

The regular meeting of the Hayden Planning Commission was called to order by Chair Amy Williams at 7:00 p.m. Other members present were Vice Chair Michele Lewis, Commissioner Melinda Dudley, Commissioner Tim Frentress, and Commissioner Carly Kelly. Community Development Director Tegan Ebbert was also present. Applicant, Emmanuelle Almaras and applicant's representative, Ellen Slobodnik, Yampa Valley Engineering, were present on Zoom.

Pledge of Allegiance

Chair Williams led the Pledge of Allegiance.

Consideration of Minutes

Ms. Ebbert apologized, the minutes unintentionally didn't make it into the packet so they will be added to the agenda for approval for the February 9th meeting.

**Almaras Ventures Site Plan
and Conditional Use Permit
– 461 Capital Street**

Ms. Ebbert explained that the property owner, Mr. Almaras, has submitted a request to construct an approximately 3,000 square foot shop and two attached live/work units on Lot 34, Valley View Business Park. Mr. Almaras is the owner of Mountain Hight Mechanical and intends to use the shop space for his business headquarters. The live/work units will function as rentals or housing for his employees.

The proposed structure meets the industrial architectural standards, access standards are met, and the development has adequate paved, off street parking to serve both the mechanical business and the live/work units. The plans are lacking a specific landscaping plan that includes identified plant species. A condition of approval has been recommended requiring the submittal of the landscaping plan before a full building permit can be approved. The proposed development has similar intensity of use to the surrounding parcels. Ms. Ebbert noted that, from a Master Plan compliance perspective, this project meets a lot of the goals and intent of Valley View Business Park. Staff are recommending approval of the application.

Chair Williams asked if the live portion and the work portion of the live/work units can be rented separately and, if so, is there adequate parking to accommodate that set up. Ms. Ebbert replied that the floor plans do not lend themselves to separate rental spaces. An occupant of the apartment is required to go through the garage in order to access the living space. Mr. Almaras indicated that separate rental of those spaces is not his intent and he doesn't see it being a feasible set up as designed. Ms. Ebbert noted that even if the units were rented separately, adequate parking exists onsite. The applicant's proposal did a good job of meeting and exceeding our paved parking standards to allow for good traffic circulation and refuse collection.

Commissioner Kelly stated that she is happy to see a new business choosing to located in Hayden. Chair Williams noted that this type of project is what she believes the original developers of Valley View anticipated occupying the park.

Ms. Ebbert noted that this is a two-part application. The live/work unit portion requires a Conditional Use Permit which the Planning Commission will make a recommendation to the Town Council regarding. The Site Plan application is necessary for both the shop and live/work units as a review of the dimensional and development standards and Planning Commission is the deciding body on that review.

Motion – Recommendation to approve Conditional Use Permit

Commissioner Dudley made a motion to recommend approval of the Almaras Ventures shop and live/work units Conditional Use Permit with the following findings of fact and conditions:

Findings of Fact:

1. The proposed conditional use is consistent with the Hayden Forward Master Plan and all applicable provisions of this Development Code and applicable state and federal regulations
2. The proposed conditional use is consistent with the purpose and intent of the I-1: Light Industrial zone district and any applicable use-specific standards in the Development Code.
3. The proposed conditional use is compatible with adjacent uses in terms of scale, site design and operating characteristics.
4. The proposed conditional use will not substantially alter the basic character of the I-1: Light Industrial zone district or jeopardize the development or redevelopment potential of the I-1: Light Industrial zone district.
5. The proposed conditional use will result in efficient on- and off-site traffic circulation which will not have significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.
6. Any significant adverse impacts anticipated to result from the conditional use have been or will be mitigated or offset to the maximum extent practicable.
7. Facilities and services are or will be available to serve the subject property while maintaining adequate levels of service for existing development.
8. Adequate assurances of continuing maintenance have been provided.
9. The proposed conditional use meets all the applicable standards in Chapter 7.24 Development Standards.

Subject to the following conditions:

1. The conditional use permit shall be authorized and approved by a resolution approved by the Town Council.
2. The conditional use permit shall be authorized subject to the Site Plan approval conditions of the Almaras Ventures application.

Commissioner Frentress seconded the motion; motion passed unanimously.

Motion – Approval of Site Plan

Commissioner Dudley made a motion to approve the Almaras Ventures live/work units and shop Site Plan with the following findings of fact and conditions:

Findings of Fact:

1. The proposed conditional use is consistent with the Hayden Forward Master Plan and all applicable provisions of this Development Code and applicable state and federal regulations

Subject to the following conditions:

1. The effective date of this approval is the date upon which the Planning Commission approves the application. The approval shall expire two (2) years from its effective date, unless application for renewal of the Site Plan approval is approved pursuant to Section 7.16.020, Hayden Development Code (HDC).
2. Site signage is approved in the size and location as presented in the application.
3. All exterior lighting must be downcast and opaquely shielded.
4. A landscape plan in compliance with 7.24.160(c)(3) shall be provided for administrative approval prior to issuance of the full building permit. Landscaping must be installed prior to issuance of a Certificate of Completion.

Staff Report

Ms. Ebbert reviewed pending projects and upcoming meeting dates. There is an open alternate Planning Commission member position that is posted on the Town's website.



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Adjournment

The meeting was adjourned at 7:38 p.m.

Recorded by:

Tegan Ebbert

APPROVED THIS _____ DAY OF _____, 2023

Amy J. Williams, Chair