



**AGENDA
HAYDEN TOWN COUNCIL MEETING
THURSDAY, FEBRUARY 4, 2016
7:30 P.M.
HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE**

WORK SESSION 7:00 P.M. – 7:30 P.M.

1. STAFF REPORTS

REGULAR MEETING – 7:30 P.M.

1a. CALL TO ORDER

1b. OPENING PRAYER

1c. PLEDGE OF ALLEGIANCE

1d. ROLL CALL

2. CONSIDERATION OF MINUTES

- A. Regular Meeting January 21, 2016

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3. CONSIDERATION OF BILLS

- A. Consideration of payment bill vouchers dated January 28, 2016

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4. PUBLIC COMMENTS

5. PROCLAMATIONS/PRESENTATIONS

6. CONSENT ITEMS

- A. Consideration to approve Alicia Doolin to the Hayden Parks and Recreation Board
B. Consideration to approve the contract with Loose Change for the Hayden Daze Street Dance

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7. OLD BUSINESS

- A. Resolution 2016-01 Adopting a Fee Schedule
B. Assignment of Town Council Member to organization representation

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8. NEW BUSINESS

- A. Setting a Public Hearing and First Reading of Ordinance 671 amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.08 Key Pump Water Customers, Of Hayden Municipal Code
B. X-West Subdivision

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9. PULLED CONSENT ITEMS

10. STAFF AND COUNCILMEMBER REPORTS (CONTINUED, IF NECESSARY)

11. EXECUTIVE SESSION (IF NEEDED)

12. ADJOURNMENT

NOTICE: Agenda is subject to change. 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.

Staff & Councilmember Reports

Jill Delay reported Hayden Parks and Recreation set the 2016 goals and priorities. Fishing is Fun grant should be finished soon. Dry Creek Park being set up to become a teen gathering place rather than Town Hall. HPR is still working on a dog park. The programs are changing to accommodate sports that are not covered by the school district. The special events programs stay the same. A new fundraiser will begin this year to fund the playground and activities. One of which will be a corn hole tournament at the fairgrounds. Sandy Boston is moving to Craig and HPR will be recommending a new member to Town Council.

Greg Tuliszewski commended Public Works for the great job on street snow removal. Greg updated the Town Council on the Special Election. Russ is in a two week supervisor training. Shawn is stepping up and covering while Russ is in training. Storm working with her Field Training Officer. The transition as Interim Town Manager is going well with help from the Town staff. Andrea and Kalli have been keeping the office going with Sharon’s absence. Greg will be meeting with the airport staff regarding Seneca Hill Tank Project.

Jim Haskins attended the Recreation Committee in Steamboat and it is heading towards a Recreation Tax District.

Staff reports will continue at the end of the meeting.

Mayor Haskins called the regular meeting of the Hayden Town Council to order at 7:33 p.m. Mayor Haskins and Mayor Pro Tem Robinson present. Councilmembers Johnson, Hayden, Redmond, Folley and Hagins present. Also present were Interim Town Manager and Police Chief, Greg Tuliszewski, Recreation Coordinator, Jill Delay and Deputy Town Clerk, Andrea Salazar.

Opening Prayer Mayor Haskins offered the opening prayer.

Pledge of Allegiance Mayor Haskins led the Pledge of Allegiance.

Minutes – January 7, 2016 Mayor Pro Tem Robinson moved to approve the minutes of the Regular Town Council Meeting held on January 7, 2016 with corrections. Councilmember Johnson seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson –aye. Mayor Haskins – aye. Motion carried.

Consideration of Bill Payment Voucher dated January 14, 2016 Councilmember Hayden moved to approve the bill payment voucher dated January 14, 2016 in the amount of \$125,596.59. Councilmember Folley seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson –aye. Mayor Haskins – aye. Motion carried.

Proclamations/ Phil Kasper, Superintendent Hayden School District RE-1,
Draft minutes subject to editing and approval prior to becoming official record.

Presentations updated the Town Council on the Colorado Standardized testing PARCC.

Public Comments Tammie Delaney, 198 E. Lincoln encouraged the Town Council to invest in crosswalks & sidewalks for child safety.

Consent Items None.

Old Business

Public Hearing: Ordinance 670 amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers of the Hayden Municipal Code. Public Hearing was opened at 8:25 p.m. No public comments were made. Public Hearing was closed at 8:26 p.m.

Decision: Second reading and adoption of Ordinance 670 amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers of the Hayden Municipal Code. Councilmember Hagins moved to approve Ordinance 670 amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers of the Hayden Municipal Code. Councilmember Johnson seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson –aye. Mayor Haskins – aye. Motion carried.

New Business

Decision: Resolution 2016-01 A Resolution of the Town of Hayden, Colorado adopting a Fee Schedule. Tabled to the next meeting to research changes from the 2015 fee adoption.

Decision: Consideration to Councilmember Hagins moved to appoint Ashley McMurray to the Hayden Planning Commission for a three year term as a regular
Draft minutes subject to editing and approval prior to becoming official record.

appoint Ashley McMurray to the Hayden Planning Commission.

member. Councilmember Folley seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson –aye. Mayor Haskins – aye. Motion carried.

Decision: Assignment of Town Councilmembers to organizations,

Tabled to next meeting to review current assignments.

Pulled Consent Items

None.

Staff and Councilmember Reports Continued

None.

Executive Session

None.

Adjournment Recorded by:

Mayor Haskins adjourned the meeting at 9:01 p.m.

Sharon Johnson, Town Clerk

APPROVED THIS 4th DAY OF February, 2016.

James M. Haskins, Mayor

Report Criteria:

Detail report.

