



AGENDA  
HAYDEN TOWN COUNCIL MEETING  
THURSDAY, SEPTEMBER 15, 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 September 1, 2016

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3. CONSIDERATION OF BILLS

- A. Consideration of payment bill vouchers dated September 07, 2016

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4. PUBLIC COMMENTS

5. PROCLAMATIONS/PRESENTATIONS

- A. Legislative Update by Representative Diane Mitsch Bush  
B. Planning Update by Ross Culbertson, RG & Associates

6. CONSENT ITEMS

- A. 3 Wire Bar and Grill Liquor License Renewal  
B. Parade/Street Closure for Hayden Secondary School Homecoming Parade

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7. OLD BUSINESS

- A. Decision: Approve Hayden Heritage Center and Museum Board of Directors

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8. NEW BUSINESS

- A. Public Hearing: Resolution 2016-29 A Resolution of the Town of Hayden, Colorado approving A Conditional Use Permit for Lot 3 & 4 Valley View (F&P Warehouse LLC D/B/A Hayden Green Grow, LLC)  
B. Decision: A. Resolution 2016-29 A Resolution of the Town of Hayden, Colorado approving A Conditional Use Permit for Lot 3 & 4 Valley View (F&P Warehouse LLC D/B/A Hayden Green Grow, LLC)

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9. PULLED CONSENT ITEMS

*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.*

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

11. EXECUTIVE SESSION

- A. For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.
- B. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e).

12. ADJOURNMENT

Staff & Councilmember Reports

Greg Tuliszewski reported on the following:

Parks and Recreation

- Working through financial statements in preparation for budgets.
- Gearing up for fall events and programs: Harvest Festival (Oct. 8); Basketball Clinics (November), Toddler Tumbling (November/December); HPR Board Strategic Planning and goal setting.
- Fishing is Fun dock distributor is working to see if he can give us the same price as was quoted 2 years ago

Public WorksStreets

- Jetting storm drains
- Cleaning drainage ditches
- Shouldering streets
- Cleaned shop for CIRSA inspection
- Maintenance on equipment
- Street sweeping

Parks

- Built shed for irrigation at Elementary fields
- Installed and built irrigation boxes for the industrial park and Vista Verde sprinkler systems
- Mowing and weed eating of the parks
- Tore down fences and nets from Triple Crown
- Cleanup for CIRSA inspection
- Set up bleachers and tent for the Routt County Fair
- Prepped soccer field for pee wee football
- Maintenance on trucks and mowers
- Sprinkler maintenance

Water

- Installed finished turbidity pumps
- Installed AC to chlorotic room to keep it from over heating
- Completed the MPA test
- Water usage is coming down
- We have been working on getting paper work done to switch Steve Dunn to operator in charge

Sewer

- The State came and inspected the outfall project
- We have been working on getting all paper work done to switch Steve Dunn to operator in charge

Police

- School is back in session with increased patrol in the school zones and through-out the schools. This increased presence and enforcement is preventative with hopes that it will head off future problems.
- All PD staff assisted with the 102nd Routt County Fair. All officers and support staff work the various shifts and events. There was a great deal of community outreach and interaction. Problems and calls for service were minimal, but included 3 medical calls for minor injuries, a disturbance with several Oak Creek Residents who were upset that the Demo Derby was sold out and they were not allowed to just look through the fencing.
- Chief at IACP in October.

*Draft minutes subject to editing and approval prior to becoming official record.*

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Town Clerk

- ELECTION UPDATE  
November 8, 2016 Election had one petition filed for Mayor and four petitions filed for councilmember. One petition requiring correction or additional signatures has until September 7, 2016 to cure. If all petitions are cured, which I believe they will be; gives us a contest for Town Council for the 1st time since the 2010 General Election. I will certify the ballot following the approval of Res 2016-28 the Ballot Bond Issue. It must be to Routt County by September 9, 2016.  
Candidates will be receiving more information regarding the Fair Campaign Practice Act and forms to be completed and filed with the Town Clerk. We will have three (3) Ballot Referrals on the ballot: Sales Tax Increase, Mill Levy Increase, and the Bond Issue for CIP-Streets. The ballot order is per Colorado Revised Statutes: Candidates in order of lot drawing, referred measures (labor first) and initiatives. We have a very full ballot with State and County questions as well. There will still remain some administrative details with campaign finance reporting and certification of elected officials through December.
- Andre and Kalli have started inventory on the maps in the office to organize and create a filing system for easier retrieval.
- Town Clerk just completed a Liquor License class provided by the Colorado State Liquor Enforcement. It was very good and lots of information for future processing and potential changes for liquor license holders.
- Town Clerk will be attending Master Level Training September 16-17 regarding collaboration to help the town administration and the public, understanding and recognizing threats and attacks to public employees or officials, and marijuana licensing: the local side of things.
- We received 7 applications for the temporary administrative and will begin reviewing them on Wednesday.
- Sharon will be out for several days, possibly a couple of weeks: knee replacement on October 4, 2016

Administration

- Attended the Colorado Historical Society Grant Presentation to Solandt Hospital for \$30,000; State Senator and House Rep Bush were in attendance.
- As the Council is aware, the final ballot question has been presented and has taken a great deal of staff time.
- Town Manager Update – Chuck Rohre was able to obtain several candidates and will be forwarding the results within the next couple of days.

**Mayor Pro Tem Robinson** – Would like to review RG and Associates cost without reimbursement amounts. Town Council has an expectation that department heads attend the Council Meetings.

**Councilmember Hayden** – No toilet paper at Main Street Park restrooms.

Staff reports will continue at the end of the meeting.

**Mayor Haskins** called the regular meeting of the Hayden Town Council to order at 7:30 p.m. Mayor Pro Tem Robinson present. Councilmembers Redmond, Hayden, Hagins and Forrest present. Also present were Interim Town Manager and Police Chief, Greg Tuliszewski, and Town Clerk, Sharon Johnson.

**Opening Prayer** Mayor Haskins offered the opening prayer.

**Pledge of Allegiance** Mayor Haskins led the Pledge of Allegiance.

Minutes – August 4, 2016 Councilmember Hagins moved to approve the minutes of the Regular Town Council Meeting held on August 4, 2016. Mayor Pro Tem Robinson seconded. Roll call vote. Councilmember Redmond – aye. Councilmember Hagins – aye. Councilmember Hayden – aye. Councilmember Forrest – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Consideration of Bill Payment Voucher dated August 11, 2016 Councilmember Hagins moved to approve the bill payment voucher dated August 11, 2016 in the amount of \$78,370.27. Councilmember Redmond seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Forrest – aye. Councilmember Hagins - aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Consideration of Bill Payment Voucher dated August 25, 2016 Mayor Haskins moved to approve the bill payment voucher dated August 25, 2016 in the amount of \$69,513.03. Councilmember Hagins seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Forrest – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Public Comments Tammie Delaney at 198 E Lincoln, Reported from the Hayden School District School Board on budget needs, specifically transportation and facilities. The Hayden School Board will conduct an Outreach Program scheduled September 14 & 15 and Mid October for the community. John St. Pierre at 528 E Washington, suggested that we do some promotion and marketing for housing in Hayden. Erika Rick at 295 W Washington agreed with John St. Pierre regarding marketing in Hayden and provided information on her marketing efforts to attract customers outside of Hayden.

