEPARTMENT HEAD INITIALS: JH

DATE: 3/13/26

**RFP 837 Blades, Bits and Cutting Edges
Attachment A:
Bid Response Sheet**

Instructions

Please complete all sections of **Attachment A** by providing **supplier** information, **unit prices**, **brand** or manufacturer details, and any required **freight charges** for each item listed under the applicable shop locations. Ensure that all quantities, specifications, and descriptions are reviewed carefully before entering your pricing. **Subtotals** for each district and the **final grand total** will be **auto calculated** and included. Lastly, complete the **Bidder Information & Certification** section in full, including acknowledgment of any **addenda**, **lead time**, and **authorized signature**.

District 1 – Routt County Oak Creek Shop

Delivery address: 24500 County Road 27, Oak Creek, CO 80467

Supplier:

Quantity	Thickness	Width (inches)	Length (feet)	Punch Size	Description	Application	Brand	Unit Price	Total Price
	N/A	N/A	N/A	N/A	Carbide Teeth (Black Cat Part # C858KCSB)	Motor Grader			
	3/4"	6	4	5/8"	Carbide Edges (Black Cat Part # CIAT664844)	Plow Truck			
	3/4"	6	3	5/8"	Carbide Edges (Black Cat Part # CIAT663644)	Plow Truck			
	3/4"	8	7	3/4"	Curved Moldboard(Black Cat Part #BC7D1577)	Motor Grader			

Freight to District 1 Oak Creek Shop:

Sub Total for District 1 Oak Creek Shop:

District 2 – Routt County Hayden Shop

Delivery address: 38000 County Road 53, Hayden, CO 81639

Supplier:

Quantity	Thickness	Width (inches)	Length (feet)	Punch Size	Description	Application	Brand	Unit Price	Total Price
	3/4"	8	7	3/4"	Curved Moldboard (Black Cat Part # BC7D1577)	Motor Grader			
	N/A	N/A	N/A	N/A	Pointed Rotating Teeth (Black Cat Part # C87WFRKC)	Motor Grader			
	N/A	N/A	N/A	N/A	Large Grooming Bits (Cat Part # 300-6Y-4339)	N/A			

Freight to District 2 Hayden Shop:

Sub Total for District 2 Hayden Shop:

District 3 – Routt County Steamboat Springs Shop

Delivery address: 2300 County Shop Road, Steamboat Springs, CO 80487

Supplier:

Quantity	Thickness	Width (inches)	Length (feet)	Punch Size	Description	Application	Brand	Unit Price	Total Price
	3/4"	8	7	3/4"	Curved Moldboard (Black Cat Part # BC7D1577)	Motor Grader			
	1"	8	6	5/8"	Straight Wing Edges (Black Cat Part # PBB8807244)	Motor Grader			
	N/A	N/A	N/A	N/A	Carbide Teeth (Black Cat Part # C858KCSB)	Motor Grader			
	3/4"	6	4	5/8"	Carbide Edges (Black Cat Part # CIAT664844)	Plow Truck			
	3/4"	6	3	5/8"	Carbide Edges (Black Cat Part # CIAT663644)	Plow Truck			
	1/2"	8	6	5/8"	Cat 4T-2968	950 Loader			
	1/2"	8	9	5/8"	#BCPBB6810844	Plow Truck			
	1"	6"	2-3' 2-4'	3/4"	Carbide Boards	Motor Grader			

Freight to District 3 Steamboat Springs Shop:

Sub Total for District 3 Steamboat Springs Shop:

Bid Grand Total (all Shops):

Lead Time:

Comments or Additional Notes:

Company Information

Company Name:

Mailing Address:

City:

State:

Zip Code:

Physical Address:

City:

State:

Zip Code:

Signature:

Printed Name:

Title:

Phone Number:

Email Address:

ROUTT COUNTY BOARD OF COMMISSIONERS

COMMUNICATION FORM

DEPARTMENT/ORGANIZATION: Purchasing/Facilities

PRESENTATION DATE: March 24, 2026

AGENDA TITLE: RFP 861 Routt County Justice Center BAS Replacement Award Approval

ITEM TYPE: ACTION ITEM

REQUEST/ ISSUE & BACKGROUND:

Routt County Purchasing posted RFP 861 RC Justice Center BAS Replacement in October 2025 and received one proposal from Long Building Technologies, Inc. The base proposal was \$442,663.00 with an Alternate Option #4 at \$2,180.00. The scope of the project involves updating the Justice Center Building Automation System (BAS). Upgrading valves, actuators, controllers, temperature sensors, and associated programming provides added efficiency to HVAC systems and helps to ensure system longevity. As part of the BAS Master Plan, the JC will be first building-level upgraded with the rest of the facilities following on an annual basis. The front-end graphics system is complete and new trending, alarms, and other features of the new Niagra software will be fully utilized upon completion of this project.

RECOMMENDED ACTION (Full Motion Language):

Motion by the Board of County Commissioners to approve the award, the Chair sign the Notice of Award and authorize the County Manager to approve the Munis Contract in the amount not to exceed \$444,843 to Long Building Technologies, Inc.

ALTERNATIVES: None

FISCAL IMPACTS:

- PROPOSED REVENUE N/A
- CURRENT BUDGETED AMOUNT: \$482,000
- PROPOSED EXPENDITURE: \$444,843
- FUNDING SOURCE: Facilities FM Pool, Building Automation System

50530305 801121

- SUPPLEMENTAL BUDGET NEEDED: No

LEGAL ISSUES: None

CONFLICTS OR ENVIRONMENTAL ISSUES: None

LIST OF ATTACHMENTS: Long Proposal updated 2.6.26

DEPARTMENT HEAD INITIALS: JH

DATE: 3/5/26

January 20, 2026

Julie Kennedy
Routt County Commissioner's Office
522 Lincoln Ave, Ste 30
Steamboat Springs, CO 80487

Re: RFQ Justice Center BAS Replacement - RFP 861 - *Updated 2.6.26*
Worksite Address: 1955 Shield Dr, Steamboat Springs, CO 80487

Estimate #:CLK25-217

Dear Julie,

Thank you for the opportunity for LONG Building Technologies to provide you the following proposal.

Based on documentation for RFP 861 received, Routt County is looking for a proposal from LONG to replace the legacy JCI controls with new Distech BACnet IP controls for the Routt County Justice Center and integrate the controls to the newly installed Niagara N4 Supervisor Software.

LONG Building Intelligence is pleased to provide this proposal to replace the existing legacy JCI control system with the new standard Distech BACnet IP based control system detailed in the scope of work in this proposal.

If you have any questions, please contact me directly.

Offeror and Submittal Responder:



Kevin Langston, Account Manager (LONG)

klangston@long.com
720.233.3832 – Cell

GENERAL ASSUMPTIONS AND EXCLUSIONS

Assumptions:

Our Proposal is based on the following:

- Our proposal is contingent upon receipt of a purchase order and/or subcontract fully acceptable to LONG Building Technologies
- All work is to be performed during normal business hours within mechanical rooms and unoccupied spaces
- All work in occupied areas LONG will coordinate access during unoccupied times to perform work for
- All taxes on material are exempt in this project
- Updating as-built documentation
- Travel, lodging, and per diem included
- One-year warranty on all labor and material
- Our proposal is good for 90 days
- Reuse of all existing control wiring and conduit; if any wiring and/or conduit is not fit for reuse, LONG will bring it to staffs' attention for resolution via change order if requested for LONG to perform work
- Reuse of all existing panel enclosures
- Reuse of all field devices: relays, current switches, pressure sensors, damper and valve actuators, valves, flow measuring devices, EPOs, VFDs, etc. (LONG will replace only temperature sensors for duct temperature, immersion and/or strap-on temperature, space temperature, outside air temperature); if LONG discovers any devices non-functioning we will bring it to staffs' attention for resolution via change order if requested for LONG to perform work
- Proposal includes Performance and Payment Bond
- Prevailing Wages Apply
- (50) hours of support to Cx Agent
- All wiring in mechanical rooms shall be in a minimum of ¾" EMT conduit

Exclusions:

- Cutting, patching or painting
- Moving of office furniture, cubicles, and other obstacles preventing work in occupied spaces; work areas for zone controls should be accessible with minimal obstructions preventing ease of work during unoccupied periods
- Troubleshooting, repair, or replacement of existing devices
- Providing and/or installing any new VFDs; reuse of existing
- No work on any pneumatics is included in this scope of work
- 120V power; reuse of existing power sources
- Any work, integration or control on the existing control systems not detailed in this scope of work
- Any work or maintenance to existing mechanical equipment outside the scope of this work
- Any work or control of any equipment not specified herein

Project References:

1. Steamboat Grand Resort–
 - a. 2300 Mt Werner Cir, Steamboat Springs, CO 80487
 - b. Eric Glomboske – Chief Engineer – 661.481.6935 – eric.glomboske@steamboat.com
 - c. Distech BACnet ECLYPSE BACnet IP Controllers and Niagara N4
 - d. Active Service Agreement
2. City of Steamboat – City Hall and Fire Station-
 - a. 115 10th St, Steamboat Springs, CO 80487
 - b. Eric Friese – Director of Facilities – 970.819.3388 – efriese@steamboatsprings.net
 - c. Distech BACnet ECLYPSE BACnet IP Controllers and Niagara N4
3. Yampa Valley Medical Center-
 - a. 1024 Central Park Dr., Steamboat Springs, CO 80487
 - b. Eli Nykamp – Director of Facilities – 970.846.4859 – eli.nykamp@uchealth.org
 - c. Distech BACnet ECLYPSE BACnet IP Controllers, JCI Integration, and Niagara N4

Scope of Work:

Equipment List:

- Chilled water plant. 1 chiller, 2 pumps
- Snowmelt system. Heat exchanger, pump, valve, sensors
- Boiler plant. 2 boilers, 2 pumps
- ~~AHU. Variable air volume with SF and RF, HW coil, CHW coil and Econ. (already upgraded)~~
- (2) MAU. Constant Volume, HW coil, F/B damper, SF.
- (63) Zone VAV boxes with HW reheat
- (2) Cooling Only VAV boxes
- (1) VAV Box with Electric Reheat
- (3) Exhaust Fans

Exclusions:

- (7) Unit Heaters – line voltage standalone equipment

HOT WATER AND CHILLED WATER SYSTEM (HWS-BLRS-CHWS CONTROL PANEL)

LONG is providing:

1. Removal of the existing JCI DDC controller(s)
2. Installation of new Distech BACnet IP based controller(s)
3. Replacement of existing temperature sensors
 - a. HW Supply Temperature
 - b. HW Return Temperature
 - c. CHW Supply Temperature
 - d. CHW Return Temperature
 - e. CHW Differential Pressure
 - f. Outside Air Temperature (Global Point)
4. Installation of new IP based communication network between controllers
5. Programming, testing, check-out, and turn over
6. Creation of alarms, trend logs, control loops, and schedules
7. Updating of graphics as required

SNOWMELT SYSTEM (HX-1 SNOWMELT SYSTEM CONTROL PANEL)

LONG is providing:

1. Removal of the existing JCI DDC controller(s)
2. Installation of new Distech BACnet IP based controller(s)
3. Replacement of existing immersion temperature sensors only; reuse of existing slab temperature and moisture sensor
 - a. HW Supply Temperature
 - b. HW Return Temperature
4. Installation of new IP based communication network between controllers
5. Programming, testing, check-out and turn over
6. Creation of alarms, trend logs, control loops, and schedules
7. Updating of graphics; as required

(2) MAKE UP AIR UNITS (MAU'S CONTROL PANEL)

LONG is providing:

1. Removal of the existing JCI DDC controller(s)
2. Installation of new Distech BACnet IP based controller(s)
3. Replacement of existing temperature sensors
 - a. MAU-1 Discharge Air Temperature
 - b. MAU-2 Discharge Air Temperature
 - c. (1) Shared Space Temperature Sensor
4. Installation of new IP based communication network between controllers
5. Programming, testing, check-out and turn over
6. Creation of alarms, trend logs, control loops, and schedules
7. Updating of graphics; as required

(63) VARIABLE AIR VOLUME BOXES WITH HYDRONIC REHEAT

LONG is providing:

1. Removal of the existing JCI DDC controller(s)
2. Installation of new Distech BACnet IP based controller(s)
3. Replacement of existing temperature sensors
 - a. Discharge Air Temperature
 - b. Space Temperature
4. Installation of new IP based communication network between controllers
5. Programming, testing, check-out and turn over
6. Creation of alarms, trend logs, control loops, and schedules
7. Updating of graphics; as required

(1) VARIABLE AIR VOLUME BOXES WITH ELECTRIC REHEAT

LONG is providing:

1. Removal of the existing JCI DDC controller(s)
2. Installation of new Distech BACnet IP based controller(s)
3. Replacement of existing temperature sensors
 - a. Discharge Air Temperature
 - b. Space Temperature
4. Installation of new IP based communication network between controllers
5. Programming, testing, check-out and turn over
6. Creation of alarms, trend logs, control loops, and schedules
7. Updating of graphics; as required

