



AGENDA

HAYDEN PLANNING COMMISSION

THURSDAY, November 13th, 2025

6:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/89548614591>

Meeting ID: 895 4861 4591

HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE, HAYDEN

REGULAR MEETING

1. CALL TO ORDER, MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSIDERATION OF MINUTES
Review and Consider Approval of October 13th, 2025 Planning Commission Minutes.
4. Yampa Valley Regional Airport Terminal Expansion Major Site Plan
 - a) The applicant, Yampa Valley Regional Airport, has applied for a Major Site Plan (application), under Hayden's Development Code (HDC). The application requests to expand and reconfigure the airport's terminal building, commercial apron improvements, short-term vehicle parking and curbside reconfiguration, construction of a relocated GSE storage area, demolition of Hangar 1 and Hangar 2, and relocation of the fuel truck access road. The subject property is located in the Airport Overlay District. Airport uses and buildings to support Yampa Valley Regional Airport are a use-by-right in this overlay district.
5. STAFF REPORT
5. ADJOURNMENT

NOTICE: Agenda is subject to change up to 24 hours before scheduled meeting. If you require special assistance in order to attend any of the Town's public meetings or events, please notify the Town of Hayden at (970) 276-3741 at least 48 hours in advance of the scheduled event so the necessary arrangements can be made.

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 Charlie Cooke and Alternate Commissioner Berning , Town Deputy Manager Tegan Ebbert, Town Manager Mathew Mendisco, and Project Manager Kevin Corona

Pledge of Allegiance

Chair Williams led the Pledge of Allegiance.

Approval of the Minutes

Chair Williams made a motion to approve the Planning Commission meeting minutes from July 17th 2025, the motion was approved unanimously.

**Valley View Condo
Subdivision Sketch Plan , 453
Commerce Street Hayden,
CO 81639**

a) The applicant, Four Points Surveying and Engineering, has submitted an application (Application) for a Sketch Plan under Hayden's Development Code (HDC). The application requests to develop Lots 45-47 of Valley View Business Park. Walter Magill with Four Points Surveying and Engineering presented the sketch plan under the Hayden Development Code. Walter Magill also presented the (Application) for a Preliminary Plan under Hayden's Development Code (HDC). The application requests to develop Lots 45-47 of Valley View Business Park.

Walter Magill provided an overview of the ongoing development project within the Business Park. He explained that the first structure on the east side consists of a triplex, while the second building on the west side is a duplex. Each building includes interior parking, along with additional finished parking areas to the north.

Walter noted that after the first two buildings were completed, it was identified that a condominium plat had not yet been approved, which meant there was no formal mechanism for final platting or sales of the individual units. Following discussions with Town staff, the development team elected to move forward with an updated application that includes a final plat for the condominium units on the south half of the property and a development plan for the north half.

He presented current site photos showing the completed asphalt work and the garage and access doors for each unit.

Walter concluded his presentation by turning the discussion over to staff and remained available to answer questions from the Commission.

Ty Johnson, Mesa Planning and Design LLC is the contract planner for the Town of Hayden and provided his staff report review regarding the applications

Ty Johnson, contract planner with Mesa Planning and Design, LLC, provided an overview of the project and its related subdivision process. He explained that the existing duplex and triplex structures are proposed to be condominiumized. Since the Town's code does not contain a specific condominiumization process, this proposal is being reviewed under the major subdivision process to formalize ownership structure for the existing buildings and to prepare for future condominium development on the site (anticipated to include a building with approximately ten units and an additional structure as part of Phase II).

Ty noted that this application includes both a Sketch Plan and a Preliminary Plan, being processed concurrently due to the project's unique nature. The site is located within the Valley View Business Park, zoned I-1 (Light Industrial), where the proposed uses are by right. The site was previously subdivided as part of the Valley View development, and therefore, no additional public right-of-way dedication is required. All utilities and parking areas will remain private.

