

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.

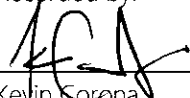
Staff Reports

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

Adjournment

Recorded by:


Kevin Corona

APPROVED THIS 13th DAY OF November 2025


Amy J. Williams, Chair