

The regular meeting of the Hayden Planning Commission was called to order by Chair Amy Williams at 7:04 p.m. Other members present were Vice Chair Michelle Lewis and Melinda Dudley. Community Development Director Tegan Ebbert and Town Planner Mary Alice Page-Allen as well as applicant’s representative Walter Magill, Four Points Surveying & Engineering, were present.

**Pledge of Allegiance**                      Chair Williams led the Pledge of Allegiance.

**Consideration of Minutes**              Vice Chair Lewis moved to approve the Planning Commission minutes for the meeting held on June 9, 2022 as written. Commissioner Dudley seconded the motion. Motion approved unanimously.

**Peace (Sonesta) Park  
Subdivision – Stephen Evans**              Mary Alice stated that the Planning Commission initially reviewed this project’s Sketch Plan, Conceptual Planned Unit Development (PUD) and Preliminary Plan in November, 2021. At that time, a recommendation was provided for the Town Council’s consideration to approve the Sketch Plan and Conceptual PUD and to table the Preliminary Plan to allow the applicant to provide additional information. She stated that the additional information has been provided, noting that the project now includes fifteen (15) single family and duplex lots, and conditions of approval have either carried forward or developed in the staff’s recommendation for approval of the Preliminary Plan.

Walter Magill, Four Points Surveying & Engineering, representing the owner, Stephen Evans, stated they have no objections with the staff’s recommendation. He also provided an overview of the project and the anticipated timeline for construction.

There were no members of the public in attendance.

**Motion – Preliminary Plan**              Commissioner Dudley made a motion to approve the Preliminary Plan to develop the Peace Park Subdivision, a fifteen (15) lot single family and duplex subdivision the Findings of Fact that:

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.
2. That only requiring sidewalks on one side of the internal subdivision roads is appropriate as the Applicant is providing and constructing a sidewalk connection on Harvest Drive from the north line of the Project to Harvest Drive’s connection with S Poplar Street, a long-needed pedestrian connection for this and the greater neighborhood, and a trail system connection to current neighborhood trails.
3. That the proposed playground, the other internal open spaces, the proximity to Dry Creek Park, and the two open space parcels in close

- proximity to the Project adequately meet the parks and open space requirements of the Hayden Development Code.
4. That it is appropriate to credit the areas of the storm drainage facilities toward the open space dedication requirements for the development.
  5. Given the small acreage for dedication for school site, fee in lieu is appropriate and such shall be paid in accordance with the provisions of Section 7.24.140, Hayden Development Code.
  6. Due to the location of the Property subject to this application being within the existing Town municipal boundaries and the reduction of density under this development proposal, no conveyance of water rights is required.

Subject to the following conditions of approval:

1. The effective date of this approval is the date upon which the Town Council approves the application. Approval shall expire and become void two (2) years after the effective date unless an extension is approved pursuant to Section 7.16.020 (g), Hayden Development Code.
2. The Open Space, perimeter trails, roadways/sidewalks be dedicated to the public on the Final Plat.
3. Construction Plans shall include the following:
  - a. Provisions to assure viable and compliant access is constructed for Sonesta Park Drive serving the existing townhomes on Lots 65-72, Sonesta Park PUD.
  - b. Implementation of appropriate erosion control and other mitigation measures to minimize the overlot grading and other construction impacts and to minimize impacts on adjacent properties.
  - c. Show that all utility lines serving the development are located underground.
4. Construction Plans shall be reviewed, approved and authorized by the Hayden Planning Director, Hayden Public Works Director and the West Routt Fire Protection District Chief prior to any construction or site improvements being initiated.
5. The rights-of-way for all streets being platted must be conveyed to the Town after final acceptance unless otherwise approved by the Town. The Town Council shall determine whether the Town or a Homeowner's Association will accept maintenance of the road rights-of-way.
6. Street naming and property address numbering shall be coordinated between the applicant and the Town.
7. The construction of a pocket park playground within the subdivision is required to be included in the Construction Plans and constructed pursuant to the provisions of the Public Improvements Agreement.

8. A fee-in-lieu for public school site equivalent to the standards of Section 7.24.140, Hayden Development Code, shall be paid prior to recording of the Final Plat.

Vice Chair Lewis seconded the motion; motion passed unanimously.