(2) COOLING ONLY VARIABLE AIR VOLUME BOXES

LONG is providing:

1. Removal of the existing JCI DDC controller(s)
2. Installation of new Distech BACnet IP based controller(s)
3. Replacement of existing temperature sensors
 - a. Discharge Air Temperature
 - b. Space Temperature

4. Installation of new IP based communication network between controllers
5. Programming, testing, check-out and turn over
6. Creation of alarms, trend logs, control loops, and schedules
7. Updating of graphics; as required

*VAV Space Temperature Sensors shall be blank temperature sensors in common areas and all other Space temperature sensors will be with LCD display and local setpoint adjust

- i. (61) with LCD Display
- ii. (5) Blank Temperature Sensors

ADD ALTERNATES

SUGGESTED – Replacement of existing Floating zone valve actuators and/or both valves and actuators with new Proportional control valves on all hydronic VAVs

ALTERNATIVE – Replace just the JCI Floating actuators with new Proportional controlled actuators and associated linkage kits

JUSTIFICATION –

1. The existing valves seem to be original to the 2005 JCI project; putting their age around 20 years now
2. Floating control, if power is lost the valves will fail at their last remaining position, which can lead to under or over stroking the valve when trying to actuate them via the pulse open and pulse close operation of floating control
3. With modulating control, we can have the valves fail to normally open if there is a power outage and better track valve position when providing a 2-10V signal to modulate the valve to promote proper heating control of the valve. If no spring return a zero out function can be programmed to drive the valves to fully closed or open to properly operate valves based on 2-10V signal

(63) Hot Water VAV Control Valve and Actuator Replacements

LONG will be providing:

1. New Belimo proportional, non-fail safe (NFS), controlled valves and actuators
2. Draining of the existing HW loop system to all (63) VAVs
3. Demo of the existing JCI valves and actuators
4. Installation of new Belimo proportional control valves and actuators
5. Re-fill of system
6. Burping of air in system
7. Waterside balancing
8. Modifications to programming for proportional control of HW valves

Exclusions:

1. Capturing and storing glycol; assuming zone valve system is free of glycol mixture

PRICE - \$67,344.00

****Pricing Summary includes Options for replacement of (1) Valve and Actuator and (5) Valve and Actuators; (5) Valves can be swapped out within (1) day as an assumption in the cost option***

*****Options for swapping out only a portion of the valves still includes all details above for the full Replacement; ie, system has to be drained, refilled, burped, balanced, and programming will need to be modified***

(63) Hot Water VAV Control Valve Actuator Replacement

LONG will be providing:

1. Providing and installing new JCI Proportional, non-fail safe, control valve actuators and linkage kits on existing JCI valves
2. Demo of existing floating control actuators
3. Waterside balancing
4. Modifications to programming for proportional control of HW valves

PRICE - \$26,403.00

(9) COURTROOM VAV SPACE SENSORS WITH COMBINATION CO2 SENSING

LONG will be providing:

1. New Distech Space Temperature sensors with both space temperature and CO2 monitoring

PRICE - \$2,180.00

Pricing Summary

Customer Acceptance: The party by signing below hereby agrees to the above scope of work proposal and attached terms and conditions and intends to be legally bound thereby, subject to credit approval by LONG. Notwithstanding any statute, regulation, or other rule of law, a signature provided by facsimile or other electronic copy will be deemed to be an original signature.

By: _____ Purchase Order #: _____
(Company) (Valid PO)

Name: _____ Title: _____
(Authorized binding party)

Signature: _____ Date: _____

Return entire document to klangston@long.com or mail to 5001 S. Zuni St, Littleton, CO 80120

Total Base Bid Price	\$442,663.00
Add Alternate Options #1 – (63) Valve and Actuator Replacements (Proportional NFS)	+\$67,443.00
Add Alternate Option #2 – Unitary Cost for (1) Valve and Actuator Replacement	+\$5,173.00
- Once system is drained Alternate cost per (5) Valves	+\$9,453.00
<i>*Pricing for (5) valves based on daily limit of swap outs</i>	
Add Alternate Option #3 – Replacement of Actuators Only	+\$26,403.00
Add Alternate Option #4 – (9) Courtroom VAV Space Sensors with CO2	+\$2,180.00

ROUTT COUNTY BOARD OF COMMISSIONERS

COMMUNICATION FORM

DEPARTMENT/ORGANIZATION: County Manager

PRESENTATION DATE: March 24, 2026

AGENDA TITLE: Amendment to the Yampa Valley Housing Authority Grant Agreement

ITEM TYPE: ACTION

REQUEST/ ISSUE & BACKGROUND:

On November 1, 2022, the BCC unanimously approved a \$1,000,000 grant to the Yampa Valley Housing Authority (YVHA) for the design and engineering of phase 1A of Brown Ranch for a term beginning November 1, 2022, and ending December 31, 2023.

YVHA did not spend the full amount of the awarded grant funding. Under the current grant agreement, any unused funds must be returned to the County. If the Board of County Commissioners wishes to allow YVHA to retain the remaining funds, approval of a new grant agreement will be required.

On March 3, 2026 the BCC met with staff from the YVHA to discuss an amendment to the grant agreement to retain \$500,000 of the unspent \$716,621.11 until March 1, 2028. The YVHA will return the balance of unused funds, \$216,621.11, to the County.

RECOMMENDED ACTION (Full Motion Language):

A motion to approve and authorize the Chair to sign the Amendment to the Grant Agreement between Routt County and the Yampa Valley Housing Authority, allowing the Yampa Valley Housing Authority to retain \$500,000 of the remaining \$716,621.11 in unused grant funds, and returning \$216,621.11 to Routt County. Any funds not expended for authorized purposes by March 1, 2028 must be returned to the County.

ALTERNATIVES:

N/A

FISCAL IMPACTS:

\$216,621.11 will be returned to Routt County

LEGAL ISSUES:

CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

LIST OF ATTACHMENTS:

1. Amended YVHA Aid to Agency Grant Agreement
2. Exhibit A, YVHA Request

DEPARTMENT HEAD INITIALS: JH

DATE: 3/17/2026

**AMENDMENT TO AID TO AGENCY GRANT AGREEMENT BETWEEN
ROUTT COUNTY AND THE YAMPA VALLEY HOUSING AUTHORITY
FOR THE FUNDING OF DESIGN AND ENGINEERING
FOR BROWN RANCH**

This Amendment to Aid to Agency Grant Agreement is entered into by and between Routt County, Colorado by and through its Board of County Commissioners (“County”) and the Yampa Valley Housing Authority (YVHA), (collectively, the “Parties”) to provide financial support for Design and Engineering for Brown Ranch (the “Agreement”).

Recitals

A. The County and YVHA previously entered an Aid to Agency Grant Agreement (“Agreement”) dated November 1, 2022, wherein County provided YVHA funding in the amount of \$1,000,000 for design and engineering for Brown Ranch, as set forth in Exhibit A of the Agreement.

B. YVHA has used \$283,378.89 of the Grant; \$716,621.11 remains unspent.

C. As outlined in the request by YVHA, attached as Exhibit A to this Amendment, additional work remains to be done, and additional time is needed to complete this work. The additional work set forth in Exhibit A to this Amendment shall be referred to as the “Project Work”.

D. After review, the Parties have agreed that YVHA may retain \$500,000 of the remaining funds for the Project Work.

E. YVHA agrees to return \$216,621.11 to the County.

F. The County and the Authority also wish to extend the period of time in which to complete the Project Work to March 1, 2028. Any remaining funds will be returned to County after that date.

G. The Parties desire to adopt this Amendment to effectuate the requested changes.

Terms and Conditions

1. Paragraph 1 of the Agreement is amended to reflect the total amount of the grant to YVHA is \$783,378.89. \$283,378.89 has already been used towards completion of the original scope of work.

2. YVHA shall return \$216,621.11 to the County within 30 days of the execution of this Amendment.

3. The remaining \$500,000 shall be used for the purposes identified in Exhibit A to this Amendment. To the extent that any of the funds are not expended for an authorized purpose by March 1, 2028, all funds not expended shall be returned to the County.

4. All other terms and conditions of the Agreement shall remain in full force and effect.

In Witness whereof, the parties hereto have executed this Agreement.

Routt County, Colorado

By: _____
Tim Redmond, Chair
Board of County Commissioners

ATTEST:

Jenny L. Thomas
Routt County Clerk

Yampa Valley Housing Authority

By: _____
Name:
Chair, Yampa Valley Housing Authority
Board of Directors

ATTEST:

Name:
Secretary



MEMORANDUM

TO: Routt County Board of County Commissioners

FR: Jason Peasley, YVHA Executive Director

RE: Request to retain grant funds

DA: February 24, 2026

Yampa Valley Housing Authority (YVHA) is requesting to retain \$500,000 of the remaining grant funds awarded in November 2022 and to extend the grant deadline to March 1, 2028. To date, YVHA has expended \$283,378.89 of Routt County grant funds on Brown Ranch design and engineering, the scope of work described in the grant agreement. Since the March 2024 annexation vote stalled the project, YVHA has not yet been able to complete this scope of work.

The next practical step in the development of Brown Ranch is to revive technical work. YVHA proposes using this grant funding to advance planning, engineering, pro forma development, and the creation of various development scenarios to inform the next round of community engagement. These scenarios could include different scale, density, product type, community amenities, phasing, and funding strategies. This work would be used to support meaningful community engagement and informed decision making.

The proposed scope of work would specifically include the following. Please note that some of these tasks will be iterative, and tasks are not necessarily in sequential order.

Planning & Engineering

To further planning and engineering, YVHA can leverage the existing work that has been completed, which includes subsurface geotechnical investigation, cut and fill analysis, studies of existing electrical, water, and wastewater infrastructure capacities, a traffic impact study and more. The work product that remains relevant will be utilized, and other work will be updated as needed. The goal of this work is to understand the constraints and opportunities regarding on and offsite infrastructure needs to refine costs and ultimately help determine a scale of development that meets all feasibility metrics, as determined through further community engagement.

Engineering

- Analyze the constraints and capacity of existing water infrastructure and revise Water Demand Report

- Update capacity analysis for electrical infrastructure
- Update capacity analysis for wastewater infrastructure
- Assess offsite infrastructure requirements and triggers for each
- Update the geothermal study and further define costs with a comparative analysis of alternatives, including natural gas
- Update Traffic Impact Study for various plan/phasing iterations
- Update subsurface geotechnical investigation
- Update Master Drainage Study
- Provide schematic site design and civil engineering plan to align with site planning efforts
- Provide diagrammatic roadway/intersection design plans
- Update diagrammatic plans for future roadway and utility connections
- Provide diagrammatic drainage and utility plans
- Provide comprehensive cost analysis of the community infrastructure for each of the community scale and phasing alternatives

Planning

- Through community engagement (either Community Solutions Project or other), identify metrics to evaluate various development scenarios
- Analyze housing need/demand that could be met through various product type at Brown Ranch
- Assess “end user” affordability of various product types and density scenarios
- Design site plans that include residential, non-residential, civic and recreational land uses.
- Analyze demand and feasibility for potential non-residential uses (retail, institutional, etc.)
- Quantify parking requirements and costs for each development scenario

Vertical Product Analysis

- Analyze affordable housing product options (number of units, multi-family vs. single-family, deed restrictions, etc.)
- Provide high-level vertical construction estimates (multi-family, single-family, duplex, townhome, etc.) to inform planning scenarios, alignment with community needs, community design, etc.
- Develop architectural concepts and design considerations

Pro Forma Scenarios and Financing Strategy

- Work with earthwork contractor to refine infrastructure cost estimates
- Work with multifamily and single family builders to provide estimating services to refine vertical development costs
- Develop a detailed pro forma that can be used as a dynamic tool for analyzing development scenarios and sensitivity testing
- Identify financing options and potential capital sources
- Commission an overall Fiscal Impact Study

Estimated Budget for proposed scope of work

Task	Cost
Planning/Architecture	\$ 205,000
Engineering	\$ 235,000
Construction Cost Estimating	\$ 40,000
Financial Analysis	\$ 85,000
Third Party Reports	\$ 120,000
Program Management	\$ 50,000
Total	\$ 735,000
Contingency (15%)	\$ 110,250
Total	\$ 845,250

Note: YVHA is requesting to retain \$500,000 in grant money to support the estimated \$845,250 scope of work.

ROUTT COUNTY BOARD OF COMMISSIONERS

COMMUNICATION FORM

DEPARTMENT/ORGANIZATION: County Attorney

PRESENTATION DATE: 3/24/2026

AGENDA TITLE: Temporary Assistant County Attorney

ITEM TYPE: ACTION ITEM

REQUEST/ ISSUE & BACKGROUND:

The County Attorney's Office is requesting approval for a Temporary Assistant County Attorney for an 18-month duration to help alleviate current workload concerns until a more permanent solution to address workloads is established.

RECOMMENDED ACTION (Full Motion Language):

Move to approve the Temporary Assistant County Attorney Position for a duration of 18 months. A supplemental budget will be required.

ALTERNATIVES:

Not approve the Temporary Assistant Attorney Position.