Proclamations/ Presentations None.

Consent Item: Approval of Hayden Heritage Center and Museum Board Mayor Haskins moved to table the Approval of Hayden Heritage Center and Museum Board. Councilmember Hagins seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Forrest – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Old Business None.

New Business

Decision: Resolution 2016-26 A Resolution for Acceptance of Final Completion of the WWTF Outfall-Lift Station and Forcemain Project, which was awarded to Native, Excavating, Inc. Mayor Haskins moved to approve Resolution 2016-26 A Resolution for Acceptance of Final Completion of the WWTF Outfall-Lift Station and Forcemain Project, which was awarded to Native, Excavating, Inc. Councilmember Redmond seconded. Roll call vote. Councilmember Redmond – aye. Mayor Haskins– aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Councilmember Forrest – aye. Councilmember Hayden – aye. Motion carried.

## Excavating, Inc.

Decision: Ballot Lot Drawing for Candidates for Mayor and Councilmember

Mayor Haskins and Town Clerk Sharon Johnson drew names for ballot order, 1. Ashley McMurray, 2. Richard "Festus" Hagins, 3. Brodie Farquhar, 4. Charles Forrest.

Decision: Resolution 2016-27 A Resolution approving Kutak Rock, LLC for Municipal Bond Counsel to Town of Hayden in connection with the November 8, 2016 General Election Ballot Bond Issue for the Hayden Street Repair and Roadway Improvement Project.

Councilmember Hayden moved to approve Resolution 2016-27 A Resolution approving Kutak Rock, LLC for Municipal Bond Counsel to Town of Hayden in connection with the November 8, 2016 General Election Ballot Bond Issue for the Hayden Street Repair and Roadway Improvement Project. Councilmember Redmond seconded. Roll call vote. Councilmember Forrest – aye. Mayor Pro Tem Robinson – aye. Councilmember Hayden – aye. Mayor Haskins – aye. Councilmember Hagins – aye. Councilmember Redmond – aye. Motion carried.

Decision: Resolution 2016-28 A Resolution of the Town of Hayden setting the ballot title and ballot issue to authorize the issuance of general obligation bonds for street improvement purposes; directing that the ballot issue be submitted at an election to be held November 8, 2016; and setting forth details related to the ballot issue and election.

Councilmember Hagins moved to approve Resolution 2016-28 A Resolution of the Town of Hayden setting the ballot title and ballot issue to authorize the issuance of general obligation bonds for street improvement purposes; directing that the ballot issue be submitted at an election to be held November 8, 2016; and setting forth details related to the ballot issue and election. Mayor Haskins seconded. Roll call vote. Mayor Pro Tem Robinson – aye. Councilmember Hagins – aye. Councilmember Redmond – aye. Councilmember Forrest – aye. Councilmember Hayden – aye. Mayor Haskins – aye. Motion carried.

Discussion: Marijuana Cultivation Excise Tax

Chief Tuliszewski presented agenda overview of Routt County's potential marijuana excise tax and grow facilities.

Pulled Consent Items

None.

Staff and Councilmember Reports Continued

None.

Executive Session

None.

Adjournment                      Mayor Haskins adjourned the meeting at 9:20 p.m.

Recorded by:

