1. CALL TO ORDER

2. PUBLIC COMMENT
Members of the public may address the Planning Commission on items not on the agenda. (Comments regarding items on the agenda will be taken during that agenda item.)

3. CONSENT AGENDA
There will be no discussion of the below item(s). If any Planning Commission member or staff requests that the item be removed from consent agenda, it will be placed on the regular agenda.

A. Reed Sanctuary Ranch, 35 Acre Road Review: PL-20-111
Reed Sanctuary Ranch, 35 Acre Road Review: PL-20-111

Activity #: PL-20-111
Petition: Road Review Exempt Subdivision review for a three lot subdivision
Applicant: Reed Sanctuary, LLC
Legal: 1. SE4NW4, SW4NE4 LESS N 120’ 7-5-84 TOTAL 74A 2.
       W2NW4 7-5-84, PT TR 92 N2SWSE4 NW4SE4 1-5-85, TR
       95 SEC 1 & 2-5-85, LOTS 10 & 13 1-5-85, NE4SE4 2-5-85,
       LOTS 1, 2, 3, 4, 6 & TR 122 12-5-85 LESS SOLD
       (CE#707550 & 718275) TOTAL 704.8 ACS
Location: Off of CR 14, approximately 2.5 miles north of the intersection of CR 14 and Hwy 131

Documents:
Staff Report Reed Ranch 8.6.20.pdf

4. CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA

5. ITEMS FOR CONSIDERATION

A. Home Ranch, LLC, Amendment To Planned Unit Development & Zone Change:
   PL-19-188 & PL-20-105
Home Ranch, LLC, Amendment to Planned Unit Development & Zone Change

Activity #: PL-19-188, PL-20-105
Petition: Amendment to Planned Unit Development and Zone Change to add 8 acres to the PUD
Due to the COVID-19 pandemic, this hearing will be conducted through the Zoom application. You may access this meeting by clicking here. Live audio is available by calling (669) 900-6833. Meeting ID: 828 3534 3424 Password: 310181

CALL TO ORDER

PUBLIC COMMENT

Members of the public may address the Planning Commission on items not on the agenda. (Comments regarding items on the agenda will be taken during that agenda item.)

CONSENT AGENDA

There will be no discussion of the below item(s). If any Planning Commission member or staff requests that the item be removed from consent agenda, it will be placed on the regular agenda.

Reed Sanctuary Ranch, 35 Acre Road Review: PL-20-111

Staff Report Reed Ranch 8.6.20.pdf

CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA

ITEMS FOR CONSIDERATION

Home Ranch, LLC, Amendment To Planned Unit Development & Zone Change: PL-19-188 & PL-20-105

Home Ranch, LLC, Amendment to Planned Unit Development & Zone Change PL-19-188 Home Ranch Amendment Staff Report.pdf

Public Sites Regulations Amendment: PL-19-102

Worksession/Adoption of proposed amend to Section 3.5 (Open space and Public Sites) of the Subdivision Regulations and Section 3.2.9 (Term of Approval) of the Zoning Regulations

Activity #: PL-19-102

Documents:

Open Space and Public Sites staff report 8.6.20.pdf

6. ADMINISTRATOR’S REPORT

Administrator’s Report may include the reading of future Planning Commission agendas and recent Board of County Commissioner decisions.

A. Discussion Of Letter From Historic Routt County (HRC)

Discussion of letter from HRC

Documents:


7. ADJOURNMENT

Agenda packets can be accessed at www.co.routt.co.us/AgendaCenter.

All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners’ Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.
Reed Sanctuary Ranch

Road Review Exempt Subdivision

ACTIVITY #: PL-20-111

HEARING DATES:
Planning Commission: 8/6/20 at 6:00 pm
Board of County Commissioners: 8/17/20 at 11:00 am

PETITIONER: Reed Sanctuary, LLC

PETITION: Road Review Exempt Subdivision review for a three lot subdivision

LEGAL:
1. SE4NW4, SW4NE4 LESS N 120' 7-5-84 TOTAL 74 A
2. W2NW4 7-5-84, PT TR 92 N2SW4 NW4SE4 1-5-85, TR 95 SEC 1 & 2-5-85, LOTS 10 & 13 1-5-85, NE4SE4 2-5-85, LOTS 1, 2, 3, 4, 6 & TR 122 12-5-85 LESS SOLD (CE#707550 & 718275) TOTAL 704.8 ACS

LOCATION: Off of CR 14, approximately 2.5 miles north of the intersection of CR 14 and Hwy 131

ZONE DISTRICT: Agriculture/Forestry (A/F)

AREA: 105 acres

STAFF CONTACT: Alan Goldich

ATTACHMENTS:
• Narrative
• Public Work inspection comments
• Fire District inspection comments
• Roadway plan

History:
There is no known history of the site.

Project Description:
The applicant would like to plat three 35 acre parcels and provide a road to the individual lots.

Staff Comments:
• This item is being heard by the Planning Commission on consent agenda. This item will be voted on without a formal presentation of the project unless a Planning Commissioner or a County Commissioner requests the item be removed from the Consent Agenda and placed on the regular agenda.
Road Review Exempt Subdivision

This section is enacted pursuant to the authority granted under C.R.S. § 30-28-110(3)(a). The purpose of these Regulations is to ensure that the streets and roads serving Buildable Lots of thirty five (35) acres or more, which divisions are otherwise exempt from subdivision review by Routt County, provide adequate access to and from the public road system to such Buildable Lots, especially emergency vehicle access. This section shall not require any other review or approval regarding the subdivision of land into Buildable Lots of thirty five acres or more beyond requiring adequate access and street and road design and construction.

2.6.1 Applicability

All plans, plats, and replats of land laid out in building lots and the roads, streets, highways, alleys, or other portions of the same intended to be dedicated to a public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto which are not required to be reviewed pursuant to these Regulations, shall be reviewed pursuant to this section. No such plan, plat, or replat shall be accepted for recording by the Routt County Clerk and Recorder unless it has been so reviewed and approved by the Board following review and recommendation by the Planning Commission.

2.6.2 Standards

The only standards for review under this section shall be:

(a) whether the applicant has obtained a Road Construction Permit pursuant to the Routt County Zoning Regulations for any Common Roads providing access to the Buildable Lots shown on the plat or plan,

(b) whether applicant has obtained approval for the Road Construction Permit from the Fire Protection District Chief, as may be applicable,

(c) whether such Common Roads have been constructed, or are guaranteed to be constructed (i.e., pursuant to a subdivision improvements or other agreement) in accordance with such Road Construction Permit, and

(d) that the alignment of the proposed road system shall be in conformance with any applicable Sub-Area Plan. If (a),(b), (c) and (d) have been satisfied, the Board shall approve the plat for signing.

Staff comments: A Road Construction Permit has not been obtained because the road is already built. The standards for Road Construction Permits are listed below. The road has been completed and inspected by Public Works through a Grading and Excavating permit.

5.8. Road Construction Standards and Permits

Prior to the construction of any Common Road, a Road Construction Permit pursuant to this Section 5.8 shall be required which shall be issued by the Road and Bridge Department. A Grading and Excavation Permit from the Building Department may also be required. The applicant shall pay a fee in advance as established by the Fee Schedule adopted by the Board of County Commissioners. The approval and construction of Common Roads may be reviewed as a part of the appropriate subdivision review or other County permitting process as set forth in the Subdivision Regulations and Zoning Regulations, in which case the approval of the Road Construction Permit shall be a part of the Subdivision or other permit review process and no
additional fee shall be charged. A pre-application conference shall be held if required, at the discretion of the Road & Bridge Director, with one or more of the following: Planning Director, Road & Bridge Director, Building Official, Fire Protection District Chief, Environmental Health Officer, or other persons or entities.

5.8.1. Standards for Common Roads

A. At a minimum, all Common Roads shall be designed and constructed to comply with the CDOT standards for Off System and Low Volume Roadways. In addition Road Construction Permits for roads within a County approved subdivision shall require design and construction of roads to such other standards as may be required by the Routt County Subdivision Regulations or as a condition of the subdivision approval.

B. Once a Common Road is completed pursuant to the terms and conditions of the Road Construction Permit, the applicant shall be required to submit a licensed professional engineer's or licensed professional surveyor's stamped certificate that the road has been constructed in compliance with the plans approved as part of the permit and shall also submit "as built" drawings of the completed road stamped by a licensed professional civil engineer or licensed professional surveyor. The Planning Director and the Road & Bridge Director, or an engineer designated by them, shall have the right to inspect the road during and after construction. After the submittal of the above certification and drawings, and an opportunity to inspect the road, such period not to exceed 30 days, the Road and Bridge Department shall issue a completion certificate.

C. A building or other permit may be issued prior to the completion of the road pursuant to this Section 5.8 only if the applicant enters into an agreement in a form substantially similar to the form of a subdivision improvements agreement and submits to the Board of County Commissioners adequate security to guarantee the construction of the road, in a form acceptable to the Board and in the amount of 125% of the cost to complete the road.

D. Where a Fire District has adopted these Common Road standards as a part of a Fire Code enforceable in such District, the interpretation by the District of such Fire Code provisions relating to the adequacy of a common road for emergency access and the reasonableness of required mitigation measures may be reviewed by the Fire Code Board of Appeals as set forth in and established by such Fire Codes. Any decision of the Fire Code Board of Appeals may be appealed to the Board of County Commissioners for final decision.

Staff comments: The Zoning Regulations allow review of Road Construction Permits to be done during the subdivision review, which is happening in this case. The road has been designed to comply with the CDOT standards for Off System and Low Volume Roadways and has been completed according to the plans that were submitted. No bonding or subdivision improvement agreement is required since the road is constructed. “As builts” have been submitted and they are stamped by the reviewing engineer. The Fire Department stated that the road meets the District's standards.

PLANNING COMMISSION RECOMMENDATION OPTIONS:

1. Approve the Road Review request without conditions if it is determined that the subdivision exemption as proposed is not within the spirit or intent of the Routt County Subdivision Regulations or the State subdivision statute, and, therefore, may be exempted from the application of the County's subdivision regulations.
2. **Approve the Road Review request with conditions and/or performance standards** if it is determined that the subdivision exemption as proposed is not within the spirit or intent of the Routt County Subdivision Regulations or the State subdivision statute, and, therefore, may be exempted from the application of the County’s subdivision regulations, and the application of conditions is appropriate.

3. **Deny the Road Review request** if it is determined that the the subdivision was, and is, subject to the Routt County Subdivision Regulations, or mitigation conditions cannot be agreed upon by the applicant and the Board. Make specific findings of fact citing specific regulations or policies by number from the Routt County Master Plan and the Routt County Zoning Regulations.

4. **Table the Road Review request** if additional information is required to fully evaluate the petition. Give specific direction to the petitioner and staff.