The application was reviewed by referral agencies, including Town staff, Routt County Building, West Routt Fire, CDOT, Colorado Parks and Wildlife, Yampa Valley Regional Airport, Routt County Public Works, Routt County Planning, Hayden Police Department, and the Hayden School District. No significant comments were received, with the exception of a standard note regarding ADA-compliant parking, which will be addressed during the future site plan review phase.

Public notice requirements for this hearing were met. Ty reviewed that the sketch plan represents the first step of the major subdivision process, followed by the preliminary plan, and ultimately the final plat, which will formally establish unit boundaries and common elements. He explained that shared areas—such as parking, walls, and roofs—will be classified as common or limited common elements.

The site meets all dimensional standards for the I-1 district, including setbacks of 20 feet (front), 15 feet (side), and 20 feet (rear), as well as open space requirements, with approximately 11,000 square feet provided where 7,300 square feet are required (15% of the site).

Ty clarified that any future development, including the proposed 10-unit building, will require a separate Major Site Plan Review by the Planning Commission at the time of building permit submittal. That review will

address detailed design elements such as parking, landscaping, drainage, and grading.

Ty concluded by recommending approval of the Sketch Plan, noting no major issues or comments were received. He remained available to answer questions from the Commission regarding process or code compliance.

Deputy Town Manager, Ebbert provided additional context on the Valley View Condominium Subdivision project. She noted that the project was initially reviewed approximately a year and a half ago, likely in 2023, during the site plan process. At that time, an acknowledgment of merger of title was completed for the three lots.

The current application involves subdividing the lots to allow for individual sale. As previously noted by Ty Johnson and Walter Magill, the project will result in a condominium plat. Tegan emphasized that these buildings do not contain any habitable space, and that the new structures would be similar to the existing ones primarily garages with loft spaces.

Public Comments

Chair Williams opened the public comment period at 6:17 PM. No public comments were received, and the public comment period was closed at 6:18 PM

Commissioner Cooke made a motion to approve the subdivision, including the findings of fact that the development application meets the standards of the Town of Hayden Development Code, is consistent with the general goals and intent of the Town of Hayden Comprehensive Plan, and preserves the health, safety, and welfare of the citizens of the Town of Hayden.

The motion was seconded by Commissioner Robbins. A vote was taken, and all members were in favor. The motion carried unanimously.

Roundtable

Motion

The decision was approved unanimously.

Valley View Condo

Subdivision Preliminary Plan ,
453 Commerce Street
Hayden, CO 81639

Ty Johnson, Mesa Planning and Design LLC contract planner provided an overview of the preliminary plan for the Valley View Condominium Subdivision. He explained that while the sketch plan presents a broad conceptual overview of a subdivision, the preliminary plan typically includes more detailed information such as lot layouts, street locations, civil design, public infrastructure, and sidewalks.

For this project, Ty noted that such detailed infrastructure is not applicable, as the subdivision is part of the existing Valley View Business Park, and all utilities and infrastructure are private. He confirmed that all relevant criteria for the preliminary plan, including water and sewer access, have been met.

Ty recommended approval of the preliminary plan and remained available to answer any questions regarding the process. He also noted that the final plat, which will define lot lines and common elements, will subsequently be presented to Town Council for review and approval.

Roundtable

Chair Williams mentioned that if there were no other comments that she would like to move forward with approval

Motion

Commissioner Berning made a motion to approve the Valley View Condominium Subdivision Preliminary Plan, including the findings of fact that the development application meets the standards of the Town of Hayden Development Code, is consistent with the general goals and intent of the Town of Hayden Comprehensive Plan, and preserves the health, safety, and welfare of the citizens of the Town of Hayden.

The approval was made subject to the condition that the applicant adjust the preliminary plan to address any conditions of approval arising from the sketch plan application, if applicable.

The motion was seconded by Commissioner Robbins and passed unanimously.

