

Work Session 6:30 pm

Staff & Councilmember Reports

HAYDEN CENTER

Sarah Stinson, Director Arts and Events:

Rhonda Sweetser, Director Parks and Recreation:

POLICE

Chief of Police Scurlock:

PUBLIC WORKS

Bryan Richards, Public Works Director:

PLANNING

Tegan Ebbert, Community Development Director:

ADMINISTRATION

Mathew Mendisco, Town Manager:

Barbara Binetti, Town Clerk:

Andrea Salazar, Finance Manager:

Staff reports will continue at the end of the meeting.

Mayor Banks called the regular meeting of the Hayden Town Council to order at 7:30 p.m. Mayor Pro Tem Reese and Councilmembers Gann, Hicks, Bell and Carlson present. Also present were Town Manager, Mathew Mendisco, Town Clerk, Barbara Binetti, Police Chief, Scott Scurlock, Public Works Director, Bryan Richards, Community Development Director, Tegan Ebbert, Hayden Center Recreation Director, Rhonda Sweetser, and Hayden Center Arts and Events Director, Sarah Stinson. Councilmember Corriveau was absent.

**COUNCILMEMBER  
REPORT AND UPDATE**

Councilmember Hicks commented that the sign at the Rec center looks nice and thank you to those who put it up. Councilmember Reese would like to talk about property tax at some point when we discuss budget and Mathew said the best time to discuss property tax is during budgeting goal meeting for the Council. Councilmember Gann mentioned that he may have had a possible conflict with the Town Charter by offering to teach some classes at the Rec center. He is not going to teach it, but wanted to state for the record since a councilmember cannot be a part time employee for the Town. Also, the cleaning company that cleans the rec center and Town Hall have hired him to clean. He wanted it known in case there was a possible conflict of interest. Mr. Mendisco stated that the cleaning was not a concern per legal counsel. The Council asked Mr. Mendisco to look into whether a "1099" contract would allow teaching at the rec center for a Councilmember and Mr. Mendisco stated that he would ask legal counsel.

**OPENING PRAYER**

Mayor Banks offered a moment of silence.

## MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE Mayor Banks led the Pledge of Allegiance.

## PUBLIC COMMENTS

PROCLAMATIONS/  
PRESENTATIONS Good Times 4-H members Kelbee Manzanares and Kyson Manzanares invited the Town Council to the Fair sale and bbq.  
Lily Venzke, Ranch House 4-H, also invited the Town Council to the sale and bbq.  
Mathew reminded the council that we do have a budget to purchase from the sale.

A. Consideration of minutes for the Regular Meeting of July 18, 2024 Mayor Pro Tem moved to approve the consent items with the amendment to the previous minutes that Councilmember Bell voted "no" on both resolutions for the GID and Council. Councilmember Hicks seconded. Roll call vote. Councilmember Carlson– aye. Councilmember Gann– aye. Councilmember Hicks– aye. Councilmember Bell– aye. Mayor Pro Tem Reese – aye. Mayor Banks – aye. Motion carried.

B. Consideration to ratify payment bill vouchers dated July 26, 2024 in the amount of \$11,178.00

C. Consideration to approve payment bill vouchers dated July 25, 2024 in the amount of \$409,214.34

D. Move to approve the appointment of Ben Robbins as an Alternate Planning Commission Member with a term expiring on 1/31/2029.

E. Move to reappoint David 'Mo" Demorat from an Alternate Planning Commission Member to a Regular Planning Commission Member with a term expiring on 1/31/2027.

F. Consideration to accept Financials June 30, 2024

OLD BUSINESS None

NEW BUSINESS

A. Review and Consider for Approval Resolution 2024-10 A Resolution Reactivating the Intergovernmental Agreement Between the Town of Hayden and Routt County for the Purpose of Participating in the Coordinated Election to be held on November 5, 2024

Councilmember Gann moved to approve. Councilmember Carlson seconded. Roll call vote. Councilmember Carlson– aye. Councilmember Gann– aye. Councilmember Hicks - aye. Councilmember Bell - aye. Mayor Pro Tem Reese – aye. Mayor Banks – aye. Motion carried.