Invoices with totals above \$0 included

Paid and unpaid invoices included

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12134	A-1 Collection Agency, LLC	FEB2016	Garnishment	02/01/2016	23.09	.00		
Total 12134:					23.09	.00		
6615	All Natural Carpet	230220	Police Station carpet cleaning	01/15/2016	620.00	.00		
Total 6615:					620.00	.00		
12120	Allen, Leni	253 08	Deposit Refund	01/22/2016	8.87	.00		
Total 12120:					8.87	.00		
2440	Atmos Energy	0332JAN16	Water Plant Gas	01/13/2016	811.89	.00		
2440	Atmos Energy	1967JAN16	Streets - Shop Gas	01/13/2016	459.24	.00		
2440	Atmos Energy	2144JAN16	Sewer Plant Gas - R910225	01/13/2016	246.97	.00		
2440	Atmos Energy	2411JAN16	Parks Gas - T820876	01/13/2016	82.17	.00		
2440	Atmos Energy	2626JAN16	Town Hall Gas_R252006 (80)	01/13/2016	160.84	.00		
2440	Atmos Energy	2626JAN16	Rec Gas_R252006 (20%)	01/13/2016	40.21	.00		
2440	Atmos Energy	2886JAN16	Crandall Pump House Gas	01/13/2016	99.94	.00		
2440	Atmos Energy	3116JAN16	Airport Lift Station Gas - 6408226	01/14/2016	28.09	.00		
2440	Atmos Energy	3349JAN16	Dry Creek Lift Gas - 08K458739	01/14/2016	18.49	.00		
2440	Atmos Energy	3590JAN16	Parks Gas	01/13/2016	149.74	.00		
2440	Atmos Energy	5208JAN16	Golden Meadows Gas	01/13/2016	82.60	.00		
2440	Atmos Energy	7426JAN16	PD Gas	01/13/2016	439.20	.00		
Total 2440:					2,619.38	.00		
12157	Boston, Sandra	02232016	Travel Reimbursement	01/12/2016	727.01	.00		
Total 12157:					727.01	.00		
1330	Bratton Enterprises Inc	9295A	Scoria	01/15/2016	1,002.55	.00		
Total 1330:					1,002.55	.00		
12177	CBI	T160600035	Drug Panel	01/06/2016	300.00	.00		
Total 12177:					300.00	.00		
3770	CenturyLink	2535JAN16	PD Phones_2535	01/04/2015	311.64	.00		
Total 3770:					311.64	.00		
12074	CliftonLarsonAllen LLP	1097313A	Accounting services - Aug 2015	08/07/2015	453.10	.00		
Total 12074:					453.10	.00		
1890	Cook Chevrolet Inc	62018	PD - Vehicle maint.	01/14/2016	127.43	.00		
Total 1890:					127.43	.00		
2050	Dana Kepner Company Inc	1420543-00	Water Meters	01/07/2016	6,832.32	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 2050:					6,832.32	.00		
12234	Dubois, Dorothy	860 04	Utility Deposit Refund	01/14/2016	27.04	.00		
Total 12234:					27.04	.00		
4280	HD Supply Waterworks, Ltd.	E874743	BASF Masterflow	01/05/2016	503.00	.00		
4280	HD Supply Waterworks, Ltd.	E979208	WTP - Epoxy	01/06/2016	450.00	.00		
Total 4280:					953.00	.00		
4535	InSite Media, Inc	1954	Social Media / Webhosting Monthl	01/25/2016	350.00	.00		
4535	InSite Media, Inc	1954	Cornhole Logo	01/25/2016	75.00	.00		
Total 4535:					425.00	.00		
7785	Johnson, Sharon	609515	Reimbursement - Postage	01/21/2016	7.72	.00		
Total 7785:					7.72	.00		
12096	JVA, Inc	58667	WTP Improvements - Filters	12/21/2015	128.00	.00		
12096	JVA, Inc	58668	2015 Roadway Improvements	12/21/2015	1,080.00	.00		
12096	JVA, Inc	58669	Seneca Hill Tank/Water Sys Impr	12/21/2015	5,698.92	.00		
Total 12096:					6,906.92	.00		
12236	Letze, Patrick	1020 07	Utility Deposit Refund	01/21/2016	26.94	.00		
Total 12236:					26.94	.00		
3240	Precision Excavating Inc	14032	Snow Removal	12/31/2015	585.00	.00		
Total 3240:					585.00	.00		
6180	Resource Engineering Inc	15840	Water Rights Conversion	12/31/2015	2,564.50	.00		
Total 6180:					2,564.50	.00		
12237	Rossman Brothers Trucking, LLC	7316	Snow Removal	01/19/2016	892.50	.00		
Total 12237:					892.50	.00		
7350	Routt County Communications	160101-1	2016 Subscriber Fee	01/01/2016	210.00	.00		
Total 7350:					210.00	.00		
10610	SAFEbuilt, Inc.	0023044-IN	Building Permits and Plan Review	12/31/2015	1,807.02	.00		
Total 10610:					1,807.02	.00		
1655	STANDARD INSURANCE COMP	FEB2016	SWR LTD	01/18/2016	39.88	.00		
1655	STANDARD INSURANCE COMP	FEB2016	STREETS LTD	01/18/2016	35.61	.00		
1655	STANDARD INSURANCE COMP	FEB2016	WATER LTD	01/18/2016	44.15	.00		
1655	STANDARD INSURANCE COMP	FEB2016	PARKS LTD	01/18/2016	22.79	.00		
1655	STANDARD INSURANCE COMP	FEB2016	SWR ADM LTD	01/18/2016	24.92	.00		
1655	STANDARD INSURANCE COMP	FEB2016	WTR ADM LTD	01/18/2016	24.92	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1655	STANDARD INSURANCE COMP	FEB2016	ADMIN LTD	01/18/2016	64.09	.00		
1655	STANDARD INSURANCE COMP	FEB2016	PD LTD	01/18/2016	170.92	.00		
Total 1655:					427.28	.00		
10530	Staples Advantage	3289465954	PD Office Supplies	12/30/2015	34.68	.00		
Total 10530:					34.68	.00		
12238	Staudt, Ronald	592.01	Utility Deposit Refund	01/21/2016	27.51	.00		
Total 12238:					27.51	.00		
6540	Tri County Fire Protection	136841	Streets R&M - Extinguisher Hang	01/13/2016	247.50	.00		
Total 6540:					247.50	.00		
12029	Tuliszewski, Greg	018487	Cleaning Supplies	01/18/2016	13.17	.00		
Total 12029:					13.17	.00		
9545	U S. Tractor & Harvest, Inc	P14793	Parks - Vehicle Expense	12/28/2015	191.52	.00		
Total 9545:					191.52	.00		
3880	Wagner Equipment Co	P04C0286805	Streets R&M - Hose	12/31/2015	48.10	.00		
3880	Wagner Equipment Co	P04C0286806	Streets R&M - Machine Repair	12/31/2015	94.93	.00		
3880	Wagner Equipment Co	P04C0286854	Sewer Truck - Filter	01/06/2016	18.20	.00		
3880	Wagner Equipment Co	P04C0287016	Streets R&M - Batteries	01/14/2016	547.64	.00		
3880	Wagner Equipment Co	P04C0287017	Streets R&M - Machine Repair	01/14/2016	409.02	.00		
3880	Wagner Equipment Co	P04C0287018	Streets R&M - Machine Repair	01/14/2016	525.73	.00		
3880	Wagner Equipment Co	P04C0287091	Streets R&M - Supplies	01/16/2016	63.70	.00		
Total 3880:					1,707.32	.00		
6170	Walmart Community	JAN2016	Legislative Supplies	01/16/2016	11.99	.00		
6170	Walmart Community	JAN2016	PD Supplies	01/16/2016	232.50	.00		
6170	Walmart Community	JAN2016	PD Supplies	01/16/2016	95.50	.00		
6170	Walmart Community	JAN2016	PD Supplies	01/16/2016	250.55	.00		
Total 6170:					590.54	.00		
4010	Yampa Valley Electric	0401JAN16	PD Electric 660020401	01/19/2016	527.00	.00		
4010	Yampa Valley Electric	1401JAN16	Seneca Hill Electric 660021401	01/19/2016	164.42	.00		
4010	Yampa Valley Electric	3101JAN16	Parks Electric 730013101	01/18/2016	209.14	.00		
4010	Yampa Valley Electric	3202JAN16	Airport Lift Electric 660013202	01/19/2016	556.66	.00		
4010	Yampa Valley Electric	3501JAN16	Parks Poplar St Pond 730013501	01/18/2016	151.94	.00		
4010	Yampa Valley Electric	7601JAN16	Parks Electric Lakeview Dr 78001	01/18/2016	33.53	.00		
4010	Yampa Valley Electric	7802JAN16	Water Plant Electric 660007802	01/19/2016	1,961.04	.00		
4010	Yampa Valley Electric	8001JAN16	Washington Street Electric 70000	01/18/2016	174.24	.00		
4010	Yampa Valley Electric	8103JAN16	City Park Electric 730008103	01/18/2016	203.61	.00		
4010	Yampa Valley Electric	8803JAN16	Golden Meadows Electric 780008	01/18/2016	915.86	.00		
4010	Yampa Valley Electric	9402JAN16	Key Pump Electric 730009402	01/18/2016	163.67	.00		
Total 4010:					5,061.11	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Grand Totals:					35,731.66	.00		

Report Criteria:

- Detail report.
 - Invoices with totals above \$0 included.
 - Paid and unpaid invoices included.
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Town Council Agenda Item

MEETING DATE: February 4, 2016

AGENDA ITEM TITLE: Recommendation to approve the appointment of Alicia Doolin to a vacant position and the Parks and Recreation Board.