FISCAL IMPACTS:

- PROPOSED REVENUE (if applicable): N/A
- CURRENT BUDGETED AMOUNT: None
- PROPOSED EXPENDITURE: 136,478.00
- FUNDING SOURCE: General Fund
- SUPPLEMENTAL BUDGET NEEDED: Yes

LEGAL ISSUES:

None.

CONFLICTS OR ENVIRONMENTAL ISSUES:

None.

LIST OF ATTACHMENTS:

Supplemental Budget Request Form

DEPARTMENT HEAD INITIALS: LS

DATE: 03.17.26

County Attorney Supplemental Budget - Personnel

Project Title

Temporary Assistant County Attorney

Brief Description of the Request

The Routt County Attorney's Office is requesting approval for a supplemental budget to fund an additional Assistant County Attorney position. The position will provide legal advice and representation to the Board of County Commissioners and County Departments, assist with contract drafting and review, support litigation and claims defense, and provide legal guidance on regulatory compliance and policy development.

The request is intended to address sustained growth in legal workload, increasing legal exposure to the County, and delays in legal services caused by current staffing limitations.

Source of Unanticipated Revenue and Funding

The County Attorney's Office does not generate independent revenue. Funding for this request would come from County general funds.

The need for additional staffing became evident after the annual budget process due to measurable increases in workload, legal complexity, and operational demands across County departments.

Core, Necessary or Discretionary Request

This request should be Core.

The County Attorney's Office provides essential legal services to the Board of County Commissioners and all County departments. These services include legal compliance, litigation defense, risk management, contract review, and legal advice necessary for government operations.

The Office's workload review demonstrates that many responsibilities fall within the highest risk category, including advising the Commissioners, civil litigation defense, election law compliance, employment matters, airport construction and regulatory compliance, and statutory duties related to Human Services. These functions cannot be deferred without increasing legal and financial risk to the County.

Grant Funding

This request is not associated with any grant funding and does not involve federal or state grant reimbursement.

Justification

The County Attorney Office has experienced sustained increases in legal workload, risk exposure, and service demands across County government.

While there was the need to address an emergency and retirement in May 2025, the County Attorney Office was able to hire two highly skilled local attorneys who are already operating at full capacity. The demand has proven to be ongoing, and increasing.

This need is not a situational, short term issue but is a result of ongoing, increasing demand, that has not been addressed in growing the capacities of the County Attorney Office as the County grows. When reviewing the County Attorney Pending Matters List, the top four items have been in progress for 4-8 years. Each of these items could have been completed by now if the County Attorney Office had additional capacity: Haul Road, County Policy Reorganization and Adoption, Model Traffic Code Revisions, Hewes Gravel Pit – with the County Policy Reorganization being the most critical item.

Others areas of legal concern have been left undone entirely including: proactively working with County departments on addressing new legislation (examples from legislation passed in 2024 include the Wildfire Resiliency Code and the SB24-174); reviewing proposed legislation (this Office has never had a process in place to understand what legislation is being debated and instead relies solely on Commissioner questions); training on legal issues (e.g. contract training).

The significant growth in the County organization is another indicator of the demands placed on all internal services, including attorney services – that growth means additional employees (with more employee related legal issues), additional grants and contracts (all of which need drafted or reviewed), additional projects (all of which create greater legal exposure).

- County staffing increased from 289.49 FTEs in 2019 to 334.71 FTEs in 2026.
- A \$86 million airport terminal expansion project
- Development of aviation business park expansion
- Increased complexity in planning and land-use projects
- Growing election law compliance obligations
- Increased employment investigations and claims
- Increased litigious behavior from the community
- Growth in CORA requests and regulatory compliance obligations

Each additional department, employee, or project increases legal exposure and demand for legal services.

Operational impacts of current staffing limitations include:

- County-wide policy development being placed on hold
- Planning and development legal review timelines increasing from two weeks to four to six weeks
- No review of current legislative activity
- Reduced proactive compliance review and preventative legal work
- Reviewing the possibility of limiting contract review to contracts exceeding \$20,000

Cost-Benefit Analysis

Adding an Assistant County Attorney provides financial and operational benefits to the County.

Benefits include:

- Reduced reliance on outside legal counsel
- More timely legal review for contracts, policies, and projects
- Improved litigation management and case preparation
- Increased proactive compliance and risk mitigation

Who Will Benefit?

The primary beneficiaries of this position include:

- The Board of County Commissioners
- All Routt County departments requiring legal guidance
- County boards and commissions
- County employees who rely on legal compliance and policy support
- The public, through efficient and legally compliant County operations

Alternatives

Maintain current staffing levels

Pros: No additional immediate expenditure.

Cons: Continued delays in legal services, increased legal risk, and unsustainable workloads.

Increase reliance on outside counsel

Pros: Allows specialized legal support for certain matters.

Cons: Higher and less predictable costs; reduced institutional knowledge of County operations. Unable to fulfill the entire need with this alternative.

Emergency Need

The request is being submitted outside the normal budget cycle due to sustained workload increases that have exceeded the capacity of the current staffing model. At the time of 2026 budget preparation in June/July 2025, the Office's priority was addressing the immediate emergency and filling the two authorized, vacant positions. Now that the immediate need has been addressed, the historical capacity gap has come to the forefront.

Consequences of Postponement or Denial

Delaying staffing support would continue to strain the office and increase the risk of delays in critical legal functions and compliance obligations, as well as office turnover. The County Attorney's Office will likely be forced to reduce service levels and focus only on the highest risk legal matters.

This may include:

- Eliminating review of contracts under \$20,000
- Reducing proactive risk assessments and compliance work
- Extending turnaround times for departmental projects to four to six weeks
- Limiting walk-in legal advisory services to departments
- Increased reliance on outside counsel for certain matters such as airport and planning issues.

These reductions would increase legal, financial, and operational risk to the County.

Accounting Information

The Temporary Assistant County Attorney position supplemental budget below is based on 8 months of salary (step 5 annual salary is \$157,665) and benefits commencing on May 1, 2026. Actual salary step and hiring date may vary from this assumption.

General Fund

<u>Funding Sources (in dollars)</u>	Present <u>Budget</u>	Supplemental <u>Adjustment</u>	Amended <u>Budget</u>
Committed Reserves	<u>-3,460,290</u>	<u>137,228</u>	<u>-3,323,062</u>
Total	<u>-3,460,290</u>	<u>137,228</u>	<u>-3,323,062</u>

<u>Expenditures (in dollars)</u>	Present <u>Budget</u>	Supplemental <u>Adjustment</u>	Amended <u>Budget</u>
Staff Salaries	0	105,110	105,110
Benefits	0	23,318	23,318
Memberships & Continuing Education	0	2,800	2,800
Computer	0	3,000	3,000
Workstation and Chair	<u>0</u>	<u>3,000</u>	<u>3,000</u>
Total	<u>0</u>	<u>137,228</u>	<u>137,228</u>

Reviews and Authorizations

Before submitting the supplemental budget to the BCC, the internal service department managers and the County Manager are required to review and sign off in writing on the supplemental budget request.

Department or Title	Signature	Date
Department Manager		
Capital/Controllable Pool Manager		
Human Resources		
Budget Manager		
Purchasing Manager	N/A	
County Attorney	N/A – County Attorney is the requesting Department Head	
County Manager		
County Commissioner		

ROUTT COUNTY BOARD OF COMMISSIONERS

COMMUNICATION FORM

DEPARTMENT/ORGANIZATION: Planning Department

PRESENTATION DATE: March 24, 2026

AGENDA TITLE: Planning Commission and Board of Adjustment Interviews

ITEM TYPE: ACTION ITEM

REQUEST/ ISSUE & BACKGROUND:

The Planning Department has received twelve (12) applicants interested in serving on the Boards & Commissions. Interviews are scheduled to consider appointing members to either Planning Commission (PC) or Board of Adjustment (BOA) positions.

Planning Commission

The Routt County Planning Commission consists of 9 regular members and 2 alternate members appointed by the Board of County Commissioners.

There are six (6) positions open on Planning Commission, with four (4) (numbers one through four) seeking reappointments to continue to serve. There are six (6) new applicants (number five through ten) interested in serving. Five (5) make up a quorum

Board of Adjustment

The Routt County Board of Adjustment consists of 5 primary members and 2 alternate members appointed by the Board of County Commissioners.

There are four (4) positions open on BOA, with one (1) (number eleven) seeking reappointment to continue to serve. There is one (1) new applicant (number 12). Four (4) make up a quorum.

1. Andy Benjamin (PC)	1:05 pm	7. Eric Podurgiel (PC)	2:05 pm
2. Bill Norris (PC)	1:15 pm	8. Jonathan Hayek (PC)	2:15 pm
3. Linda Miller (PC)	1:25 pm	9. Nick Belz (PC)	2:25 pm
4. Pete Wood (PC)	1:35 pm	10. Tim Sullivan (PC)	2:35 pm
5. Robin Schepper (PC)	1:45 pm	11. Lyle Krug (BOA)	2:45 pm
6. George Eck (PC)	1:55 pm	12. Brian Kelly(BOA)	Not available for interview

Planning Commission (PC) Fast Facts & Vacancies:

Excerpt from Routt County UDC; Chapter 8 Section 4 Planning Commission:

2. Members of Planning Commission must be residents of Routt County, and **preference shall be given** to ensuring a mixture of 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), and as required by Resolution 2001-P-035.

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 subsection 8.5.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.

Below are the openings/options for consideration

<i>District</i>	Member	Term Expiring
South Routt	*Bill Norris	3/31/2026
City of Steamboat Springs	**Open	3/31/2026
Town of Oak Creek	*Andy Benjamin	3/31/2026
Town of Yampa	**Open	3/31/2026
At Large	*Linda Miller	3/31/2026
Alternate One	*Pete Wood	3/31/2026
District One/North Routt	Steve Warnke	3/31/2027
District Two/Steamboat Springs	Jim DeFrancia	3/31/2027
District Three/West Routt	David Miller	3/31/2027
Town of Hayden	Brian Kelly	3/31/2027
Alternate Two	David Hoffman	3/31/2027

*Reapplying

** Todd Pedersen/City of Steamboat Springs and Ren Martyn/Town of Yampa are **NOT** seeking reappointment.

Board of Adjustment (BOA) Fast Facts & Vacancies:

Excerpt from Routt County UDC; Chapter 8 Section 5 Board of Adjustment:

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.

Below are the openings/options for consideration

<u>District</u>	Member	Term Expiring
Resident/Primary	Don Prowant	3/31/2027
Resident/Primary	George Blau	3/31/2027
Resident/Primary	Todd Pedersen	3/31/2027
Resident/Primary	*Lyle Krug	3/31/2026
Resident/Primary	**Open	
Resident/Alternate One	Open	
Resident/Alternate Two	Open	

***Reapplying**

****Per #3 above one member of the Planning Commission can also sit on BOA. Brian Kelly is applying to sit on Board of Adjustment, he is also a Planning Commission member.**

RECOMMENDED ACTION (Full Motion Language):

Move to approve the appointment of _____ to the Planning Commission for a term of three (3) years expiring on March 31, 2029, representing South Routt.

Move to approve the appointment of _____ to the Planning Commission for a term of three (3) years expiring on March 31, 2029, representing City of Steamboat Springs.

Move to approve the appointment of _____ to the Planning Commission for a term of three (3) years expiring on March 31, 2029, representing Town of Oak Creek.

Move to approve the appointment of _____ to the Planning Commission for a term of three (3) years expiring on March 31, 2029, representing Town of Yampa.

Move to approve the appointment of _____ to the Planning Commission for

a term of three (3) years expiring on March 31, 2029, representing At Large member.

Move to approve the appointment of _____ to the Planning Commission for a term of three (3) years expiring on March 31, 2029, representing Alternate One member.

Move to approve the appointment of _____ to the Board of Adjustment for a term of three (3) years expiring on March 31, 2029.

Move to approve the appointment of _____ to the Board of Adjustment for a term of three (3) years expiring on March 31, 2029.

ALTERNATIVES:

N/A

FISCAL IMPACTS:

- PROPOSED REVENUE (if applicable): N/A
- CURRENT BUDGETED AMOUNT: N/A
- PROPOSED EXPENDITURE: N/A
- FUNDING SOURCE: N/A
- SUPPLEMENTAL BUDGET NEEDED: N/A

LEGAL ISSUES:

N/A

CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

LIST OF ATTACHMENTS:

Applicants Letter of Intent and application form.