\_\_\_\_\_  
Sharon Johnson, Town Clerk

APPROVED THIS 15<sup>th</sup> DAY OF September, 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
1200	Bear River Valley Co-Op	08252016	Streets Vehicle Expense - Fuel	08/25/2016	227.54	.00		
1200	Bear River Valley Co-Op	08252016	Streets Vehicle Maintenance - Fu	08/25/2016	618.05	.00		
1200	Bear River Valley Co-Op	08252016	Streets Weed Control - Fuel	08/25/2016	94.84	.00		
1200	Bear River Valley Co-Op	08252016	Parks - Vehicle Exp - Fuel	08/25/2016	299.30	.00		
1200	Bear River Valley Co-Op	08252016	Parks - Trails Vehicle Exp - Fuel	08/25/2016	20.31	.00		
1200	Bear River Valley Co-Op	08252016	Parks - Vehicle Exp - Fuel	08/25/2016	128.91	.00		
1200	Bear River Valley Co-Op	08252016	Field & Turf Vehicle Exp - Fuel	08/25/2016	22.60	.00		
1200	Bear River Valley Co-Op	08252016	Water Vehicle Expense - Fuel	08/25/2016	64.84	.00		
1200	Bear River Valley Co-Op	08252016	PD Vehicle Maintenance - Fuel	08/25/2016	367.04	.00		
Total 1200:					1,843.43	.00		
12157	Boston, Sandra	08302016	Travel Reimbursement CORA	08/30/2016	181.44	.00		
12157	Boston, Sandra	08302016	Education Reimbursement CORA	08/30/2016	55.96	.00		
Total 12157:					237.40	.00		
7900	Browns Hill Engineering &	11877	Service work Aug 8-12	08/19/2016	2,714.90	.00		
7900	Browns Hill Engineering &	11921	SCADA Lease agreement Oct 20	08/31/2016	1,485.00	.00		
Total 7900:					4,199.90	.00		
1400	Caselle Inc	75290	Support Contract Oct	09/01/2016	366.17	.00		
1400	Caselle Inc	75290	Support Contract Oct	09/01/2016	183.08	.00		
1400	Caselle Inc	75290	Support Contract Oct	09/01/2016	183.08	.00		
Total 1400:					732.33	.00		
3770	CenturyLink	3058AUG16	Water Phones_3058	08/25/2016	53.10	.00		
3770	CenturyLink	3741AUG16	Admin Phones_3741	08/25/2016	407.85	.00		
3770	CenturyLink	4330AUG16	Sewer Phones_4330	08/25/2016	54.72	.00		
Total 3770:					515.67	.00		
7745	Craig Steel	19463	Conservation Trust Expenditure	08/23/2016	238.10	.00		
Total 7745:					238.10	.00		
2050	Dana Kepner Company Inc	1432101-00	Water Dist - Repair parts	08/22/2016	1,307.36	.00		
Total 2050:					1,307.36	.00		
12313	Dunn, Steven	REIMB 08/17/1	WTP R&M parts - reimbursement	08/17/2016	20.25	.00		
Total 12313:					20.25	.00		
4890	FedEx	5-525-55085	Water Sample Shipping	08/25/2016	64.14	.00		
4890	FedEx	5-532-60920	Water Sample Shipping	09/01/2016	67.22	.00		
Total 4890:					131.36	.00		
2330	Galls Incorporated	005912732	PD Brass nameplate	08/19/2016	26.95	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 2330:					26.95	.00		
3870	Grainger Inc	9210130986	WTP R&M - Blocks & marker boo	08/29/2016	71.17	.00		
3870	Grainger Inc	9503993606	Treatment Plan Rep & Maint	08/22/2016	358.76	.00		
Total 3870:					429.93	.00		
12109	Haskins Cleaning	AUG2016	Town Hall Cleaning August	08/29/2016	200.00	.00		
Total 12109:					200.00	.00		
2640	Holloran LLC, Michael J	08202016	Legal Services	08/20/2016	539.59	.00		
Total 2640:					539.59	.00		
2730	Jackson's Office Supply	10404346	Water plant Office Supplies	08/30/2016	53.98	.00		
Total 2730:					53.98	.00		
7785	Johnson, Sharon	08262016	Travel Reimbursement - CO Liquo	08/26/2016	194.94	.00		
7785	Johnson, Sharon	08262016	Education Reimbursement - CO Li	08/26/2016	8.95	.00		
Total 7785:					203.89	.00		
12283	Locksmith of Craig	7008	Dry Creek Park - duplicate keys	08/18/2016	20.00	.00		
Total 12283:					20.00	.00		
2930	Microsearch Lab Inc	16-3497	Water Testing	08/29/2016	320.00	.00		
Total 2930:					320.00	.00		
12268	Midwest Electric Systems of S., In	10289	WTP R&M - Add outlets	08/22/2016	1,796.55	.00		
Total 12268:					1,796.55	.00		
2960	MJK Sales & Feed Inc	19331	WTP - Bentonite/Pond seal	09/03/2016	41.70	.00		
2960	MJK Sales & Feed Inc	211076	Parks - fertilizer	08/29/2016	267.68	.00		
2960	MJK Sales & Feed Inc	211294	Sewer R&M Chlorine room	08/31/2016	23.32	.00		
2960	MJK Sales & Feed Inc	211295	3rd St Park	08/31/2016	12.99	.00		
2960	MJK Sales & Feed Inc	211296	WTP - Bentonite/Pond seal	08/31/2016	41.70	.00		
Total 2960:					387.39	.00		
8920	Murdoch's Ranch & Home Craig	9285147	PD Uniforms	08/31/2016	84.99	.00		
Total 8920:					84.99	.00		
4185	Orkin Pest Control	111920663	Pest Control	08/12/2016	135.99	.00		
Total 4185:					135.99	.00		
12318	Out Doors	912	Shop - garage door service	08/30/2016	162.00	.00		
Total 12318:					162.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1350	Pinnacol Assurance	18206754	Legislative Work Comp	08/22/2016	29.96	.00		
1350	Pinnacol Assurance	18206754	Court Work Comp	08/22/2016	14.98	.00		
1350	Pinnacol Assurance	18206754	Executive Work Comp	08/22/2016	14.98	.00		
1350	Pinnacol Assurance	18206754	Administration Work Comp	08/22/2016	119.84	.00		
1350	Pinnacol Assurance	18206754	Police Work Comp	08/22/2016	1,198.40	.00		
1350	Pinnacol Assurance	18206754	Streets Work Comp	08/22/2016	928.76	.00		
1350	Pinnacol Assurance	18206754	Rec Work Comp	08/22/2016	89.88	.00		
1350	Pinnacol Assurance	18206754	Parks Work Comp	08/22/2016	89.88	.00		
1350	Pinnacol Assurance	18206754	Mosquito Work Comp	08/22/2016	59.92	.00		
1350	Pinnacol Assurance	18206754	Water Work Comp	08/22/2016	239.68	.00		
1350	Pinnacol Assurance	18206754	Water Adm Work Comp	08/22/2016	29.96	.00		
1350	Pinnacol Assurance	18206754	Sewer Work Comp	08/22/2016	149.80	.00		
1350	Pinnacol Assurance	18206754	Sewer Adm Work Comp	08/22/2016	29.96	.00		
Total 1350:					2,996.00	.00		
2065	Routt County Auto Parts	10109-359677	Shop R&M	08/03/2016	13.38	.00		
2065	Routt County Auto Parts	10109-359681	Shop - paint	08/03/2016	5.20	.00		
2065	Routt County Auto Parts	10109-359704	Water - buckets	08/04/2016	13.38	.00		
2065	Routt County Auto Parts	10109-359847	Bench for water plant	08/09/2016	12.38	.00		
2065	Routt County Auto Parts	10109-359894	Parks - supplies	08/10/2016	10.48	.00		
2065	Routt County Auto Parts	10109-359958	Parks - groomer solenoid	08/11/2016	15.49	.00		
2065	Routt County Auto Parts	10109-360008	Parks - vehicle maint: floor mats	08/12/2016	24.99	.00		
2065	Routt County Auto Parts	10109-360199	Shop - paint	08/18/2016	28.45	.00		
2065	Routt County Auto Parts	10109-360316	Streets 08-F150 filters	08/22/2016	29.48	.00		
2065	Routt County Auto Parts	10109-360316	Shop - Vehicle maint car wash	08/22/2016	7.69	.00		