AGENDA SECTION: Consent Agenda

PRESENTED BY: Jill Delay

CAN THIS ITEM BE RESCHEDULED: Preferably not

BACKGROUND REVIEW: The Hayden Parks and Recreation Board voted to recommend to the Town Council that Alicia Doolin be appointed to the board to fill the remainder of Sandy Boston's vacant position expiring 12/31/2018. Please see her letter of interest attached. The Board believes Alicia will be a dedicated, working board member and that his contributions will help further improve our programs and activities.

RECOMMENDATION:

MANAGER'S RECOMMENDATION/COMMENTS:

A. Doolin.txt
From: Alicia Doolin <aliciakdoolin@gmail.com>
Sent: Saturday, November 07, 2015 4:55 PM
To: Jill Delay
Subject: Letter of Interest - Parks and Recreation Board

Dear Jill Delay,

This email is in response to the current opening on the Parks and Recreation Board. Having grown up in Hayden, moved away for college and moved back to start a family, I have a vested interest in our community and the programs and activities offered.

Although I do not have experience as a board member, I am very interested to learn the process on a board that I believe to be of value to our community. Though college, I participated in many clubs and organizations such as National Honor Society, Business Club and the Diversity Center. I understand there may be a conflict of interest as I am offering the Tumbling for Tots program through Hayden Parks and Recreation. I would like to have the opportunity to discuss the length of the term as well as the possible conflict of interest.

I look forward to hearing from you to find a time to meet. Please feel free to contact me at this email, aliciakdoolin@gmail.com or by phone, (970) 846-6512. Although texting is a common form of communication, I do not have it on my phone, I hope this doesn't cause any inconveniences. Thank you for your time.

Sincerely,
Alicia Doolin



Town Council Agenda Item

MEETING DATE: February 4, 2016

AGENDA ITEM TITLE: Contract with Loose Change band to play Hayden Daze Street Dance on Friday, July 15, 2016.

AGENDA SECTION: Consent

PRESENTED BY: Jill Delay

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW: The Hayden Parks & Recreation Board voted to hire Loose Change band to play the Hayden Daze street dance on Friday, July 15, 2016 from 8:00pm to midnight for a total fee of \$2150. The Town attorney has reviewed the contract.

RECOMMENDATION: I recommend the Town signs the contract with Loose Change.

MANAGER'S RECOMMENDATION/COMMENTS:

LOOSE CHANGE

*c/o Tom Schwall
P.O. Box 772928
Steamboat Springs, CO 80477
(970) 879-8893; (303) 859-5041 (cell)
ttschwall@hotmail.com; www.loosechangesteamboat.com*

ENTERTAINMENT AGREEMENT

FOR VALUABLE CONSIDERATION, Jeff Swoyer, Mark Walker, and Trevor Guire, and Tom Schwall, d/b/a ***LOOSE CHANGE*** ("Band"), agree to provide live musical entertainment as follows:

Date: Friday, July 15, 2016
Hours: appx. 8:00 p.m. – 11:45 p.m. (4 appx. 45 min. sets with 15 min. breaks).
Location: Dry Creek Park, Hayden, CO (Venue).

LOOSE CHANGE shall provide the following:

4-piece band consisting of amplified acoustic guitar, amplified bass guitar, amplified electric guitars, drums and amplified vocals, with iPod played on breaks, performing a mix of classic rock and country music for 4 approximately 45 minute sets of music with 3 approximately 15 minute breaks between sets; and,

complete sound system with stage lighting and sound/light technician.

Band agrees to be set up and sound checked prior to arrival of guests at 8:00 p.m. (Event Start Time).

PURCHASER shall:

assure that the Venue is available to the band for equipment set up and sound check purposes at least 4 hours before the Event Start Time, during which time the Band and its sound/light technician shall have the unimpeded use of the Venue; and,

provide a raised, level, stage of approximately 20' wide by 16' deep, plus (if outdoors) sufficient stage cover to protect the Band and their equipment from inclement weather; and two separate, dedicated, 20 amp electrical circuits to the stage, all of which shall be in place, set up, and functional not later than 4 hours prior to the Event Start Time; and,

provide a covered (if outdoors) sound/light control area of approximately 8' X 8' centrally located approximately 30 – 40 feet in front of the stage.

AS CONSIDERATION for such performance, the HPR Board ("Purchaser") agrees to pay the band the sum of \$2,150 for such performance, due in full immediately upon conclusion of the performance. Purchaser also agrees to provide the 4 Band members and their sound/light technician with complimentary beverages commensurate with that available for purchase by the guests.

WEATHER CONTINGENCY: If the performance is canceled due to inclement weather, by notice from the Purchaser to the band prior to 1:00 p.m. on the day of the event, the contract will be canceled, and there will be no charge.

If the performance is canceled due to inclement weather, by notice from the Purchaser to the band after 1:00 p.m., but before 6:00 p.m., the Purchaser will pay the band \$350. (The band must cover the cost of its sound man, who will be coming to Hayden and setting up the sound system between 1:00 and 6:00.)

If the performance is canceled by the Purchaser due to inclement weather after 6:00 p.m. on the day of the event, but before the performance starts, the Purchaser will pay 60% of the contract price. (The entire band will be on site by 6:00 for sound check, so at that point, we have invested considerable time and effort in the event.)

If, after the performance has started, the performance is shortened at the discretion of either the band or the Purchaser, due to inclement weather, the band will reduce the bill by \$150 for each full hour that the event is shortened.

Cancellation will be made in person, or by phone call to Tom Schwall at 970-879-8893, and to Trevor Guire, at (970) 846-2278.

Inclement weather includes, but is not limited to excessive wind, persistent rain, lightning, and/or temperatures below 65 degrees.

Anything to the contrary herein notwithstanding, in the event of any litigation arising out of this Agreement, the court may award to the substantially prevailing party all reasonable costs and expenses, including attorneys' fees.

DATED this 28th day of October, 2015.

LOOSE CHANGE

PURCHASER:
Town of Hayden

By: _____
Thomas D. Schwall

By: _____
Jim Haskins, Mayor



Town Council Agenda Item

MEETING DATE: February 4, 2016

AGENDA ITEM TITLE: 2016 Fee Schedule Adoption / Resolution 2016-01

AGENDA SECTION: Old Business

PRESENTED BY: Sharon Johnson, Town Clerk

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND REVIEW: The Town Code Section 16.01.110 requires that the fee schedule be adopted annually. This will update the fees for fiscal year 2016. The Ordinance 670 amending chapters 13.08 plant investment fees, 13.60 water and sewer rates and 13.80 key pump water customers of, the Hayden Municipal Code must be updated. The sex offender registration and sex offender re-registration must be updated in accordance with the state statues and limitations.