B. Review and Consideration to Approve KW CG Work/Live Development Conditional Use Permit, Lot 6 Valley View Business Park

KW CG members spoke on behalf of the work/live development. Lot 6 Valley View Business Park. Tegan Ebbert reviewed what the development would consist of as had been presented two months ago to the Council. Kona Ward, Jesus Garcia, spoke of the need for the business space and living space for their employees. Ellen Slobodnik, architect with Yampa Valley Engineering, spoke to the Council on behalf of the development and the structural standards and additions per the Town’s requirements.

i. Public Hearing:

Public hearing called to order at 8:05 p.m.,  
No public comment,  
Hearing closed at 8:06 p.m.

Conditional Use Permit (CUP) for the construction of eight (8) work/live units to be located on Lot 6, Valley View Business Park, an approximately 0.53-acre parcel.

RECOMMENDATION: Move to recommend approval of the KW CG work/live development Conditional Use Permit with the following findings of fact and conditions:

Findings of fact:

ii. Consideration for approval of a Conditional Use Permit (CUP) for the construction of eight (8) work/live units to be located on Lot 6, Valley View Business Park, an approximately 0.53-acre parcel.

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 10.24 Development Standards.

Subject to the following conditions of approval:

1. The conditional use permit shall be authorized and approved by a resolution approved by the Town Council.
2. 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 10.16.020, Hayden Development Code (HDC).
3. All exterior lighting must be downcast and opaquely shielded and in compliance with section 10.24.210 HDC.
4. One striped exterior ADA compliance parking stall shall be required on an amended site plan. Installation of this parking space shall be required prior to the issuance of a certificate of Occupancy (temporary or permanent).

KW CG, Work/Live units

Conditional Use Permit

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5. An amended landscaping plans that include two (2) additional trees and one (1) additional shrub shall be submitted to staff for administrative approval prior to the issuance of the building permit.
6. The property owner is responsible for designation and/or assignment of parking spaces within the development.
7. The driveways and parking areas must be paved and striped prior to the issuance of a Certificate of Occupancy/Approval.
8. All rental leases shall include the following disclosure "This property is zoned Light Industrial and therefore noise, traffic, and activities associated with light industrial and commercial activities shall be expected in the vicinity of these units."
9. The fee in lieu of School Site Dedication shall be conveyed to the Town prior to issuance of a Certificate of Occupancy in compliance with section 10.24.140 and 10.24.150 HDC.

MANAGER'S RECOMMENDATION/COMMENTS: *I concur with this recommendation.*

Councilmember Bell moved to approve. Councilmember Gann seconded. Roll call vote. Councilmember Carlson – aye. Councilmember Gann – aye. Councilmember Hicks - aye. Councilmember Bell – aye. Mayor Pro Tem Reese – aye. Mayor Banks – aye. Motion carried.

C. FIRST READING OF  
 Review and Consideration  
 For Approval  
 ORDINANCE NO. 735  
 AN ORDINANCE  
 AUTHORIZING THE SALE  
 AND CONVEYANCE OF  
 CERTAIN REAL PROPERTY  
 OWNED BY THE TOWN  
 OF HAYDEN AND  
 LEGALLY DESCRIBED AS  
 LOTS 3, 4, 5, 7, 8, 9, 10, 11  
 & 13, NORTHWEST  
 COLORADO BUSSINESS  
 PARK FILING 2, TO THE  
 NORTHWEST  
 COLORADO GENERAL  
 IMPROVEMENT DISTRICT  
 (1-2022).

Mathew Mendisco explained to the council that after talking to Yampa Valley National Bank and speaking with legal counsel, the cleanest way to convey this property is to go directly from one entity to another directly. In order for the Town to sell the land, we have to have an ordinance.

Mayor Banks moved to approve ORDINANCE NO. 735  
 AN ORDINANCE AUTHORIZING THE SALE AND CONVEYANCE OF CERTAIN REAL  
 PROPERTY OWNED BY THE TOWN OF HAYDEN AND LEGALLY DESCRIBED AS  
 LOTS 3, 4, 5, 7, 8, 9, 10, 11 & 13, NORTHWEST COLORADO BUSSINESS PARK FILING  
 2, TO THE NORTHWEST COLORADO GENERAL IMPROVEMENT DISTRICT (1-2022).  
 With a Public Hearing to be held at the August 15, 2024 Town Council Meeting.

