

The regular meeting of the Hayden Planning Commission was called to order by Chair Williams at 6:00 p.m. Also in attendance were Commissioner David "Mo" Demorat, Commissioner Ben Robbins, Commissioner Carly Kelly and Commissioner Welch, Contracted Town Planner with Mesa Planning Ty Johnson, Town Manager Mathew Mendisco and Project Manager Kevin Corona

Pledge of Allegiance

Chair Williams led the Pledge of Allegiance.

Approval of the Minutes

Commissioner Kelly made a motion to approve the Planning Commission meeting minutes from June 12th, 2025, the motion was approved unanimously.

Poplar Street Rezone, 365 S Poplar Street

Town Manager, Mendisco gave an introduction of the proposed project. The Town of Hayden has applied for a rezone under Hayden's Development Code (HDC). The application requests a rezone of 365 S Poplar Street, from the existing zone district of Open to a new zone of Residential Medium Density (RMD). If approved, the applicant plans to facilitate the development of an income restricted housing development through the Hayden Municipal Housing Authority.

The Town of Hayden enrolled in the Colorado Housing and Finance Authority (CHFA) Small Scale Affordable Housing Technical Assistance Program with the intent of determining if the site could function as housing for entry level, public service employees that work in Hayden. Through the CHFA program, with participation from local public service employers, a conceptual property layout was created.

The concept plan, which has not been finalized at this stage, considers constructing four (4) structures across the site. Each structure is planned to contain a larger, primary dwelling unit with an attached accessory dwelling unit. The site would accommodate 8 households in total. The project, as planned is intended to serve entry level public service employees (ie educators, first responders, non-profit, and municipal/local government employees) who earn between 30-80% of the area median income.

Contracted Town Planner Ty Johnson was able to present the following:
COMPLIANCE WITH THE TOWN OF HAYDEN DEVELOPMENT CODE

While the HDC contains numerous regulations regarding land use, staff has analyzed the following checklist to highlight the regulations directly applicable to this application and how it meets the standards for approval. Interested parties are encouraged to review the HDC to determine if there are other regulations that may be applicable to the review of this Application.

Chapter 10.16 – Development Review Procedures

Section 10.16.020 – General Procedures and Requirements.

Public Comments	Complies		Section	Standards
	Yes	No		
			10.16.020(3)	Step 3: Application Processing
	X		10.16.020(3)(a)	Determination of Completeness. A development application shall be reviewed for completeness by the manager within ten business days after receipt
	X		10.16.020(3)(b)	Referral to Other Agencies. Development applications may be referred to other agencies for review and comment.
	X		10.16.020(3)(b)(1)	Any utility, local improvement or service district or ditch company, when applicable. <i>Staff comment: A referral was made to Hayden Public Works Department, Yampa Valley Electric Association, Hayden Police Department, Hayden Building Department, Routt County Public Works Department, CDOT, Hayden School District and West Routt Fire Protection District. One comment was received which was a letter of support from the Hayden School District. This standard has been met.</i>
	X		10.16.020(4)	Step 4: Notice. Notice shall be required for all public hearings conducted by the Planning Commission and Council. <i>Staff comment: All</i>

public notice requirements have been completed. Therefore, this standard is met.

X	10.16.020(5)	Step 5: Public Hearings. The Manager shall schedule a public hearing date before the Planning Commission and/or Council after a complete application has been received, Town staff has completed Town staff review, and referral agencies have had an opportunity to provide comments. <u>Staff comment:</u> <i>The public hearing has been scheduled with the Planning Commission on July 17, 2025 and Town Council on August 7, 2025; therefore, this standard has been met.</i>
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	10.16.020(6)	Step 6: Review and Decision
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X	10.16.020(6)(c)	Findings. The reviewing authority shall adopt written findings which document that a recommendation or decision is based upon a determination of whether the development application complies with the applicable review criteria. The written findings shall state the conditions or mitigation. <u>Staff comment:</u> <i>Recommended findings of fact are included below for the Town Council's consideration.</i>
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Section 10.16.050 – Zone Change.

The boundaries of any zone district may be changed or the zone classification of any parcel of land may be changed pursuant to this section. The purpose is not to relieve particular hardships nor to confer special privileges or rights on any person, but only to make adjustments to the official zoning map that are necessary in light of changed conditions or changes in public policy or that are necessary to advance the general welfare of the town.

Complies		Section	Standards
Yes	No		
		10.16.050(2)	Review Criteria. The planning commission and Council shall use the following review criteria as the basis for recommendations and decisions on applications for zone changes. <i>Staff comment: The rezone application is reviewed against the zone change review criteria, which are reviewed below.</i>
✓		10.16.050(2)(a)	Correction of an error in an ordinance establishing the zoning for a specific property (if applicable); <i>Staff Comment: This application is not to the correction of an error. Therefore, this standard is not applicable.</i>
✓		10.16.050(2)(b)	Evidence of substantial compliance with the purposes of the Development Code <i>Staff Comment: The subject application has followed all general procedures and requirements in throughout the application process, as defined in the Development Code. Therefore, this standard is met.</i>



10.16.050(2)(c) Consistency with the master plan; Staff Comment: The Hayden Forward Future Land Use Map depicts the subject property as Residential Medium Density (RMD). The requested zone of RMD is the implementing zone district for the Residential Medium future land use designation and therefore complies with the Town's vision for growth. Additionally, this rezone request enables residential development on the subject property and meets the following goals and objectives of the comprehensive plan:

Action HE.ED1.1: Identify lots to encourage infill residential within Hayden's traditional neighborhood street network near downtown.