**FINDINGS OF FACT** that may be appropriate if the Road Review is approved:

1. The proposal with the following conditions meets the applicable guidelines of the Routt County Zoning and Subdivision Regulations.

2. This review is strictly to ensure that all of the lots related to this subdivision have legal and adequate access.

3. The road serving the lots have been constructed in accordance with the submitted plans.

**CONDITIONS** that may be appropriate may include the following:

**General Conditions:**

1. A plat for the subdivision exemption shall be finalized and recorded within six months of the Board of County Commissioners’ approval. Extensions up to one (1) year may be approved administratively.
April 14, 2020

Routt County Planning
136 6th Street, 2nd Floor
Steamboat Springs, CO 80477

RE:  Reed Sanctuary, LLC
30750 Emerald Ridge, Steamboat Springs, CO
Road Review Exempt Subdivision

Dear Routt County Planning:

Four Points Surveying & Engineering is pleased to submit the attached Road Review Exempt Subdivision application on behalf of Reed Sanctuary, LLC, the owners of 105.5 acres of land located in Section 7, Township 5 North, Range 84 West and Section 12, Township 5 North, Range 85 West, also known as 30750 Emerald Ridge, Steamboat Springs, Colorado.

Reed Sanctuary, LLC is making an application, pursuant to Section 2.6 of the Routt County Subdivision Regulations to create three buildable lots of 35 acres or more. There are currently two common roads of twenty-two feet or more of width which access the ranch and the three proposed buildable lots. A grading permit was issued for the work on the roadways and associated building permits were issued beginning in 2017.

During the road construction period the Steamboat Springs Rural Fire District has visited the site to review the dry hydrant for the back cabin which is located further to the west on the ranch and the access roads. We look forward to scheduling a future inspection of the common roads with the Fire District or the Routt County Road and Bridge Department during the review process.

We look forward to the planning department review and we are available to meet or speak 970-871-6772 about the project anytime.

Sincerely;

Walter N. Magill, PE-PLS
Four Points Surveying and Engineering
Alan,

I went up and inspected the road for the Reed Ranch Sanctuary. The construction of the road is acceptable per my inspection. It measures over 22 wide where the road acts as a common road. Please let me know if you have any additional questions.

Thanks,

Mike

Mike Mordi, P.E.
Assistant Director
Routt County Public Works
136 6th Street Suite 103
Steamboat Springs, CO  80487
Phone: 970-870-5337
Fax: 970-870-3992

Need local information about COVID-19 (coronavirus) in Routt County?
Email for COVID-19 related questions: countyinfo@co.routt.co.us
Routt County COVID-19 website: www.covid19routtc county.com
Hi Alan,

I did the site visit and the access for this proposal does meet the Fire District standards as currently built.

Doug Shaffer  
Fire Marshal  
Steamboat Springs Fire Rescue  
970-871-8216  
dshaffer@steamboatsprings.net

---

From: Alan Goldich <agoldich@co.routt.co.us>  
Sent: Thursday, June 4, 2020 10:54 AM  
To: Emy Keeling <ekeeling@co.routt.co.us>; Gary Peterson <gpeterson@co.routt.co.us>; Doug Shaffer <dshaffer@steamboatsprings.net>; Shannon Yaconiello <syaconiello@steamboatsprings.net>; Laura Meyers <lmeyers@co.routt.co.us>; Diana Willson <dwillson@co.routt.co.us>; Jason Blair <jblair@co.routt.co.us>; Nick Brookshire <cbrookshire@steamboatsprings.net>; Nick Kuchulis <nkuchulis@steamboatsprings.net>; Kathryn Walker <kwalker@co.routt.co.us>  
Subject: Permit/Application: TPL-20-111 at 30700 EMERALD RIDGE, STEAMBOAT SPRINGS for 35 acre Road Review

Please see the attached application and referral for a 35 acre subdivision plat. Also attached is the section of the Zoning Regulations that pertain to reviews of these types of applications.

---

Alan Goldich  
Routt County Planning  
970-879-2704  
136 6th St., Suite 200  
Steamboat Springs, CO 80477  
Agoldich@co.routt.co.us

Please consider the environment before printing this email.

Need local information about COVID-19 (coronavirus) in Routt County?  
Call-in for COVID-19 related questions: 970-871-8444  
Routt County COVID-19 website: www.covid19routtcounty.com
REED SANCTUARY RANCH
SUBDIVISION EXEMPTION

LOCATED IN THE N 2.5 OF SECTION 7, TOWNSHIP 5 NORTH, RANGE 84 WEST AND
N 2.5 OF SECTION 12, TOWNSHIP 5 NORTH, RANGE 85 WEST
OF THE 6TH P.M., ROUTT COUNTY, COLORADO
Home Ranch, LLC

Amendment to Planned Unit Development & Zone Change

**ACTIVITY #:** PL-19-188 and PL-20-105

**HEARING DATES:**
- Planning Commission: 8-6-2020 at 6:00 pm
- Board of County Commissioners: 8-25-2020 at 11:30 a.m.

**PETITIONER:** Scott McFarlane

**PROJECT:** Home Ranch, LLC

**PETITION:** Amendment to Planned Unit Development and Zone Change to add 8 acres to the PUD

**LEGAL:**
- PUD -NW4,NE4 Section 27, T9N, R85W; approximately 40 acres
- Rezone – Tr in Trs 87 & 88 Section 27, T9N, R85W – 8 acres

**LOCATION:** Located east of Clark, CO on the east side of CR 129

**ZONE DISTRICT:** PUD and Agriculture/Forestry

**STAFF CONTACT:** Chris Brookshire, cbrookshire@co.routt.co.us

**ATTACHMENTS:**
- Amended PUD Narrative
- Nordic Pumping (excerpt pgs 4-6 for On-site wastewater system inspection) (Inspection completed 7/28/19)
- ACZ Report cover letter (9/18/19)
- Aztec Drilling Company Well Test report (8/15/19)
- C-1.0 and C-1.1 Master Site Plan
- Phasing Plan
- Building/floor plans/elevations
  - Lodge
  - Shop
  - Owner Residence
  - Columbine Cabin
  - Pool House
  - Stable with residence
  - Typical cabin plan
- Zone Change Narrative
  - Site Plan
  - Arena Plans
  - Greenhouse Plans
- Existing PUD
Background Information/Project History:

The Outdoor Recreation Zone and PUD plan for 40 acres within 532 acres for the Home Ranch was approved in 1978. The approval was for:

- 5,000 sq.ft. lodge
- Four-2 bedroom cabins (800 sqft)
- Two-1 bedroom cabins (600 sqft)
- One-3 bedroom cabin (1,000 sqft)
- Saddle barn, laundry facility, shop, storage, and staff living quarters of 2,700 sqft.
- No kitchens allowed in cabins.

The conditions of the original approval were:

1. The 40 acres will not be subdivided for 25 years.
2. Water and sewer are to be provided to the cabins.
3. A fire protection program is to be worked out with the North Routt Fire Department.
4. Routt County will not be asked to maintain the private road through the development.
5. All provisions of Section 7.3 “General Standards for the PUD” of the Routt County Zoning Resolution are to be met as follows:
   a. The PUD shall be consistent with the intent of the Comprehensive Plan and the policies therein.
   b. The design and construction of the PUD shall include adequate, safe and convenient arrangements for pedestrian and vehicular circulation, off-street parking and loading space.
   c. While there are no fixed setbacks and lot widths, the Planning Commission may require such setbacks, lot widths, and space between buildings as necessary to provide adequate access and fire protection, to insure proper ventilation, light, air, and snow melt between buildings, and to insure that the PUD is compatible with other development in the area. As a general guide, 20 feet between buildings is considered minimum.
   d. Open space for the PUD shall be planned to produce maximum usefulness to the residents of the development for the purposes of recreation, scenery, and to produce a feeling of openness. All area designated as open space pursuant to the requirements of the Section shall be provided with access from a public road, street, or right-of-way.
   e. The developer shall provide within the PUD central water and sewer facilities as may be required by the Planning Commission, the Colorado Department of Public Health and the local health authorities.
   f. The development shall be designed to provide for necessary commercial, recreational and educational facilities conveniently located to residential housing.
   g. Clustered housing shall be encouraged to promote maximum open space and economy of development and variety in type, design, and layout of buildings.

On August 14, 1985, the Board of County Commissioners approved an amendment to the Final PUD plan to construct a swimming pool, manager’s quarters of 2,700 sqft, 500 sqft dressing and a mechanical rooms addition to the lodge. The Board approved the plan with conditions as recommended by Planning Commission:

1. A mylar phasing schedule is to be submitted with the Final Amended PUD Plan to be signed by Planning Commission and the Board of County Commissioners prior to recording.
2. The addition of the pool and ranch manger’s house shall meet the requirements of the Environmental Health Department.
3. The conditions of the original approval shall continue to apply to this property.
The following phasing plan was submitted per Condition #1:

- Swimming Pool: 1985
- Guest cabin: 1986
- Managers Quarters: 1987
- Guest Cabin: 1988

The swimming pool has been constructed. The manager’s quarters and the two cabins have not been built.

In December, 1988, the Board of Commissioners approved an Amendment to the PUD plan to construct a 3,000 square foot addition onto the main lodge. The addition was to add six double occupancy guest bedrooms with a bath in each room and a 400 square foot sunroom and party room next to the pool area. The amendment was approved with 5 conditions as follows:

1. A revised phasing schedule shall be submitted to more accurately reflect the order and timing of construction prior to signing of the resolution. *Such schedule was submitted on October 3, 1988.*
2. The additional shall meet the requirements of the Rout County Building and Health Department, including, but not limited to, the adequacy of the fire suppression system. Failure to meet any of these requirements shall be ground to remove any PUD approval and cause the approved PUD uses in cease and desist until such time as those requirements are satisfied.
3. A landscaping plan, elevations and a floor plan shall be submitted to Planning Staff for review and administrative approval prior to any construction.
4. The conditions of the 1978 and 1979 approvals shall continue to apply as appropriate.
5. Any changes or additions to this plan shall be viewed by Planning Commission and the Board of County Commissioners as a new or revised Conceptual PUD plan.

In 1992, there was an administrative sign-off on a minor adjustment to the location of a cabin.

In 1996, an amendment was approved to:

- Relocate the manager’s cabin to include housekeeping laundry and staff dining room/kitchen and basement storage.
- Dining room addition to lodge (480 sqft)
- Ski huts

A revised PUD was approved in 2004 to construct a rope tow for cross-country clients of the Home Ranch. The rope tow was never constructed.

It was discovered during the 2004 review that the PUD for the previous revision was never recorded. The owner submitted a PUD which was accepted by the Planning Department and recorded in 2006 and is the current PUD. This PUD did not include the manager’s cabin, but did include a future cabin located to the east of the existing cabins. See the attached PUD recorded 9/26/2006. *This is the current PUD and is attached.*

There was also an Administrative Permit for guided horseback rides and cross-country skiing for clients. This permit has expired, but a new application has been submitted to reflect the revised PUD. The guided tours will stage on the Home Ranch PUD and will use adjoining adjacent Home Ranch property which is zoned AF and also forest service property. There is a forest service permit for these tours.