RECOMMENDATION: Move to approve Resolution 2016-01 A Resolution of the Town of Hayden, Colorado Adopting a Fee Schedule for the year 2016.

MANAGER RECOMMENDATION/COMMENTS: *I concur with the recommendation.*

RESOLUTION NO. 2016-01

**A RESOLUTION OF THE TOWN OF HAYDEN, COLORADO ADOPTING A
FEE SCHEDULE**

RECITALS

1. On October 6, 2005, the Board of Trustees passed an Ordinance establishing rate, fees and charges for the Town of Hayden.
2. The Ordinance provided that a Fee Schedule may be adopted by Resolution and be amended as needed from time to time by Resolution.
3. Changes to the 2016 Fee Schedule Appendix A reflect changes to the Town's water, sanitary sewer and trash fees previously adopted by Ordinance 670 and Resolution 2015-32.
4. The 2016 Fee Schedule Appendix B has not been modified from the 2015 Fee Schedule Appendix B.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF HAYDEN, COLORADO THAT:**

Section 1. A 2016 Fee Schedule, Appendix A and Appendix B: *Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code*, and attached hereto, are hereby adopted.

Section 2. This Resolution shall be in full force and effect upon its adoption.

PASSED, APPROVED AND RESOLVED THIS 4th DAY OF February 2016.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk

**2016
FEE SCHEDULE
TOWN OF HAYDEN
APPENDIX A**

Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

Administration	Amount	Description
Copies	\$0.15	Per page
Copies - Senior Citizen	\$0.10	Per page
Color Copies	\$1.00	Per page
Fax	\$0.50	Per page
Notary Fee	\$5.00	1st document
Notary Fee	\$2.00	Each additional document (during same visit)
NSF or Account Closed Fee	\$35.00	Per incident
Open Records Request:		
Certified Copies	\$1.25	Per page
Copies	\$0.25	Per page
Town Attorney	\$140.00	Per hour
Department Heads	\$40.00	Per hour
Administrative Personnel	\$30.00	Per hour; first hour is free.
Town Code	\$100.00	Copies or CD
Land Use Code	\$50.00	Copies or CD
Comprehensive Plan	\$50.00	Each
Zoning Map	\$10.00	Each
Court	Amount	Description
Court Cost	\$25.00	
Court Cost	\$50.00	Deferrals
Land Use	Application Fees	Deposit/Development Agreement Required
Conditional Use permit	\$200.00	Yes
Textual Amendment to Land Use Code	\$200.00	Yes
Zoning Map Amendment	\$400.00	Yes
Variance	\$200.00	Yes
Planned Unit Development (PUD) Review:		
Sketch Plan	\$1,000 + \$10/lot/dwelling unit/5 acres non residential	Yes
Preliminary Plat	\$1,000 + \$10/lot/dwelling unit/5 acres non residential	Yes
Final Plat	\$750.00	Yes
Concurrent Rezoning	\$300.00	
Subdivision Fees:		
Sketch Plan	\$750 + \$15/lot or dwelling unit	Yes
Preliminary Plat	\$750 + \$15/lot or dwelling unit	Yes
Final Plat	\$500.00	Yes
Minor Subdivision Plat	\$350.00	
Site Plan Fees:		
	\$200 + .05/sq. ft. for gross bldg. floor area	
Commercial		Yes
Industrial	\$400.00	Yes
Multi Family Residential	\$150 + \$10/unit	Yes
Signage and other Plans	\$50.00	
Annexation	\$1,000.00	Yes
Appeal Charge	\$50.00	
Replat	\$250.00	Yes

NOTE: In the event of a conflict between the fees, rates and charges listed in this Appendix A and the text of any individual section of the Town Code, the provisions of this Appendix shall control.

**2016
FEE SCHEDULE
TOWN OF HAYDEN
APPENDIX A**

Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

Liquor License Fees	Local	State	
New Application Fee	\$1,000.00	\$600.00	
Concurrent Review Fee		\$100.00	
3.2% Beer on Premises	\$3.75	\$96.25	
Hotel & Restaurant License	\$75.00	\$500.00	
Retail Liquor Store	\$22.50	\$227.50	
Brew-Pub	\$75.00	\$750.00	
Tavern	\$75.00	\$500.00	
Other License Types	Per State Schedule	Per State Schedule	
Background Investigation	\$7.00		
CBI Fingerprint Fee	\$10.00	\$38.50	
Hotel/Tavern Manager Registration	\$75.00	\$75.00	
Change of Trade Name/Corporate Name		\$50.00	
Corporate/LLC Change (per person)	\$100.00	\$100.00	
Change of Location	\$750.00	\$150.00	
Modification of Premises		\$150.00	
Special Event - 3.2% Beer	\$100.00		
Special Event - Liquor	\$100.00		
Renewal Fee	\$100.00		
Late Renewal Fee	\$500.00		
Temporary Permit	\$100.00		
Transfer of Ownership Fee	\$750.00	\$600.00	
Other Fees	Per State Schedule	Per State Schedule	
Marijuana License Fee			
New	Application Fee	License Fee	
Retail/Medical Cultivation Application	\$2,500.00		
Retail/Medical Cultivation License		\$1,000.00	
Renewal	Application Fee	License Fee	Total Due at Application
Cultivation (up to 1800 plants)	\$250.00	\$2,000.00	\$2,250.00
Cultivation Extended Plant Count Tier 2 (1801-3600 plants)	\$250.00	\$1,000.00	\$1250 + \$2250 = \$3500
Cultivation Extended Plant Count Tier 3 (1801-6000 plants)	\$250.00	\$2,000.00	\$2250 + \$2250 = \$4500
Cultivation Extended Plant Count Tier 4 (6001 - 10200 plants)	\$250.00	\$4,000.00	\$4250 + \$2250 = \$6500
Cultivation Extended Plant Count Tier 5 (10001-13800 plants)	\$250.00	\$8,000.00	\$8250 + \$2250 = \$10500
Cultivation Extended Plant Count Tier 5+ (13801 - ? in increments of 3600 plants)	\$250.00	1000 per addtl 3600 plants over 13800 +\$10500	
Nuisances			
	Amount	Description	
Administrative Citation:			
1st Offense	\$35.00	Per Calendar Year	
2nd Offense	\$70.00	Per Calendar Year	
3rd Offense or more	\$150.00	Per Calendar Year	
Administrative Appeal Fee	Actual Cost plus \$50.00	Deposit of \$200.00 required at time of filing appeal	
False Alarm:			
4th Offense	\$35.00	Per Calendar Year	
5th Offense	\$70.00	Per Calendar Year	
6th Offense or more	\$150.00	Per Calendar Year	
Late Fee	\$20.00 plus 18% per annum		

NOTE: In the event of a conflict between the fees, rates and charges listed in this Appendix A and the text of any individual section of the Town Code, the provision of this Appendix shall control.