2065	Routt County Auto Parts	10109-360434	Shop R&M - paint	08/25/2016	22.76	.00		
2065	Routt County Auto Parts	10109-360534	Parks vehicle maint filters	08/29/2016	52.50	.00		
2065	Routt County Auto Parts	10109-360553	Streets - Weed sprayer parts	08/30/2016	26.99	.00		
Total 2065:					263.17	.00		
12155	Salazar, Andrea	09062016	Mileage reimbursement	09/06/2016	31.10	.00		
Total 12155:					31.10	.00		
7090	Samuelson's - Craig	67560	PD - Fluorescent lights	08/23/2016	239.76	.00		
7090	Samuelson's - Craig	67560	Shop - Lightbulbs	08/23/2016	119.88	.00		
7090	Samuelson's - Craig	67560	WTP - Lightbulbs	08/23/2016	161.40	.00		
Total 7090:					521.04	.00		
12248	SGS Accutest Inc	D8-78573	Water testing	08/29/2016	109.50	.00		
Total 12248:					109.50	.00		
4880	Sprint	918280746-03	Sewer Cell Phone	08/29/2016	69.14	.00		
4880	Sprint	918280746-03	Streets Cell Phone	08/29/2016	75.40	.00		
4880	Sprint	918280746-03	Water Cell Phone	08/29/2016	76.90	.00		
4880	Sprint	918280746-03	HPD Cell Phone	08/29/2016	318.58	.00		
4880	Sprint	918280746-03	Recreation Cell Phone	08/29/2016	52.03	.00		
4880	Sprint	918280746-03	Public Works Tablet	08/29/2016	18.99	.00		
4880	Sprint	918280746-03	Public Works Tablet	08/29/2016	19.00	.00		
Total 4880:					630.04	.00		
10530	Staples Business Advantage	3313191992	PD Office Supplies	08/12/2016	167.16	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10530	Staples Business Advantage	3313191994	PD Office Supplies	08/24/2016	111.22	.00		
10530	Staples Business Advantage	3313191995	PD Office Supplies	08/24/2016	12.94	.00		
Total 10530:					291.32	.00		
3710	Town of Hayden	08252016	11.01 Key pump D-8 water	08/25/2016	72.98	.00		
3710	Town of Hayden	08252016	15.01 Shop water	08/25/2016	65.82	.00		
3710	Town of Hayden	08252016	92.01 Rec water 20%	08/25/2016	22.07	.00		
3710	Town of Hayden	08252016	92.01 Town Hall water 80%	08/25/2016	88.26	.00		
3710	Town of Hayden	08252016	94.01 Key Pump water	08/25/2016	63.46	.00		
3710	Town of Hayden	08252016	96.01 New ballfield water	08/25/2016	752.73	.00		
3710	Town of Hayden	08252016	231.01 229 S 3rd St park water	08/25/2016	54.00	.00		
3710	Town of Hayden	08252016	232.01 Water Plant water	08/25/2016	60.08	.00		
3710	Town of Hayden	08252016	355.01 Sewer Plant water	08/25/2016	67.58	.00		
3710	Town of Hayden	08252016	534.01 Chestnut St Park water	08/25/2016	90.22	.00		
3710	Town of Hayden	08252016	761.01 Baseball field water	08/25/2016	56.33	.00		
3710	Town of Hayden	08252016	1208.01 Poplar St Park water	08/25/2016	39.83	.00		
3710	Town of Hayden	08252016	2035.01 PD water	08/25/2016	213.42	.00		
3710	Town of Hayden	08252016	2036.01 Poplar St park	08/25/2016	107.05	.00		
3710	Town of Hayden	08252016	2044.01 Vista Verde park water	08/25/2016	227.09	.00		
3710	Town of Hayden	08252016	2046.01 Lake View park water	08/25/2016	534.96	.00		
3710	Town of Hayden	08252016	2066.01 Poplar St RV Dump wate	08/25/2016	78.18	.00		
Total 3710:					2,594.06	.00		
7070	USA BlueBook	044008	WTP - Valve repair kit	08/25/2016	250.94	.00		
7070	USA BlueBook	044083	WWTP - R&M supplies	08/25/2016	1,025.15	.00		
Total 7070:					1,276.09	.00		
8740	Visa	AUG2016	Postage	09/02/2016	100.00	.00		
8740	Visa	AUG2016	Water testing sample postage	09/02/2016	2.64	.00		
8740	Visa	AUG2016	Postage	09/02/2016	15.99	.00		
8740	Visa	AUG2016	CBI online	09/02/2016	6.85	.00		
8740	Visa	AUG2016	Postage	09/02/2016	100.00	.00		
8740	Visa	AUG2016	CO Liquor License Training	09/02/2016	18.59	.00		
8740	Visa	AUG2016	CO Liquor License Training	09/02/2016	103.87	.00		
8740	Visa	AUG2016	WPY Colo Municipal	09/02/2016	250.00	.00		
8740	Visa	AUG2016	IACP Conference	09/02/2016	350.00	.00		
8740	Visa	AUG2016	Durango Downtown Inn SXO/CCI	09/02/2016	270.00	.00		
8740	Visa	AUG2016	Hiway bar - Water mtg	09/02/2016	205.00	.00		
8740	Visa	AUG2016	Idrive.com 2017 annual	09/02/2016	171.69	.00		
8740	Visa	AUG2016	Walmart - PD Groceries	09/02/2016	38.23	.00		
8740	Visa	AUG2016	Keurig - PD supplies	09/02/2016	55.31	.00		
8740	Visa	AUG2016	Springhill Suites	09/02/2016	190.00	.00		
8740	Visa	AUG2016	Amazon - toner cartridge	09/02/2016	53.94	.00		
8740	Visa	AUG2016	Pete Lien - Dry Creek Park	09/02/2016	600.00	.00		
8740	Visa	AUG2016	Hiway bar - Streets mtg	09/02/2016	167.19	.00		
8740	Visa	AUG2016	Agri Direct Weed Sprayer Parts	09/02/2016	101.85	.00		
8740	Visa	AUG2016	Agri Direct Weed Sprayer Parts	09/02/2016	67.14	.00		
8740	Visa	AUG2016	Water Sample testing postage	09/02/2016	7.15	.00		
8740	Visa	AUG2016	Municipal Treatment Equipment	09/02/2016	395.00	.00		
Total 8740:					3,270.44	.00		
9960	Warning, Tanya	SEP2016	Janitorial Services September	09/01/2016	675.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9960:					675.00	.00		
10600	Waste Management-SBS #001-85	SEP2016	Residential Trash Service	09/01/2016	11,760.01	.00		
Total 10600:					11,760.01	.00		
6130	Western Security Systems Inc	102286	Alarm Monitoring Oct-Dec 2016	09/01/2016	90.00	.00		
Total 6130:					90.00	.00		
12167	WEX Bank	46703614	PD Vehicle Expense - Fuel	08/31/2016	436.45	.00		
Total 12167:					436.45	.00		
4010	Yampa Valley Electric	1002AUG16	Dry Creek electric 720021002	08/22/2016	152.33	.00		
4010	Yampa Valley Electric	1802AUG16	Street lights electric 1510001802	08/30/2016	2,247.90	.00		
4010	Yampa Valley Electric	3406AUG16	Rec electric 740003406 20%	08/22/2016	82.04	.00		
4010	Yampa Valley Electric	3406AUG16	Town Hall electric 80% 74000340	08/22/2016	328.16	.00		
4010	Yampa Valley Electric	5501AUG16	Parks electric 720015501	08/22/2016	45.71	.00		
4010	Yampa Valley Electric	6002AUG16	Community tree electric 76001600	08/22/2016	27.61	.00		
4010	Yampa Valley Electric	6201AUG16	Shop electric 760016201	08/22/2016	135.15	.00		
4010	Yampa Valley Electric	7702AUG16	Sewer Plant electric 760007702	08/22/2016	4,265.42	.00		
4010	Yampa Valley Electric	8901AUG16	Hospital Hill electric 720008901	08/22/2016	27.61	.00		
4010	Yampa Valley Electric	9902AUG16	Crandall Pump electric 72000990	08/22/2016	385.31	.00		
Total 4010:					7,697.24	.00		
4245	Zirkel Wireless, LLC	141925	WTP Internet Service Acct 4377	08/24/2016	79.00	.00		
4245	Zirkel Wireless, LLC	141926	Shop Internet Service Acct 4378	08/24/2016	46.00	.00		
Total 4245:					125.00	.00		
Grand Totals:					46,353.52	.00		