**Site Description:**

The PUD area is located approximately 0.5 miles east CR 129 accessed by a private graveled road. The area is higher in elevation than the county road and looks out to the Elk River valley and surrounding mountains.
The buildings are located within aspen groves and open meadows. The lodge and associated buildings for guest services such as the pool and ski hut are grouped and located on a circular drive with the guest cabins located to the east. Other buildings such as the barns, garages and utility sheds are located to the north and west of the lodge.

The lodge contains a 30-seat dining room, kitchen, office, and library/den. There are six sleeping rooms in the lodge for a total capacity of 14 persons.

There are six cabins located north of the lodge. These cabins, if fully occupied, could accommodate approximately 30 guests.

There is an average of 25 winter employees, 40 summer employees and 6-7 employees during off-season.

Other structures on site include storage/utility sheds, a ski hut for storage of cross country equipment and sales of products such as hats, gloves, sunscreen, memorabilia, etc. There is also a barn and corrals.

There is a fire suppression system on site, which is supplied by one of the ponds in the area; the swimming pool can also be used for fire suppression. There is a memo in file dated July 2, 1996, from the North Routt Fire Protection District approving the fire suppression plan.

Project Description:

The Home Ranch was traditionally operated as a guest ranch with year 'round rental of cabins and services for guests such as guided horseback rides and cross country ski tours.

Day to day operations of the dude ranch will be phased out and the Home Ranch will focus operations as a multi-season, multi-function gathering retreat for special events. Events will be fundraisers, retreats, horsemanship, weddings and cross-country skiing events. A wellness center and spa will be offered with the remodel of the lodge. There will be approximately 10 to 20 events per year with the larger events not to exceed 300 guests. The owner also wants to host weekly roping/horsemanship gatherings.

Most of the special events will be catered and cabins will be used for extended events or retreats. If the event participation exceeds the occupancy of guest rooms, port-a-lets will be provided. Depending on the event food service may be provided by the on-site kitchen or catered. Shuttle service will be provided for large events.

Guests staying at the cabins will be offered guided tours which could include horseback riding and cross country skiing. These tours will use trails on the adjoining ranch property and will be permitted through an Administrative Permit. The Home Ranch also has a Forest Service permit to conduct tours on the adjoining forest lands.

Zone Change

It was discovered during the review of the amendment to the PUD that some of the existing buildings and areas associated with the PUD located to the west were not within the 40 acre PUD boundary. The petitioner is requesting that this area of approximately 8 acres be zoned to PUD to be in conformance with the existing PUD and to allow upgrades and additions for uses of the PUD.

This 8-acre area includes the existing hay barn, riding arena, green house, outdoor eating area, employee parking area and leach field. There are proposed upgrades to the buildings in this area, infrastructure upgrades and a new greenhouse. These changes are described below.
Amendment to PUD

As part of the change to the operations of the Ranch, the following changes/revisions are being proposed. A narrative and a Master Site Plan are attached (Map C-1.1) showing these changes, the existing and proposed uses/buildings and the 8-acre area proposed for a zone change. Also attached are floor plans and elevations.

Lodge – First floor guest rooms (existing 4-bedrooms) will be converted into meeting rooms, library and wellness center. Second floor bedrooms (existing 2-bedrooms) will be converted into one guest suite. The entire lodge will be restored and updated. The intent is for the lodge to be used as a gathering location for guests to relax, meet others, and use the spa and library. The food service and dining hall is in the lodge.

Cabins – There are six guest cabins. They are named to help in operations and location: Kanga/roo, Birdhouse/Whistler, Bunkhouse, Compromise, Sundown and Columbine. A future cabin is shown on the existing PUD and is also depicted on the amended plan. All cabins will be refurbished and updated. The cabins are a mix one and two bedrooms. There are no cooking facilities in the cabins.

Columbine Cabin is proposed to be renovated to include a kitchen, garage and second floor with two bedrooms for a total of three bedrooms/three baths. This cabin will be used as a residence for the owner’s daughter and son-in-law when they are visiting. The square footage when completed will be 3,600. Plans are included for your review. This cabin will also be used as a lodging unit for guests when not occupied by the owner’s family.

A new residence for the owners is also proposed west of the cabins. It will be 5,000 square feet. Plans are included for your review.

Pool house/activities building – The pool and pool house will be updated and remodeled. There will be a conference room on the first floor and the addition of a second floor for an office.

Barns

Existing Historic Barn – This barn is in need of repairs for preservation. It will be restored and a foundation will be added.

Proposed Horse barn – There is an existing building in the area of the proposed horse barn that will be removed. It will be replaced with a 60x60 barn with stables and a veterinary area. The second floor of this building will include the construction of a 1,850 sq.ft. employee housing unit.

New shop – a new 60’x58’ shop is proposed. It will contain an office, storage and area for a work shop. This building will be designed to resemble a barn.

Existing Riding Arena (within 8-acre zone change area) –The exterior of the arena will be improved and a proposed P.V. (photovoltaic) cell array will be placed on the roof of the building.

Miscellaneous

There is an existing 2-season green house with surrounding gardens. A new 4-season green house is proposed (within 8-acre zone change area). Produce from these facilities will be used at the Home Ranch and also sold at a farm stand.

South of the green houses is an outdoor kitchen and dining area that will remain. An 18’ diameter gazebo is proposed to be added to this area and weddings will use this area.
A geothermal heat supplemental area is being considered and if developed will be located within the 8-acre zone change.

There will be additional landscaping, upgrades to trails and the access roads.

A new entrance gate with signage will be added. The signage will require a sign permit.

All other buildings will remain as previously approved and will be refurbished.

A previous PUD showed a proposed cabin located in the area of the existing cabins. This cabin was never constructed and was not shown on the current PUD. The current owners have located existing utilities to this area and would like approval to construct this cabin in the future. This cabin is shown on the proposed PUD.

There is an attached narrative for your review and plans for remodels and construction of new buildings. The proposed Amended PUD and Zone Change area is also attached and identified as C 1.0 and C 1.1.

Infrastructure

Nordic Pumping, LLC conducted an On-site Wastewater System Inspection. An excerpt from the inspection is attached. The entire inspection is located on the Planning Department website within the application. Page 5 of the report has a summary of the system. Any new construction that would require an increase in volume to the system should be reviewed with possible changes to the tank sizes and maintenance schedules.

Aztec Drilling Company conducted a water well test and observation. It was recommended that the water source, collection system, storage facilities and water treatment methods be upgraded, made serviceable and safe.

Water and sewer improvements are shown as Phase II in the construction plan.

Phasing Plan

A phasing plan has been submitted for construction and improvements. It was the intent for this application to be heard earlier in 2020, but due to COVID19 it was delayed. The Phasing plan will be changing due to these delays. The petitioner will give an update at the meeting.

Staff Comments:

This application is to provide clarity of activities and new uses of the Home Ranch.

The Home Ranch will not be operated as it has been in the past as a dude ranch. Future operations will be developed toward special events and retreats. The narrative states that there will be between 10-20 events per year with possible weekly horse events (such as roping).

The lodge will be changed from six bedrooms to one bedroom and will be converted to a building to be used for the health spa, food service, library and a gathering area.

Employees will be reduced and if needed housed in properties owned by the Home Ranch which are located off-site.
***Issues for Discussion***

The proposal for operations will be changing to an exclusive Special Events venue. There will be approximately 10-20 events per year.

Proposed construction of three single-family dwelling units on a 40-48 acre parcel. See PUD Standards 7.3 I below.

Compliance with the Routt County Master Plan, Sub Area Plans and Zoning Resolution

The Routt County Master Plan, Sub Area plans and Zoning Resolution contain dozens of policies and regulations regarding land use. Section 5 of the regulations are 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. Section 6 Regulations apply to all Minor, Administrative, Conditional or Special uses allowed by permit only, PUD plans, Site plans, and Subdivisions.

The following checklist was developed by Planning Staff to highlight the policies and regulations most directly applicable to this petition. The checklist is divided into eight (8) major categories:

1. Health, Safety and Nuisances
2. Regulations and Standards
3. PUD Regulations and Standards
4. Zoning Amendment Standards
5. Community Character and Visual Impacts
6. Roads, Transportation and Site Design
7. Natural Environment
8. Mitigation Techniques

Interested parties are encouraged to review the Master Plan, Sub Area plans and Zoning Resolution to determine if there are other policies and regulations that may be applicable to the review of this petition.

Staff Comments are included at the end of each section, highlighting items where the public, referral agencies, or planning staff have expressed questions and/or comments regarding the proposal. **Staff comments regarding compliance with regulations and policies are noted in bold below.**

Public Health, Safety and Nuisances

Applicable Regulations – Routt County Zoning Resolution

5.1.1 Every use shall be operated so that it does not pose a danger to public health, safety or welfare.

5.1.2 Every use shall be operated in conformance with all applicable federal, state and local regulations and standards. Failure to comply with any and all applicable federal, state and local regulations and standards may be cause for review and/or revocation of any Land Use Approval granted pursuant to these regulations.

6.1.7.C Natural Hazards
6.1.7.H Wildland Fire
6.1.7.I Noise
6.1.7.L Odors
6.1.7.M Vibration

**Staff comments: The wastewater and water system will have to be upgraded and monitored. The construction of additional residences and buildings with changes to these systems will require**
possible upgrades. The operation will change to a special events facility. These events must have adequate sanitation facilities such as port-a-lets to accommodate a large event. Food service must be approved through the Environmental Health Department or the event must be catered. The petitioner has stated that food service permits will be obtained and events will also be catered. Events must be held within the PUD boundary or additional permits will have to be obtained. The petitioner has submitted an Administrative Permit for off-site uses and tours.

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

Regulations and Standards

Applicable Regulations – Routt County Zoning Resolution

5.3 Secondary Dwelling Unit Standards

6.1.2 The proposal shall be consistent with applicable Master Plans and sub-area plans.

6.1.5 The proposal shall meet or exceed accepted industry standards and Best Management Practices (BMP’s).

Applicable Policies – Routt County Master Plan

5.3.A The County encourages the use of "green" building techniques that lead to the conservation of energy and overall reduction of pollution in our environment.

5.3.B While respecting private property rights, the County will not approve development applications or special use permits that would lead to the degradation of the environment without proper mitigation that would bring the proposal into compliance with the Master Plan, appropriate Sub-area Plans, Zoning Resolution, and Subdivision Regulations.

5.3.D Require Best Management Practices and grading plans and strongly discourage overlot grading.