Project Elkhead Major Site**Plan, Northwest Colorado**

Business Park, Lots 3 and 4,
Hayden, CO 81639

Jake Burks, representing Beckennell Industrial, introduced the project team, including Devin O'Connor, Jake Mitten, and design representatives Andrew Hartzell and Sydney Ivory from CDSO Incorporated, the architect and civil engineer for the project. The team presented the site plan for Lots 3 and 4 of the Northwest Colorado Business Park, providing an overview of the location, site layout, compliance with Town codes, grading and drainage, building elevations, and renderings.

The proposed building consists of 40,350 square feet, with a 4,450-square-foot canopy on the north side. Parking and vehicle circulation have been designed to separate truck, automobile, and van traffic across three entrances to reduce congestion. The site provides 123 parking spaces, exceeding the 93-space requirement, and includes 41 trees in compliance with code, with additional landscaping throughout the site. Bicycle parking and height requirements are also met.

Grading and Drainage:

Grading across the drive aisles and parking areas ranges from 3.5% to 5%, with retaining walls up to 18 feet on the north side to accommodate elevation changes. Drainage has been consolidated to one outfall in the northeast corner, with subsurface piping directing water to the wetlands and drainage way on the north side.

Building Design:

The building elevations incorporate staff recommendations, including a blended reveal-style paint treatment, blue awnings over doorways, and a stepped parapet, while maintaining the 35-foot height limit.

Project Compliance and Impact:

The applicants confirmed that the project complies with I-1 (Light Industrial) zoning requirements, including setbacks, lot coverage, and open space. The use as distribution and logistics is consistent with the character of the business park and neighboring light industrial uses. Traffic studies are in progress to meet CDOT and Routt County requirements, including

additional counts at the intersection of Highway 40, with current expectations remaining below threshold levels.

The applicants concluded by expressing confidence in the project's compliance and alignment with the Town's development goals, and indicated they were available to answer questions from the Planning Commission.

Ty Johnson provided an overview of the major site plan application for Lots 3 and 4 of the Northwest Colorado Business Park, Filing No. 3. He noted that the applicant has submitted an administrative plat to consolidate the two lots, which is pending approval, to ensure there are no lot lines dividing buildings. The proposed project is a 40,000-square-foot warehouse and distribution facility in the I- 1(Light Industrial) zone district, a use by right.

Ty summarized the application's compliance with Town codes:

- **Dimensional Standards:** All setbacks and height requirements (35 feet maximum) are met; the tallest point of the building is 35 feet.
- **Parking:** The site provides 123 parking spaces, exceeding the 93-space requirement, including five ADA spaces, truck docks, and van delivery areas. All parking surfaces are asphalt or concrete, with proper circulation ensuring no backing into public rights-of-way.
- **Landscaping:** The site provides **156,000 square feet of landscaping** (42% of the site), exceeding the required 15%, including 42 trees and 93 shrubs, with buffers along property lines and landscaping islands throughout the parking lot.
- **Lighting:** Fully cut-off fixtures are proposed, with a maximum height of 25 feet and a photometric plan showing no off-site light trespass.
- **Bicycle Parking:** Four bike spaces are provided, exceeding the code requirement of three, and located conveniently near building entrances.
- **Architecture:** The building incorporates vertical and horizontal design elements, awnings, and color variations to break up long walls, meeting architectural standards for industrial developments.

Ty noted that all required site plan information has been provided. Outstanding items from engineering and CDOT comments have been addressed and included as conditions of approval, including grading and

drainage. He confirmed there are no public improvements required, all utilities are private, and no buildings encroach on easements.

Staff Recommendation: Approval of the major site plan application, subject to the listed conditions of approval.

Round Table

Chair Williams, noted some confusion regarding detention ponds on the site plan, as earlier materials showed two ponds in the northwest and southwest corners. The applicant clarified that the plan has been updated, consolidating detention to a single pond in the **northeast corner**, addressing staff and engineering comments.

Ty Johnson, confirmed that no variances are needed, as all standards are met. Regarding the retaining wall, Johnson noted that any portion exceeding 48 inches must go through a separate **planning clearance and building permit process**, which is included as a condition of approval. Parking setbacks were revised to ensure compliance.

Commissioner DeMorat, asks if there was any discussion on snow storage.