HE.ED2: Increase the quantity of housing units community-wide to achieve a carrying capacity that supports downtown investment.

Action ED2.1: Stimulate workforce housing creation through supportive policies and regulations along with other public resources and regulations (e.g. workforce housing overlay).

HE.ED3: Encourage housing stock that is affordable to the community's workforce.

Action HE.ED3.1: Develop partnerships with local and regional employers and organizations for land allocation, funding and other resources to support workforce housing development.

Action HE.ED3.5: Provide support for opportunities and development programs that prioritize provision of flexible, attainable, affordable and / or workforce housing

Action HE.HL1.2: Promote development of housing for the local workforce, including multi-family, duplex, single-family and alternative housing types.

Action HE.FE1.1- Encourage development that integrates affordable housing into the neighborhood or project.

✓ 10.16.050(2)(d) *This standard has been met.*
Physical suitability of the land for the proposed development or subdivision. Staff Comment: The subject property is suitable for development. It is bordered and has access to two established streets – Poplar and 1st st. The property has access to all required utilities to support future development.

✓ 10.16.050(2)(e) *This standard has been met.*
Compatibility with surrounding

land uses; Staff Comment:
Residential Medium zoning is compatible with surrounding properties. The subject property is currently bordered by Mobile Home Residential (MHR) Zoning on the south and west with Open Zoning on the east and north. The properties on the north, west, and south function as residential properties. The property to the east functions as the Routt County Fairground. Therefore, this standard is met.

✓

10.16.050(2)(f)

Whether the proposed rezoning is justified by changed or changing conditions in the character of the area proposed to be rezoned. Staff Comment:
The proposed zoning is supported by changed characteristics in that a new comprehensive plan has been adopted that outlines a vision for growth for this area that has changed since the original zoning of the property. The Town's vision for growth, as defined by the future land use map, envisions residential medium density development in this area. Therefore, this standard is met.

✓

10.16.050(2)(g)

Whether there are adequate facilities available to serve development for the type and scope suggested by the proposed zone compared to the existing zoning, while maintaining adequate levels of

service to existing development;. Staff Comment: Adequate facilities exist to support residential medium development on the subject property. This includes all utilities, vehicle access, and the ability to be served by emergency response as required by Town development standards.. Therefore, this standard is met.



10.16.050(2)(h)

Whether the rezoning is consistent with the stated purpose of the proposed zoning district;; and Staff Comment: The intent of the Residential Medium Density is to provide compact residential development and transition between lower and higher density residential uses and commercial uses. The RMD District encourages the creation of viable neighborhoods that occur adjacent to community destinations (schools and parks) and at key existing and future intersections. The subject property is consistent with the intent of the requested zone district and can support such development. Therefore, this standard is met.



10.16.050(2)(i)

That, compared to the existing zoning, the rezoning is not likely to result in adverse impacts upon the natural environment, including air, water, noise, stormwater management,

wildlife and vegetation, or such impacts will be substantially mitigated. Staff Comment: The proposed zoning will not result in adverse impacts. Any development on the subject property will be required to follow applicable procedures and standards in the Development Code, and will have to demonstrate compliance with Town standards for development and mitigate any adverse impacts, if applicable. Therefore, this standard is met.

✓

10.16.050(2)(j)

That, compared to the existing zoning, the rezoning is not likely to result in significant adverse impacts upon other property in the vicinity of the subject tract; and Staff Comment: The proposed zoning will not result in adverse impacts upon other property. The subject property is bordered by residential development to the north, south, and west, and is located in an area that envisions medium density growth in the future. Therefore, this standard is met.

✓

10.16.050(2)(k)

Adequate mitigation is required for zone change applications which result in greater intensity of land use or increased demands on public facilities and infrastructure. Staff Comment: It is not anticipated that adverse impacts will be created because of this zone change. It is recommended that mitigation

efforts be assessed at the time of development of the property, if any are necessary at all. Future development will be required to go through the Town's development review procedures which will formally address whether any adverse impacts are created that require mitigation. Therefore, this standard is met.

Chair Williams opened public comment at 6:39PM and closed at 6:40PM

Public Comment

There was no public comment.

Roundtable

The Planning Commission discussed the application and referred to Ty Johnson's comments.

Motion

Commissioner DeMorat made a motion of approve and stated the decision was approved unanimously.

Staff Reports

Town Manager, Mendisco gave a brief overview of how the next few weeks will look. Giving an update that Town Council will go for First reading of this approved application on 7/24/25 and follow up with a decision to approve

Adjournment

The meeting was adjourned at 7PM

Regular Meeting

Hayden Planning Commission

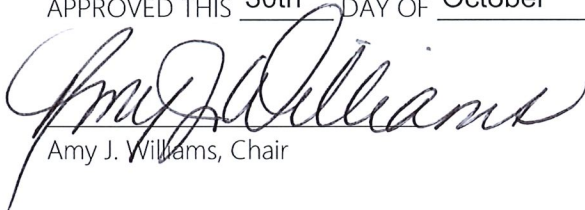
July 17th, 2025

Recorded by:

Kevin Corona

Kevin Corona

APPROVED THIS 30th DAY OF October, 2025


Amy J. Williams, Chair