DEPARTMENT HEAD INITIALS: KW

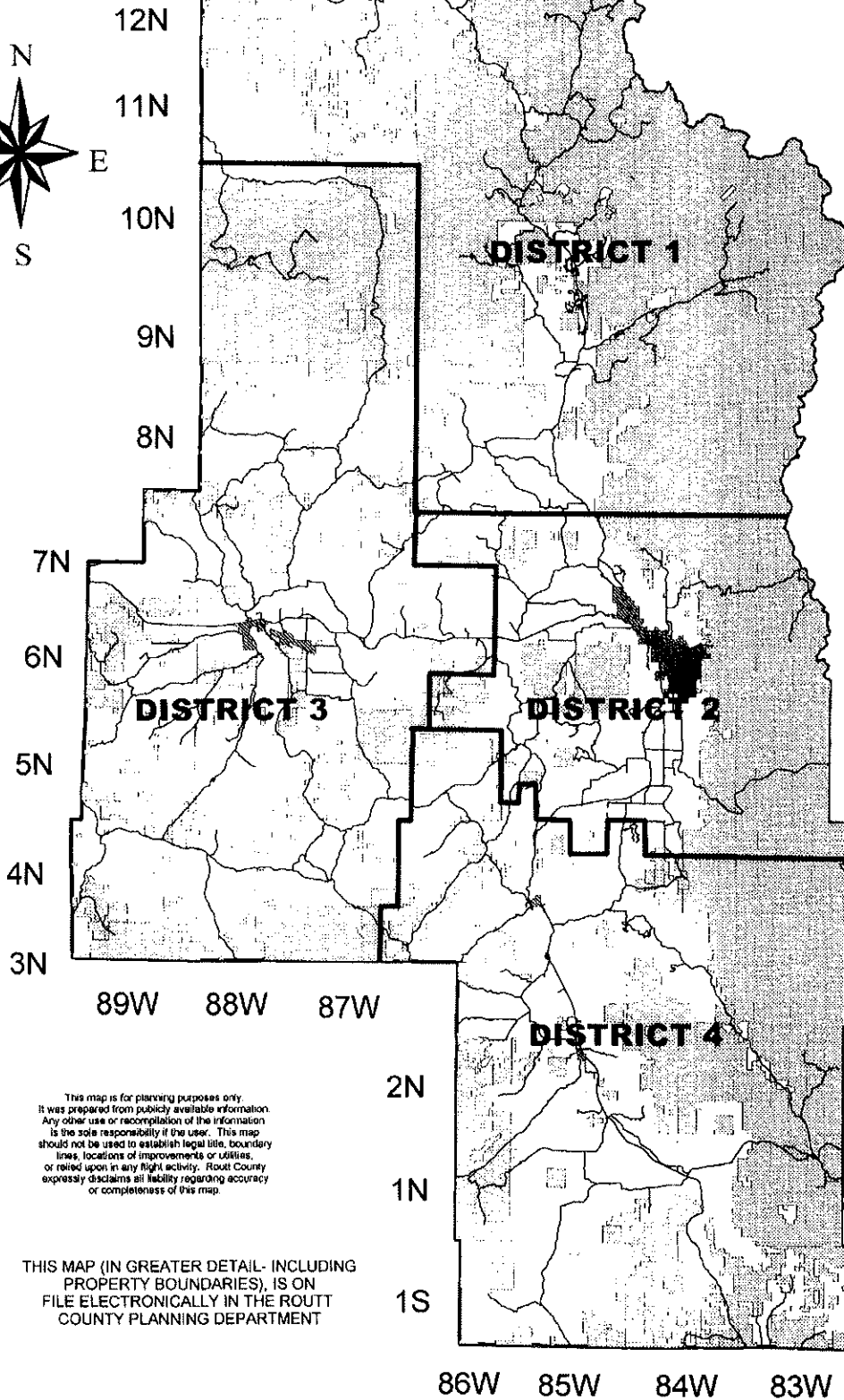
DATE: 3/16/2026

March 2026 Planning Commission Applicants

Name	Currently Representing	Options to Represent	Address
Andy Benjamin	Town of Oak Creek	*Town of Oak Creek *District 4/South Routt *At Large *Alternate One	209 Dodge Ave - Oak Creek
Bill Norris	District 4/South Routt	*Town of Oak Creek *District 4/South Routt *At Large *Alternate One	520 Willow Bend - Oak Creek
Linda Miller	At Large	*City of Steamboat Springs *At Large *Alternate One	37185 William William Rd - Steamboat Springs
Pete Wood	Alternate One	*Alternate One *At Large	27798 Silver Spur St - Steamboat Springs
Eric Podurgiel	N/A	*Town of Oak Creek *District 4/South Routt *At Large *Alternate One	31155 Broken Talon Tr - Oak Creek
George Eck	N/A	*City of Steamboat Springs *At Large *Alternate One	1515 Mustang Run - Steamboat Springs
Robin Schepper	N/A	*District 4/South Routt *At Large *Alternate One	30550 Elk Lane - Steamboat Springs
Tim Sullivan	N/A	*City of Steamboat Springs *At Large *Alternate One	350 Fox Springs Cir #301 Steamboat Springs
Jonathan Hayek	N/A	*City of Steamboat Springs *At Large *Alternate One	570 Wyatt Way Steamboat Springs
Nick Belz	N/A	*District 4/South Routt *At Large *Alternate One	30755 RCR 14B Steamboat Springs

Planning Commission Districts and open seats

1	District 1/North Routt	Steve Warnke	57005 Golden Tide Pl Clark
1	District 2 /Land around Stmb Spg	Jim DeFrancia	41700 Snowy River Steamboat Springs
1	District 3/West Routt	David Miller	45231 Vista View Ct Steamboat Springs
1	Town of Hayden	Brian Kelly	35655 CR 59 Hayden
1	Alternate Two	David Hoffman	1834 Hunters Ct Steamboat Springs
1	District 4/South Routt	OPEN	
1	Town of Yampa	OPEN	
1	Town of Oak Creek	OPEN	
1	City of Steamboat Springs	OPEN	
1	Alternate One	OPEN	
1	At Large	OPEN	



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THIS MAP (IN GREATER DETAIL- INCLUDING PROPERTY BOUNDARIES), IS ON FILE ELECTRONICALLY IN THE ROUTT COUNTY PLANNING DEPARTMENT



PLANNING COMMISSION DISTRICTS

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Key: Mainland Routt County, CO RESOL P R 0.00

From: [Jennifer Parent](#)
To: [Kristy Winser](#); [Judy M. Ward](#)
Subject: FW: Online Form Submittal: Boards and Commissions Application Form
Date: Wednesday, January 21, 2026 2:37:00 PM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, January 21, 2026 2:04 PM
To: Jennifer Parent <jparent@co.routt.co.us>
Subject: Online Form Submittal: Boards and Commissions Application Form

Boards and Commissions Application Form

Please complete the online form below.

Citizen Board or Commission Application Form

Select the Board, Commission, or Committee applying for: Planning Commission

First Name

Last Name

Physical Address: Oak Creek CO 80467

Mailing Address is same as physical address No

Mailing Address:

City

State

Zip

Home or Cell Phone Number:

Business Phone Number:

Business Address

Occupation:

Email Address:



Residency Information

Length of Residency in Routt County: 25 years

Are you a registered voter: Yes

Interests & Experiences

Tell us about yourself and why you are interested in serving on this County board or commission. I am 52 years old and have been a 25-year resident of the Yampa Valley. I am married (24-years) with one child who attend and graduated from the South Routt School District. A commitment to the responsibility and necessity of participation in civic involvement was instilled in me by my father. I have been active in my community and remain dedicated to serving the public.

What experience/training/qualifications do you have for this particular board or commission? I have been formally educated and earned a degree in landscape architecture. I have served as the representative for the Town of Oak Creek on the Routt County Planning Commission for 15 years.

Briefly describe your involvement in relevant community groups and activities. I have been appointed to the Oak Creek Planning Commission on two separate occasions. I am currently the Chairman of the Oak Creek Planning Commission and have served since 2020 to the present.

Hobbies: I enjoy hiking, skiing, and sailing. I like geology and the search for mineral specimens.

Are you currently serving on other Boards, Commissions, or Committees? Yes

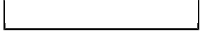
If yes, which: Oak Creek Planning Commission

Please list organization memberships and positions held: N/A

Are you now or have you ever been employed by Routt County? If yes, when? NO

Upload Resume or Letter of Interest [Planning Commission LOI and Resume for Andy Benjamin 2026.pdf](#)

Email not displaying correctly? [View it in your browser.](#)



DATE: January 21, 2026

TO: Judy M. Ward
Routt County Planning Department
136 6th Street
Steamboat Springs, CO 80487

FROM: Andrew Benjamin
[REDACTED]
Oak Creek, CO 80467

RE: REAPPOINTMENT TO THE ROUTT COUNTY PLANNING COMMISSION

To Whom It May Concern:

Please accept this letter as notice of my intent to seek reappointment to the Routt County Planning Commission as the representative for the Town of Oak Creek. It has been a pleasure and honor to serve on the commission over the past 15 years, and I would like to continue to be of service to my community.

If reappointed, I am committed to being an active participant in what will surely be numerous hearings for applications that will have long-term impact on our community. The conversations about proposed large-scale renewable energy generation, recreational developments, and the various residential subdivisions being proposed in the south valley will require commissioners with years of experience, strong community ties, and dedication to service. Through the years, I have been a member who has been committed to following the proper procedure and decorum outlined in the Robert's Rules of Order, the guidance provided by the updated master plan, and the implementation of the requirements set forth within the UDC. I believe that I have been a good representative for my district and that I can continue to be an asset on the planning commission.

Thank you for your consideration and I would be privileged to earn the support of the Routt County Commissioners for reappointment. As requested, I have included a copy of my resume with this document.

Respectfully,

A handwritten signature in black ink, appearing to be the initials 'AB' followed by a long horizontal line extending to the right.

Andy Benjamin
[REDACTED]
Oak Creek, CO 80467
[REDACTED]
[REDACTED]

Andrew A. Benjamin

██████████ Oak Creek, CO 80467
██████████

Email Address: ██████████

WORK HISTORY NARRATIVE:

Hickory Flats Landscape Design Services

December 2020 to PRESENT

██████████ Oak Creek Colorado 80467

Sole Proprietor / Landscape Designer: As the owner/operator of the company I am contracted by local professionals and homeowners to develop landscape master plans that are used for the estimating, bidding, and installation of landscape and irrigation projects throughout the Yampa Valley. The scope, scale, and cost of these projects vary widely, and I have worked for locals and second homeowners alike. I have cultivated good working relationships with local architects, engineers, and builders through my professional conduct and 30 plus years of experience in the industry. In 2025 I created a landscape installation division named Harrison Creek Landscaping, LLC to facilitate the efficiency of the installation process for my clients. We employ through subcontracting approximately 10 local residents, several who have decades of experience working in our communities.

Gecko Landscape & Design

September 2015 to November 2020

2624 Copper Ridge Circle, Steamboat Springs, Co 80487

Senior Landscape Designer: I was hired in the fall of 2015 as a landscape laborer to help in the field with the installation of existing construction contracts. The “design” component of the company was not established at this time. My goal was to begin building the division to become a more integral part of the company. By utilizing a more traditional industry approach to the design-build process the company was able to drive additional revenue through increases in the average cost of the projects contracted. My responsibilities for the company covered all ranges and aspects of the landscape design profession from design and estimating, to sales and contracting. Construction management of the projects in the field was also one of the roles of the position. This year the design division had its largest single year for billable design hours.

Hales Landscape Supply

April 2013 to August 2015

1842 Lincoln Avenue, Steamboat Springs, CO 80487

Assistant Manager: Employed as assistant manager responsible for assisting the owner in the day-to-day operations of the landscape supply company. I was responsible for implementing company policies and procedures to ensure the management of inventory and sales, as well as employees working on-site. The position involved interaction with the public and contractors to facilitate the purchasing and delivery of landscape construction materials. In my capacity I was also able to visit quarries and select materials for client projects, and for sale in the yard.

(section continued the following page)

I-Design & South Routt Nursery
21250 Highway 131, Phippsburg, Co 80469

April 2010 to November 2013

Assistant Manager / Project Manager / Landscape Design and Sales: As Assistant Manager for South Routt Nursery, I worked directly with the owner and management team in the daily operation of the retail and wholesale nursery. My duties included supervision of staff, and inventory management. I transitioned the following year to the position of Landscape Foreman to lead an installation crew in the construction of several high-end residential landscape projects. Collaborated with the sales and design team to meet the client expectations and ensure the quality standards of the company. Promoted the following year to Project Manager and was responsible for the overall supervision of several landscape and maintenance crews with an emphasis on quality and cost control. The following year my position was transformed into the lead Landscape and Design Sales Associate for the company. In this role, I was responsible for the design, estimating, and sale of many of the landscape construction projects completed during the 2013 landscape construction season.

Integrated Design Workshop
[REDACTED] Oak Creek, Co 80467

January 2002 to April 2010

Sole Proprietor / Landscape Designer: Design consultant for numerous residential and commercial projects located in the Yampa Valley. Past projects include conceptual layout and design of two proposed sub-divisions in the Town of Oak Creek, high-end residential landscape master plans, Final Development Plans for several projects in the Steamboat Springs area currently under construction, creation of a Recreation Master Plan for the South Shore Home Owners Association at Stagecoach, and grant work for the Historical Society of Oak Creek and Phippsburg (Capital Improvements Master Plan). Collaborated in the conceptual planning of proposed residential subdivisions, condominium sites, and commercial developments along the Highway 40 corridor.