Town Manager Mendisco, weighed in and noted that with the additional parking provided (121 spaces), the site should be able to accommodate snow storage requirements. He clarified that the maximum number of employees at any given time does not necessarily reflect typical occupancy, and that the extra parking allows for adequate snow storage.

Deputy Town Manager Ebbert, also explained that the current town code does not specify a required volume of snow storage per square foot of impervious surface.

Commissioner Robbins, asks would the retention pond be able to count towards any snow storage area?

Jake Burks the applicant, responded that it would not be suitable due to the major grade change in that area, noting that fall protection will likely be required and it is preferable not to have a 10-foot drop.

Chair Williams opened the public comment period at 7:45 PM. No public comments were received, and the public comment period was closed at 7:46 PM

Public Comment

Chair Williams announced that she will reuse herself from the motion. Commissioner Cooke moved to approve the project LCAD site plan, with the findings that the development application meets the standards of the Town of Hayden Development Code, preserves the health, safety, and welfare of the citizens of the Town of Hayden, and is subject to Conditions of Approval 1 through 7 as listed on the plan. Commissioner Robbins seconded the motion and the motion passed unanimously.

Motion

Deputy Town Manager Ebbert, provided updates for upcoming Planning Commission meetings. The next meeting is scheduled for **November 13, 2025**, and will include the **M Regional Airport Terminal Expansion Plan**, a major site plan application. She thanked commissioners for confirming availability for the **Tuesday, November 25, 2025** meeting, scheduled on a Tuesday due to Thanksgiving. That meeting will include the **Sonesta project**, an amendment to a plat originally approved in 1980 for 64 townhomes. The project will begin with a preliminary plan review, with the sketch plan largely reflecting the existing plat, reviving a development that has been inactive for several years.

Staff Reports

Staff is also continuing work on the draft code rewrite. Once the draft is complete with staff comments, it will be distributed for review. The consultant working on the code will provide fact sheets summarizing key changes and updated processes for various application types, should the draft be adopted. Additional historical context regarding past plat approvals and changes was also provided to inform upcoming reviews.

The meeting was adjourned at 7PM



Regular Meeting

Hayden Planning Commission

October 30th , 2025

Adjournment

Recorded by:

Kevin Corona

APPROVED THIS _____ DAY OF _____, 2025

Amy J. Williams, Chair



Town of Hayden

Planning Commission Agenda Item

MEETING DATE:	November 13, 2025
AGENDA ITEM TITLE:	Yampa Valley Regional Airport Terminal Expansion Major Site Plan
AGENDA SECTION:	New Business
PRESENTED BY:	Ty Johnson, Contract Planner
APPLICANT(S):	Yampa Valley Regional Airport
CAN THIS ITEM BE RESCHEDULED:	Not recommended.
ATTACHMENTS:	CDOT Comments, Engineering Comments, Project Narrative, Site Plan, Building Elevations

BACKGROUND REVIEW:

The applicant, Yampa Valley Regional Airport, has applied for a Major Site Plan (application), under Hayden's Development Code (HDC). The application requests to expand and reconfigure the airport's terminal building, commercial apron improvements, short-term vehicle parking and curbside reconfiguration, construction of a relocated GSE storage area, demolition of Hangar 1 and Hangar 2, and relocation of the fuel truck access road. The subject property is located in the Airport Overlay District. Airport uses and buildings to support Yampa Valley Regional Airport are a use-by-right in this overlay district.

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.