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



Town Council Agenda Item

MEETING DATE: September 15, 2016

AGENDA ITEM TITLE: 3 Wire Bar & Grill Liquor License Renewal

AGENDA SECTION: Consent

PRESENTED BY: Sharon Johnson

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW: 3 Wire Bar & Grill's Liquor License will expire on November 8, 2016. Approving this renewal would extend the license until November 8, 2017.

RECOMMENDATION: I would recommend that the Hayden Town Council move to approve the renewal of the 3 Wire Bar & Grill Liquor License.

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

## RETAIL LIQUOR OR 3.2 BEER LICENSE RENEWAL APPLICATION

3 WIRE BAR & GRILL  
 PO BOX 1060  
 HAYDEN CO 81639

Fees Due	
Renewal Fee	\$500.00
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
<b>Amount Due/Paid</b>	

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

**PLEASE VERIFY & UPDATE ALL INFORMATION BELOW**

**RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE**

Licensee Name <b>ROUTT COUNTY YAMP VALLEY REGIONAL AIRPORT</b>		DBA <b>3 WIRE BAR &amp; GRILL</b>		
Liquor License # 12932340002	License Type Hotel & Restaurant (city)	Sales Tax License # 12932340002	Expiration Date 11/08/2016	Due Date 09/24/2016
Operating Manager <i>Kent A Kosmicki</i>	Date of Birth [Redacted]	Home Address [Redacted]		
Manager Phone Number 970-819-0261	Email Address [Redacted]			
Street Address 11005 ROUTT COUNTY ROAD 51A HAYDEN CO 81639				Phone Number 9702765001
Mailing Address PO BOX 1060 HAYDEN CO 81639				

1. Do you have legal possession of the premises at the street address above?  YES  NO  
 Is the premises owned or rented?  Owned  Rented\* \*If rented, expiration date of lease \_\_\_\_\_
106. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.  YES  NO  
**NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS:** If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
3. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation.  YES  NO
4. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation.  
 YES  NO
5. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation.  YES  NO

**AFFIRMATION & CONSENT**

*I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.*

Type or Print Name of Applicant/Authorized Agent of Business <i>Kent A Kosmicki</i>	Title <i>Manager</i>
Signature <i>Kent A Kosmicki</i>	Date <i>8/19/16</i>

**REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. **THEREFORE THIS APPLICATION IS APPROVED.**

Local Licensing Authority For	Date
Signature	Title
	Attest



Town of Hayden

Town Council Agenda Item

MEETING DATE: September 15, 2016

AGENDA ITEM TITLE: Hayden Daze Parade Street Closure

AGENDA SECTION: Consent Items

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW: Hayden High School is applying for the annual Hayden High School Homecoming Parade and Street Closure. This event is scheduled for September 30, 2016 beginning at 1:00 p.m. The parade will begin at 1:00 p.m. on South 3rd Street and will run north onto Jefferson Avenue and east to Walnut Street to 599 West Washington Street. Traffic will be detoured via North 4th Street and North Aspen Street and then on to Lincoln Avenue in both directions. The theme of the Hayden High School Parade will be focused on homecoming events and theme. The parade route was approved by Chief Tuliszewski.

RECOMMENDATIONS: I would recommend that the Hayden Town Council move to approve move to approve the Consent Items.

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



## APPLICATION FOR PARADE/STREET CLOSURE

Date of Request	9-06-16	
Name of Event	Hayden Homecoming Parade	
Type of Event	Athletic <input type="checkbox"/>	Special <input checked="" type="checkbox"/>
Brief Description of Event	Hayden School District holds a parade to celebrate homecoming.	

### Organization Information please print or type:

Name	Hayden High School Student Council
Mailing Address	PO Box 70
City	Hayden
State	CO
ZIP Code	81639
Contact Person	Cassidy Crawford / Susan Kochler
Title	Vice-President / Sponsor
Telephone	970-846-8424
Fax	
E-Mail	SKochler@haydenschools.org

### Description of Event (please print or type):

Dates	Beginning Date & Time: 9-30-16	Ending Date & Time: 9-30-16 2pm
Location of Line Up	Hayden Valley Elementary	
Proposed Route (Attach map)	South 3rd Street to East Jefferson Ave to Walnut Street to 599 West Washington Ave.	
Proposed Detour (Attach map)	Walnut Street to 599 West Washington Ave	
Detailed Description of Event	Start in front of HHS onto Highway 40, turn @ Wolf Mountain Pizza, turn @ Quikside Laundry and end @ HHS	

THE UNDERSIGNED HEREBY AGREES TO PAY FOR AND PROVIDE LIABILITY INSURANCE IN AN AMOUNT TO BE DETERMINED BY THE TOWN OF HAYDEN. THE UNDERSIGNED ALSO AGREES TO PROVIDE MANPOWER TO PLACE AND REMOVE THE BARRICADES (TOWN PROVIDED) AT THE DIRECTION OF THE HAYDEN POLICE DEPARTMENT.

I, THE UNDERSIGNED, FURTHER CERTIFY THAT THE STATEMENTS CONTAINED HEREIN OR ATTACHED HERETO ARE TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Authorized signature		Date: 9/1/16
FOR OFFICIAL USE ONLY (DO NOT WRITE BELOW THIS LINE)		

**Conditions or Restrictions:**

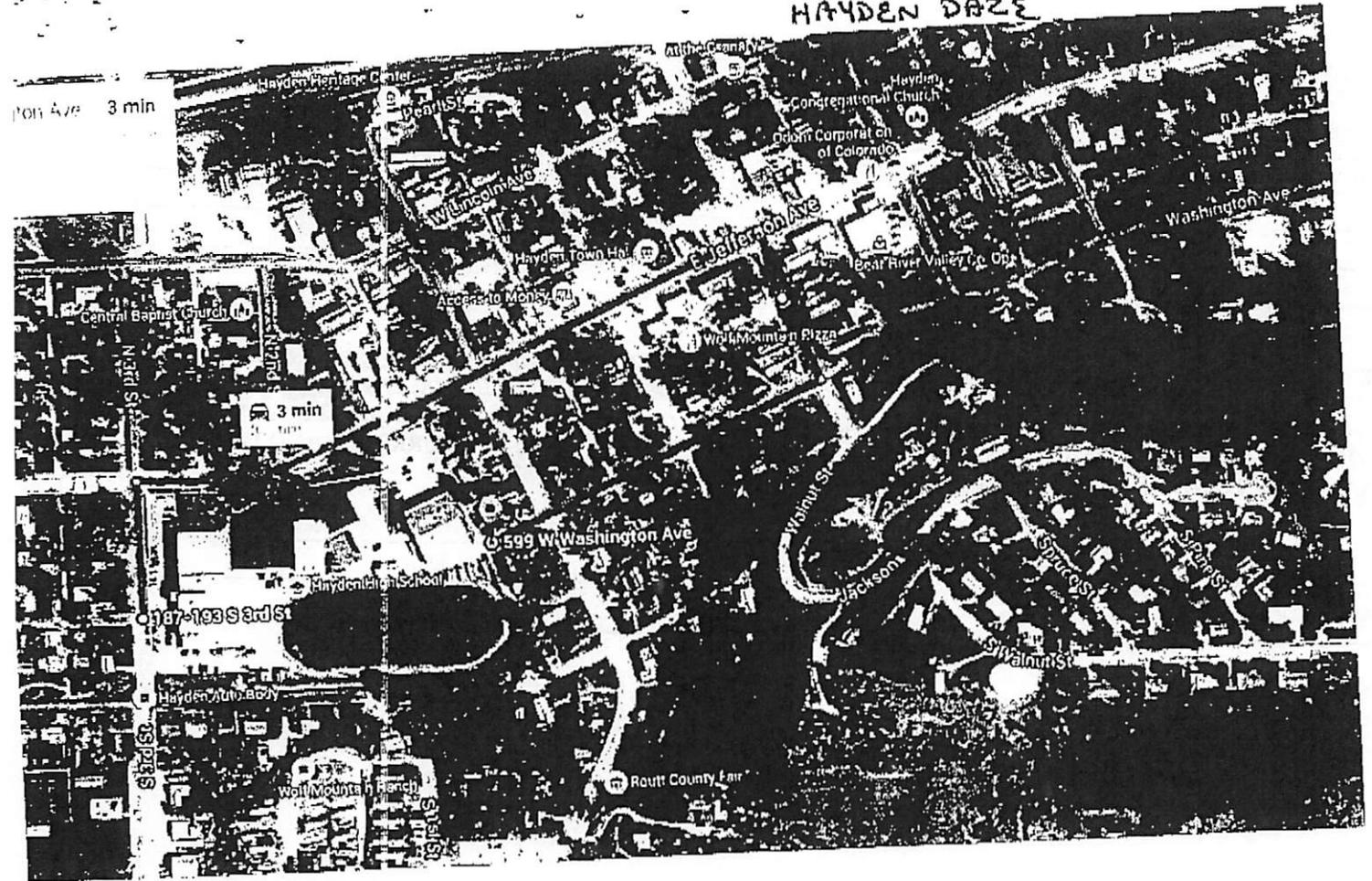
No objects (candy, toys, etc.) shall be thrown from parade floats.

