



**AGENDA
HAYDEN PLANNING COMMISSION**

**THURSDAY, JULY 28, 2016
7:00 P.M.**

HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE

REGULAR MEETING

- 1. CALL TO ORDER, MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. CONSIDERATION OF MINUTES**
 - a. Decision: June 9, 2016
- 4. PUBLIC COMMENTS**
- 5. OLD BUSINESS**
- 6. NEW BUSINESS**
 - a. Decision: McCarty Minor Subdivision Plat
- 7. STAFF AND COMMISSION MEMBER REPORTS**
- 8. 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.

The regular meeting of the Hayden Planning Commission was called to order by Chair Angie Robinson at 7:02 p.m. Other members present were Amy Williams, Tim Frentress, and John St Pierre. Interim Town Manager, Greg Tuliszewski, Town Clerk, Sharon Johnson, and Ross Culbertson, Town Planner were also in attendance.

Moment of Silence and Pledge of Allegiance **Chair Robinson** asked for a moment of silence and led the Pledge of Allegiance.

Consideration of Minutes **Commissioner John St. Pierre** moved to approve the minutes for the regular meeting held on May 26, 2016 as written. **Commissioner Frentress** seconded. Voice vote. Frentress aye, St Pierre aye, Williams abstain (absent), Robinson aye. Motion carried.

Public Comments None.

Old Business None.

New Business

Amend Agenda: Public Hearing for the Routt County RV Park-Street Vacation **Chair Robinson** moved to amend the agenda to add the public hearing for the Routt County RV park street vacation. **Vice Chair Williams** seconded. Voice vote. Frentress aye, St. Pierre aye, Williams aye, and Robinson aye. Motion carried.

Staff Report: Routt County RV Park-Street Vacation **Interim Town Manager and Chief Tuliszewski** introduced the agenda item and referred to Planner, Ross Culbertson to present the staff report.

Public Hearing: Routt County RV Park-Street Vacation The public hearing was opened by **Chair Robinson** at 7:13 p.m. No public comments were received. The public hearing was closed at 7:15 p.m.

Decision: Routt County RV Park-Street Vacation **Commissioner John St. Pierre** moved to approve the proposed street vacation of 1st and Cleveland and recommend approval to the Town Council as shown on the plat and Routt County shall grant the Town of Hayden rights to a twenty (20) foot Public Water Easement for maintenance of water lines on Routt County property. **Vice Chair, Amy Williams** seconded. Voice vote. Frentress aye, St Pierre aye, Williams aye, and Robinson aye. Motion carried.

Staff Report: Conditional Use Permit for Bayou Breeze Marijuana Cultivation Facility **Interim Town Manager and Chief Tuliszewski** introduced the agenda item and referred to Planner, Ross Culbertson to present the staff report.

Decision: Conditional Use Permit for Bayou Breeze Marijuana Cultivation Facility

Vice Chair Williams moved to recommend the Conditional Use Permit for Bayou Breeze Marijuana Cultivation Facility be approved by the Hayden Town Council based on staff report observations and findings of compliance with the Hayden Town Codes subject to the following conditions: 1) Approval of a future Building Permit 2) Provide evidence of a waste water filtration system that prevents contaminates from entering the Town's waste water treatment plant with a future Building Permit 3) Approval of a State of Colorado Marijuana Cultivation Facility License 4) Approval of a Town of Hayden Marijuana Cultivation Facility License.

Staff and Commission Member Reports

Adjournment

Chair Robinson adjourned the meeting at 7:55 p.m.

Recorded by:

Sharon Johnson, Town Clerk

APPROVED THIS 28th DAY OF JULY, 2016.

Angie Robinson, Chair



Town of Hayden

Planning Commission

Staff Report

Project: McCarty Addition Minor Subdivision Plat, Lot 1

Address/Location: East side of South 1st Street, approximately 475 feet north of South Popular Street

Applicant: Dowling Land Surveyors c/o Mr. Terry McCarty (Owner)

Prepared by: Ross Culbertson, Hayden Consulting Planner

Hearing Date: July 28, 2016

Background

The applicant has submitted a Minor Plat to establish a new residential lot on property containing 0.76 acres located on the east side of South 1st Street, approximately 475 feet north of South Popular Street. The Town Council recently approved the annexation of this property into to the Town of Hayden on June, 16, 2016, and approval was also granted for the property's initial zoning into the Residential Low Density (RLD) zoning district. The owner intends to install a modular single-family home on a slab foundation with driveway access from 1st Street on the property.