Complies Yes No		Section	Standards
		10.16.020(d)	Step 4: Application Processing
X		10.16.020(d)(1)	Determination of Completeness. A development application shall be reviewed for completeness by the manager within ten business days after receipt
X		10.16.020(d)(2)	Referral to Other Agencies. Development applications may be referred to other agencies for review and comment. <i>Staff comment: A referral was made internally to Town review agencies and to Routt Co. Building, West Routt Fire, CDOT, CPW, Yampa Valley Regional Airport, Routt Co. Public Works, Routt Co. Planning, Hayden PD, and Hayden School District. Comments from Engineering, and CDOT were received. Required compliance with those outstanding comments have been added as conditions of approval to ensure that all comments are met prior to final approval. CDOT and Engineering comments are attached to this staff report as attachments. This standard has been met.</i>
X		10.16.020(e)	Step 4: Notice. Notice shall be required for all public hearings conducted by the Planning Commission and Council. <i>Staff comment: All public notice requirements have been completed. Therefore, this standard is met</i>
X		10.16.020(f)	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. <i>Staff comment: The public hearing has been scheduled with the Planning Commission on November 13, 2025; therefore, this standard has been met.</i>
		10.16.020(g)	Step 6: Review and Decision
X		10.16.020(g)(3)	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. <i>Staff comment: Recommended findings of fact are included below for the Planning Commission's consideration.</i>

Section 10.20.120 – Airport Overlay District

Complies		Section	Standards
Yes	No		
✓		10.20.140	Intent. The Airport Overlay (AO) District is a supplemental zone district that overlays the underlying zone districts in the vicinity of the Yampa Valley Regional Airport (YVRA) as such is shown on the Zoning Map. Besides uses identified in the most current Town-approved version of the YVRA Airport Master Plan and accessory buildings and uses incident to YVRA operations, any Use Permitted by Right or permitted use in the underlying zone districts is also permitted in the AO District so long as that use meets the special conditions and standards required in the AO District as further detailed in Chapter 10.28 as well as other applicable standards of this Development Code.; <u>Staff comment:</u> <i>The proposed site plan meets the intent of the Airport Overlay. All changes and expansion of the site are to support the airport and its operations.</i>

This standard is met

Section 10.24 – Development and Dimensional Standards

Complies		Section	Standards
Yes	No		
✓		Table 10.24-1	Dimensional Standards. O – Open Zone District. Minimum structure setbacks: 50’ from front property line, 10’ from side property line, and 20’ from rear property line. <u>Staff comment:</u> <i>The site plan submitted shows the building meeting all setbacks. The building is centered well within the property lines and far exceeds all setback requirements.</i>

This standard is met

Section 10.28.040 – AO Airport Overlay Zone District Standards

Complies		Section	Standards
Yes	No		
✓		10.28.040 (b)(3)	Building Height Limit. Airport buildings and structures shall not exceed fifty feet (50’) in height, provided that a particular building, or buildings, may be permitted to exceed such height limit only upon the approval of a

conditional use permit. *Staff comment: The elevations demonstrate that the building is within the height limit. The tallest point of the terminal building is the east elevation, which is 36' and 8"*

This standard is met

✓

10.28.040 (c)

Area Regulations. All buildings and structures located in the Airport Overlay shall meet the minimum setback requirements of the underlying zoning district and any other applicable setback requirements set forth elsewhere in this Development Code. *Staff comment: Minimum structure setbacks: 50' from front property line, 10' from side property line, and 20' from rear property line. The terminal building centrally located within the lot and is well within these setback requirements as show on the site plan. The building is approximately 310' from CR51A.*

This standard is met

✓

10.28.040 (d)

Prohibited Lighting and Electronic Signals.

- (1) Any moving, pulsating, flashing, rotating, or oscillating light, other than navigational markings or lights marking potential obstructions in accordance with Federal Aviation Administration requirements;
- (2) Flood lights, spot lights, or other lighting devices which are not shielded so as to prevent illumination in an upward direction;
- (3) Any lights which make it difficult for pilots to distinguish between airport lights and others, results in glare in the eyes of pilots using the airport, impairs visibility in the vicinity of the airport or otherwise in any way endangers or interferes with the landing, takeoff or maneuvering of aircraft intending to use the airport.
- (4) Any electronic impulse or signal which interferes with radio communications between aircraft and the airport, or which interferes with established navigation aids, is prohibited in the Airport Overlay District.

Staff comment: The project will relocate two existing high mast lights for the airfield. Light fixtures for the building are fully shielded and meet all standards for the Airport Overlay. A photometric plan was submitted that demonstrates no light trespass.

