



AGENDA
HAYDEN PLANNING COMMISSION
THURSDAY, MAY 26, 2022
7:00 P.M.
HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE, HAYDEN

REGULAR MEETING

1. CALL TO ORDER, MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSIDERATION OF MINUTES
Review and Consider Approval of March 10, 2022 Planning Commission Minutes
4. ADOPTION OF AN UPDATED OFFICIAL TOWN ZONING MAP
 - a. Public Hearing: Review and consideration to make a recommendation to adopt an updated official Town Zoning Map.
5. STAFF UPDATES
6. ADJOURNMENT

NOTICE: Agenda is subject to change up to 24 hours before scheduled meeting. If you require special assistance in order to attend any of the Town's public meetings or events, please notify the Town of Hayden at (970) 276-3741 at least 48 hours in advance of the scheduled event so the necessary arrangements can be made.



The regular meeting of the Hayden Planning Commission was called to order by Vice Chair Michelle Lewis at 7:07 p.m. Other members present were Melinda Dudley, Carly Kelly, Tim Frentress and Kimi Lehman. It was noted that Carly Kelly and Kimi Lehman were voting members for the meeting. Town Planner Mary Alice Page-Allen was also in attendance.

Pledge of Allegiance

Vice Chair Lewis led the Pledge of Allegiance.

Consideration of Minutes

Commissioner Frentress moved to approve the Planning Commission minutes for the meeting held on January 27, 2022 as written. Commissioner Dudley seconded the motion. Motion approved unanimously.

**Peace (Sonesta) Park
Subdivision – Stephen Evans –
Preliminary Subdivision Plan**

Mary Alice explained that this matter needs to be postponed to allow for additional information to be submitted that was not realized to be needed until the staff report was being developed. She requested that the Planning Commission table this matter to the March 24, 2022 meeting, noting that she will renotify surrounding property owners of the change.

Motion

Commissioner Dudley moved to table the consideration of the Peace Park Subdivision Preliminary Plan to March 24, 2022. Commissioner Frentress seconded the motion. Motion approved unanimously.

**Routt County/Yampa Valley
Regional Airport (YVRA) –
Quick Turnaround Support
Facility**

Mary Alice reviewed the Staff Report, noting that the applicant is proposing to construct a 4,500 sq. ft. quick turnaround (QTA) facility as part of the YVRA support system for rental car distribution. She commented that this project has been reviewed under the provisions of the 2017 Hayden Development Code as the application was submitted prior to March 1st. She stated that the facility will provide an indoor space for cleaning and detailing prior to the vehicles going out to new customers. Mary Alice stated that building site is located directly north of the existing fuel farm facility, south of the Hayden Air, and adjacent to the Hayden Airport Garages and YVRA employee parking across Piper Lane. She added that improvement plans include the paving of Piper Lane.

Kevin Booth, YVRA Manager, described the need for the project, adding that funding for the project is from the fees collected from the rental car companies. He stated that they will be bidding and permitting the project in the next few weeks.

There were no members of the public present.

Motion – Major Site Plan

Commissioner Dudley made a motion to approve the Major Site Plan to construct and operate a 4,500 sq. ft. quick turnaround facility as part of the YVRA support system for rental car distribution at 11005 Routt County Road 51A, Hayden with the Finding of Fact that:



Regular Meeting

Hayden Planning Commission

March 10, 2022

1. The proposal meets the standards of the Town of Hayden's Development Code, is in general conformance with the intent and purpose of the Hayden Forward Master Plan and preserves the health, safety and welfare of the citizens of the Town of Hayden.

Subject to the following conditions of approval:

1. The effective date of this approval is the date upon which the Planning Commission approves the application. The approval shall expire three (3) years from its effective date, unless application for a building permit is made within the term of the approval or unless application for renewal of the Site Plan approval is approved pursuant to Section 7.16.020, Hayden Development Code (HDC).
2. A drainage study shall be performed that provides for proper measures to be taken to ensure that existing drainage structures are adequate to handle the newly developed runoff from the building, parking/drive areas, and newly paved Piper Lane, as well as to ensure that there are no offsite water run-off impacts to surrounding properties.

Commissioner Lehman seconded the motion; motion passed unanimously.

Staff Report

Mary Alice reviewed pending projects and discussed the transition to other staff and the contract planner, stating that her last full-time day is March 31st.

Adjournment

Vice Chair adjourned the meeting at 7:54p.m.

Recorded by:

Mary Alice Page-Allen

APPROVED THIS ____ DAY OF _____, 2022

Amy J. Williams, Chair



Town of Hayden

Planning Commission Agenda Item

MEETING DATE: May 26, 2022

AGENDA ITEM TITLE: Adopt an updated official Town Zoning Map.

AGENDA SECTION: New Business

PRESENTED BY: Tegan Ebbert, Community Development Director.

CAN THIS ITEM BE RESCHEDULED: Yes, but not recommended.

BACKGROUND REVIEW: This item is being proposed to adopt a corrected, updated Town Zoning Map. Zoning amendments have been approved since the most recent official Town Zoning Map was adopted in 2017. Adopting an updated official Town Zoning Map will reflect those prior changes. In addition, it was realized that erroneous zoning was applied to a parcel on the most recent version of the Town Zoning Map.

Through research conducted by the prior Planning Director, it was determined that the zoning applied to a particular parcel was inaccurate and ambiguity exists pertaining to the accurate zone district. Contradicting zoning information exists in Town records. Staff recommend that Medium Density Residential zoning be applied to this parcel (without a PUD overlay) in order to align with the adopted Future Land Use Map and clarify the zone district applied to the property. The parcel is identified on the proposed map with RMD.