SPONSORS AND/OR EVENT ORGANIZERS MUST FURNISH A CERTIFICATE OF INSURANCE OF A GENERAL LIABILITY INSURANCE COMPANY AND AN AUTO LIABILITY INSURANCE POLICY COVERING CLAIMS THAT MIGHT ARISE FROM THE EVENT, INCLUDING PARTICIPANT AND SPECTATOR LIABILITY. THESE POLICIES MUST HAVE A MINIMUM LIMIT OF \$ \_\_\_\_\_ PER OCCURRENCE AND MUST NAME THE TOWN OF HAYDEN AND ITS EMPLOYEES AS ADDITIONAL INSUREDS.

Authorized signature			Date:
Application has been:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	

0 81639 to 599 W Washington Ave, Hayden, CO 81639 - Google Maps

HAYDEN DAZE



maps/dir/40.4929827,-107.2601498/40.4933889,-107.2600386/@40.4939517,-107.2597219,608m/data... 6/3/2015



Town of Hayden  
Town Council Agenda Item

MEETING DATE: September 15, 2016

AGENDA ITEM TITLE: Approval of Hayden Heritage Center and Museum Board

AGENDA SECTION: Consent

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: Not preferred

BACKGROUND REVIEW:

The Hayden Heritage Center and Museum shall appoint a Board with the approval of a majority vote of the Town Council; the approval of the board is required as a fiduciary of the Hayden Heritage Center and Museum budget and lessor of the property and liability coverage in which the Hayden Heritage Center and Museum is housed. This item was brought before Town Council on September 1, 2016 and a question arose due to the relocation of Laura Schrettner. Laura Schrettner relocated to California three (3) weeks ago and continues to serve on the Board of Directors. A resignation has not been submitted or requested regarding Laura Schrettner service.

RECOMMENDATION: I would respectfully recommend that the Hayden Town Council move to approve the Hayden Heritage Center and Museum Board.

MANAGER RECOMMENDATION/COMMENTS: I concur with the recommendation.

Hayden Heritage Center  
Board of Directors/Curator

Laurel Watson, Curator  
1560 Conestoga Circle  
Steamboat Springs, Co 80487  
970-819-4719  
[laurelwatson04@gmail.com](mailto:laurelwatson04@gmail.com)

Laura Schrettner  
PO Box 1603  
Hayden, Co 81639  
970-208-5755  
[67crochet@gmail.com](mailto:67crochet@gmail.com)  
Term ends 2018

Patrick Delaney  
41090 RC Road 80  
Hayden, Co 81639  
970-846-2238  
[pgdhayden@gmail.com](mailto:pgdhayden@gmail.com)  
Term ends 2018

Bill Doolin  
PO Box 103  
Hayden, Co 81639  
970-439-8314  
[bdoolin01@me.com](mailto:bdoolin01@me.com)  
Term ends 2021

Bonnie Girton  
PO Box 332  
Hayden, Co 81639  
970-846-0876 970-276-4411  
[ggscoffee@gmail.com](mailto:ggscoffee@gmail.com)  
Term ends 2017

Barbara Manzanares  
PO Box 216  
Hayden, Co 81639  
970-734-8021 970-276-3310  
[bmanzanares@haydenschools.org](mailto:bmanzanares@haydenschools.org)  
Term ends 2017

Kevin Copeland  
PO Box 1167  
Hayden, Co 81639  
970-846-7107 970-870-2727  
[kcopeland@peabodyenergy.com](mailto:kcopeland@peabodyenergy.com)  
Term ends 2019

Tena Frentress  
PO Box 483  
Hayden, Co 81639  
970-757-1022 970-276-3262  
[cattleman@q.com](mailto:cattleman@q.com)  
Term ends 2020



Town Council Agenda Item

**MEETING DATE:** September 15, 2016

**AGENDA ITEM TITLE:** PUBLIC HEARING AND CONSIDER RESOLUTION 2016-29, Approving Hayden Green Grow Conditional Use Permit (CUP)

**AGENDA SECTION:** New Business, with Public Hearing

**PRESENTED BY:** Greg Tulszewski

**CAN THIS ITEM BE RESCHEDULE:** Not Recommended

**BACKGROUND REVIEW:**

The applicant, Mr. Paul Franklin (c/o Hayden Green Grow, LLC.) submitted a request to establish a Conditional Use Permit (CUP) for a 22,452 square foot, two-story warehouse facility for marijuana cultivation and growing on approximately 1.0 acres of land. The property is located on the west side of Enterprise Street, approximately 300 feet south of Crandell Avenue (within the Valley View Business Park, Lots 3 & 4). The business park was designed to accommodate independent industrial businesses. The subject property for the marijuana cultivation facility is zoned within a Light Industrial (I-1) district which permits marijuana operations with approval of a CUP.

The proposed business will be housed in an enclosed and secured metal-clad building having a first floor layout of 15,400 square feet and containing six flower rooms, a vegetative room for plant maturation, a reception room that is secured from operational areas, an internal office and security room, and a receiving/storage warehouse area. The second floor will contain a 7,052 square foot floor plan under the building's roof pitch housing a cutting and trimming room, a drying room, a separate vegetative room, a research laboratory, an employee area and extra undetermined space. Since the building has a second floor, a material lift platform within a chase system will be used to move carts and items between floors. Outside there will be a secured six foot high chain-linked fence to enclose trash bins and protect inactive waste materials. Refer to the Building Plan and Site Plan exhibits attached to this report for further details of the building's operation and site layout.

The business will utilize a water based extraction method and a solvent-less wax method for obtaining tetrahydrocannabinols (THC) or other cannabinoids. These methods are supported by the Hayden Marijuana Ordinance No. 666. Please refer to the applicant's attached Extraction Methods Addendum found in the Comprehensive Operation Plan document for more details.

Staff has worked with the applicant and his consulting teams to thoroughly review the project in accordance to all applicable codes. In determining the appropriateness of the proposed use, staff evaluated the CUP based

upon the criteria listed within the Town's Marijuana Ordinance No. 666, in addition to general compliance review under the Conditional Use Review Criteria of the Hayden Land Use Code, Section 16.03.070.C. The Planning Commission Staff Report attached to this packet details staff's analysis and the applicant's compliance to all pertinent code sections.