Mountain West Environments, Inc.
1885 Elk River Plaza – Suite 200, Steamboat Springs, CO 80477

April 1999 to November 2001

Junior Landscape Architect: Responsible to produce conceptual drawings and construction documents for various high-end residential and commercial projects in Steamboat, and the surrounding area. Developed construction documents for the creation of a water feature at the Grand Summit Resort and Conference Center located in Steamboat Springs. Prepared Landscape Guidelines for the re-vegetation of the Alpine Slide located at Howelsen Hill, and The Sanctuary Subdivision.

Geller Associates, Inc.
77 North Washington Street, Boston, MA 02114

January 1997 to November 1998

Project Landscape Architect: Responsible for the preparation of state funding approval sets for eight schools in Everett and Stoneham Massachusetts. Generated construction documents for schools in Stoneham, Everett, and Malden Massachusetts. Collaborated on a synthetic track and multi-use Astro Turf field for Worcester State College and an Assisted Living facility in Amherst, New York. Produced construction documents for the landscape improvements to the new Planet Hollywood located on Boylston Street in Boston.

Native Landscapes
205 A Street, Boston, MA 02210

June 1996 to December 1996

Project Landscape Architect: Performed on-site wetland flagging in the field, and generated wetland replication plans and reports in conjunction with MGL 310 CMR 10.00. Responsible for the re-design of the company brochure and all associated computer-generated reports and plans.

PROFESSIONAL SKILLS:

Computer: I have significant experience with AutoCAD, Microsoft Word, Excel, and Adobe document and report generation.

Presentation: Excellent verbal presentation skills. I have presented several projects in public forums.

Graphics: Extensive training in color, pen, and pencil rendering.

Photography: Action/Adventure, and Outdoor (color and black & white)

EDUCATION:

Associates Degree in Applied Science – Landscape Development

SUNY Cobleskill, NY - Graduated May 1993

Bachelor of Landscape Architecture

SUNY ESF, Syracuse, NY - Graduated May 1996

AWARDS AND HONORS:

Sigma Lambda Alpha - Honor Society Member

ASLA Honor Award - Northeastern Chapter Student Design Competition

PROFESSIONAL AFFILIATIONS:

American Society of Landscape Architects; Student Member 1993-1996, Associate Member 1996-1999

Planning Commission Member; Town of Oak Creek, Colorado 1999-2006; 2020-Present

Planning Commission Member; Routt County, Colorado 2010-Present

REFERENCES:

Available Upon Request

PORTFOLIO:

Available Upon Request

From: [Jennifer Parent](#)
To: [Kristy Winser](#); [Judy M. Ward](#)
Subject: FW: Online Form Submittal: Boards and Commissions Application Form
Date: Wednesday, January 21, 2026 12:04:14 PM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, January 21, 2026 11:59 AM
To: Jennifer Parent <jparent@co.routt.co.us>
Subject: Online Form Submittal: Boards and Commissions Application Form

Boards and Commissions Application Form

Please complete the online form below.

Citizen Board or Commission Application Form

Select the Board, Commission, or Committee applying for: Select One

First Name Bill

Last Name Norris

Physical Address: [REDACTED]

Mailing Address is same as physical address Yes

City Oak Creek

State CO

Zip 80467

Home or Cell Phone Number: [REDACTED]

Business Phone Number: *Field not completed.*

Business Address 520 Willow Bend

Occupation: Electrician

Email Address: [REDACTED]

Residency Information

Length of Residency in Routt County: CO

Are you a registered voter: Yes

Interests & Experiences

Tell us about yourself and why you are interested in serving on this County board or commission. I am a long time resident of Routt County and have volunteered on many venues in the area.. I am very interested in our past achievements on planning and would very much like to see where they take us !

What experience/training/qualifications do you have for this particular board or commission? South Routt business owner, retired fire and ambulance, Oak Creek planning, South Routt EDC, ranching; cows,horses,and haying. ive been a planning commission member for over 20 years.

Briefly describe your involvement in relevant community groups and activities. involved with tiny house construction. storage unit construction..hunting ,trail riding., cow round ups.and branding...

Hobbies: horses, welding, mule computers

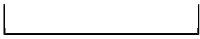
Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which: just planning

Please list organization memberships and positions held: Marine Corps, Fire and Ambulance Department.Oak Creek EDC, town board and planning

Are you now or have you ever been employed by Routt County? If yes, when? no

Upload Resume or Letter of Interest *Field not completed.*



From: [Bill Norris](#)
To: [Judy M. Ward](#)
Subject: Re: Planning Commission Term Expiration
Date: Friday, January 23, 2026 11:20:24 AM
Attachments: [image001.png](#)

I have been on planning commission for over twenty years, and have seen a lot of changes. This coming year I think will be the fruition of all that work. This is my letter of intent to work another term on planning to see it all happen. I appreciate the dedication we have all put into the new system and would like to be around to see it work. Thank you for considering me for another term on planning. Bill Norris

On Fri, Jan 23, 2026 at 9:55 AM Bill Norris [REDACTED] > wrote:

Oops.

On Wed, Jan 21, 2026 at 2:43 PM Judy M. Ward <jmward@co.routt.co.us> wrote:

Hi Bill,

I see the completed application, but I don't see a letter of intent uploaded.

You can email it to me if that's easier.

Judy Ward

Planning Admin

Routt County Planning Department

136 6th St. Ste 200

Steamboat Springs, CO 80487

970.879.2704

jward@co.routt.co.us



From: [Jennifer Parent](#)
To: [Judy M. Ward](#); [Kristy Winser](#)
Subject: FW: Online Form Submittal: Boards and Commissions Application Form
Date: Monday, February 2, 2026 9:17:08 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, February 1, 2026 12:02 PM
To: Jennifer Parent <jparent@co.routt.co.us>
Subject: Online Form Submittal: Boards and Commissions Application Form

Boards and Commissions Application Form

Please complete the online form below.

Citizen Board or Commission Application Form

Select the Board, Commission, or Committee applying for:

First Name

Last Name

Physical Address:

Mailing Address is same as physical address

City

State

Zip

Home or Cell Phone Number:

Business Phone Number:

Business Address

Occupation:

Email Address:

Residency Information

Length of Residency in Routt County: 13 years

Are you a registered voter: Yes

Interests & Experiences

Tell us about yourself and why you are interested in serving on this County board or commission. The opportunity to use my "legal mind", work with other commission members and learn about the county has been a very fulfilling experience over the last six years, and I would like to continue with this service.

What experience/training/qualifications do you have for this particular board or commission? When I came on the RCPC we were gearing up to work on the Master Plan after the slow down from COVID. My knowledge and work on the Master Plan and the UDC have given me insight into the land use and development issues we are experiencing in the county. Additionally, as an attorney I have an appreciation for researching and reviewing factual information and applying guidelines and rules.rules

Briefly describe your involvement in relevant community groups and activities. Most of my involvement centers around supporting the Arts Community as a patron, following and supporting high school sports and Winter Sports Club and connections with the agricultural community with CAA and 4H. Lots of activities at Old Town Hot Springs.

Hobbies: Horses, skiing and snowshoeing, fly fishing, camping, hiking, traveling.

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which: *Field not completed.*

Please list organization memberships and positions held: Member OTHS, Patron Strings, SAM and SSO, IKON pass holder
Life member of Wyoming Bar Association Retired
Member Colorado Bar Association

Are you now or have you ever been employed by Routt County? no
If yes, when?

Field not completed.

Upload Resume or Letter of
Interest

Email not displaying correctly? [View it in your browser.](#)



From: [Linda Miller](#)
To: [Judy M. Ward](#)
Subject: Letter of Interest for Routt County Planning Commission Application
Date: Sunday, February 1, 2026 12:52:25 PM

Dear Commissioners Salinas, Redmond and Macys

In 2020 when I first interviewed for a seat on the RCPC our county was in the grip of the COVID crisis. I served my first few months on the RCPC without meeting the rest of the commissioners in person. Since then I have come to know my fellow commissioners well, as we worked to bring the Master Plan to fruition with the incredible work of the Routt County Planning Department and the input of the citizens of Routt County. With the completion of the Unified Development Code in 2024 the RCPC has been able to move forward with the review of many projects under the new code. As we have worked with the code, we have found “bumps” that needed work, and have also learned about new issues that need to be addressed. It has been gratifying to find that the Master Plan seems to be serving Routt County well as we deal with significant land use issues involving affordable/attainable housing, transportation, energy uses and sources, open spaces and recreation, agriculture, and water.

With my work on the Master Plan and UDC, I hope to continue to serve on the RCPC as we implement the goals and rules reflected in these documents. There are many projects both big and small that are in the land use “pipeline”. I believe my past work on the RCPC reflects that I have a keen understanding of the role of a commissioner on the RCPC and that I can continue to be a valuable contributing member.

I look forward to meeting with you regarding my application.

Linda Miller

[Redacted]
[Redacted]

Steamboat Springs CO 80487

From: [Jennifer Parent](#)
To: [Kristy Winsler](#); [Judy M. Ward](#)
Subject: FW: Online Form Submittal: Boards and Commissions Application Form
Date: Wednesday, January 21, 2026 9:32:16 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, January 21, 2026 9:25 AM
To: Jennifer Parent <jparent@co.routt.co.us>
Subject: Online Form Submittal: Boards and Commissions Application Form

Boards and Commissions Application Form

Please complete the online form below.

Citizen Board or Commission Application Form

Select the Board, Commission, or Committee applying for:

First Name

Last Name

Physical Address:

Mailing Address is same as physical address

City

State

Zip

Home or Cell Phone Number:

Business Phone Number:

Business Address

Occupation:

Email Address:

Residency Information

Length of Residency in Routt County:

Routt

Are you a registered voter:

Yes

Interests & Experiences

Tell us about yourself and why you are interested in serving on this County board or commission.

I've been serving on the Planning Commission for the last three years and enjoy being part of the Routt County's future development.

What experience/training/qualifications do you have for this particular board or commission?

Undergraduate degree in Urban Planning; MBA; multiple professional certifications demonstrating integrity, leadership, critical thinking, and management.

Briefly describe your involvement in relevant community groups and activities.

I serve on the Steamboat Creates board of directors; actively support VFW/AL and the Veterans Center; member of the Riverwalk Collective; and a part-time ski instructor and ambassador.

Hobbies:

Oil / watercolor painting; skiing; hiking; biking

Are you currently serving on other Boards, Commissions, or Committees?

Yes

If yes, which:

Steamboat Creates board of directors; Steamboat Springs Area Planning Committee - Routt County Planning Commission representative

Please list organization memberships and positions held:

Routt County Planning Commissioner - Alternate; Steamboat Creates - Board Member; Riverwalk Collective - artist in residence; Part-time Steamboat Resort ski instructor; Part-time Steamboat Resort ambassador (summer); active member of American Legion and Veterans Center.

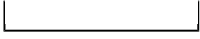
Are you now or have you ever been employed by Routt County? If yes, when?

No

Upload Resume or Letter of Interest

[Pete Wood Letter of Intent 260121.pdf](#)

Email not displaying correctly? [View it in your browser.](#)



PETE WOOD



Dear Routt County Board of Commissioners,

Over the last three years, I've been very grateful to be a Routt County Planning Commissioner. I've thoroughly enjoyed assisting with making important decisions about the future development of Routt County and Steamboat Springs. Over the next few years, Routt County and our communities will have many important and impactful changes of which I would like to be a part. My term is coming to a close, but I intend to maintain my position as a Routt County Commissioner, with your approval. Thank you in advance for your consideration.

Sincerely,

Pete Wood

PETE WOOD



Dear Routt County Board of Commissioners and Director Winsler,

My apologies for being unavailable for an interview to be considered for another term as a Routt County Planning Commissioner. Unfortunately, I have another commitment on the interview date that I cannot adjust at this time. That said, I would greatly appreciate the opportunity to continue another term.

Over the last three years, I have demonstrated a strong commitment to the county planning efforts with consistent commission meeting attendance and participation. I have delivered valuable input to the review and recommended approvals for the UDC and other impactful county development decisions. Also, I have been a dedicated participant as a county planning representative on the Steamboat Springs Area Planning Coordination Committee. While serving on this committee, I provided valuable input to the review and approval of the updated Steamboat Springs Community Plan.

There is much work to be done in the coming three years in Routt County, including the forthcoming plan for the Stagecoach Mountain Ranch project and implementation of the Regional Transportation Authority. I would be very grateful to be a part of those, and every other planning project considered by the Routt County Planning Department.

Sincerely,
Pete Wood

From: [Jennifer Parent](#)
To: [Judy M. Ward](#); [Kristy Winser](#)
Subject: FW: Online Form Submittal: Boards and Commissions Application Form
Date: Monday, February 23, 2026 8:15:36 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, February 22, 2026 8:42 AM
To: Jennifer Parent <jparent@co.routt.co.us>
Subject: Online Form Submittal: Boards and Commissions Application Form

Boards and Commissions Application Form

Please complete the online form below.