**2016
FEE SCHEDULE
TOWN OF HAYDEN
APPENDIX A**

Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

Public Safety	Amount	Description
Fingerprints	\$10.00	Per card
Police Report	\$5.00	Photos \$1.00 each
Impound Fee	\$30.00	Each
Animal License - Altered	\$5.00	Per year
Animal License - Unaltered	\$10.00	Per year
Photos	\$1.00	Per photo
Sex Offender Registration	\$75.00	Each
Sex Offender Re-Registration	\$25.00	Each
Off Highway Vehicles	\$30.00	Per year; September 1 - August
Public Works	Amount	Description
Meter Deposit	\$75.00	
Disconnect Fee	\$30.00	Per incident
Reconnect Fee	\$30.00	Per incident
Water Meter	Actual cost of meter	
Water Tap Fee	\$7,300.00	Per EQR - see 13.08
Sewer Tap Fee	\$5,900.00	Per EQR - see 13.08
Street Cuts	\$50.00	Plus \$0.25/linear foot
Vacation of Street/Alley	\$100.00	Each
Hourly Rate for Personnel	\$52.00 / hr	Per worker
Vehicle(s) on the job site	\$40.00 / hr	Per vehicle
Taxes and Licenses	Amount	Description
Sales Tax License	\$25.00	Per year
Animal License - Altered	\$5.00	Per year
Animal License - Unaltered	\$10.00	Per year
Entertainment License	\$5.00	Per event
Peddlers License	\$25.00	Per day
Fireworks License	\$500.00	Bond
Telephone Utility Tax	\$1,200.00	Per year
Cable TV Fee	3%	Gross Sales
Sales Tax - Town	4%	
Use Tax	2%	On total valuation upon issuance of Building Permit
Vehicle Rental Tax	3.5%	Of rental price of vehicle
Accommodations Tax	3.5%	Of purchase price for accommodations
Natural Gas Fee	1%	per Ordinance 644
Excise Tax on Marijuana Cultivation	7.5%	per Ordinance 668

NOTE: In the event of a conflict between the fees, rates and charges listed in this Appendix A and the text of any individual section of the Town Code, the provision of this Appendix shall control.

Appendix B: Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

BUILDING PERMIT AND BUILDING DEPARTMENT SERVICES FEE SCHEDULE

VALUATION DATA, BUILDING PERMIT AND PLAN REVIEW FEES

The determination of value or valuation for purposes of determining and assessing the applicable building permit fee shall be made by the building official. The value of a project will be based on the stated value on the building permit application, or by applying the most recent Building Valuation Data* from the "Building Safety Magazine" published by The International Conference of Building Officials, whichever is greater. The valuation shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment and including profit and labor.

BUILDING PERMIT AND PLAN REVIEW FEES

BUILDING PERMIT FEES:

Total Valuation	Fee
• \$1.00 to \$500.00	\$23.50
• \$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, up to and including \$2,000.00
• \$2001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
• \$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00
• \$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, up to and including \$100,000.00
• \$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
• \$500,001.00 to \$1,000,000.00	\$3233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
• \$1,000,001.00 and up	\$5608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof

PLAN REVIEW FEE: When a plan or other data is required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. The plan review fee for buildings and structures shall be **65% of the building permit fee** as set forth above.

NOTE: in the event of a conflict between the fees, rates and charges listed in this Appendix B and the text of any individual section of the Town Code, the provisions of this Appendix shall control.

Appendix B: Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

Additional Valuation Square Foot Construction Costs*

Type of Structure	Cost Per Square Foot
Unfinished Basement	\$19.20
Carports	\$17.30
Pole Barns	\$17.30
Decks	\$17.30

ELECTRICAL PERMIT FEES

Electrical fees charged by the Town of Hayden will be scaled at 1.15 from current version of the State of Colorado Fee Schedule per Colorado Revised Statutes, Article 23, Section 12-23-117 which states: Because electrical inspections are matters of statewide concern, the maximum fees, established annually, chargeable for electrical inspection by any city, town, county, or city and county shall not be more than fifteen percent above those provided for in this section, and no such local government shall impose or collect any other fee or charge related to electrical inspections or permits.

GRADING PLAN REVIEW FEES

- 50 cubic yards No Fee
- 50 to 100 cubic yards \$26.50
- 100 to 1,000 cubic yards \$42.00
- 1,000 to 10,000 cubic yards \$55.00
- 10,000 to 100,000 cubic yards – \$55.00 for the first 10,000 cubic yards, plus \$27.50 for each additional 10,000 cubic yards or fraction thereof.
- 100,000 to 200,000 cubic yards - \$302.50 for the first 100,000 cubic yards, plus \$14.85 for each additional 10,000 cubic yards or fraction thereof.
- 200,000 cubic yards or more - \$451.00 for the first 200,000 yards, plus \$8.15 for each additional 10,000 cubic yards or fraction thereof.

GRADING PERMIT FEES

- 0 to 100 cubic yards \$50.00
- 100 to 1,000 cubic yards - \$50.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 cubic yards or fraction thereof.
- 1,000 to 10,000 cubic yards - \$230.00 for the first 1,000 cubic yards, plus \$16.50 for each additional 1,000 cubic yards or fraction thereof.
- 10,000 to 100,000 cubic yards - \$378.50 for the first 10,000 cubic yards, plus \$75.00 for each additional 10,000 cubic yards or fraction thereof.
- 100,000 cubic yards or more - \$1,053.50 for the first 100,000 cubic yards plus \$42.00 for each additional 10,000 cubic yards or fraction thereof.

OTHER FEES

Inspections outside of normal business hours Note: Fees to be charged directly to applicant (2 hour minimum)	\$100.00 hourly
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NOTE: in the event of a conflict between the fees, rates and charges listed in this Appendix B and the text of any individual section of the Town Code, the provisions of this Appendix shall control.

Appendix B: Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

Reinspection Fees (work not ready for inspection or called for corrections not made)	\$75.00
Inspections for which no fee is specifically indicated	\$100.00 hourly
Additional plan review required by changes, additions or revisions to or revisions to the approved plans Note: Fees to be charged directly to the applicant.	\$100.00 hourly
Stock/Same As Plan Review – No Change	\$250.00
Stock/Same As Plan Review – Minor Change	\$500.00
Investigative Services / Testimony	\$100.00 hourly
Pre-Move Inspections – Within 30 miles of Hayden	\$200.00
Pre-Move Inspections – Over 30 miles from Hayden	\$400.00
Single Stop Fees:	
Air Conditioner	\$100.00
Demolition	\$ 75.00
Fence (over 6 feet in height)	\$ 75.00
Furnace/Boiler	\$100.00
Hot Tub & Spa's	\$150.00
Lawn Sprinkler System	\$ 75.00
Water Heater	\$ 75.00
Window Replacement (if structural changes are to be made)	\$100.00

FACTORY-BUILT HOME, MANUFACTURED HOMES AND MOBILE HOME PERMIT FEE SCHEDULE:

Block & Tie	\$450.00
Temporary / Accessory	\$250.00
Permanent Foundation	Fee will be calculated on valuation of foundation plus \$450.00.

BUILDING PERMIT FEES:

For each factory-built home \$100.00 per section plus Building Permit and Plan Review Fees as determined based on the valuation (*material and labor*) for foundation systems, porches, decks and stairs or other permanent construction which are not components of the factory-built home as produced.