Staff comments: There will be three new single-family residences constructed within the 40 acre parcel. All other cabins and the lodge are for short term occupancy. Upgrades to buildings, cabins and the lodge are proposed to improve and upgrade these buildings. The buildings are not being replaced, but repaired and upgraded. The future plans include solar and geothermal power. Trails, roads and infrastructure will be upgraded.

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

PUD Regulations and Standards

Applicable Regulations – Routt County Zoning Resolution

7.3.A The PUD shall be consistent with the intent and policies of the Master Plan and any applicable sub-area plans.

7.3.B The PUD shall comply with all applicable standards and mitigation techniques listed in Sections 5, 6, 8 and 9 of these Regulations.

7.3.C The design and construction of the PUD shall include adequate, safe and convenient arrangements for pedestrian and vehicular circulation, off-street parking and loading space.

7.3.D While there are no fixed setbacks and lot widths required for a PUD, the Planning Commission may require such setbacks, lot widths, and space between buildings as necessary to provide adequate access and fire protection, to ensure proper ventilation, light, air and snow melt between buildings, proper locations from utility lines, and to ensure that the PUD is compatible with other development in the area.

7.3.E Open space for the PUD shall be planned to produce maximum usefulness to the residents of the development for the purposes of recreation, scenery, and to produce a feeling of openness. All
areas designated as open space pursuant to the requirements of this section shall be provided with access from a public road, street, or right-of-way.

7.3.F Open space: A minimum of 25% of the total PUD area shall be devoted to open air recreation or other usable open space, public or quasi-public. Public sites as required as part of a Subdivision may be included in the required 25%. Unusable open space shall not be included in the required 25%. It shall be the option of the Board of County Commissioners to require any of the “useable open space” of a Planned Unit Development to be dedicated to a public agency or homeowners association.

7.3.G The developer shall provide within the PUD central water and sewer facilities as may be required by the Planning Commission, the Colorado Department of Public Health and Environment, and the local health authorities.

7.3.H Clustered housing shall be encouraged to promote maximum open space and economy of development and variety in type, design, and layout of buildings.

7.3.I Residential density shall be limited as required by the Planning Commission and the County Commissioners upon consideration of the Master Plan and individual characteristics of the subject land.

7.3.J The density of uses other than residential shall be limited as required by the Planning Commission and the County Commissioners upon consideration of the Master Plan and individual characteristics of the subject land and the adjoining properties.

7.3.K Mixed Uses: The PUD shall be designed, in so far as practicable when considering the overall size of the PUD, to provide commercial, recreational and educational amenities conveniently located to its residents in order to alleviate the impacts of increased traffic congestion.

7.3.L Architecture: Each structure in the PUD shall be designed in such a manner as to be compatible with other units in the area, yet to avoid uniformity and lack of variety of structural designs among the PUD.

7.3.M Maintenance of Open Space: No PUD shall be approved unless the County is satisfied that the landowner has provided for or established an adequate organization for the ownership and maintenance of open space and private roads, drives and parking.

7.3.1 Before an approved PUD plan or an amendment thereto is recorded, the land on which it is located shall be zoned PUD or OR. If a Zone Change is required, all the applicable Standards, including, but not limited to Section 8.2 of these Regulations shall apply.

Staff comments: A PUD is intended to allow flexibility in development of a property, maintaining the goals and policies of the Master Plan and the Routt County Zoning Regulations. The Home Ranch was originally approved as a guest ranch type operation providing housing and activities for clients. The guest ranch operation will be phased out and a special events venue is proposed.

The narrative states that access to the property will be upgraded, but no plans were submitted. There is an existing, graved road the the ranch. Although there appears to be ample parking, if there are to be large specials events, it should be determined if there is adequate parking designated on the PUD. Weddings will be required to have shuttle service, but there will be vehicles associated with this use such as caterers, music personnel and the wedding party that will not be using the shuttles. If horse events are approved is there adequate parking for horse trailers and possibly for public viewing the event?

There will be increased residential density of three dwelling units. It should be determined if three dwelling units is appropriate for a 40-48 acre parcel. The new residences will be designed to be clustered into the area around the lodge and cabins. The current facility could have 30 clients staying at the ranch. There is a reduction in bedrooms within the lodge and one of the cabins is proposed as a residence, but will be used by clients when the family member is not on-site. There are approximately
the same number of bedrooms with the changes, but rental bedrooms would be reduced by approximately eight rooms. The applicant would like to reserve the ability to build a cabin that was previously approved, but no longer on the current PUD plan. The proposed cabin will have two bedrooms. A manager’s cabin was previously approved, but not constructed. The manager’s residence is now proposed to be located above the stable.

Special events, such as a cross country ski event or horseback riding event, will be staged from the PUD and use trails off-site under the Administrative permit on the owner’s adjoining property. Home Ranch also has a permit on the adjoining US Forest Service for trails use.

Additional landscaping is proposed to improve trails, increase vegetation and improve existing irrigation ditches to become landscape features. Open space will be maintained and meet 7.3F.

All existing cabins, Lodge and buildings will be restored and upgraded to meet current standards. The water and sewer systems will also be upgraded.

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

**Zoning Amendment Standards**

**Applicable Regulations – Routt County Zoning Resolution**

8.2.1 In any petition for zoning amendment, the petitioner shall have the burden of showing that all of the following exist:

8.2.1.A That the proposed zone change is consistent with the goals and policies of the Master Plan and any applicable sub-area plans.

8.2.1.B That the area in question possesses geological, physiological and other environmental conditions compatible with the characteristic of the Zone District requested.

8.2.1.C That the advantages of the Zone District requested substantially outweigh the disadvantages to the County and neighboring land occasioned by the amendment.

8.2.1.D That the applicable provisions of these Regulations have been met

8.2.1.E That in the case of a zone amendment request that would increase allowable residential, commercial, or industrial density, that adequate facilities such as roads, water and sanitation, fire protection, emergency services and public utilities shall be available to serve the areas.

8.2.2 In addition, zoning amendments shall be allowed only after the petitioner demonstrates that rezoning is necessary for one or more of the following reasons:

8.2.2.A The existing Zone District is inconsistent with the policies and goals of the applicable Master Plan and any applicable adopted area or community plan; or

8.2.2.B The area for which rezoning is requested has changed or is changing to such a degree that it is in the public interest to encourage a new use or density in the area; or

8.2.2.C The proposed rezoning is necessary in order to provide land for a demonstrated community need; or

8.2.2.D The existing zone classification currently shown on the Official Zoning Map is an error.

**Staff comments:** It is unclear how the buildings were placed outside of the 40-acre PUD zone. The construction was completed by the previous owner. It could have been thought that the two ag buildings were for ag uses and not a part of the PUD or it could have been assumed that this area was within the PUD boundaries. The existing structures and uses should be brought within the PUD boundaries. Moving the entire 40 acres to the west was considered, but this would place the pump house outside of the PUD. The applicant decided to apply for a zone change to bring the area into...
conformance to be clarified and shown as part of the PUD. This area consists of 8-acres to accommodate the existing structures and proposed uses.

The proposed 8-acres is adjacent to the PUD and will not affect adjoining property owners. The uses and or structures have been used as part of the PUD and can be served by emergency services and there is an existing leach field in the area. There are no new structures proposed with the exception of a new green house and future cabin. The green house produce with be used by the guests of the Home Ranch and also sold at the farmers market and a farm stand. There is consideration that a geo-thermal facility could be installed in the south area of the 8 acres. The area tightly surrounds the uses and buildings within the 8-acre boundary.

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

**Community Character and Visual Impacts**

**Applicable Regulations – Routt County Zoning Resolution**

5.1.4 Outdoor storage of materials which might cause fumes, odors, dust, fire hazard, or health hazards is prohibited unless such storage is within enclosed containers or unless a determination is made that such use will not have a detrimental impact on the environment

5.9 Sign Standards

5.10 Standards for Structures within mapped Skyline Areas

6.1.6 Outdoor Lighting: The proposal shall comply with the Outdoor Lighting Standards in Section 6.3 of these Regulations.


6.1.7.O Historical Significance.

**Applicable Policies – Routt County Master Plan**

3.3.A New residential, commercial and industrial developments and uses should occur within the vicinity of designated growth centers and in compliance with the adopted comprehensive plans of those areas.

3.3.B Routt County supports infill development and redevelopment within the boundaries of growth centers.

3.3.C New residential subdivisions should be encouraged to occur only when the demand exists for the type of improvement, residential dwelling units proposed.

3.3.D Residential densities should generally decrease as the distance from Growth Centers increase.

4.3.A All new urban-type developments and appropriate uses are encouraged to occur within designated Growth Centers.

5.3.E Routt County requires that all new developments do not contribute to light pollution.

5.3.F Routt County will continue to consider the impacts of development and uses on view corridors, water, wetlands, and air.

**Upper Elk River Valley Community Plan**

2.4.4 1.Rural-type tourist operations such as guest ranches and similar operations are an appropriate and important part of the area’s heritage and economy and should be supported. In evaluating proposals consider the following:
a. New visitor accommodations should preserve significant amounts of open space and the size of the operations should be proportional to the open space preserved with traffic generation less than the associated LPS development;
b. Provide year round access; and
c. create minimal impacts.

2. Encourage appropriately scaled commercial development that is of similar size, height and character of existing structures. Ensure new structures are compatible with the rural mountain community with sensitive placement and design

4. Expansion of existing businesses is supported as owners determine a need, so long as such expansion is visually compatible with the rural mountain community. Size, shape and form, massing and height, materials and scale should be compatible to what is built today.

2.5.4.10 Protect the visual quality and rural character of the valley at night by encouraging the use of minimal exterior lighting; that lighting be downcast; and that there be no general floodlighting of buildings.

2.5.4.11 Avoid the placement of structures on skylined ridges as viewed from the RCR 129 and public gathering places.

2.5.4.12 Encourage alternatives to 35-acre subdivision such as existing voluntary, incentive based programs such as PDR and LPS.

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

Roads, Transportation and Site Design

Applicable Regulations – Routt County Zoning Resolution

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2</td>
<td>Dimensional Standards</td>
</tr>
<tr>
<td>5.4</td>
<td>Parking Standards</td>
</tr>
<tr>
<td>5.5</td>
<td>Addressing Standards</td>
</tr>
<tr>
<td>5.6</td>
<td>Access to Buildable Lot Standards</td>
</tr>
<tr>
<td>5.7</td>
<td>Right of Way Access Standards: A Right of Way Access Permit is required prior to construction of any new access point onto a County Road or other Local Public Road or Right of Way.</td>
</tr>
<tr>
<td>5.8</td>
<td>Road Construction Standards</td>
</tr>
<tr>
<td>6.1.4</td>
<td>Public Road Use Performance Standards: The proposal shall comply with the Public Road Use Performance Standards in Section 6.2 of these Regulations.</td>
</tr>
<tr>
<td>6.1.7.A</td>
<td>Public Roads, Services and Infrastructure</td>
</tr>
<tr>
<td>6.1.7.B</td>
<td>Road Capacity, traffic, and traffic safety</td>
</tr>
<tr>
<td>6.1.7.N</td>
<td>Snow Storage</td>
</tr>
</tbody>
</table>
Staff comments: Upgrades to the access road may require a Grading and Excavation Permit from the Routt County Road and Bridge Department.