Citizen Board or Commission Application Form

Select the Board, Commission, or Committee applying for:

First Name

Last Name

Physical Address:

Mailing Address is same as physical address

City

State

Zip

Home or Cell Phone Number:

Business Phone Number:

Business Address

Occupation:

Email Address:



Residency Information

Length of Residency in Routt County: 13 years

Are you a registered voter: Yes

Interests & Experiences

Tell us about yourself and why you are interested in serving on this County board or commission. During COVID, I had the privilege of serving as Routt County's first Public Information Officer, helping guide clear, transparent communication during an unprecedented time. I also worked closely with the Planning Department on community engagement and communications for the Routt County Master Plan. Through that process, I saw firsthand how deeply our residents care about preserving open space, p

What experience/training/qualifications do you have for this particular board or commission? I served on the State Redistricting Commission, I understand government well and I am a good communicator.

Briefly describe your involvement in relevant community groups and activities. I have served on three board, have worked on strategic plans and retreats for non profits in Routt County including Yampa Valley Sustainability Council, Routt County Riders, Historic Routt County, and many more listed in my resume

Hobbies: hiking, skiing, biking, gardening, play with my rescue dogs

Are you currently serving on other Boards, Commissions, or Committees? Yes

If yes, which: Board Chair for Integrated Community

Please list organization memberships and positions held: Board member, NW Colorado Health, Board member, United Way

Are you now or have you ever been employed by Routt County? If yes, when? Yes, 2020 - 2021 - served as Public Information Officer, 2022, Worked with Planning Department on community engagement for Master Plan

Upload Resume or Letter of
Interest

[Letter of intent to Routt County Planning Commission
2026.docx](#)

Email not displaying correctly? [View it in your browser.](#)

Robin Schepper

██████████
Steamboat Springs, CO 80487
██████████
████████████████████

<https://wayfinderstrategiespro.com/>

SKILLS

Passionate and accomplished leader with extensive experience building and managing organizations, teams, projects, timelines and budgets. Skilled in strategic communications, media relations, strategic planning, capacity building, training, and advocacy for non-profits and government agencies to achieve measurable results. Seasoned public speaker and spokesperson.

EXPERIENCE

Wayfinder Strategies, Steamboat Springs, CO - *President*

JULY 2011 - PRESENT

- Provide strategic planning, strategic communications, facilitation, retreat planning and implementation, and training to government agencies and non-profits.
- Clients include American Forests, the Aspen Institute, Bipartisan Policy Center, Colorado Mountain College, Department of Defense's Office of Military Families and Community Policy, Friends of the Yampa, Historic Routt County, LatinX, Moffat County, The Nature Conservancy, the National Wildlife Federation, Northwest Colorado Health, PikNik Theatre, Routt County, Routt County Riders, Routt County Wildfire Council, Steamboat Dance, Steamboat Symphony Orchestra, Steamboat Mountain School, Undiscovered Earth, Walton Family Foundation, Yampa Valley Autism, Yampa Valley Community Foundation, Yampa Valley Pride, Yampa Valley Sustainability Council.
- Co-authored Bipartisan Policy's Report: [*Lots to Lose: How America's Health and Obesity Crisis Threatens America's Future*](#) and [*The Department of Defense's Healthy Base Initiative Report*](#).

Yampa Valley Housing Authority (YVHA), Steamboat Springs

Communications Consultant

JUL 2022 – JUNE 2025

- Built up the communications capacity of YVHA
- Inaugurated newsletter to reach Routt County community
- Managed social YVHA media sites, website, relationships with national, state and local media
- Provided training for board members and staff when needed

**Colorado Legislative Redistricting Commission, Steamboat Springs,
Commissioner**

JAN 2021 - OCT 2021

- Served on first 12- member Independent Redistricting Commission in the state of Colorado to redraw state senate and house districts.
- Participated in 23 community meetings throughout the state.
- Chaired Events and Communications Subcommittee.

**Office of First Lady Michelle Obama, The White House, Washington,
DC - Executive Director**

JULY 2010 - JUNE 2011

- Established infrastructure for First Lady's signature initiative, *Let's Move!* by leveraging assets of federal agencies, foundations, and non-profits interested in solving childhood obesity
- Served as first Executive Director, surrogate speaker for the First Lady, media spokesperson
- Developed community engagement initiatives to allow all sectors of society to play a role in combatting childhood obesity including creating sub-initiatives such *Let's Move Cities, Towns and Counties; Let's Move in Indian Country; Healthy Children, Healthy Futures*
- Managed staff of five and coordinated policy with the Domestic Policy Council

Wayfinder, Inc, Washington, DC - President

JAN 2005 - JULY 2010

- Consultant to non-profits and government agencies on strategic planning, strategic and advocacy communications, training
- Sample clients included: Casey Trees, Spitfire Strategies, Robert Wood Johnson Foundation, American Forests, Oxfam America

TSD, Washington, DC & Athens, Greece - Principal

NOVEMBER 2000 - JANUARY 2005

- Managed TSD's largest client, Athens 2004 Olympic Games
- Served as Communications Manager for Main Press Center and International Broadcast Center serving 21,000 media during the Games
- Integrated 2004 main messages into all communications documents including speeches, talking points, press releases, newsletters, and website
- Briefed and trained all media spokespeople; prepped Athens 2004 President for interviews in English, French and German

Democratic News Service, Los Angeles, CA - Director

JANUARY 2000 - AUGUST 2000

- Directed the Democratic satellite news, radio, and internet operation at 2000 Democratic Convention in Los Angeles; Served as media spokesperson at Convention
- Managed over 300 staff from the U.S. Senate, U.S. House and the Democratic National Committee, Democratic Senate Campaign Committee, and Democratic House Campaign Committee and Democratic Governors Association

-
- Placed Democratic surrogates on TV earning over \$2 million in earned TV time

U.S. Senate Democratic Technology and Communications

Committee, Washington, DC - *Staff Director*- AUGUST 1999 - NOV 2000

- Managed U.S. Senate leadership committee for Senators Daschle and Rockefeller
- Managed staff of twelve; Oversaw digital upgrade of video and audio equipment
- Coordinated with all Democratic Senate offices to book satellite interviews with local TV stations in their home states, provided individual Senator's staff with technical assistance to develop their first Senate websites

Greer, Margolis, Mitchel, Burns, Washington, DC - *Vice President*

JULY 1998 - JULY 1999

- Managed clients for national advertising and public affairs firm
- Sample clients: The Ford Foundation, Air Bag and Seat Belt Safety Campaign, Japanese American Memorial Foundation

R2 Communications, Seattle, WA - *President*

JULY 1997 - JULY 1998

- Provided media relations and event management services
- Sample clients: Organization of American States, Athens 2004 Bid Committee

Denver Summit of the 8, Denver, CO - *Director of Media Operations*

MARCH 1997 - JUNE 1997

- Directed all media logistics for US hosting of the G7 serving over 3000 media
- Coordinated with press officers from Canada, the United Kingdom, France, Germany, Italy, Japan, and guest country, Russia
- Managed staff of 100 and \$3 million budget

Pyramid Communications, Seattle, WA - *Co-Founder, Partner*

JANUARY 1993 - AUGUST 1996

- Co-founded and directed public affairs firm focused on working with foundations, government agencies and non-profits
- Sample clients included: The Ford Foundation, The Legal Foundation of Washington, Pearl Jam, The Port of Seattle, Save our Wild Salmon, Centers for Disease Control

Chlopak and Associates, Washington, DC - *Vice President*

FEBRUARY 1992 - SEPTEMBER 1992

The Sawyer-Miller Group, Washington, DC - *Senior Associate*

JULY 1990 - FEBRUARY 1992

Democratic National Committee, Washington, DC - Deputy Press Secretary

FEBRUARY 1989 - JUNE 1990

The McLaughlin Group, Washington, DC, - Executive Assistant

JANUARY 1987 - AUGUST 1987

Blue Danube Radio, Vienna, Austria - Producer

JANUARY 1985 - DECEMBER 1985

EDUCATION AND SKILLS

University of California, Santa Cruz - *B.A. in Linguistics*

Certified facilitator and life coach

Proficient in German and French, basic Spanish skills

BOARDS AND VOLUNTEER POSITIONS

- Integrated Community, Board Chair since 2022, member since 2017
- United Way Board, 2020-2022
- Northwest Colorado Health Board, 2012-2015
- Steamboat Springs High School Parent Information Committee, Chair, 2018-2022
- Steamboat Springs Middle School Parent Information Committee, Member, 2013-2016
- Steamboat Springs Winter Sports Club, volunteer

POLITICAL EVENTS AND CAMPAIGNS

- Gail Garey, John Agosta, and Loryn Duke's campaigns for City Council, 2025
- Angelica Salinas for Routt Commissioner, Treasurer, 2024
- Megan Lukens for State Representative, Advisor, 2022
- House our Community, 2022, passed short term rental tax
- Democratic Convention, Obama advance, 2008
- Gore-Lieberman Campaign, Gore advance, 2000
- Clinton-Gore 1996, Washington State Director
- The White House, Office of President Clinton, lead and press advance in England, Germany, Spain, Croatia, Venezuela, Uganda, and China, 1993-2000
- Clinton Presidential Inaugural Committee, 1993 & 1997, site and press advance
- Clinton/Gore Campaign 1992, lead advance and trainer
- Dukakis, Jackson, and Gephardt presidential campaigns, 1988, lead and press advance

-
- Archdiocese of Los Angeles Host Committee for Pope John Paul II visit to Los Angeles, event organizer

From: [Jennifer Parent](#)
To: [Judy M. Ward](#); [Kristy Winser](#)
Subject: FW: Online Form Submittal: Boards and Commissions Application Form
Date: Monday, February 23, 2026 11:22:48 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, February 23, 2026 10:27 AM
To: Jennifer Parent <jparent@co.routt.co.us>
Subject: Online Form Submittal: Boards and Commissions Application Form

Boards and Commissions Application Form

Please complete the online form below.

Citizen Board or Commission Application Form

Select the Board, Commission, or Committee applying for: Select One

First Name George

Last Name Eck

Physical Address: [REDACTED]

Mailing Address is same as physical address Yes

City Steamboat Springs

State CO

Zip 80487

Home or Cell Phone Number: [REDACTED]

Business Phone Number: *Field not completed.*

Business Address 330 S. Lincoln Avenue

Occupation: Lawyer

Email Address: [REDACTED]

Residency Information

Length of Residency in Routt County: 12

Are you a registered voter: Yes

Interests & Experiences

Tell us about yourself and why you are interested in serving on this County board or commission. My undergraduate degree is in Urban & Regional Planning. While as an attorney I do on occasion represent clients with respect to land use matters, I believe serving on the Planning Commission would be a good way to use my background, education, and experience to benefit the community.

What experience/training/qualifications do you have for this particular board or commission? B.A. in Urban & Regional Planning. Served six years on the Steamboat Springs Planning Commission, including as the chair for roughly half of that time.

Briefly describe your involvement in relevant community groups and activities. *Field not completed.*

Hobbies: *Field not completed.*

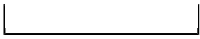
Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which: *Field not completed.*

Please list organization memberships and positions held: *Field not completed.*

Are you now or have you ever been employed by Routt County? If yes, when? No

Upload Resume or Letter of Interest [George Eck Resume 2026.pdf](#)



February 17, 2026

Ms. Kristy Winsor

Planning Director

136 6th Street, Suite 200
Steamboat Springs, CO 80487

Subject: Letter-of-Intent for Routt County Planning Commission

Dear Ms. Winsor:

I am interested in filling one of the upcoming vacancies on the Routt County Planning Commission. I have resided [REDACTED] in the Stagecoach Eagleswatch Neighborhood since August 2022. Since that time, besides enjoying retirement, I have waded into public service by getting appointed to the board of directors for the Morrison Creek Metropolitan Water and Sanitation District (MCMWSD). Through my involvement with MCMWSD, I have attended board meetings for several proposed development projects in the Stagecoach area. While attending either planning or county commissioners' meetings related to those projects, I was exposed to the important role of the Planning Commission. I have become an active citizen since moving to Routt County, but my need for meaningful involvement remains unfulfilled. I have a considerable amount of time to dedicate to causes of my interest. I believe protecting the future character of Routt County through planning and development is paramount for the best possible outcome for all stakeholders, including the environment.

I am confident that I would add value to the Planning Commission. My 30-year career in the energy industry as an engineer, project manager, consultant and corporate leader has provided me with a breadth and depth of professional development opportunities. My proven skills include organizational leadership and development, strategy and capital management, engineering, operations, maintenance, environmental, safety and regulatory compliance. I am a passionate problem solver. In those 30 years, I was involved in planning and managing the execution of many capital projects that were constructed in the public domain on acquired lands and easements. These projects frequently required environmental impact assessments and extensive permitting. I am aware of the unintended consequences a project could have, and I am also familiar with processes that can be employed to improve the likelihood of a positive outcome.

Please review my resume to better understand my qualifications. I welcome the opportunity to discuss my qualifications, and how they would benefit the Planning Commission. I would be honored to be chosen to represent the fine people of Routt County.

