

The regular meeting of the Hayden Planning Commission was called to order by Chair Amy Williams at 6:04 p.m. Other members present were Commissioner Michele Lewis and Commissioner Carly Kelly. Community Development Director Tegan Ebbert and Project Management Specialist Kevin Corona were also present.

- Pledge of Allegiance** **Chair Williams** led the Pledge of Allegiance.
- Approval of the Minutes** Vice Chair Lewis moved to approve the April 13, 2023 and October 12, 2023 meeting minutes, Commissioner Kelly seconded; the motion was approved unanimously.
- Three Mile Plan Amendment** Elena Scott, Norris Design, presented the proposed Three Mile Plan Amendment explaining that the application is to incorporate two airport area properties into the Three Mile Plan. The incorporation does not give these properties any imminent or entitled ability to develop however, due to their proximity to the Town Boundary and the new Northwest Colorado Business Park the Town would like them included in the plan. One of the properties is located where a desired future roadway is slated, the other property is surrounded on all sides by other lands considered in the Three Mile Plan. The function of the Three Mile Plan is to anticipate the types of uses to be located on certain lands if they every are eligible for and/or choose to annex into the Town.
- Public Comment** No members of the public made comments.
- Roundtable** Chair Williams noted that the NWCO Business Park parcel (parcel 22 on the Three Mile Map) was erroneously shown as outside of the Town Boundary and recommended that it be included as a condition of approval.
- Motion to approve** Commissioner Kelly moved to approve the Three Mile Plan Amendment with one (1) condition, based upon the following finding of fact:
- 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.
- Conditions of approval:
1. Parcel 22 be corrected to reflect its incorporation into the Town boundary on the Three Mile Plan Map.
- Commissioner Lewis seconded; the motion was approved unanimously.

Work Session

Ms. Ebbert discussed proposed code amendments that staff will bring forward at a future meeting specific to public notice requirements, the site plan process, and the requirement for a community meeting prior to a formal application being submitted to give members of the public the chance to ask questions of an applicant outside of a formal public hearing.

Staff Updates

Ms. Ebbert noted that Planning Commission is scheduled to meet on Thanksgiving and requested to move that meeting date to November 30th instead. There are some vacant Planning Commission positions being advertised on the Town website and social media and encouraged everyone to spread the word.

Adjournment

The meeting was adjourned at 6:54 p.m.

Recorded by:

Tegan Ebbert

APPROVED THIS _____ DAY OF _____, 2023

Amy J. Williams, Chair