**Peace Park Conceptual PUD Plan – Extension**

Mary Alice explained that an extension of the Final PUD submittal deadline was necessary to accommodate the submission of the Final PUD plan in coordination with the Final Plat for the Peace Park Subdivision. She noted that staff is recommending that a one-year extension be approved.

**Motion – Extension Request**

Commissioner Dudley moved to approve a one-year extension of the submittal deadline for the Peace Park Final PUD Plan.

Vice Chair Lewis seconded the motion; passed unanimously.

**Sandhill Investments LLC - Annexation, Subdivision, and Rezone – Northwest Colorado Business Park**

Mary Alice reviewed the information on the annexation, 2-lot subdivision and zoning project on 117.10 acres located on the north side of County Road 51A (CR51A) that will comprise what is to be known as the Northwest Colorado Business Park (NCBP). She noted that this is a joint application from the property owner, Sandhill Investments LLC (Sandhill), and the Town of Hayden, who is under contract to purchase the 58-acre Parcel A as shown on the subdivision plat for the NCBP development. She added that Sandhill is also considering related development and uses on the 59.1-acre Parcel B. Mary Alice referred to the NCBP Impact Report that outlines a tentative development plan including a reconfiguration of the Yampa Valley Regional Airport (YVRA) main entrance with the planning and development of the road bisecting the Sandhill property and connecting it to US Highway 40 (US40) through the adjacent gravel pit operation to the north, noting that this connection will make use of the existing accel/decel lanes on US40. Mary Alice stated that the full-blown development plans including infrastructure will be addressed in subsequent subdivision and rezoning applications, adding that for now the Open (O) zoning will serve as a holding zone until those subsequent applications can be processed and approved.

Chair Williams commented that while she is generally opposed to having the government get into the development business, the Town's proposal is focused on getting needed infrastructure into this area that will support the NCBP and adjacent properties' development as well as YVRA so it is a win for the community and County as a whole.

There were no members of the public in attendance.

**Motion – Northwest Colorado  
Business Park**

Commissioner Dudley moved to recommend approval of the annexation, 2-parcel subdivision and Open (O) zoning of 117.10 acres of land located in the SE1/4, Section 11 and W1/2 SW1/4, Section 12, T6N, R88W, 6<sup>th</sup> PM known as the Northwest Colorado Business Park with the Findings of Fact that:

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.
2. It is appropriate to zone the annexed property as O – Open Zone District until such time as future development plans are submitted for the Northwest Colorado Business Park (NCBP).
3. It is appropriate to waive preliminary plan standards at this time, as this platting is to create two (2) parcels to facilitate the sale of the east parcel to the Town and the submittal of future development plans that will implement the NCBP proposal.
4. It is appropriate to waive the requirement that the Final Plat be recorded within ninety (90) days to allow for the concurrent completion of the annexation process.

Subject to the following conditions:

1. The approval of the annexation shall be authorized and approved by an ordinance of the Hayden Town Council, and such ordinance recorded in the records of the Routt County Clerk and Recorder.
2. The approval of the rezoning shall be authorized and approved by an ordinance of the Hayden Town Council, and such ordinance recorded in the records of the Routt County Clerk and Recorder.
3. The Final Plat shall:
  - a. Conform to the applicable subdivision platting standards of the Hayden Development Code.
  - b. Contain a note that stipulates that the lots designated as Outlots and are specifically not approved as building lots in their current configuration.
  - c. Be recorded concurrently with the Annexation Map and Annexation Ordinance.
4. The Annexation Agreement shall be finalized and approved by Council and that such Annexation Agreement is recorded concurrently with the Annexation Map and Annexation Ordinance.

Vice Chair Lewis seconded the motion; passed unanimously.



Regular Meeting \_\_\_\_\_ Hayden Planning Commission \_\_\_\_\_ June 23, 2022

**Staff Report**

Tegan reviewed pending projects and upcoming meeting dates, noting that there nothing currently pending for the July 14<sup>th</sup> regular Planning Commission meeting.

**Adjournment**

The meeting was adjourned at 7:45 p.m.

Recorded by:

\_\_\_\_\_  
Mary Alice Page-Allen

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022

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Amy J. Williams, Chair