Thank you for your consideration,

Eric E Podurgiel

Eric E. Podurgiel

Eric E. Podurgiel

████████████████████
Oak Creek, CO 80467
████████████████████
████████████████████

Retired – March 2022

SKILLSET

Organizational leadership and development, strategy and capital management, engineering, operations, maintenance, merger and acquisition evaluation and integration, regulatory compliance and risk mitigation

EXPERIENCE

MORISSON CREEK WATER AND SANITATION DISTRICT – Oak Creek (Stagecoach), CO

Board of Directors

May 2024 - Present

ROUTT COUNTY CLIMATE ACTION PLAN (CAP) COLLABORATIVE – Routt County, CO

Member – Energy Working Group

February 2024 - Present

FRIENDS OF STAGECOACH STATE PARK – Oak Creek (Stagecoach), CO

Volunteer

January 2024 - Present

PETROENERGY LLC (wholly owned subsidiary of ALM Holding) – Onalaska, WI

Vice President (retired)

July 2015 – March 2022

Small diversified energy company focused on the supply of refined products, heavy fuels, propane, asphalt products, lubricants and chemicals to sister company - Mathy Construction and to other Midwest commercial customers including agronomy based co-ops, large farms, municipalities and construction companies. P&L responsibilities for five operating companies while overseeing operations, maintenance, safety, health, environmental, sales, engineering, accounting and human resources. Reported to the holding company CEO and had 10 direct reports (VPs and Directors); headcount of 225. I successfully combined these companies under one organization, with complementary strategies, and drove cooperation, cost reductions and improved safety culture, while significantly lowering employee turnover. Led several company acquisitions as well as divestitures.

VALERO ENERGY CORPORATION – Valero Terminals and Distribution Co. – San Antonio, TX

Director of Engineering and Regulatory Compliance

2006 – June 2015

Directed all technical support functions for Valero's pipeline and terminals company. These included project engineering, asset integrity management, corrosion control, regulatory compliance, GIS/mapping and capital budgeting and forecasting. Personally hired and developed entire team of professionals and established industry-leading practices and programs.

BAKER & O'BRIEN, INC., - Houston, TX

Senior Engineering Consultant

2002 - 2006

Completed a variety of assignments in the refining, chemical, power generation, and manufacturing industries pertaining to project analysis, risk management and claims resolution.

ARTHUR D. LITTLE, INC., Global Energy Practice - Houston, TX

Engagement Manager 2000 – 2002

Management Consultant 1998 – 2000

Led teams of consultants and analysts on assignments pertaining to strategy development, market analysis, and asset valuation including operational due diligence.

- Led multiple work initiatives of a corporate-wide strategy and execution plan for a major oil and gas company following a significant corporate merger. Specific responsibilities included corporate competitiveness, economic outlook, refining, retail, and independent power generation.
- Managed a team of associates from the U.S., Europe, and multiple Latin American countries in the development of a global asphalt strategy for a major Latin American national oil company.
- Created a growth strategy and implementation plan for a fledgling chemical services company.
- Consulted for a leading investment bank in performing onsite operational due diligence and market forecasting for the downstream business of a South American oil company interested in making a private equity offering. Evaluated the refinery including a major expansion project, six product terminals, and crude and product pipelines.
- Managed the creation of a post-merger profitability model for the global lubricants business of a major oil and gas company to aid in the identification of business performance improvements and brand optimization.

VALERO ENERGY CORPORATION, Houston Refinery, Texas

Maintenance Supervisor 1996 – 1997

- Supervised the daily activities of 15 maintenance mechanics involved in pump and compressor repair, pipe fitting, boiler making, welding, and heavy equipment operation.
- Created work schedules and provided job site supervision and troubleshooting of repair methods.

Maintenance Reliability Engineer 1995 – 1996

- Implemented an improved maintenance management program incorporating the latest reliability technologies.
- Employed an improved maintenance turnaround methodology that greatly reduced plant downtime and expenses.

CHEVRON U.S.A. PRODUCTS COMPANY - El Segundo Refinery, CA

Turnaround Project Manager 1994 – 1995

- Led teams of technical and senior maintenance personnel that planned and executed plant maintenance turnarounds.

Plant Support Group Engineer 1992 – 1994

- Provided troubleshooting, design, and planning support for various refinery process units.

EDUCATION

RICE UNIVERSITY, Jesse H. Jones Graduate School of Management - Houston, TX

Master of Business Administration (fulltime), Strategy and Entrepreneurship, May 1999

Selected as a Jones Scholar by the faculty upon graduation.

CALIFORNIA STATE UNIVERSITY - Long Beach, CA

Bachelor of Science, Mechanical Engineering, December 1991

Graduated with honors.

From: [Jennifer Parent](#)
To: [Judy M. Ward](#); [Kristy Winser](#)
Subject: FW: Online Form Submittal: Boards and Commissions Application Form
Date: Friday, March 6, 2026 12:55:36 PM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, March 6, 2026 12:52 PM
To: Jennifer Parent <jparent@co.routt.co.us>
Subject: Online Form Submittal: Boards and Commissions Application Form

Boards and Commissions Application Form

Please complete the online form below.

Citizen Board or Commission Application Form

Select the Board, Commission, or Committee applying for: Planning Commission

First Name

Last Name

Physical Address:

Mailing Address is same as physical address Yes

City

State

Zip

Home or Cell Phone Number:

Business Phone Number:

Business Address

Occupation:

Email Address:

Residency Information

Length of Residency in Routt County: 3 years

Are you a registered voter: Yes

Interests & Experiences

Tell us about yourself and why you are interested in serving on this County board or commission. I have two young children and intend to continue living in Steamboat for another 20 years. People in my demographic should be playing a large role in helping shape the future of Steamboat. Being a part of a team that will help shape the future of Steamboat is an intriguing and worthwhile opportunity to pursue.

What experience/training/qualifications do you have for this particular board or commission? As an owner of residential and commercial real estate, I have a general understanding of how the city/ county bureaucratic process works and a general understanding of land use. Other soft skills, include - availability of time, high level of commitment, consensus building, optimism, active listening, and friendly demeanor.

Briefly describe your involvement in relevant community groups and activities. Routt County Meals on Wheels Driver, Winter Sports Club Volunteer Coach - Tiny Toots, Little Toots Steamboat Montessori - volunteer in classroom, special events, and fundraisers

Hobbies: Exercising, trail running, being out doors with my family

Are you currently serving on other Boards, Commissions, or Committees? No

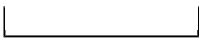
If yes, which: *Field not completed.*

Please list organization memberships and positions held: Yes

Are you now or have you ever been employed by Routt County? If yes, when? No

Upload Resume or Letter of Interest [PC.pdf](#)

Email not displaying correctly? [View it in your browser.](#)



March 6, 2026

To Whom it May Concern,

I am writing to express my interest in serving the community on the Routt County Planning Commission.

I have been a full-time resident of Routt county for 3 years. As a father of a 2 year old and 6 year old, my family intends to stay in Routt County for the next 20 years. I typically do not see people in my demographic serving in these types of positions. Since it is largely people like me and our children that the Planning Commission's actions will impact, it's important that we are able to serve and lead in this way,

I have a heart for public service, having been a special education teacher for 8 years and currently serve as a volunteer for Meals on Wheels, Winter Sports Club, and at Steamboat Montessori. Now being self employed in commercial real estate, I have a general understanding of land use, zoning, and entitlements.

As someone that is a consensus builder with high emotional intelligence and enjoys working on teams, I believe I'd be a good fit for a position on the Planning Commission.

Thank you for your consideration.

Sincerely,
Jonathan Hayek

Nick Belz

[REDACTED]
Steamboat Springs, CO 80487
[REDACTED]
[REDACTED]

March 6th, 2026

To the Routt County Planning Director and Relevant Staff,

The intent of this letter is to inform you of my interest in the position of Planning Commissioner. As a native Steamboodian born in the old hospital, educated locally through primary school and a longtime employee within the community, I feel my life experience makes me a great candidate for the position of Commissioner.

Having grown up in Steamboat I have a unique finger on the pulse of the values and morals that make our hometown such an amazing place to live. Our access to the abundant natural environment, distance from major population centers, a rich history, and a diverse population contribute to what makes the valley such a great place to live. It is my hope that by becoming a Planning Commissioner I can help guide the future growth of our community while preserving the common ground we share as Routt County residents.

As a Recreation and Tourism Management Graduate from Colorado State University (2012), my educational background gives me a foundational understanding of planning and the importance it plays in ensuring our communities future. Classes taken such as Land Use Planning, Impacts of Recreation and Tourism, Natural Resources History & Policy, Public Relations in Natural Resources have contributed to my understanding of the planning Framework.

Like many residents of the valley I have worn many hats in my years spent working in the community. I have worked in Oak Creek as a Director of Operations at a cannabis wholesale manufacturer. I spent most of my early working years at Steamboat Ski and Resort in both entry level and supervisory roles. I have worked for national corporations within the valley (Wells Fargo, City Market, Pepsi), and I am currently working for a local non-profit (Old Town Hot Springs). My diverse work history allows me to better understand the position, and values of those who reside within our community. I understand the challenges each of the sectors and regions of the county face and will apply this knowledge to the future role of Commissioner.

It is my intent to fulfill my civic obligation to our community by seeking appointment to the role of country commissioner. I look forward to the opportunity to provide you with more information about who I am and what I can bring to the role.

Sincerely,

Nick Belz

Nick B. Belz

██████████ Steamboat Springs, CO 80487
██████████
██████████

EXPERIENCE

Old Town Hots Springs, Steamboat Springs Colorado - *Maintenance Technician.*

October 2022- Present

- Worked with the management team to outline schedule for routine maintenance tasks and complete unexpected repairs in a timely fashion.
- Worked cross departmentally to ensure guest satisfaction and safety.

Binske, Oak Creek Colorado - *Director of Operations*

July 2019 -September 2022

- Managed, reviewed and created operational procedures to ensure compliance with all applicable local, state and federal laws.
- Oversaw Cannabis Supply Chain related activities involving the procurement of material, inventory planning, external supply assurance and resource optimization.
- Utilized a strong knowledge of the cannabis production process and marketplace to streamline communications between stakeholders and improve operational efficiencies.
- Identified areas of opportunity and risk within the organization using cross platform analysis and data analytics.

Intrawest, Steamboat Springs Colorado - *Lift Operations Supervisor*

October 2014 - April 2016

- Supervised and managed the daily operations within the lifts department in order to achieve operational goals while adhering to local, state, and federal regulations
- Communicated effectively with customers, co-workers, and management to create a positive customer experience and working environment.

Nationwide Insurance, Aurora Colorado - *Non-Injury Liability Claims*

Associate July 2013 - July 2014

- Acted as the primary contact for customers and other parties going through the claims process using written correspondence, phone communication, email, and other digital forms of communication.
- Prioritized tasks, while working in a fast paced environment, to meet daily, weekly, and monthly organizational objectives.

From: [Jennifer Parent](#)
To: [Judy M. Ward](#); [Kristy Winser](#)
Subject: FW: Online Form Submittal: Boards and Commissions Application Form
Date: Friday, March 6, 2026 8:04:41 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, March 6, 2026 7:25 AM
To: Jennifer Parent <jparent@co.routt.co.us>
Subject: Online Form Submittal: Boards and Commissions Application Form

Boards and Commissions Application Form

Please complete the online form below.

Citizen Board or Commission Application Form

Select the Board, Commission, or Committee applying for:

First Name

Last Name

Physical Address:

Mailing Address is same as physical address

City

State

Zip

Home or Cell Phone Number:

Business Phone Number:

Business Address

Occupation:

Email Address:

Residency Information

Length of Residency in Routt County: 12 years

Are you a registered voter: Yes

Interests & Experiences

Tell us about yourself and why you are interested in serving on this County board or commission. See attached letter of interest

What experience/training/qualifications do you have for this particular board or commission? See attached letter of interest

Briefly describe your involvement in relevant community groups and activities. See attached letter of interest

Hobbies: Outdoor activities, including skiing, biking, hiking, and fishing

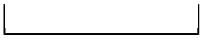
Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which: *Field not completed.*

Please list organization memberships and positions held: See attached letter

Are you now or have you ever been employed by Routt County? No
If yes, when?

Upload Resume or Letter of Interest [tim_sullivan cover letter and resume for planning commission.docx](#)



5 March 2026

Ms. Kristy Winser
Director
Routt County Planning Department
136 6th Street, Suite 200
Steamboat Springs, CO 80487

Dear Kristy,

Please accept my application to join the Routt County Planning Commission. I attach my resume to this letter. I have been a resident of Routt County for 12 years and have had the opportunity to work professionally on issues in the County since the mid-1980s, primarily with the Colorado chapter of The Nature Conservancy. I have witnessed both a great deal of change over that period but also have been impressed by the County's ability to preserve the landscapes and character that make it such a special place to call home. My interest in serving on the Planning Commission is driven by concern for the future of the County, particularly its natural areas and open spaces. Balancing new development with protecting wildlife habitat, working lands, and open spaces will be a growing challenge. On top of that, changes in climate will create new stresses on our natural systems and require even more care in siting and designing new development.