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

Natural Environment

Applicable Regulations – Routt County Zoning Resolution

- 5.11 Waterbody Setback Standards
- 6.1.7.D Wildlife and Wildlife Habitat.
- 6.1.7.E Water Quality and Quantity.
- 6.1.7.F Air Quality.
- 6.1.7.J Wetlands.
- 6.1.7.P Reclamation and Restoration.
- 6.1.7.Q Noxious Weeds.

Applicable Policies – Routt County Master Plan

- 5.3.B While respecting private property rights, the County will not approve development applications or special use permits that would lead to the degradation of the environment without proper mitigation that would bring the proposal into compliance with the Master Plan, appropriate sub-area plans, Zoning Resolution, and Subdivision Regulations.

Staff comments: The application states that there will be upgrades to the property with landscaping and upgrades to trails, culverts and roadways. Construction will require appropriate permits and there will have to be upgrades to the water and sewer systems.

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

PLANNING COMMISSION / BOARD OF COUNTY COMMISSIONERS OPTIONS:

Approve the Amended PUD and Zone Change 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 Zoning Regulations and complies with the guidelines of the Routt County Master Plan. The applicable provisions of Sections 5 and 6 have been reviewed and appropriate findings and conditions are included in the approval outlined herein.

Deny the Amended PUD and Zone Change 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 Zoning Regulations 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 Zoning Regulations.

Table the Amended PUD and Zone Change request if additional information is required to fully evaluate the petition. Give specific direction to the petitioner and staff.

Approve the Amended PUD and Zone Change 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 Zoning Regulations and Routt County Master Plan.
FINDINGS OF FACT that may be appropriate if the Final Amended PUD is approved:

1. The proposal with the following conditions meets the applicable guidelines of the Routt County Master Plan and applicable Sub Area plan and is in compliance with the applicable provisions of Sections 4, 5, 6, 7 and 8 of the Routt County Zoning and Subdivision Regulations.
2. The proposal has been determined to be in compliance with the guidelines of the Routt County Master Plan and Upper Elk River Community Plan.
3. In review of the Final PUD and Zoning Amendment standards, it has been determined that the Zoning Amendment standards have been met.

CONDITIONS that may be appropriate may include the following:

Rezone

1. A resolution of approval must be signed by the Board of Commissioners for recording in the Routt County Clerk and Recorders Office and recorded concurrently with the Final PUD Plan.

Final PUD:

1. This approval shall become effective upon the recording of the Final PUD plan.
2. The approved project plan shall be listed be placed on the recorded plan.
3. Planned Unit Development shall be operated as presented in the approved project plan.
4. Prior to recordation, the applicant shall submit an electronic copy of the approved plat to the County Planning Department in a .DWG format or other format acceptable to the GIS Department.
5. Prior to operation, permittee shall submit to Routt County proof of a Sales Tax Account /License.
6. Outdoor storage of materials which might cause fumes, odors, dust, fire hazard, or health hazards is prohibited unless such storage is within enclosed containers or unless a determination is made that such use will not have a detrimental impact on the environment.
7. Protect the visual quality and rural character of the valley at night by encouraging the use of minimal exterior lighting; that lighting be downcast; and that there be no general floodlighting of buildings. The proposal shall comply with the Outdoor Lighting Standards in Section 6.3 of the Routt County Zoning Regulations.
8. All signage shall be in conformance with the Routt County Zoning Regulations.
9. Every use shall be operated in conformance with all applicable federal, state and local regulations and standards. Failure to comply with any and all applicable federal, state and local regulations and standards may be cause for review and/or revocation of any Land Use Approval granted pursuant to these regulations.
10. Every use shall be operated so that it does not pose a danger to public health, safety or welfare.

Specific Conditions

11. Weddings shall provide shuttle service for all guests not staying at the facility. Members of the immediate wedding party, catering service, music venue and special exceptions are exempt. Weddings are limited to 300 people.
12. Port-a-lets shall be provided at events that are attended by guests not staying at the facility.
13. Amplified music shall cease at ________ p.m.
14. Special Events shall not exceed 30 per year.
15. Events shall not exceed 300 in attendance.
16. Guests of Special Events having over ____ guests and are not using overnight facilities should be shuttled to the site.

17. Weekly horsemanship/roping events shall be limited to one per week and held May - October. Parking shall be shown on the PUD as approved by the Planning Director.
Kristy Wiser
interim Planning Director
Routt County Planning Department.
156 6th Street/POB T13840
Steamboat Springs, Colorado

Home Ranch PUD Renewal Application Written Narrative:

Overview

The Home Ranch was initially constructed and has operated as a guest ranch since 1980. The property has recently changed ownership. The new owners would like to update the property's infrastructure to improve the experience of guests, employees and residents. Although they anticipate living on the property the majority of the year, they intend to continue the present operation of the ranch with some minor adjustments. Maintaining the PUD will allow the applicants the flexibility "to accommodate imaginative ideas and development in site design" (Zoning Regs 7.1) and to be able to live on and share the property with visitors. These 'imaginative ideas' will be in keeping with the bounds of the Community Plan, as described further below.

All proposed changes at this time, except a proposed greenhouse, will take place within the 59+ acre PUD area, as it is currently defined. Amending the PUD boundary will incorporate this greenhouse. The PUD area is surrounded by the 133+ acre Home Ranch property. The applicant has confirmed with the Yampa Valley Land Trust that the Home Ranch is not under a Conservation Easement nor is it associated with Colorado Cattlemen's Agricultural Land Trust. The PUD was last reviewed and approved in 2006. In 1996 a Manager's Cabin was approved, but never built. A subsequent rope tow was approved, but not constructed. The majority of the full-time personnel tasked with operating the ranch were retained. The previous owner terminated all the seasonal employees last October. There have been 10 seasonal employees hired this year for horticulture and ranch operations. The number of seasonal employees will increase after the improvements are made and operations are restarted. The daily dude ranch aspect of ranch operations will phase out as weddings, corporate retreats and other specialty events increase. Traffic in and out of the ranch will remain the same or be reduced. Ranch operation, and special event noise levels will not exceed those that have already been observed.
General Proposed Uses

The general intent of the applicants is to maintain, yet improve, the experience that has been associated with the ranch for 40+ years. The McFarlane family intends to continue the multi-season, multi-function, gathering retreat for special events of varying scope and duration. Owners foresee hosting approximately 10 to 20 events per year. These events will vary from a single day, to weeklong events. Events such as; private social functions, weddings, corporate retreats, charitable fundraisers, and other community building events to be held throughout the year. Community events will include, but are not limited to, Clark Fire Department events, horsemanship events, and cross-country skiing events. The largest events are not anticipated to exceed 300 guests. In cases where the number of guests will exceed the number of guest rooms, temporary facilities will be provided for sanitation needs and shuttles will be provided for transportation. The lodge kitchen will be upgraded to conform to current health and safety codes. Events will be either served by this kitchen or catered. The owners will continue to maintain the Conditional Use Permits to allow guests to venture beyond the P.U.D. area. A wellness center with a spa will be built in the existing lodge as an additional amenity.

As outlined in the Upper Elk River Valley Community Plan, the applicants recognize the importance of outdoor recreation tourism to the North Routt region. Equally as important are the permanent residents of the area. The applicants strive to improve the experience of both groups. By upholding the rural heritage of the property, the Home Ranch will provide the opportunity for visitors to learn about the natural landscape and the northwest Colorado agricultural lifestyle, as well as continue to provide employment and housing for permanent and contracted workers. The open space and pastures surrounding the P.U.D. area will be maintained and improved. Continuing gathering events will not encroach on neighboring residential or agricultural/ grazing land. Improvements to existing employee housing are planned, although these areas are outside the P.U.D. boundary.

The owners want to improve the efficiency of the Home Ranch both in how it operates and how it affects the region around it. The owners have begun to update the buildings and infrastructure most consequential to daily ranch operations. Longer term goals are to improve nearly every structure and function of the entire ranch, while carefully maintaining its historic roots. Evaluations of the existing utilities have been undertaken and plans are being drawn to improve or replace antiquated and subpar systems.

A portion of the drinking and wastewater assessments undertaken are attached to this application. The potable water infrastructure will be improved to function more reliably and safely. Water usage will remain equal, if not become less burdensome, due to improvements in overall system efficiency. The wastewater system will undertake any recommended improvements. The net number of bedrooms on the property will remain the same. Applicants will engage the Division of Water Resources for all proposed changes to the P.U.D. plan, including water needed to serve additional buildings. Any wetlands will be
identified and protected or mitigated. All these improvements will be provided at the expense of the ranch owners.

Additionally, the applicants aim to reduce burdens on public utilities and services by improving ranch infrastructure. Where required, roads will be upgraded, and firetruck turn-arounds will be improved. Electrical service analysis has been conducted to identify any areas where improvement would be beneficial. Updating the existing buildings to more current standards will reduce the likelihood of occupant injury or property damage in an event such as fire. Increased building efficiency will reduce the required draw on energy systems. Also, energy generation will be constructed in the form of photovoltaic cells and a potential geothermal heat supplemental system to further reduce the burden on community services.

**Specific Improvements**

To improve operations, the owners propose the following changes:

- Refill an existing pond behind the Lodge
- Add a new Shop/Storage Building with ranch offices.
- Improve exterior appearance of riding arena.
- Build a small (18' diameter) gazebo near the outdoor kitchen area.
- Add 1800 square feet to the existing Columbine guest cabin with a garage, kitchen and small dining area, to create a 3600 sq. ft. residence for the owner's daughter and son-in-law.
- Build a roughly 5000 square foot home for an owner's residence.
- Preserve and refurbish the existing historic barn with a new foundation.
- Build a new horse stable and tack room, with attached, 1850 sq.ft., single family, employee housing unit.
- Construct a new greenhouse. This building is outside the current P.U.D. area but will be within the proposed boundary. See Zone Change application.
- A new ranch entrance gate will be built in accordance with Zoning Regs. B.9.3(J).
- Add a second floor to the Pool house/Activity building for check-in and ranch offices.
- Owners have noticed existing utility hook ups for an additional guest cabin. Older PUD plans, from 1980 and 1990 show a potential cabin location. The owners do not have immediate plans to construct this cabin, but would like the opportunity to build one in the future.
- All buildings on the ranch will be refurbished. Plans are being drawn to replace windows, add insulation, seal drafty walls and rebuild roofs to improve occupant
health and comfort. Architecturally, the materials and forms used will be consistent with historic North Routt sensibilities. Roofing materials, log and/or aged siding, regionally appropriate roof pitches, and type and use of masonry will all be employed to maintain an historic aesthetic to the ranch.