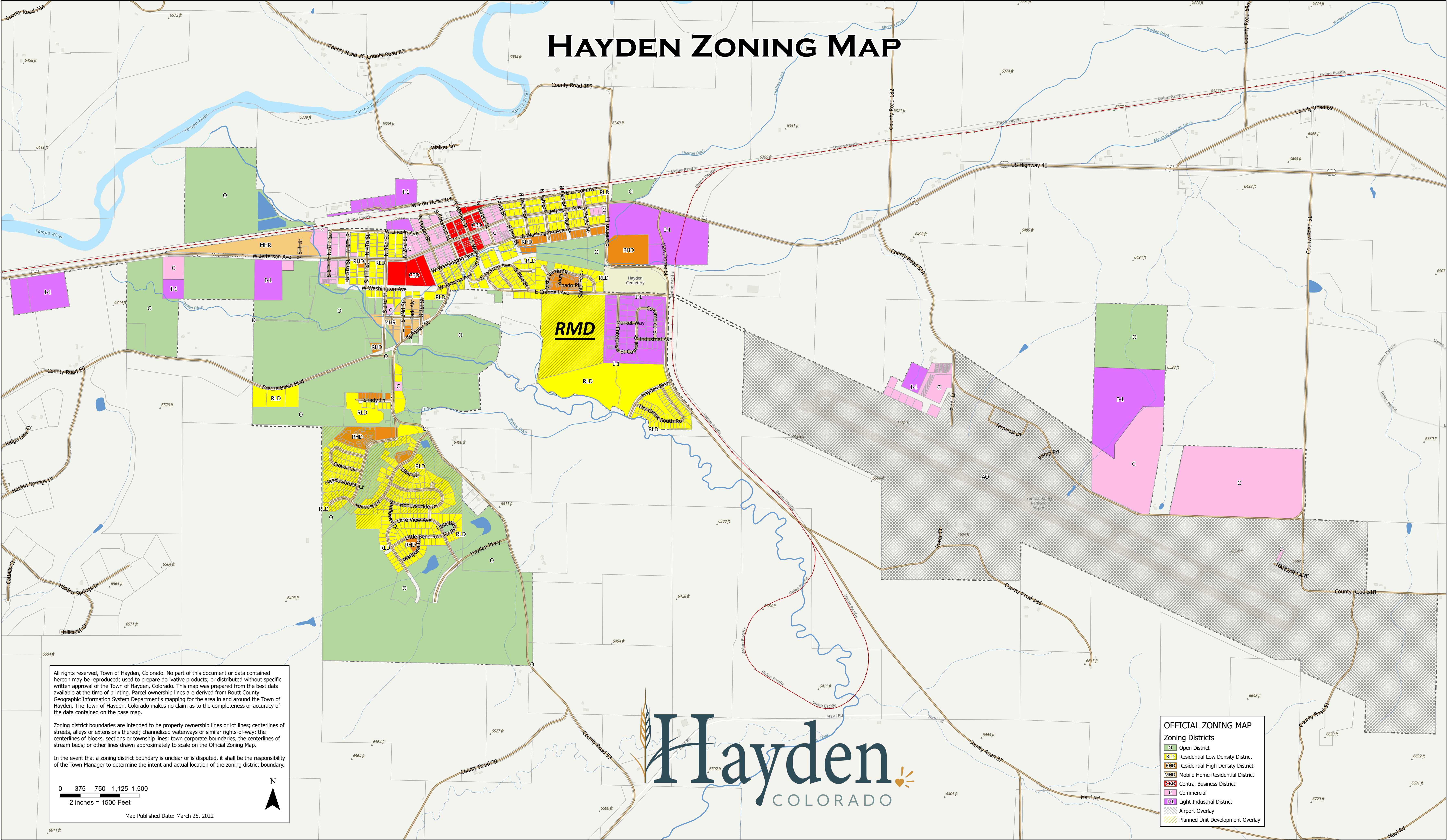
The adoption of the updated official Town Zoning Map will correct and clarify the zoning on the inaccurate parcel and reaffirm the zoning on all other parcels.

This request will be presented to the Town Council following the Planning Commission recommendation. If approved by the Town Council, the adoption of the amended official Town Zoning Map will be completed through the execution of an ordinance.

RECOMMENDATION: Move to recommend the adoption of an updated official Town Zoning Map.

MANAGER RECOMMENDATION/COMMENTS: *I concur with the recommendation.*

HAYDEN ZONING MAP



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Zoning district boundaries are intended to be property ownership lines or lot lines; centerlines of streets, alleys or extensions thereof; channelized waterways or similar rights-of-way; the centerlines of blocks, sections or township lines; town corporate boundaries, the centerlines of stream beds; or other lines drawn approximately to scale on the Official Zoning Map.

In the event that a zoning district boundary is unclear or is disputed, it shall be the responsibility of the Town Manager to determine the intent and actual location of the zoning district boundary.

0 375 750 1,125 1,500
2 inches = 1500 Feet
Map Published Date: March 25, 2022



- OFFICIAL ZONING MAP
Zoning Districts
- Open District
 - Residential Low Density District
 - Residential High Density District
 - Mobile Home Residential District
 - Central Business District
 - Commercial
 - Light Industrial District
 - Airport Overlay
 - Planned Unit Development Overlay