**PUBLIC INPUT:**

As required by the Town Code, 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. No comments or concerns regarding the CUP request for a marijuana cultivation facility have been received by Planning Staff or the Town Clerk to date.

**RECOMMENDATION:**

Based on observations and findings as stated in the Staff Report and presented to the Hayden Planning Commission on August 25, 2016; the Commission recommended approval to the Town Council for the Hayden Green Grow Conditional Use Permit (CUP) as it is in compliance with the Town Land Use Code and Comprehensive Plan, yet with the following condition:

1. Recording of a future Minor Plat to combine Lots 3 & 4 into one lot prior to Building Permit approval
2. Approval of 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.

The Town Council may choose to take the following actions after the Public Hearing:

1. Approve as submitted (with listed conditions) and adopt Resolution 2016-29.
2. Deny the project.
3. Postpone consideration to a date certain.

**ATTACHMENTS:**

Planning Commission Staff Report  
Application  
Comprehensive Operations Plan & Addendums  
Mechanical & Odor Report  
Site Plan  
Building Plans & Elevations  
Resolution 2016-29

**MANAGER'S RECOMMENDATION/COMMENTS:** The Hayden Green Grow LLC has applied, worked with Town Staff, the Town's Planner and the Planning Commission in order to meet the requirements of the Town of Hayden's ordinances and land use code. The proposed plans have been reviewed extensively and found to be in compliance with the required codes. I would concur with the Planning Commission's recommendation that the Hayden Town Council approve resolution 2016-30 Authorizing the Conditional Use Permit for the Hayden Green Grow LLC

**RESOLUTION 2016-29**

**A RESOLUTION OF THE TOWN COUNCIL FOR HAYDEN, COLORADO APPROVING A CONDITIONAL USE PERMIT FOR 421 and 431 ENTERPRISE ST, LOT 3 & 4, VALLEY VIEW JON PEDDIE AND PAUL FRANKLING D/B/A HAYDEN GREEN GROW, LLC**

**RECITALS**

1. Jon Peddie and Paul Franklin d/b/a Hayden Grow LLC desires to operate a marijuana cultivation facility at 421 and 431 Enterprise St, Lot 3 & 4, located in the Light Industrial District (I-1).
2. Licensed marijuana cultivation facilities are permitted in the (I-1) as a conditional use if approved by the Town Council following review and recommendation(s) by the Planning Commission and the holding of a public hearing by the Town Council.
3. The Planning Commission met on August 25, 2016 with the petitioners to review the Conditional Use criteria of the Hayden Town Code Section 16.03.070.C and Ordinance 666 and determined:
  - A. The requested conditional use will satisfy all applicable provisions of the zoning code and subdivision regulations.
  - B. The requested conditional use will conform with or further the goals, policies and strategies set forth in the Town of Hayden Comprehensive Plan.
  - C. The requested conditional use will be adequately served with public utilities, services, and facilities (i.e. water, sewer, electric, schools, street system, fire protection, public transit, storm drainage, refuse collection, parks system, etc.) and will not impose an undue burden above and beyond those of the permitted uses of the district.
  - D. The requested conditional use will not substantially alter the basic character of the district in which it is in or jeopardize the development or redevelopment potential of the district.
  - E. The requested conditional use will result in efficient on- and off-site traffic circulation which will not have a significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.
  - F. Potential negative impacts of the conditional use on the rest of the neighborhood or of the neighborhood on the conditional use have been mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods. The applicant shall satisfactorily address the following impacts: traffic; activity levels; light; noise; odor; building type, style and scale; hours of operation; dust; and erosion control, as set forth in Ordinance 666.
  - G. The applicant has submitted evidence that all applicable local, state and federal permits have been or will be obtained.
4. The Planning Commissioners recommended to the Town Council approval of the Conditional Use Permit subject to the following conditions:
  - A. Approval and Recording of a future Minor Plat to combine Lots 3 & 4 into one lot prior to Building Permit approval.

- B. Approval of a future Building Permit.
  - C. Approval of a State of Colorado Marijuana Cultivation Facility License.
  - D. Approval of a Town of Hayden Marijuana Cultivation Facility License.
5. The Hayden Town Council held a public hearing on the conditional use application. A conditional use permit is revocable, may be granted for a limited time period, or may be granted subject to conditions as the Council may prescribe. Conditions may include, but shall not be limited to: satisfaction of the requirements contained in paragraph 4, above, requirements concerning special setbacks, open spaces, fences or walls, landscaping or screening, street dedication and improvement, regulation of vehicular access and parking, signs, illumination, hours and methods of operation, control of potential nuisances, prescription of standards for maintenance of buildings and grounds, and prescription of development schedules.

**NOW, THEREFORE BE IT RESOLVED BY THE HAYDEN TOWN COUNCIL AS FOLLOWS:**

Section 1. That the Town Council held a public hearing on the conditional use application at 7:30 p.m. on the 15<sup>th</sup> day of September 2016.

Section 2. That the Town Council approves the conditional use application subject to the following conditions:

- A. Approval and Recording of a future Minor Plat to combine Lots 3 & 4 into one lot prior to Building Permit approval.
- B. Approval of a future Building Permit.
- C. Approval of a State of Colorado Marijuana Cultivation Facility License.
- D. Approval of a Town of Hayden Marijuana Cultivation Facility License.

Section 3. This Resolution shall be in full force and effect upon its passage and adoption.

**PASSED, APPROVED, AND RESOLVED THIS 15<sup>th</sup> DAY OF SEPTEMBER 2016.**

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James M. Haskins, Mayor

ATTEST:

---

Sharon Johnson, Town Clerk



*Town of Hayden*

**Planning Commission**

**Staff Report**

**Project:** Hayden Green Grow Conditional Use Permit (CUP)  
**Address/Location:** 421 & 431 Enterprise Street/Valley View Business Park, Lots 3 & 4  
**Applicant:** Mr. Paul Franklin, on behalf of Hayden Green Grow, LLC.  
**Prepared by:** Ross Culbertson, Hayden Consulting Planner  
**Hearing Date:** August 25, 2016

**Background**

The applicant has submitted a request to establish a Conditional Use Permit (CUP) for a new 22,452 square foot, two-story warehouse facility for marijuana cultivation and growing on approximately 1.0 acres of land. The property is located on the west side of Enterprise Street, approximately 300 feet south of Crandell Avenue (within the Valley View Business Park, Lots 3 & 4). The business park was designed to accommodate independent industrial businesses. The subject property for the marijuana cultivation facility is zoned within a Light Industrial (I-1) district which permits marijuana operations with approval of a CUP.

The proposed business will be housed in a new enclosed and secured metal-clad building having a first floor layout of 15,400 square feet and containing six flower rooms, a vegetative room for plant maturation, a reception room that is secured from operational areas, an internal office and security room, and a receiving/storage warehouse area. The second floor will contain 7,052 square feet under the building's roof pitch housing a cutting and trimming room, a drying room, a separate vegetative room, a research laboratory, an employee area and extra undetermined space. Since the building has a second floor, a material lift platform within a chase system will be used to move carts and items between floors. Outside there will be a secured six foot high chain-linked fence to enclose secured trash bins and protect inactive waste materials. Please refer to the Building Plan and Site Plan exhibits attached to this report for further details of the building's operation and site layout. The business will utilize a water based extraction method and a solvent-less wax method for obtaining tetrahydrocannabinols (THC) or other cannabinoids. These methods are supported by the Hayden Marijuana Ordinance No. 666. Please refer to the applicant's attached Extraction Methods Addendum found in the Comprehensive Operation Plan document for more details.