ELECTRICAL PERMIT FEES:

NOTE: in the event of a conflict between the fees, rates and charges listed in this Appendix B and the text of any individual section of the Town Code, the provisions of this Appendix shall control.

Appendix B: Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

For hookup of each factory-built home\$115.00

Fees for additions, remodels and repairs to factory-built home electrical systems shall be as determined for Electrical Permit Fees.

PLUMBING PERMIT FEES:

For the issuance of each permit\$15.00

For hookup of each factory-built home plumbing system.....\$9.00

Fees for additions, remodels and repairs to factory-built home plumbing systems shall be as determined for Plumbing Permit Fees.

MECHANICAL PERMIT FEES:

For the issuance of each permit\$15.00

For hookup of fuel gas system to each factory-built home\$9.00

Fees for additions, remodels and repairs to factory-built home mechanical systems shall be as determined for Mechanical Permit Fees.

ELEVATOR PERMIT FEES

Northwest Colorado Council of Government (NWCCOG) is the inspection agency for all elevator installations in Hayden. Contact NWCCOG at (970) 468-0295 ext.108 for fee information on elevator permits.

FIRE SUPPRESSION AND DETECTION PERMIT FEES

The West Routt Fire Protection District has access and fire prevention review authority for buildings constructed in their district. Contact the district for application submittal information and permit fees.

NOTE: in the event of a conflict between the fees, rates and charges listed in this Appendix B and the text of any individual section of the Town Code, the provisions of this Appendix shall control.



Town Council Agenda Item

MEETING DATE: February 4, 2016

AGENDA ITEM TITLE: Town Council Assignments

AGENDA SECTION: New Business

PRESENTED BY: Sharon Johnson

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND REVIEW: There are numerous entities which require representation of a Town Councilmember at their meetings. We are looking for volunteers to fill positions on the Walker Ditch, Shelton Ditch, Associated Governments of Northwest Colorado (AGNC), Airport Advisory Commission (AAC), Yampa Valley Economic Development Commission (YVEDC), Routt County Economic Development Commission (RCEDC) and Club 20. These positions are currently filled as follows:

<u>Entity</u>	<u>Representative/Alternate</u>
Walker Ditch	Lorraine Johnson
Shelton Ditch	Lorraine Johnson
AGNC	Tim Redmond
AAC	Richard Hagins/Bill Hayden
YVEDC	Lorraine Johnson/Jim Haskins
RCEDC	Vacant
Club 20	Richard Hagins
Hayden Chamber	Jim Folley

RECOMMENDATION: Move to appoint the following Councilmembers to the designated entity:

**Walker Ditch
Shelton Ditch
AGNC
AAC
YVEDC
RCEDC
Club 20**



Town Council Agenda Item

MEETING DATE: February 4, 2016

AGENDA ITEM TITLE: 1st Reading & Setting Public Hearing : Ordinance 670 amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers, of the Hayden Municipal Code.

AGENDA SECTION: New Business

PRESENTED BY: Sharon Johnson, Town Clerk

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:

Pursuant to Town codes, State revolving loan covenants and consideration to successfully fund and properly repair, maintain and operate the water and sanitary sewer utility systems, the Town Council and staff discussed the need to increase certain utility fees during the annual budget discussion. Ordinance 671 reflects the rates determined to be necessary, increasing plant investment fees, the sanitary sewer base fee, water use rates and sanitary sewer rates. The projected average user monthly cost increase, for both water and sanitary sewer, is \$3.19 and \$2.37 for seniors. The purpose of Ordinance 671 is to repeal Ordinance 670 and reenact the prior ordinance with the corrected base rate in Section 13.60.010, B.

RECOMMENDATION:

Following Public Hearing, Move to approve Ordinance 671, An Ordinance amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers, of the Hayden Municipal Code.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the above recommendation.

ORDINANCE NO. 671

AN ORDINANCE AMENDING CHAPTERS 13.08 PLANT INVESTMENT FEES, 13.60 WATER AND SEWER RATES AND 13.80 KEY PUMP WATER CUSTOMERS, OF THE HAYDEN MUNICIPAL CODE

RECITALS

1. The Town of Hayden, Colorado (the "Town") is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town of Hayden Home Rule Charter (the "Charter").
2. The Town is the owner of a municipal water and wastewater system (the "System"), which System historically has been operated on a self-supporting basis with its financial operations accounted for in a water and sewer enterprise fund of the Town.
3. The Hayden Town Council has determined fee increases are necessary to fund and properly repair, maintain and operate the water and sanitary sewer utility systems and therefore it is necessary to amend Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers of the Hayden Municipal Code updating fees.
- ~~3.4.~~ The purpose of this ordinance is to repeal Ord 670 and reenact the prior ordinance with the corrected base rate in Section 13.60.010, B

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO:

Section 1. Adoption.

Chapter 13.08.010 is deleted and the following substituted:

13.08.010 Plant Investment Fees Designated.

Plant Investment Fees for the privilege of tapping or connecting with the Town water and sanitary sewer systems to serve properties located within the corporate limits of the Town are imposed and established on the basis of the following Customer Classification System. Each customer classification is assigned an equivalent residential use unit (EQR). This equivalent residential use unit is multiplied times seven thousand three hundred dollars (\$7,300.00) to determine the Water Plant Investment Fee for each customer classification and times five thousand nine hundred dollars (\$5,900.00) to determine the Sewer Plant Investment Fee for each customer classification.

Chapter 13.60 of the Hayden Town Code is hereby amended as follows:

Section 13.60.010, B. is hereby deleted and the following substituted:

B. The Monthly Water User Fee is equal to:

1. The base rate equals thirty-six dollars and thirteen cents (~~\$36.13~~37.58) per EQR, plus,
2. The metered rate which shall be equal to the following stated amounts for the listed user:

- a. Residential user:
 - i. \$0.00375 per gallon of metered usage up to a total of six thousand (6,000) gallons of metered usage per billing period; and
 - ii. \$0.00393 per gallon of metered usage more than six thousand one (6,001) gallons and up to twelve thousand (12,000) gallons of metered usage per billing period; and
 - iii. \$0.00427 per gallon of metered usage more than twelve thousand one (12,001) gallons of metered usage per billing period.
 - b. Commercial user:
 - i. \$0.00375 per gallon of metered usage up to a total of twelve thousand five hundred (12,500) gallons of metered usage per billing period; and
 - ii. \$0.00393 per gallon of metered usage more than twelve thousand five hundred one (12,501) gallons and up to twenty-five thousand (25,000) gallons of metered usage per billing period; and
 - iii. \$0.00427 per gallon of metered usage more than twenty-five thousand one (25,001) gallons of metered usage per billing period.
 - c. Senior citizen user:
 - i. The metered rate for senior citizens is equal to sixty percent (60%) of the metered rate for residential users.
 - d. Non-profit user:
 - i. \$0.00375 per gallon of metered usage up to a total of twelve thousand five hundred (12,500) gallons of metered usage per billing period;
 - ii. \$0.00393 per gallon of metered usage more than twelve thousand five hundred one (12,501) gallons and up to twenty-five thousand (25,000) gallons of metered usage per billing period; and
 - iii. \$0.00427 per gallon of metered usage more than twenty-five thousand one (25,001) gallons of metered usage per billing period.
 - e. Out-of-Town users:
 - i. The metered rate for all out-of-Town users, e.g. commercial, residential or senior citizen, is equal to two hundred percent (200%) of the metered rates reflected above.
3. Non-metered rate equals the average monthly usage amount for an equivalent customer type, i.e., total gallons metered divided by number of metered water customers for an equivalent customer type, for the billing period times the metered rate for such billing period.