My professional background is in ecology, with a focus on forests and wildlife habitat. I am currently employed part-time with the Western Resilience Center, focused on watershed restoration and habitat conservation planning. I also lead the Land Use Working Group for the Routt County Climate Action Plan Collaborative. I also serve (or have served recently) on the Headwaters of the Colorado Initiative focused on watershed and forest restoration in North Routt County, on the Routt County Wildfire Mitigation Council, the Colorado Cattlemen's Agricultural Land Trust Northwest Colorado Advisory Committee, the Yampa-White-Green Basin Roundtable (including work on the Yampa Integrated Water Management Plan), and other local initiatives. These engagements have given me a broad view of natural resource issues in the County and given me the opportunity to work with a wide cross-section of local interests, including the agricultural community. With Western Resilience Center, I have engaged extensively with the County as it developed first the Climate Action Plan, then the most recent Master Plan, and finally with the adoption of the new Unified Development Code. I am a strong supporter of the goals of the Master Plan and believe that the Unified Development Code gives the County strong tools to meet those goals. I believe my background in land, water and wildlife conservation, forest restoration, wildfire mitigation, and conservation planning will enable me to critically review and evaluate applications for subdivisions and special use permits.

In my role at Western Resilience Center, I have had occasion to review and discuss some matters that are likely to come before the Commission in the coming year. I have not personally taken a position for or against any of the pending projects. If I were appointed to the Commission, I would refrain from any further ex-parte communication and make clear what my involvement has been to date and follow direction on such matters from County staff. I am anticipating retiring from my current position at the end of this year.

Thank you for the opportunity to apply for this important role. I look forward to continuing to engage with you and your staff in whatever capacity.

Best,

TIMOTHY A. SULLIVAN

Steamboat Springs, CO 80487

PROFESSIONAL EXPERIENCE

YAMPA VALLEY SUSTAINABILITY COUNCIL, Steamboat Springs, Colorado *2021 to Present*

Resilient Land and Water Director (2021-2025)

Senior Director of Climate Resilience (2025-Present)

Lead in development and execution of climate mitigation and adaptation strategies on natural and working lands in the Yampa Valley. Engage with local, state, and federal partners to identify priorities, raise funds, and implement projects.

- Project Director for Yampa River Forest Restoration Project
- Planning lead for the Headwaters of the Colorado Initiative
- Advisor to multiple planning processes in Routt County to integrate natural climate solutions
- Communications on role of nature in climate action, and opportunities for community engagement

THE NATURE CONSERVANCY, Arlington, Virginia

2014 to 2020

Climate Director, North American Region

Oversee TNC activities in support of advancing climate and clean energy policy and building bipartisan support for climate action in all state programs. Manage regional staff focused on strategies to promote natural climate solutions and least impact renewable energy deployment.

- Lead for an integrated strategy across multiple programs with annual budget of \$10-20 million
- Primary responsibility for fundraising and strategy development
- Report to North American Region Director, with direct engagement with CEO and Global Board of Directors
- Extensive public speaking with external audiences and TNC Trustees

THE NATURE CONSERVANCY, Boulder, Colorado

2009 to 2014

State Director, Colorado

Lead for large TNC State Chapter with annual budget of \$8-10 million and a staff of 50. Responsible for the strategic vision and direction of the chapter, raising annual and capital budgets, overseeing a diverse staff of professionals across the state, and reaching across borders to support the Conservancy's work in other states and countries.

- Grew and managed a high performing Board of Trustees
- Launched multi-state conservation program for the Colorado River Basin
- Part of small national team that developed TNC climate strategy
- Advanced TNC program for landscape scale conservation in the Southern Great Plains

Director, Conservation Initiatives

2006-2009

Manage state-wide science and policy initiatives for the Colorado program, encompassing science staff, water, forests, and land protection.

- Lead for TNC in development of Colorado River basin strategy with partners
- Sabbatical with the Packard Foundation under supervision of Rhea Suh to develop Colorado Plateau conservation initiative
- Developed TNC wildland fire use module for the southern Rockies

ENVIRONMENTAL DEFENSE FUND, Boulder Colorado

2002 to 2006

Regional Director, Rocky Mountain Office

Oversight of organization's programs on air quality, human health, water, and wildlife conservation in seven state region. Conduct policy and field work on conservation of species and habitats on private lands in the West, with focus on Safe Harbor Agreements under the Endangered Species Act.

CHICAGO ZOOLOGICAL SOCIETY, Brookfield, Illinois

2000 to 2002

Deputy Director, Conservation Programs

Responsible for all animal collection, scientific research, and communications programs for the institution for one of the world's largest zoos with a total budget of \$45 million.

- Manage staff of more than 100
- Represent the zoo on programs with the Cook County Board of Commissioners
- Project lead on award winning \$10 million wetlands educational exhibit

Chair, Conservation Biology*1994 to 2002*

Manage biological research and international field conservation programs including industry leading genetics program, extensive marine mammal behavioral and ecological research and conservation projects in Australia, Kenya, Namibia, and Bolivia. Represent zoo on Steering Committee to develop Chicago Wilderness, a major urban conservation project.

Conservation Affairs Officer*1990-1994*

Primary assistant to the Chair of the IUCN Species Survival Commission, a network of 7,000 scientists working for plant and wildlife conservation. Part of an international secretariat developing biodiversity conservation policy, promoting field research and conservation, and developing consensus solutions around controversial conservation issues.

- Facilitator for major international workshops on African elephant conservation, sustainable use of wildlife, and development of IUCN red list endangerment standards

SMITHSONIAN INSTITUTION, OFFICE OF ENVIRONMENTAL AWARENESS, Washington, D.C. 1990

Consultant

Produced analysis and database of Smithsonian environmental programs. Planned workshop for national media on environmental issues.

OFFICE OF U.S. SENATOR TIM WIRTH, Denver, Colorado

Senate Staff Assistant*1986-1988*

State Office constituent, organization, and Federal Agency representative for environment, energy, transportation, science and technology, and water policy issues.

Congressional Staff Assistant*1985 to 1986*

Constituent liaison for environment, science and technology, telecommunications, and transportation issues in Congressional District office.

STATE OF COLORADO, MINED LAND RECLAMATION DIVISION, Denver, Colorado 1985

Field Botanist

Conducted vegetative analyses on reclaimed abandoned mines throughout Colorado.

AMERICANS WITH HART, Denver, Colorado

*1983-1985***Deputy Director, Federal Election Commission Compliance**

Oversaw staff and volunteer efforts to track income and expenses for Senator Gary Hart's presidential campaign in accordance with FEC regulations. Served as point-person for FEC audit of campaign activities.

EDUCATION

Yale University School of Forestry and Environmental Studies, New Haven, Connecticut. Master of Environmental Studies, Conservation Biology. 1990

Cornell University, Ithaca, New York. Bachelor of Arts, Biology and History, with Distinction in All Subjects. 1983.

PROFESSIONAL AND COMMUNITY ACTIVITIES

Headwaters of the Colorado Initiative Steering Committee 2024-present

Yampa River Fund Board 2021-2025

Routt County Wildfire Mitigation Council, Board, 2021-2025

Yampa White Green Basin Roundtable 2024-2025

Yampa River Integrated Water Management Plan, Technical Committee, 2021-2023

Yampa River Scorecard Project, Technical Committee, 2021-Present

Colorado Cattlemen's Agricultural Land Trust NW Colorado Advisory Committee, 2021-Present

Yampa River System Legacy Partnership Committee, 2021-2024

Routt County Climate Action Plan Technical Committee, 2020

Yampa Basin Rendezvous-Climate and Water Conference, Steering Committee 2019-2020

Coal Creek Canyon Wildland Fire Team, 2006 to 2014

Front Range Forest Roundtable Member, 2010 to 2014

Quivira Coalition, Board of Directors, 2005 to 2016

Chicago Region Biodiversity Council Coordinating Group, 1996 to 2002

Chicago Region Biodiversity Council Recovery Plan Task Force, 1997 to 2002

Conservation Medicine Center of Chicago, Steering Committee, 1999 to 2002

Head, Chicago Zoological Society Delegation to World Conservation Congress, Amman, Jordan, 2000

Conservation Training Consortium, Steering Committee, 1993 to 1998

Head of IUCN Delegation to the CITES Conference of the Parties, Harare, Zimbabwe, 1996

Commencement Speaker, Yale University School of Forestry and Environmental Studies, 1990

Mayor's Task Force on Environmental Affairs, Denver, Colorado 1987-1988

From: [Jennifer Parent](#)
To: [Kristy Winser](#); [Judy M. Ward](#)
Subject: FW: Online Form Submittal: Boards and Commissions Application Form
Date: Wednesday, January 21, 2026 12:04:25 PM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, January 21, 2026 12:02 PM
To: Jennifer Parent <jparent@co.routt.co.us>
Subject: Online Form Submittal: Boards and Commissions Application Form

Boards and Commissions Application Form


Please complete the online form below.

Citizen Board or Commission Application Form

Select the Board, Commission, or Board of Adjustment
Committee applying for:

First Name Lyle

Last Name Krug

Physical Address: 

Mailing Address is same as physical address Yes

City STEAMBOAT SPR

State Co

Zip 80487-9042

Home or Cell Phone Number: 

Business Phone Number: 

Business Address 

Occupation: Attorney- CPA

Email Address: 

Residency Information

Length of Residency in Routt County: 4 years in 2026

Are you a registered voter: Yes

Interests & Experiences

Tell us about yourself and why you are interested in serving on this County board or commission. Wish to assure coherent development of Routt County

What experience/training/qualifications do you have for this particular board or commission? See attached

Briefly describe your involvement in relevant community groups and activities. See Attached

Hobbies: See Attacjhed

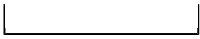
Are you currently serving on other Boards, Commissions, or Committees? Yes

If yes, which: Board of Adjustment

Please list organization memberships and positions held: See attached

Are you now or have you ever been employed by Routt County? If yes, when? no

Upload Resume or Letter of Interest [Lyle A Krug Bio 1.21.2026.docx](#)



Lyle A. Krug

[REDACTED]

[REDACTED]

[REDACTED]

Visitor to Yampa Valley since 1972

Home in Steamboat May 1996

Full time resident of Colorado April 1, 2022

US Army Reserves 1969-1975 Beaver Dam WI and Freeport IL.

Bachelor of Business Administration, University of Wisconsin.1969.

Juris Doctor, University of Wisconsin.1972

Registered Certified Public Accountant, Illinois.

Of counsel to Plager, Krug, Bauer, Rudolph and Stodden, Ltd, Freeport IL serving NW IL and southern WI where affiliated since 1972.

Areas of Concentration: Agriculture Law including Taxation, Business Planning, Corporations, Trusts, Estate Planning and Administration, Municipal, Real Estate.

Bar Admissions: Illinois, Wisconsin, Colorado, United States Tax Court.

Member and past president of the Stephenson County Bar Association, member of the State Bar of Wisconsin, Colorado Bar Association, Routt County Bar Association and the Illinois State Bar Association. Served as a member of the Federal Taxation Section Council.

Board of Directors for Highland Community College Foundation, St. John United Church of Christ Endowment, Chain Link Cyclists, Freeport Aquatic Swim Team, and Monroe Clinic. He is past president of the Freeport Sunrise Rotary.

Routt County Board of Adjustment 2023 to present.

Member Heart of Steamboat Methodist Church for 25 years. Member of Finance committee

Active cyclist both road and gravel and as such familiar with much of Routt County. Enjoys skiing, hiking, and Crossfit.



B.T.K Surveys, Inc.
A Professional Land Survey Company

3/5/26

Commissioners Macys, Salinas and Redmond

Re: Routt County Board of Adjustment beginning April 2026

Commissioners:

This letter serves as an intent to apply for the Routt County Board of Adjustment during the next round of BOA appointments. I have now been on the Planning Commission since 2019 and twice now served on the Board of Adjustment as they have been short handed at times.

I have lived in the City of Steamboat Springs, North Routt and West Routt and have traveled extensively throughout all of Routt County in pursuit of my work. I would hope that would give me a good overview of the entire county these past 54 years.

My educational background includes a Geography degree from Colorado University and a Surveying Degree from the Oregon Institute of Technology. Professionally, I have surveyed over 48 years and am currently licensed in four western states, including Colorado and working on a fifth. Despite all the places my travels and work have taken me, my attendance at the Planning Commission ranks near the top of the members. I try to be really good at showing up- that is important! That must also mean I still enjoy doing it, or I wouldn't make sure I was back in Routt County on Thursday nights when it counts. It could also mean I need to get a life! This will also help out on the BOA- they need members to show up!

I have now served seven years on Routt County Planning Commission, three years on Steamboat Springs Planning Commission, 3 years on the City of Steamboat Springs Planning commission, Four years on the RE-2 School Board and 12 years on the Education Fund Board. I believe volunteerism is fundamental to any real community, and that still exists in Routt County.

Thank you for your consideration.

Respectfully submitted,

Brian T. Kelly