This standard is met

Complies		Section	Standards
Yes	No		
✓		10.24.100(c)	Paved off-street parking requirements. Business park/industrial use requires 1 off-street parking space for the maximum number of employees present at any one time plus space to accommodate all trucks and other vehicles used in connection with the facility. <i>Staff comment: Existing parking far exceeds this requirement, and parking is not proposed to increase with this application.</i> <i>This standard is met</i>
✓		10.24.100(b)(1)	Surface. All parking and driveway areas and primary access to parking facilities shall be surfaced with asphalt, concrete or similar materials. <i>Staff comment: All parking areas are paved with asphalt or concrete.</i> <i>This standard is met</i>
✓		10.24.100(b)(4)	Landscaping. Parking lots shall be landscaped, screened and buffered as provided in this Chapter. <i>Staff comment: Landscaping cannot be required in order to maintain compliance with FAA standards.</i> <i>This standard is met</i>
✓		10.24.100(b)(6)	Lighting. All parking area lighting shall be full cutoff type fixtures. Any light used to illuminate parking areas or for any other purpose shall be so arranged as to reflect the light away from nearby residential properties, and away from the vision of passing motorists. <i>Staff comment: No changes are proposed to existing parking lot lights.</i> <i>This standard is met</i>

Section 10.16.170 – Site Plan.

(D) Review Criteria. The following review criteria applies to review of Site Plans:

Complies		Section	Standards
Yes	No		
✓		10.16.170(d)(1)	All required information is shown on the Site Plan; <i>Staff comment: All required information was shown on the submitted site plan. Some of the submittal documents require additional clarification, based on review agency comments, and compliance with those items have been included as conditions of approval.</i> <i>This standard is met</i>
✓		10.16.170(d)(2)	the lot size and lot dimensions are consistent with the approved Final Plat; <i>Staff Comment: The lot size and dimensions are all unchanged with this proposal and consistent with previous final plat for the property.</i> <i>This standard is met.</i>
✓		10.16.170(d)(3)	no building, structures, or other improvements encroach or infringe upon any easements, including but not limited to: access, utility and drainage easements; <i>Staff Comment: There are no encroachments from proposed improvements onto easements.</i> <i>This standard is met.</i>

- ✓ **10.16.170(d)(4)** the proposed site grading is consistent with the requirements of any applicable adopted storm drainage criteria or master drainage plans; Comment: All grading and drainage details have been submitted and reviewed by the Town Engineer, and are consistent with drainage criteria and master plans.

This standard can be met.
- ✓ **10.16.170(d)(5)** the density and dimensions of proposed improvements conform to the zone district standards or the approved PUD requirements; and Staff Comment: The proposed plan meets all standards of the Open zone district and Airport Overlay

This standard is met.
- ✓ **10.16.170(d)(5)** an acceptable public improvements agreement is provided for any public improvements to be constructed by the applicant as a condition to Site Plan approval. Comment: There are no public improvements proposed with this project. All improvements are private.

This standard is not applicable.

RECOMMENDATION:

Move to approve the Yampa Valley Regional Airport Terminal Expansion Site Plan with the findings of fact that:

1. The development application meets the standards of the Town of Hayden's Development Code and preserves the health, safety, and welfare of the citizens of the Town of Hayden.

Subject to the following conditions of approval:

1. Prior to construction, applicant shall submit construction drawings to the Town for review and approval including a utility service plan stamped by a professional engineer and an exhibit showing easement dedication for all water and sewer mains located on the airport grounds.
2. Prior to approval of construction drawings, issuance of any required Colorado Department of Transportation access permits shall be complete.
3. Prior to CO/CA, all public water mains and sewer mains will be placed within dedicated easements by separate utility easement dedication instrument.
4. Prior to CO/CA, any improvements associated with access permit requirements shall be complete, inspected, and approved by Colorado Department of Transportation

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with this recommendation.

SITE VICINITY MAP