- The existing lodge will be completely restored, with new floors and roof, new windows and doors, and insulated walls. Four guest rooms in the lodge will be converted into meeting rooms, a guest library to showcase local history, and a wellness center, consisting of massage center, exercise area, and spa. Two bedrooms at the upper level will be converted into one guest suite. The existing footprint will remain essentially the same, however minimal new foundation may be required to support minor structural reconfigurations.

- All exterior lighting will be downcast and fully shielded. Protection of dark skies will be observed, and other than a gate light at the driveway entrance, no light fixture will be seen off the Home Ranch property.

- The site work will be designed and built to improve the existing conditions for the benefit of the land and all its inhabitants. Drainage paths will be improved; any damaged or poorly functioning culverts will be replaced. Areas susceptible to erosion will be mitigated. Wildlife habitat and riparian areas will be maintained and protected. New buildings will be clustered such that the open space of the ranch will not be encroached upon. Big game movement corridors, calving grounds, and foraging areas will not be altered. Landscaping will consist of restoration of natural vegetation, protection and reseeding any disturbed areas, and replanting tree-for-tree any trees removed in construction. Landscape plans will be submitted at building permit application. No finished grades will be steeper than 2:1 and will be fully mulched to encourage rapid regrowth. Observing negative impact mitigation techniques (be that county, state, or federal guidelines), land stewardship best practices, progressive livestock management, and overall ranch sustainability are mission critical to the new Home Ranch operators.

Other improvements to the property planned at this time will be contained within existing building envelopes and will not alter existing functions or use.

Overall, the intention is to continue and improve upon past operations with a responsible and measured approach to support the growing tourism industry in North Routt County, and in Northwest Colorado in general. The Home Ranch, and the land that it occupies, represents an important rural heritage, that needs to be preserved and shared. The applicants wish to maintain the unique character of the Ranch, while simultaneously modernizing to accommodate current codes and the changing demands of those who live, work, and visit here.

Maps, Plans and Photographs to illustrate these goals accompany this application.

Joe Patrick Robbins, A.I.A.

BOX 111463 828 LINCOLN AVENUE STEAMBOAT SPRINGS, COLORADO 80477 970-879-4320
OBSERVATIONS:

At the time of this inspection, we found the system operational. 2 of the 4 tanks have unsafe entrance ports (see recommendations below). Heavy material was excessive in tank #1. Distribution tank was operating, and flow was moving from structures to tanks.

Grease trap is located in crawl space of main lodge.

It was clear that this system has been repaired and added on to over the years. No documentation of any repairs are located in the County Health office.

One cleanout between distribution tank and cabins was located.

STA field was very obvious. No leakage was noticed in the STA.

No effluent filters are installed in this system (typical for vintage)

All material was augured and removed from system.

Water was introduced to the system. Clear water flowed to system at acceptable level with system being dosed by lodge.
No backups of any kind were observed from the tanks back to the lodge and cabins.

RECOMMENDATIONS:

- Secure risers and lids need to be installed on Tank #1 and Tank #2.
- Grease trap must be serviced
- Full removal of all tanks should be completed prior to snowfall.

Operating a commercial kitchen is stressful to all (even new) septic systems. That being said, the current owners have implemented an aggressive service schedule with Nordic Pumping, LLC to secure the operational status of this system. All tanks have been serviced 2 times per year for the past 4 years.

New owners should be able to keep the system operational with a continued service schedule.

The grease trap in the main lodge, does restrict some harmful material from entering the system. The grease trap should also be serviced 2 times per year to assist in the operation of the wastewater system.
Overall, this system is in operating condition and with above mentioned maintenance and repairs, the homeowners should be able to keep this system working properly. However, it would not be recommended to increase volume that this system processes without increasing tank sizes and maintenance schedules.

We recommend keeping livestock off the field. Livestock compact the soil and will inhibit the field from functioning correctly.

Extra care with this septic system (as with all) must be used. **No heavy toilet paper, dental floss, plastic, or cotton products should be introduced to the system under any circumstances.**

We recommend that water conservation practices be utilized to avoid hydraulic overload, i.e. spread wash out over the week, no more than 2 loads a day, check for and repair leaking faucets and running toilets regularly, limit the length of showers, etc.

For more tips go to [www.nordicpumping.com](http://www.nordicpumping.com)

Neither Nordic Pumping, LLC nor any of its agents or employees undertake or assume liability to the owner of the above property, or any purchaser of the above property or any lending agency making a loan on the above property in connection with either its examination of the property or in the report.

This is a visual inspection conducted solely for the purpose of detecting health hazards observable at the time of inspection, and does not constitute a warranty that the system is
without flaw or that it will continue to function in the future. Inspections requested during periods of rain, snow or when a residence has been unoccupied may be of questionable value.

Thomas J. Alexander  
Nordic Pumping, LLC  
Certified Inspector ID # 129281TC  
NAWT Certified Septic Inspector (www.nawt.org)  
CPOW Certified Septic Inspection (www.cpow.net)
Report to:
Rod Branstetter
Aztec Drilling
P.O. Box 772771
2486 Downhill Dr.
Steamboat Springs, CO 80477

Bill to:
Rod Branstetter
Aztec Drilling
P.O. Box 772771
Downhill Drive
Steamboat Springs, CO 80477

Project ID:
ACZ Project ID: L54407

Rod Branstetter:

Enclosed are the analytical results for sample(s) submitted to ACZ Laboratories, Inc. (ACZ) on September 06, 2019. This project has been assigned to ACZ's project number, L54407. Please reference this number in all future inquiries.

All analyses were performed according to ACZ's Quality Assurance Plan. The enclosed results relate only to the samples received under L54407. Each section of this report has been reviewed and approved by the appropriate Laboratory Supervisor, or a qualified substitute.

Except as noted, the test results for the methods and parameters listed on ACZ's current NELAC certificate letter (#ACZ) meet all requirements of NELAC.

This report shall be used or copied only in its entirety. ACZ is not responsible for the consequences arising from the use of a partial report.

All samples and sub-samples associated with this project will be disposed of after October 18, 2019. If the samples are determined to be hazardous, additional charges apply for disposal (typically $11/sample). If you would like the samples to be held longer than ACZ's stated policy or to be returned, please contact your Project Manager or Customer Service Representative for further details and associated costs. ACZ retains analytical raw data reports for ten years.

If you have any questions or other needs, please contact your Project Manager.

[Signature]
Bill Lane has reviewed and approved this report
WELL TEST REPORT
HOME RANCH LODGE FACILITIES
27315 HOME RANCH ROAD

Test Date: 8/15/19
Well Location: N/A
Well Permit #: N/A
Testing Personnel: R Branstetter

Observations: The water system consists of several hillside "springs", shallow water collection points, poly water lines, two (2) 10k gallon fiberglass water storage tanks, pump house, pressure pump, pressure tank, chlorine injection pump, and "point-of-use" filter cartridges in main lodge and cabins. Five "springs" gravity flow to Collection Point 1. Two "springs" gravity flow to Collection Point 2 and water from a third "spring" is pumped to Collection Point 2 with a solar pump. At inspection, the solar pump was not pumping water to Collection Point 2. The water from Collection Point 1 and Collection Point 2 gravity flows to Collection Point 3. At inspection, the combined water flow to Collection Point 3 was visualized at approximately 3 gpm. Pictures of some of the collection structures are included in Drawing 1 and attached to this report. At inspection, the "springs" and Collection Points were accessed by 4 wheel drive, all-terrain, utility vehicle. Access by regular vehicle would be difficult. Access during inclement weather would be very difficult to impossible. The water from Collection Point 3 gravity flows to a buried, 10K gallon fiberglass water storage tank near the pump house. Water is pumped from the storage tank, chlorinated, and delivered to ranch/lodge facilities. A second buried, 10K fiberglass water storage tank is present near the pump house. It is reported that the second tank is buried at a different level than Tank 1 and that water will equalize between the two tanks. Water can be moved from Tank 2 to Tank 1 with a transfer pump.

Conclusions/Recommendations: The water collection facilities are remote and poorly accessible. Based upon the brief, initial inspection, the water collection facilities appear to be very maintenance intensive and marginally serviceable. All
Collection Points and water lines should be inspected and mapped. The buried tanks appear to be manufactured by XERXES, which are considered to be good quality tanks with a long service life. The tanks were installed at different grades and, as a result, are not being fully utilized. The tanks, if sound and properly equipped, could be excavated and reinstalled at the same grade. Water treatment appears to be extremely minimal and not sufficient for the surface source and end uses. It is reported that the current operators are required to inject high levels of chlorine to assure sanitization. The water, untreated, is subject to surface influences (bacterial, viral, and microbial contamination). The current level of chlorine injection is not desirable/safe for human consumption. Water source, collection system, storage facilities, and water treatment methods must be upgraded, made serviceable, and made safe.
INDOOR RIDING ARENA AND HAY BARN

OUTDOOR KITCHEN AREA

CHICKEN COOP
Kristy Winser                                                                   June 15, 2020  
Interim Planning Director  
Routt County Planning Department.  
136 6th Street/POB 773840  
Steamboat Springs, Colorado  

Home Ranch PUD Zoning Amendment:  

This application is meant to supplement the P.U.D. renewal application. If approved, this zone change will add approximately 8 acres to the existing P.U.D. area. This additional acreage will encompass an existing outdoor kitchen, existing greenhouse, existing riding arena and a proposed greenhouse.

In addition the proposed uses and specific improvements described in the P.U.D. renewal application, we have included plans and elevations of the proposed greenhouse and improvements to the indoor riding arena.

The greenhouse will provide herbs and vegetables to be consumed by guest ranch visitors, and to be sold at farmers markets and a farm stand located outside the P.U.D. The other structures in the revised P.U.D. area will remain unaltered, or are described in the renewal application.

Joe Patrick Robbins, A.I.A.
Memorandum

To: Planning Commission
From: Alan Goldich, Planning, agoldich@co.routt.co.us
Date: August 6, 2020
Subject: Worksession/Adoption of proposed amendments to Section 3.5 (Open Space and Public Sites) of the Subdivision Regulations and Section 3.2.9 (Term of Approval) of the Zoning Regulations; PL-19-102
Attachments: • Proposed Changes (clean and track changes versions)

There are two topics that will be discussed. The first is the Open Space and Public Sites section of the Subdivision Regulations and the other is the Term of Approval section of the Zoning Regulations.