Section 13.60.030, B. is hereby deleted and the following substituted:

B. The Monthly Sewer User Fee is equal to:

1. Base rate equals sixteen dollars and forty two cents (\$16.42) per EQR, plus
2. The Metered Rate, which shall be equal to an average number of gallons metered to a customer during the months defined in the metered rate formula, times a multiplier equal to \$0.00364 per gallon of metered usage. If no average has been established for a customer during the months defined in the metered rate formula, the user shall pay a fee equal to the average as established for all customers until an average for the user can be established.

Section 13.60.030, C. is hereby deleted.

CHAPTER 13.80 of the Hayden Town Code is hereby amended as follows:

1. Section 13.80.020 is hereby deleted and the following substituted:

The metered rate for water delivered to key pump water customers shall be computed as follows:

- A. \$.00751 per gallon of metered usage up to a total of three thousand (3,000) gallons of metered usage per billing period; and
- B. \$.00784 per gallon of metered usage more than three thousand one (3,001) gallons and up to eight thousand (8,000) gallons of metered usage per billing period; and
- C. \$.01720 per gallon of metered usage more than eight thousand (8,000) gallons of metered usage per billing period.

Section 2. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 3. Effective Date. This Ordinance shall be in full force and effect as of ~~January~~ March 1, 2016.

Section 4. Public Hearing. A public hearing on this Ordinance was held on the ~~21st~~-18st day of ~~January~~February, 2016, at 7:30 p.m. at the Hayden Town Hall, 178 West Jefferson Avenue, Hayden, Colorado.

Section 5. Repealed. Ordinance 670 is hereby repealed and this Ordinance is enacted.

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO SECTION 3-3 (d) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE ~~3rd~~-4th DAY OF ~~DECEMBER, 2015~~FEBRUARY, 2016.

James M. Haskins, Mayor

ATTEST

Sharon Johnson, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SECTION 3-3 (h) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE 21st 18th DAY OF ~~January~~ February, 2016.

James M. Haskins, Mayor

ATTEST

Sharon Johnson, Town Clerk



Town Council Agenda Item

MEETING DATE: February 4, 2016

AGENDA ITEM TITLE: X-West Subdivision

AGENDA SECTION: New Business

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW: Mark Foster, on behalf of SREI Hayden LLC, is interested in obtaining approval for a 4.13 single-lot subdivision which would include the existing single-family residence on the property. The property is zoned O (Open District). The balance of the existing 36.83 parcel is not included in the subdivision. The applicant has completed the minor subdivision process with the Planning Project Manager, Greg Thompson, presented the request to the Hayden Planning Commission and held a Public Hearing at the Planning Commission on January 28, 2016.

RECOMMENDATION: Based on the observations and findings of compliance with the Town code as stated in the staff report prepared by and presented to the Hayden Planning Commission by Greg Thompson, Hayden Planning Commission finds the proposed minor subdivision is in accord with the Code and Comprehensive Plan and recommends approval to the Town Council of the proposed minor subdivision as shown on the subdivision plat.

MANAGER'S RECOMMENDATION/COMMENTS: *I concur with the recommendation.*



Town of Hayden

Planning Commission

Staff Report

Project: X-West Subdivision
Address: 7850 County Road 65
Applicant: Mark Foster, on behalf of SREI Hayden LLC
Prepared by: Greg Thompson, AICP Hayden Consulting Planner
Hearing Date: January 14, 2016

Process: The requirements for the review of a minor subdivision are found in Chapter 16.04.080 of the Hayden Town Code. Notice requirements are listed for this application in this section and under section 16.01.170 "Public Hearing and general notice provisions."

The subject property and application shall follow the process which requires a public hearing before the Planning Commission and a meeting with the Town Board.

Background

The applicant is interested in obtaining approval for a 4.13 acre single-lot subdivision which would include the existing single-family residence on the property. This property is zoned O (Open District). The balance of the existing 36.83 acre parcel is not included in the subdivision.

Zoning and Land Use

The subject property is zoned O (Open) District. The adjacent land uses and zoning include:

- North: Undeveloped – O (Open) District
- South: Undeveloped – Routt County property
- East: Undeveloped – O (Open) District
- West: Undeveloped – O (Open) District

Compliance with Review Criteria

Section 16.04.080 C lists the criteria used to evaluate minor subdivisions.

1. *The minor subdivision plat is in compliance with this Code and Comprehensive Plan.*

Staff comment: For all practical purposes, the proposal meets this requirement. Section 16.04.040.B of the code offers the definition of a Minor Subdivision which states:

1. **Definition.** A minor subdivision is a subdivision which includes any one or more of the following:
 - a. The property has previously been platted;
 - b. There is no public right-of-way dedication;
 - c. The entire tract to be subdivided is six (6) acres or less in size;
 - d. The resulting subdivision consists of six (6) or fewer lots.

The proposed plat has not previously been platted, there is no public right-of-way dedication proposed, the subdivided tract is under 6 acres (4.13 acres proposed), and the proposal includes only one lot. The subdivision therefore complies with b, c, and d of the minor subdivision definition when only one of these criteria need to be met.

The applicants have provided a site plan which shows the location of the existing buildings and their relationship to the proposed property lines. The existing buildings meet all required setbacks.

The minimum lot area is one acre per dwelling unit. The 4.13 acre lot size is compliant with this requirement.

The existing Comprehensive Plan identifies this area for Low Density Residential development.

The proposal complies with this criterion.

Referral Agency and Department Comments

The proposal was referred to the following agencies:

Public Works	Fire District
Water	Building Inspections
Sewer	Engineering
Town Clerk	

Comments received from these entities have been incorporated into the staff report.

The X-West annexation agreement talks about a Master Development Plan which needs to be submitted at the time of the first preliminary subdivision plat. This application, however, is for a minor subdivision. The agreement goes on to discuss a variety of issues which don't relate to or are needed by the current

application (street improvements, trails, utilities). However, the applicants of this subdivision action are required to provide capital investment for the Town's police and fire service.

Public Input

Public notice is required for the minor subdivision process and has been provided in accord with the Code requirements.

Recommendation

Based on the above observations and findings of compliance with the Town Codes, staff recommends the Planning Commission make the following findings regarding the proposed one-lot minor subdivision:

1. The proposed minor subdivision is in accord with the Code and Comprehensive Plan.

And recommend approval to the Town Council of the proposed minor subdivision as shown on the subdivision plat.

