

The regular meeting of the Hayden Planning Commission was called to order by Vice Chair Michele Lewis at 7:04 p.m. Other members present were Commissioner Tim Frentress, Commissioner Carly Kelly, Commissioner, Alternate Commissioner Kimi Lehman, and Commissioner Melinda Dudley, attended virtually. Community Development Director Tegan Ebbert and Town Manager Mathew Mendisco were also present. Applicant representatives, Elena Scott, Norris Design, and Cort Nickle, Sunrise Engineering were present on Zoom.

Pledge of Allegiance

Vice Chair Lewis led the Pledge of Allegiance.

Consideration of Minutes

Commissioner Kelly moved to approve the Planning Commission minutes for the meeting held on November 10, 2022 as written. Commissioner Frentress seconded the motion. Motion approved unanimously.

Sketch/Preliminary Plan and
Rezone – Parcel A, Northwest
Colorado Business Park
Subdivision

Ms. Scott gave a detailed presentation regarding the project. She explained that the project encompasses a 58-acre, vacant lot located directly north of the Yampa Valley Regional Airport (YVRA) terminal entrance. The property was annexed, subdivided, and zoned as Open (O) in summer 2022 for the expressed purpose of creating the Northwest Colorado Business Park (NWCOBP). The Town of Hayden purchased the 58-acre lot, identified as Parcel A, Northwest Colorado Business Park Subdivision in the fall of 2022 and Norris Design was contracted to do design work for the park.

Ms. Scott indicated that the thirteen (13) buildable lots range in size from 2 to 5 acres and the desire is to zone this parcel Light Industrial. The roadway has been designed to make a future connection to US Highway 40 to the north and has been scaled to accommodate airport traffic as well as industrial traffic. She discussed the landscaping plans and overall intent of enhancing natural drainage and installing high carbon sequestration plantings. There is a proposed ADA compliant soft surface trail to move about the development to allow for interconnectivity and multimodal access whereas a concrete sidewalk didn't feel entirely appropriate in this development. Ms. Scott noted that the development will be on a gravity fed wastewater line instead of a lift station, as initially was planned for, which is an overall benefit for future development in the airport vicinity.

Commissioner Kelly asked if the trails will be open to the public. Ms. Ebbert responded that they will be and the right-of-way and trail easements will be dedicated on the final plat.

Commissioner Frentress asked about implementation timeline for park infrastructure. Mr. Mendisco responded that the intent is to break ground in 2023 and complete infrastructure by 2024.

Ms. Scott added that the next steps in this project include going before Town Council with these same plans then pursuing the final platting of the property in the next few months. Mr. Mendisco added that the Town will work with a realtor to begin marketing the parcels within the next few months as well

and are in the process of preparing an request for proposal to secure a contractor for the infrastructure work.

Ms. Ebbert discussed the recommended conditions of approval as listed in the staff packet.

Motion – Recommendation to approve

Commissioner Frentress Move to recommend approval of the Sketch/Preliminary Plan and Rezone of Parcel A, Northwest Colorado Business Park from Open (O) Zone District to Light Industrial (I-1) Zone District.

Findings of Fact:

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 waive the sidewalk requirement in section 7.24.110 and require an internal trail system in lieu.

Subject to the following conditions:

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 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. Utility, drainage, snow storage, and public trail easements shall be identified within the Final Plat application.
4. Appropriate utilities, including water, sewer, electric, gas and internet utilities, must provide a "conditional capacity to serve" letter for the proposed subdivision.
5. A plan that addresses the responsibility for maintaining all roads, open spaces and other public and common facilities in the subdivision shall be provided to the Town as part of the Final Plat application.

Commissioner Kimi Lehman seconded the motion; motion passed unanimously.



Regular Meeting

Hayden Planning Commission

February 9, 2023

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.

Adjournment

The meeting was adjourned at 8:00 p.m.

Recorded by:

Tegan Ebbert

APPROVED THIS _____ DAY OF _____, 2023

Amy J. Williams, Chair