Open Space and Public Sites

Background
During review of the Fox Grove Subdivision it was brought to the County’s attention that Section 3.5, specifically Section 3.5.2, of the Subdivision Regulations that addresses ‘Public Sites’ may not be consistent with State statute. The specific area that is not consistent is the statement, “In addition to the requirement for Open Space in Section 3.5.1, the County shall require the dedication of land and/or payment in lieu thereof for public sites such as schools, fire stations, or other necessary public facilities, as determined by the Board,” and the other statements related to this. State statute 30-28-133 enables counties and cities to require the dedication of land and/or the fee-in-lieu for school and park sites. It also requires counties and cities to have provisions for the dedication of land for schools and parks in their regulations. Other statutes exist which allow the County to collect fees for other development impacts, such as fire stations or other public facilities. However, in order for the County to do this, a nexus study would have to be performed for each impact that is to be offset (roads, wildfire mitigation, emergency services, affordable housing, etc.). The proposed changes are only meant to address land dedications for schools and parks. With this in mind, staff is proposing the attached changes to this section of the regulations.

One issue encountered in the Fox Grove application is that there is no clear way of calculating how much land should be dedicated or how much the fee-in-lieu of dedication should be. The amount of land to be dedicated and/or the fees-in-lieu of land dedication must be directly proportional to the impact that
the development has on schools and parks. In order to determine this, formulas need to be in place that use defensible numbers in the calculation. Other counties’ regulations contain specific formulas for how much land is to be dedicated and concrete criteria for how the fee-in-lieu of land dedication is determined. Staff has created formulas for determining the amount of land for parks and schools that need to be dedicated. Both of these formulas mirror the formula that was used by the County when approving the Fox Grove Subdivision.

**Parks Formula:**

\[0.013 \text{ acres} \times 2.3 \times \# \text{ of additional dwellings} = \text{land area to be dedicated}\]

According to a [DOLA Small Community Parks and Recreation Standards](#) publication, and consultation with the City of Steamboat Springs Parks and Recreation Director, 13 acres per 1,000 county residents is required.

**Schools Formula:**

\[0.017 \text{ acres} \times 2.3 \times \# \text{ of additional dwellings} = \text{land area to be dedicated}\]

Staff consulted with the RE-1, RE-2, and RE-3 school districts to determine how much land is needed per student. This number is 17 acres per 1,000 county residents.

Both formulas use the estimated household size for Routt County, which is 2.3. This is based on the Department of Local Affairs’ (DOLA) most recent projection and estimate for Routt County. Additional dwellings is used in the calculation because the parcel that is being subdivided already has the right for a dwelling unit(s) to be place on it. Since that unit(s) is already allowed, the number of additional units that would be created through the subdivision represents the increase in impact to parks and schools.

Once the amount of land to be dedicated is determined, the applicant has two options. The first is to dedicate the appropriate amount of land to a public agency. If it is determined by the Board that dedication of land is not feasible because the land area is too small to be useful, or the location does not lend itself to a park or school, then the applicant shall pay a fee-in-lieu of dedication. Since the requirement is to dedicate land within the proposed subdivision, the fair market value of the land within the subdivision needs to be used in order to determine the amount of the fee. This is more clearly explained in the proposed amended regulations, which require a per acre value of the project to be determined. The per acre value is to be agreed upon by the applicant and the Planning Director. The criteria for determining this value is based on proposed platting without the infrastructure installed. If the value cannot be agreed upon, the applicant would be required to pay for an appraisal. The appraisal must be done by an individual approved in advance by the County that possesses specific qualifications, which are detailed in the proposed changes.

If the applicant does not agree with the amount of land to be dedicated, there is a provision that allows the applicant to prepare a study evaluating the impacts on schools and parks that would be generated by the proposed subdivision. The County will take this study into consideration when determining the amount of land to be dedicated and/or the resulting fee-in-lieu of dedication.

The last change requires the applicant to pay any fees to the school district that the subdivision is located in, or to the parks department that the subdivision is closest to, or as agreed upon by the applicant and County.
Term of Approval

Background
Sometimes Permittees are not aware of when their permit expires and it does not come to staff’s attention until it is too late to have a new permit in place prior to the expiration date. In the past, the Board has extended the permit, and allowed the operation to continue, in order for the permittee to acquire a new permit without having to stop operating. The current regulations do not have an allowance for these types of requests. The proposed change is meant to provide this process. The underlined language below is proposed to be added to Section 3.2.9 of the Zoning Regulations.

3.2.9. Term of Approval

A. Approvals shall be valid for the time period specified at the time of issuance of the Approval, or if no time period is specified, for the life of the use; provided, however, that the permittee has diligently pursued construction of or initiation of the use within the first year after issuance of the Approval, unless otherwise approved.

B. Whenever an approved use has been discontinued for a period of one (1) year, the Approval shall be deemed to have automatically lapsed, except for Permitted uses that are customarily operated seasonally or periodically.

C. The expiration date of a permit may be extended without notice by the Planning Director for a period not to exceed 90 days. Only one extension by the Planning Director shall be allowed. All conditions in the existing permit shall continue to apply to such extensions. Requests submitted to extend the permit must be accompanied by an application for renewal that has been deemed complete by the Planning Director.
3.5 Open Spaces & Land Dedications

The Commission and the Board shall require, in addition to the requirements of Section 4.2 of these regulations, the dedication of sufficient open spaces park lands, and school sites of a character, extent, and location suitable for a use that is essential to the public. Such essential uses include open spaces, schools, and active park lands.

The requirements of this section do not alter and shall not be in addition to the twenty-five percent (25%) “useable open space” requirement as set forth in the Planned Unit Development Zone District of the Routt County Zoning Regulations. However, the dedication for park lands and school sites is still required for Planned Unit Developments and is included within the 25% total.

Lot Consolidations that do not increase the density beyond what is currently approved are not subject to the requirements of Section 3.5.

3.5.1 On-Site Open Space

A. All subdividers in Routt County not applying for a PUD shall convey a minimum of ten percent (10%) of the gross area of the subdivision as open space. Such open space shall be dedicated for the purpose of passive and active recreation to serve the future residents of the project.

B. The conveyance shall be to a property owners association or similar organization formed for purposes including the perpetual maintenance of such designated areas within the subdivision. Any such organization must provide for funding of said maintenance. The open space area must meet the following requirements:

1) The use of the open space must be restricted for passive and active recreation purposes on the plat.

2) Active park lands shall contain land suitable for the type of recreational amenity proposed. Development constraints such as, but not limited to, wetlands, Waterbodies and Waterbody Setbacks, slopes greater than 30%, critical wildlife habitat, etc. shall not be counted towards the minimum required dedication.

3) Be designed to assist in enhancing the environment and in preserving community integrity in the most practical, attractive manner possible.

4) Promote continuity of open space links, trails and an overall recreation system.

5) Be consistent with the Master Plan and applicable sub-area plans.

6) Protect natural and historical features, scenic vistas or watercourses.

C. Proposed public trail dedications, must meet the following requirements:

1) The minimum width for such trail easement shall be based on the particular reasonable needs of the trail, its location, the surrounding terrain and the projected usage. In all cases the easement shall be of adequate width to handle the proposed uses.

2) There shall be adequate provision for public access to the trail easement within the subject property.
3) The trail easement may overlap and include other property previously included in other easements such as ditch, canal or utility, public open space or other easement provided no easement compromises the functional use of any other easement.

3.5.2 Park Lands

The proposed subdivision shall contain lands dedicated for the purpose of active recreation to accommodate some of the recreational needs of the proposed project’s residents. Such dedication shall be .013 acres multiplied by the estimated residential population of the proposed subdivision. The estimated residential population shall be calculated by multiplying the proposed number of dwellings by 2.3, or a current average household size for the project area as determined by the Colorado Department of Local Affairs.

3.5.3 School Sites

The proposed subdivision shall contain lands dedicated for the purpose of school sites. Such dedication shall be .017 acres multiplied by the estimated residential population of the proposed subdivision. The estimated residential population shall be calculated by multiplying the proposed number of dwellings by 2.3, or a current average household size for the project area as determined by the Colorado Department of Local Affairs.

3.5.4 Conveyance of Open Space, Park Lands, School Sites and Alternatives

A. Prior to final plat recordation for all subdivisions, the developer shall satisfy the requirements for Open Space, Park Lands, and School Sites through one (1) or a combination of the following:

1) **Conveyance** - Open Space, Park Lands, and/or public School Sites to be conveyed to a homeowners association and/or public agency may be dedicated on the Final Plat, conveyed by Warranty Deed, or other instrument acceptable to the Routt County Planning Department. Any property to be conveyed shall be free and clear of all liens and encumbrances at the time of conveyance.

2) **Fee-in-Lieu for Park Lands and School Sites** - When, after recommendation of the Commission, dedication of all or portions of the land for Park Lands, and/or School Sites is not deemed feasible or in the public interest, the Board may require the subdivider, in lieu thereof, to pay the County a fee. Such payment shall be based on the per acre fair market value of the entire project. Such value shall be based on completion of proposed platting, of the entire property as it may exist without the required infrastructure.

3) The amount of land required to be dedicated by Sections 3.5.1 and 3.5.2 shall be the maximum amount that could be required by the County. If a fee-in-lieu of dedication is required, the total fee shall not exceed the full fair market value of the acreage required by Sections 3.5.1 and 3.5.2. The Board has the discretion to require less than what is required by these regulations, taking into consideration the standards contained in Section 3.5.4.B below.

B. The County and, in certain cases as outlined above, the subdivider, in formulating the appropriate combination of the options set forth in
Subsection 3.5.2 and 3.5.3, shall take into consideration the following standards:

1) The size of the proposed subdivision.
2) The projected additional population associated with the proposed subdivision.
3) The projected need generated by the subdivision for Park Lands and School Sites.
4) The impact of the proposed subdivision on the implementation of the County’s Master Plan and its component parts, including transportation, parks, and recreation.

C. In determining the fair market value of the land for purposes of calculating a fee-in-lieu payment, the applicant and Planning Director shall determine a mutually agreed upon value. If such value cannot be agreed upon, the applicant shall obtain an appraisal of the land. The appraisal shall be undertaken at the subdivider’s cost by an appraiser, approved in advance by the County. The appraiser shall be a Certified General Appraiser with at least three years of local experience in commercial or for-development land appraisals that demonstrates appropriate geographical competence. The per acre appraisal value shall be used in determining the amount of the fee-in-lieu.

D. In the event that the subdivider disagrees with the County’s determination of required dedication, the subdivider may prepare a study evaluating the impacts of the proposed subdivision on area Park Lands and School Sites. Such study shall be undertaken at the subdivider’s cost by a professional approved in advance by the County. To the greatest extent possible, the study shall include an evaluation of the present supply or capacity and present demand for all Park Lands and School Sites required by the proposed subdivision. The study shall identify and quantify the additional demand placed upon such Park Lands and School Sites by the proposed subdivision. The study shall identify the necessary Park Lands and School Sites required to be dedicated by the developer in order to serve the demand generated by the proposed subdivision. The study shall be considered by the County in determining the required dedication of land.