Attachments

Vicinity Map
Minor Subdivision
Application information

X-West Subdivision

Vicinity Map



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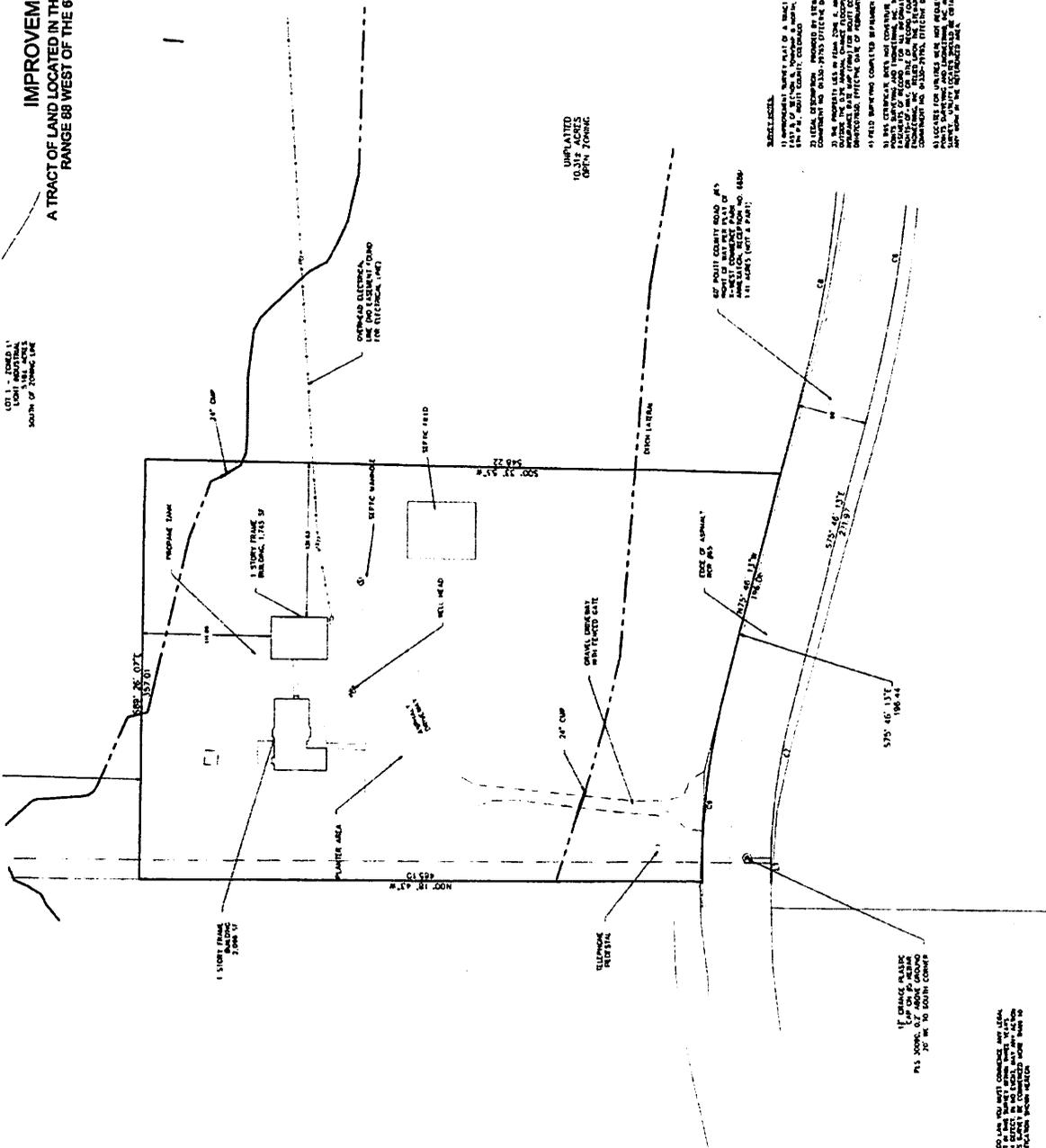
Area ID	Type	Acres	Zip	State	City	Address	Owner	Account#	Pin
38H			80206-5417	CO	DENVER		SREI HAYDEN LLC	R6164415	940084004

IMPROVEMENT SURVEY PLAT
 A TRACT OF LAND LOCATED IN THE EAST 1/4 OF SECTION 8, TOWNSHIP 8 NORTH,
 RANGE 88 WEST OF THE 6TH P.M., ROUTT COUNTY, COLORADO

CO. 1 - JONES, J.
 CONT. SURVEY
 SOUTH OF TOWNSHIP 8 N

LEGEND

PROPERTY BOUNDARY
ADJACENT PROPERTY LINE
EXISTING DITCH
CHAIN LINK WIRE FENCE
EXISTING BUILDING
EXISTING GRAVEL DRIVEWAY
EXISTING OVERHEAD ELECTRICAL LINE
EXISTING ASPHALT PAVING



UNPLATTED
 10.312 ACRES
 OPEN TOWNSHIP

REMARKS:
 1. THIS SURVEY WAS MADE IN ACCORDANCE WITH THE
 RULES AND REGULATIONS OF THE BOARD OF SURVEYORS
 OF THE STATE OF COLORADO.
 2. THE PROPERTY LIES IN THE 1/4 SECTION 8, TOWNSHIP 8 NORTH,
 RANGE 88 WEST OF THE 6TH P.M., ROUTT COUNTY, COLORADO.
 3. THE SURVEY WAS MADE BY THE SURVEYOR ON THE 15TH DAY OF
 FEBRUARY, 2013.
 4. FIELD WORKING COMPLETED APPROXIMATELY 1/2013.
 5. THIS SURVEY WAS MADE IN ACCORDANCE WITH THE RULES AND
 REGULATIONS OF THE BOARD OF SURVEYORS OF THE STATE OF
 COLORADO.
 6. THE SURVEYOR HAS REVIEWED THE PLAT AND HAS
 FOUND IT TO BE CORRECT AND ACCURATE.
 7. THE SURVEYOR HAS REVIEWED THE PLAT AND HAS
 FOUND IT TO BE CORRECT AND ACCURATE.
 8. THE SURVEYOR HAS REVIEWED THE PLAT AND HAS
 FOUND IT TO BE CORRECT AND ACCURATE.
 9. THE SURVEYOR HAS REVIEWED THE PLAT AND HAS
 FOUND IT TO BE CORRECT AND ACCURATE.
 10. THE SURVEYOR HAS REVIEWED THE PLAT AND HAS
 FOUND IT TO BE CORRECT AND ACCURATE.

IMPROVEMENT SURVEY PLAT
 Located in the E 1/4 of Section
 8, TEN, R88W of 6th P.M.,
 Routt County, CO
 7850 Routt County Road #65
 Hayden, CO 81639

Horizontal Scale

DATE	1/2013
BY	J. JONES
SCALE	1" = 40'
NO. OF SHEETS	1
TOTAL SHEETS	1
DATE OF SURVEY	1/2013
DATE OF PLAT	1/2013
DATE OF RECORDING	1/2013
DATE OF SALE	1/2013

Four Points
 Surveying and Engineering

4411 Highway 100
 PO Box 100
 Hayden, CO 81639
 (970) 426-1000

SHEET NO
 1
 OF
 1

IF CHANGES ARE MADE TO THIS PLAT, THE SURVEYOR SHALL BE NOTIFIED IN WRITING AND THE CHANGES SHALL BE MADE TO THE ORIGINAL PLAT. THE SURVEYOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE PLAT AND THE SURVEYOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE SURVEY.