Compliance with Review Criteria

The Town's Land Use Code, Section 16.04.080.C.1 lists the Minor Subdivision Plat review criteria which staff used to evaluate the applicant's request:

- 1. The Minor Subdivision Plat is in compliance with this Code and Comprehensive Plan.*

Staff finds the technical requirements of the plat have been met, and the plat is in order as submitted. The subject property is identified as a Medium Density Residential land use category within the Town's Future Land Use Map. As stated above, the property has been placed in a Residential Low Density Zoning District. The creation of a single-family residential lot on the subject property is in compliance with both the Land Use Code and the Comprehensive Plan.

Referral Agency and Department Comments

The Minor Plat was referred to the following agencies for a development review:

- Planning
- Building Inspections
- Hayden Fire District
- Public Works (Water/Sewer/Streets)
- Engineering
- Yampa Valley Electric Association

No major comments were made by referral agencies during the Minor Plat’s review.

Public Input

As required by the Land Use Code 16.04.080.B.7, a notice was sent to property owners within 150 feet of the property, a sign was posted on the property and a public notice was placed in the newspaper at least 15 days prior to this Planning Commission Public Hearing date.

Staff took comments from Ms. Loita Mauer, an adjacent property owner to the south, who asked staff to verify if public water and sewer easements were necessary on the McCarty property. The Town’s Public Works Water/Sewer Plant Manager verified no public water or sewer lines crossed the subject property and that easements were not required. Public Works staff also clarified that adequate water and sewer is provided to the subject property from 1st Street and that a “private” sewer line does traverse the subject property north to south along the eastern property line which serves an adjacent off-site property. However, the town cannot impose public easements on private lines.

Staff Recommendation

Based on the above observations and findings of compliance with the Hayden Town Codes, staff recommends **Approval** of the Minor Plat as submitted.

Planning Commission Recommending Options

The Planning Commission may choose to take the following action after the Public Hearing:

1. Recommend to the Town Council approval as submitted.
2. Recommend to the Town Council approval subject to additional Planning Commission Conditions.
3. Recommend to the Town Council project denial.

Attachments

- Application
- McCarty Addition Minor Plat



LAND USE APPLICATION FORM

Staff Use Only	
Application Number:	<u>201676</u>
Received By:	<u>smg</u>
Date:	<u>7/6/16</u>

350
#5553

1. Application is made for: (please circle one of the following)

- | | | |
|----------------------|---------------------------|--------------------------|
| Administrative Plat | Annexation | Conditional Use |
| Historic Designation | Historic Renovation | Major Subdivision 1 2 3 |
| Petition | Planned Development | <u>Minor Subdivision</u> |
| Zoning | Right of Way Construction | Sign Permit |
| Site Plan | Variance or Appeal | Waiver |
| Other: _____ | | |

2. Project Name: McCarthy Additions
please print or type legibly

3. Contact information: (a list of additional contacts may be attached)

Owner Name: Terry McCarthy Applicant Name: Gordon Dowling
 Address: 345 W. Jackson Ave Address: 172 3rd St.
 Telephone: 276-4179 Fax: _____ Telephone: 276-3613 Fax: _____
 E-mail: TMCCARTY@MSW.COM E-mail: dowling@plotz.biz

4. Property Description:

Address or Location: 383 W. Jackson
 Existing Zoning: RLD Existing Use: _____
 Proposed Zoning: _____ Proposed Use: _____

5. Purpose: (describe intent of this application in 1-2 sentences)

To be able to receive building permits

6. Certification: (must be signed in blue ink)

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: Terry McCarthy Date: 7/3/16 AND

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Hayden must be submitted prior to having this application processed.

Applicant: [Signature] Date: 7/1/16