Councilmember Gann seconded. Roll call vote. Councilmember Carlson – aye.  
 Councilmember Gann – aye. Councilmember Hicks- aye. Councilmember Bell – aye.  
 Mayor Pro Tem Reese – aye. Mayor Banks – aye. Motion on first reading carried.

PULLED CONSENT ITEMS

STAFF AND  
 COUNCILMEMBER  
 REPORTS AND UPDATES  
 CONTINUED

Completion of sewer line is ahead of schedule ... other is on schedule for October  
 Staff retreat tomorrow.

Think about budget and strategic plan for next meetings

Sara – dance coming up same format as before. Fall starts 9<sup>th</sup> classes filling up.  
 More art offerings happening soon. Hayden Nite live is August 15<sup>th</sup> at Alpenglow.  
 There is a lot of interest.

Spending second half of grant to expand pottery equipment, wheels and benches.  
 Working to get Christmas tree lights replaced. Waiting for quote. Waiting on  
 contract for a movie for the winter. Late October or November looking to partner  
 with Grassticks to make ski poles and then we move into Christmas. Spoke with  
 new community member about cooking classes.

Rhonda – Window tenting today. Help with heat/cool to protect machines

Had a front desk interview this week. Will offer tomorrow. Soccer ends. Football getting started. Two new members today. Harvest fest is next event.

Bryan had first tree board meeting Monday. Had a tree come down and shut down Highway for 45 minutes. Lots of issues, first establishing who owns trees in right of ways. Especially in CDOT property. Dry creek spent a lot of time with issues in the sprinkler systems and pond pumps. Trying to get the grass back in shape. Kyle and Andy have done a great job. Crack sealing being done. Most cross walks done downtown. Started asphalt patching this week. Had several watermain breaks this winter so fixing all at the same time. Next week or two. Started jetting sewers this week; 3–4-week process. Rough grading is complete on sewer line will re-veg in spring. 51a chip sealed this week. Poplar street, wrote another grant for that bridge

Scott staffing Ken Baptiste just released in to solo patrol. Two applicants waiting on back ground checks.

Fair is coming up. Met with Liz Wood, the Fair Grounds Manager and RC Sheriff. Clarified with sheriff that Routt County will provide two deputies on Friday and Saturday to help on the busiest nights. Next Wednesday having munition less lethal training, bean bag rounds, chem rounds. We are transitioning some guns in our arsenal to be less lethal. Intent is to have additional resources without having to shoot someone.

HOV updates. streamlining, getting new decals and also streamlining pet licenses

Councilmember Carlson: anything in terms of fair that we have need of more involvement in?? Mathew said that we are a sponsor and we purchase a beef and donate the beef to the Haven traditionally.

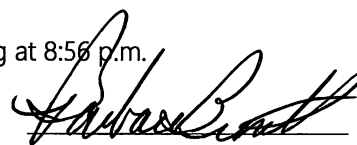
Tegan said two things the Council needs to know, First, there is a community meeting on August 8<sup>th</sup> about the Deepe property. Council approved last fall a requirement for any developer on anything bigger than 24 units has to have a meeting. Tegan will appear as a public member. It will be at town hall. She respectfully asked that no council members attend as suggested per our attorney. The next item is that she heard about stokes gulch materials. She did a deep dive into the information this week and talked to many entities about the project and the standards. Referral responses are due the 9<sup>th</sup>. Wanted to comment that my and Bryan's major concerns are the access. Trevor Guire is also uncomfortable with the access. To put the project in a size prospective, the Town of Hayden is 2.5 square miles, this project is 5 square miles. 1900 acres of hunting property will be eliminated in unit 13.

EXECUTIVE SESSION

ADJOURNMENT

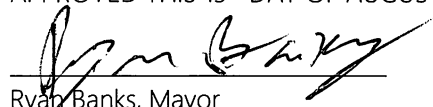
Mayor Banks adjourned the meeting at 8:56 p.m.

Recorded by:

  
Barbara Binetti, Town Clerk

*Draft minutes subject to editing and approval prior to becoming official record.*

APPROVED THIS 15<sup>th</sup> DAY OF AUGUST, 2024.

  
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Ryan Banks, Mayor

