

The regular meeting of the Hayden Planning Commission was called to order by Vice Chair Michele Lewis at 6:00 p.m. Other members present were Commissioner Carly Kelly, Commissioner Charlie Cook, and Commissioner David DeMorat. Community Development Director Tegan Ebbert and Project Management Specialist Kevin Corona were also present.

Pledge of Allegiance

Vice Chair Lewis led the Pledge of Allegiance.

Approval of the Minutes

Commissioner Kelly moved to approve the Planning Commission meeting minutes from November 30, 2023, Commissioner Lewis seconded; the motion was approved unanimously.

Hayden Contractor Shop Site Plan – 453 Commerce Street Lots 45-47., Valley View Business Park

Walter Magill, Four Points Surveying and Engineering presented the proposed contractor shop development. Community Development Director Ebbert commented on the intended use of the property, highlighting it for contractor light industrial storage, light manufacturing, and warehousing, emphasizing that it does not include dwelling units. The proposed use falls within the industrial commercial category and is located in the light industrial zone district. The proposal involves consolidating three (3) lots in the Valley View Business Park and developing six (6) buildings. Three (3) buildings will contain two (2) units and three (3) buildings will contain three (3) units for a total of fifteen (15) contractor shops.

Each individual contractor shop unit will contain two interior parking spaces, work/storage space, a mezzanine, and a ground floor ADA toilet/sink bathroom. These units are not proposed to be used for overnight accommodations/occupancy/dwelling nor will they be permitted as such. No kitchens are being proposed to be installed but could be if the intended use was for a catering or commercial kitchen purposes.

In response to concerns about operating hours, Community Development Director Ebbert clarified that the space is not for residential purposes, citing code compliance issues such as fire separation requirements. Community Development Director Ebbert recommended conditional approval, emphasizing the units' non-residential nature.

A singular access points were proposed, although the Town and West Routt Fire expressed reservations about this design, it was due to site topography. While they couldn't mandate it, the plan suggests one dedicated parking spot for each unit, positioned exteriorly.

Community Development Director Ebbert reviewed the conditions of approval, ensuring clarity and compliance. The town's development code

places a premium on the safety and well-being of residents. Given the industrial nature of the area, we seek a waiver for the sidewalk requirement.

Approval will be effective upon endorsement by the Planning Commission, with permits obtained within a year. A consolidation plat will be submitted to consolidate the lots into one parcel, or alternatively, an Acknowledgement of Merger of Title can be filed.

Ms. Ebbert noted that COA #7 in the staff packet was erroneous and can be deleted.

Motion

Commissioner Kelly moved to approve the Hayden Contractor Shops site plan with the following findings of fact and conditions of approval.

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. As sidewalks were not been required in the interior of the Valley View Business Park, the waiver of the requirement that sidewalks be constructed is appropriate.

Subject to the following conditions of approval:

1. The effective date of this approval is the date upon which the Planning Commission approves the application. The approval shall expire one (1) years from its effective date, unless a building permit has been issued or an application for renewal of the Site Plan approval is approved pursuant to Section 10.16.020, Hayden Development Code (HDC).
2. An Acknowledgement of Merger of Title or Consolidation Plat must be filed to merge the Lots 45-47, Valley View Business Park prior to the issuance of building permits.
3. Landscaping, paved access, and paved parking areas must be installed prior to issuance of a certificate of occupancy/completion.
4. Lease/Rental contract must clearly state that these structures are not permitted as dwelling units and that overnight occupancy and/or habitation are prohibited.

- 5. One (1) ADA accessible parking space shall be provided on the premise pursuant to 10.24.100(e)(4).
- 6. Fifteen (15) exterior paved, striped parking spaces must be installed onsite. A revised site plan indicating the location and dimensions of the parking spaces must be provided to Town staff for approval prior to issuance of a building permit.
- 8. Parking spaces must be striped pursuant to Section 10.24.100(b)(8).
- 9. Exterior lighting fixtures shall be downcast, opaquely shielded, and light shall not extend beyond the property boundary.
- 10. The signage plan is approved as presented in the architectural plans. Further Sign Permits are not required for these structures if the signage is installed in conformance with this plan.

Staff Reports

Community Development Director updated the planning commission on ongoing projects. Such as Conditional use permits are on the horizon for the next few months. Prairie Run is gearing up to break ground over the summer. Main Street Apartments will be completing US Highway 40 in the upcoming two months. Additionally, there's notable activity with lots being acquired in Valley View.

Annalise Karol, Hayden USPS Postmaster, provided updates on potential strategies for addressing PO Box capacity issues in light of upcoming developments on the horizon.

Adjournment

The meeting was adjourned at 6:50PM

Recorded by:

Kevin Corona

APPROVED THIS _____ DAY OF _____, 2024



Regular Meeting

Hayden Planning Commission

April 11th, 2024

Amy J. Williams, Chair