E. All land to be dedicated shall be designated on the approved final plat as parcels, and the restrictions or conditions of development for the parcels shall be shown on the plat. Such land shall be deeded to any entities as specified by the Board, at the time of recording of the final plat, or by dedication on the final plat. A title commitment and prepaid fees for a policy of title insurance acceptable to the County provided by a title insurance company authorized to do business in the State of Colorado shall be required for all such lands prior to recording of the final plat.

F. All fees-in-lieu required to be paid to satisfy the School Sites requirement shall be paid to the school district that the subdivision is located in. All fees-in-lieu required to be paid to satisfy the Park Lands requirement shall be paid to the parks department that the subdivision is closest to, or as agreed upon by the applicant and Planning Director.
3.5 **Open Spaces & Public Sites Land Dedications**

The Commission and the Board shall require, in addition to subdivision street requirements of Section 4.2 of these regulations, the dedication of sufficient open spaces (parks, greenbelts, trails, etc.) and other park lands and school sites of a character, extent, and location suitable for a use that is essential to the public. Such essential uses may include open spaces, schools, and active park lands, fire stations, and similar facilities. In determining an essential public use, the Commission and Board shall consider:

- the Master Plan;
- nearby recreational amenities;
- nearby public buildings and facilities; and
- the particular type of development proposed in the subdivision.

The total requirement for public sites and open space shall be 15% of the gross area of the proposed subdivision.

The requirements of this section do not alter and shall not be in addition to the twenty-five percent (25%) “useable open space” requirement as set forth in the Planned Unit Development Zone District of the Routt County Zoning Regulations. However, the 5% dedication for park lands and school sites is still required for Planned Unit Developments and is included within the 25% total.

Lot Consolidations that do not increase the density beyond what is currently approved are not subject to the requirements of Section 3.5.

### 3.5.1 On-Site Open Space

**A.** All subdividers in Routt County not applying for a PUD shall convey a minimum of ten percent (10%) of the gross area of the subdivision as open space, parks, or recreation area. Such open space shall be dedicated for the purpose of passive and active recreation to serve the future residents of the project.

**A.B.** The conveyance shall be to a property owners association or similar organization formed for purposes including the perpetual maintenance of such designated areas within the subdivision. Any such organization must provide for funding of said maintenance. The open space area must meet the following requirements:

1. The use of the open space must be restricted for park, recreation, or passive open space purposes on the plat.

2. A percentage of the open space shall be reasonably adapted for use for park and recreational purposes, taking into consideration such factors as the number of proposed lots, size, geology, presence and condition of ground cover and timber, condition of soil, drainage topography, access and availability of water. Active park lands shall contain land suitable for the type of recreational amenity proposed. Development constraints such as, but not limited to, wetlands, Waterbodies and Waterbody Setbacks, slopes greater than 30%, critical wildlife habitat, etc. shall not be counted towards the minimum required dedication.
3) Be designed to assist in enhancing the environment and in preserving community integrity in the most practical, attractive manner possible.

4) Promote continuity of open space links, trails and an overall recreation system.

5) Be consistent with the Master Plan and applicable sub-area plans.

6) Protect natural and historical features, scenic vistas or watercourses.

B.C. With respect to proposed public trail dedications, must meet the following requirements: the Board shall consider:

1) The minimum width for such trail easement shall be based on the particular reasonable needs of the trail, its location, the surrounding terrain and the projected usage. In all cases the easement shall be of adequate width to handle the proposed uses.

2) There shall be adequate provision for public access to the trail easement within the subject property.

3) The trail easement may overlap and include other property previously included in other easements such as ditch, canal or utility, public open space or other easement provided no easement compromises the functional use of any other easement.

3.5.2 **Public Sites**

The proposed subdivision shall contain lands dedicated for the purpose of active recreation to accommodate some of the recreational needs of the proposed project’s residents. Such dedication shall be .013 acres multiplied by the estimated residential population of the proposed subdivision. The estimated residential population shall be calculated by multiplying the proposed number of dwellings by 2.3, or a current average household size for the project area as determined by the Colorado Department of Local Affairs.

3.5.3 **School Sites**

In addition to the requirement for Open Space in Section 3.5.1, the County shall require the dedication of land and/or payment in lieu thereof for public sites such as schools, fire stations, or other necessary public facilities, as determined by the Board. Such dedication shall be .017 acres multiplied by the estimated residential population five percent (5%) of the gross land area of the proposed subdivision. The estimated residential population shall be calculated by multiplying the proposed number of dwellings by 2.3, or a current average household size for the project area as determined by the Colorado Department of Local Affairs. The developer shall have the option, in its sole discretion, to accept the County’s calculation of the required dedication, or to perform studies to demonstrate the actual impact of the subdivision upon public services and facilities and the resulting appropriate dedication or other contribution.

3.5.3 3.5.4 **Conveyance of Open Space, Park Lands, School Sites and Public Sites and Alternatives**
Prior to final plat recordation for all subdivisions, the developer shall satisfy the requirements for Open Space, Park Lands, and School Sites and public sites through one (1) or a combination of the following:

1) **Conveyance** - Open Space, Park Lands, and/or public School Sites to be conveyed to a homeowners association and/or public agency may be dedicated on the Final Plat, conveyed by Warranty Deed, or other instrument acceptable to the Routt County Planning Department. Any property to be conveyed shall be free and clear of all liens and encumbrances at the time of conveyance.

2) **Cash Fee-in-Lieu for Public Sites Park Lands and School Sites**
   - When, after recommendation of the Commission, dedication of all or portions of the land for public sites Park Lands, and/or School Sites is not deemed feasible or in the public interest, the Board may require the subdivider, in lieu thereof, to pay the County a fee. Such payment shall be based on the per acre fair market value of the entire project. Such value shall be based on completion of proposed platting, of the entire property as it may exist when all required infrastructure is completed and functioning without the required infrastructure.

2)3) The amount of land required to be dedicated by Sections 3.5.1 and 3.5.2 shall be the maximum amount that could be required by the County. If a fee-in-lieu of dedication is required, the total fee shall not exceed the full fair market value of the acreage required by Sections 3.5.1 and 3.5.2. The Board has the discretion to require less than what is required by these regulations, taking into consideration the standards contained in Section 3.5.4.B below. 5% of the entire subdivision or pertinent phase thereof, as applicable, as determined by the Board. In determining the fair market value of land for purposes of calculating a fee-in-lieu payment, the County may require that the developer obtain an appraisal. The value of the combination of both the land dedication and the cash-in-lieu of land shall not exceed the full fair market value of the total required dedication of sites and land areas.

The County and, in certain cases as outlined above, the subdivider, in formulating the appropriate combination of the options set forth in Subsection 3.5.2 and 3.5.3.A above, shall take into consideration the following standards:

1) The size of the proposed subdivision.

2) The projected additional population associated with the proposed subdivision.

3) The projected need generated by the subdivision for Park Lands and School Sites, public services and facilities, particularly recreational, educational, and emergency services, the provision of which is not covered by other requirements herein.

4) The impact of the proposed subdivision on the implementation of the County’s Master Plan and its component parts, including transportation, parks, and recreation.
C. In determining the fair market value of the land for purposes of calculating a fee-in-lieu payment, the applicant and Planning Director shall determine a mutually agreed upon value. If such value cannot be agreed upon, the applicant shall obtain an appraisal of the land. The appraisal shall be undertaken at the subdivider’s cost by an appraiser, approved in advance by the County. The appraiser shall be a Certified General Appraiser with at least three years of local experience in commercial or for-development land appraisals that demonstrates appropriate geographical competence. The per acre appraisal value shall be used in determining the amount of the fee-in-lieu.

C.D. In the event that the subdivider disagrees with the County’s determination of required dedication, the subdivider may prepare a study evaluating the demand for public land and improvements made necessary or generated by the proposed subdivision on area Park Lands and School Sites. Such study shall be undertaken at the subdivider’s cost by a licensed professional engineer or other professional approved in advance by the County. To the greatest extent possible, the study shall include an evaluation of the County’s present supply or capacity and present demand for all services Park Lands and School Sites required by the proposed subdivision. The study shall identify and quantify the additional demand placed upon such services Park Lands and School Sites by the proposed subdivision. The study shall identify the necessary public land and improvements Park Lands and School Sites required to be dedicated or constructed by the developer in order to serve the demand generated by the proposed subdivision. The study shall be considered by the County in determining the required dedication of land.

D.E. All land to be dedicated shall be designated on the approved final approved plat as parcels, and the restrictions or conditions of development for the parcels shall be shown on the plat. Such land shall be deeded to any entities as specified by the Board, at the time of recording of the final plat, or by dedication on the final plat. A title commitment and prepaid fees for a policy of title insurance acceptable to the County provided by a title insurance company authorized to do business in the State of Colorado shall be required for all such lands prior to recording of the final plat.

E.F. All fees-in-lieu required to be paid to satisfy the School Sites requirement shall be paid to the school district that the subdivision is located in. All fees-in-lieu required to be paid to satisfy the Park Lands requirement shall be paid to the parks department that the subdivision is closest to, or as agreed upon by the applicant and Planning Director. Monies collected by the County under Sub-section 3.5.3.A.2 above shall be deposited in an interest-bearing account which clearly identifies the category, amount or fund of capital expenditure for which the moneys were collected. Each such category, account or fund shall be accounted for separately. Any interest or other income earned on such monies shall be credited to the account.
Routt County Planning Commission
Routt County
522 Lincoln Avenue
Steamboat Springs, CO 80487

July 14, 2020

Dear Commissioners,

We write on behalf of Historic Routt County (HRC) to express support of the upcoming update to the 2003 Routt County Master Plan and to offer the assistance of HRC in incorporating historic preservation into the updated plan. Historic Rout County is a county-wide nonprofit historic preservation organization with a mission to preserve and to promote the historic character of Routt County communities and rural areas. Since 1999, we have worked to identify, document, celebrate, and preserve the historic sites, structures, and cultural landscapes that help tell the story of Routt County’s history and that differentiate this place from any other.

The update to the Master Plan represents an excellent opportunity to recognize the importance of our local heritage, as well as the economic, environmental, and cultural value of historic preservation. Indeed, historic preservation is a complementary part of land conservation, and is a tool to “protect the rural character” of the unincorporated County, which is stated as the general goal of the current plan. We hope to see preservation of our historic buildings and cultural landscapes as a defined value and theme in the plan that helps guide land use regulations in unincorporated Routt County in the future.

Please consider Historic Routt County a partner in this endeavor. We would appreciate the opportunity to meet with the commission to discuss preservation concepts, tools, and incentives, and ultimately, to present a draft chapter for consideration by the commission. We are excited and prepared to share our expertise with you. Together, we can help connect yesterday’s places with tomorrow.

Thank you for your consideration.

Sincerely,

Matt Doerfler
President

Emily Katzman
Executive Director