***Zoning and Land Use***

The subject property is zoned Light Industrial (I-1) and all adjacent lots within the industrial park are zoned Light Industrial:

**North:** Property to the north is vacant and zoned Light Industrial within the Valley View Business Park.

**South:** Property to the south is vacant and zoned Light Industrial within the Valley View Business Park.

**East:** Property to the east is vacant and zoned Light Industrial within the Valley View Business Park.

**West:** Property to the west is vacant and zoned Residential Low Density (RLD) and supported as residential use under the 2007 Future Land Use Map.

**State of Colorado Constitutional Amendment for Marijuana**

*Amendment 64 (Article XVII, Section 16)* - The State of Colorado adopted Amendment 64 to the Colorado Constitution on December 10, 2012, after the November 6, 2012, State ballot initiative; authorizing the use, possession, growth, transport and transfer of marijuana in limited amounts and under limited circumstances, and further authorizes the conduct of business to cultivate, produce, test and sell marijuana and marijuana products.

*Title 12-43.3-202, Colorado Revised Statutes (C.R.S)* - This Subsection of the State Statutes defines application of the Colorado Medical Marijuana Code as amended from time to time, and any rules or regulations promulgated thereunder.

*Title 12-43.4-202, Colorado Revised Statutes (C.R.S)* - This Subsection of the State Statutes defines application of the Colorado Retail Marijuana Code as amended from time to time, and any rules or regulations promulgated thereunder.

**Town of Hayden’s Marijuana Ordinances**

*Ordinance No. 666* - The Town Council passed, approved, and ordered published this Ordinance on August 6, 2015; permitting, regulating and licensing the cultivation of retail and medical marijuana under limited circumstances and making conforming amendments to Subsections 8.08.080.A, to Sections 8.35.010, 8.35.040, 16.03.040.I.3, and 16.03.040.J.3, and to Titles 5 and 16 of the Hayden Municipal Code.

*Ordinance No. 668* - The Town Council passed, approved, and ordered published this Ordinance on September 3, 2015; imposition of an excise tax of 7.5 percent in 2016 and up to 15 percent thereafter on the wholesale of marijuana and contingent upon elector approval, amending the Hayden Municipal Code.

The Town of Hayden also held a Special Municipal Election on Tuesday, January 26, 2016, by a Mail Ballot of which the resulting vote confirmed citizen support for the Town’s Marijuana Ordinance in permitting, regulating, and licensing cultivation of retail and medical marijuana.

**Staff Analysis**

Staff has worked with the applicant and his consulting teams to thoroughly review the project in accordance to all applicable codes. In determining the appropriateness of the proposed use, staff evaluated the CUP based upon the criteria listed within the Town’s Marijuana Ordinance No. 666, in addition to general compliance review under the Conditional Use Review Criteria of the Hayden Land Use Code,

Section 16.03.070.C. Below are *italicized* criteria sections from the guiding Marijuana Ordinances and staff's analysis of the CUP's compliance.

***Ordinance No. 666 CUP Compliance for Non-Residential Cultivation***

**Section 14.080** identifies Non-Residential Cultivation Restrictions and compliance criteria for marijuana grow facilities in the Town of Hayden:

*A. It shall be unlawful to possess or cultivate more than 12 marijuana plants on any premises or within any structure in any zone district in the Town without an approved Conditional Use Permit and without the license required for such a cultivation facility under Chapter 5.22 of this Code.*

The applicant is requesting to cultivate 1,800 plants under a *Tier-1* facility and will apply for a future state license documenting the same. Approval of a CUP is required to cultivate over the minimum threshold of 12 plants. The CUP will not take effect until the state license is issued.

*B. It shall be unlawful for any person who owns, manages, operates or otherwise controls the use of any premises to allow more than 12 marijuana plants to be possessed or cultivated on the premises without approval of a Conditional Use Permit and without the license required for such a cultivation facility under Chapter 5.22 of this Code.*

The applicant will own, manage, and operate a facility that processes 1,800 plants under a *Tier-1* facility and will apply for a future state license documenting the same. Approval of a CUP is required to possess or cultivate over the minimum threshold of 12 plants. The CUP will not take effect until the state license is issued.

*C. It shall be unlawful to cultivate marijuana outside of a completely enclosed locked structure.*

*1. Nothing in this section shall be construed to allow the cultivation of marijuana in any number, manner, or location that is in conflict with the cultivation restrictions imposed in this Article within single family and multi-family residential dwelling units.*

*2. For purposes of this section:*

*a. "Completely enclosed locked structures" means a structure as defined by the zoning code accessible only to the persons cultivating the marijuana through one or more doors secured by a locked mechanism designed to limit access such as with a key or combination lock, and with walls and roofing that must be constructed of solid materials. Such structure must remain secure at all times and any window must be locked to prevent access by children, visitors, or a casual passerby.*

*b. "Cultivate" means the planting, growing, harvesting, storing, drying, trimming, or processing of marijuana plants.*

The applicant's Site Plan and Building Plan indicate the new structure is an enclosed and secured building. Public access is limited to only the reception room which will have badge and controlled key access to interior portions of the building. Fire doors will have "panic hardware" for egress from inside

the building only. All doors and windows will have alarm and video surveillance. Video feeds will be available for review on site and digitally via a MED system. The overhead shipping and receiving door will only be operated from the inside. Additional building details and security specifications will be made with a future Building Permit. Please refer to the applicant's Comprehensive Operation Plan and video camera location sketch for more details. The applicant has contracted Titan Security Group and Kleiber Investigations for security and surveillance requirements.

*D. The marijuana plants must be cultivated, produced, processed and possessed within the building approved as part of a Conditional Use Permit process.*

The applicant's Site Plan and Building Plan indicate all plant cultivation, production, and processing will be solely within the building envelope. The proposal is in compliance to this standard.

*E. The cultivation, production, processing and possession of marijuana plants must not be conducted in an open and public manner meaning it must not be perceptible from the exterior of the building on the subject site, and such activity shall not cause or create any of the following:*

- 1. Regularly occurring or persistent unusual odors, smells, fragrances, or other olfactory stimulus detectable by any person with a normal sense of smell upon or within any adjacent unit or property;*

The business will implement and operate a "closed loop" system for air purification. There will be no exhaust air leaving the facility at any time. A circular movement air will be cleaned (through Active Carbon Filtering and Ionization Units) as inside air flows from flowering/grow rooms, to vegetative rooms, to trim and research rooms, to office/support spaces, and into internal hallways; all being contained within the building. The applicant will follow specific procedures for odor mitigation as outlined by the Mechanical Systems Design Narrative for Odor Mitigation report produced by Impact Engineering, Inc., the applicant's mechanical consultant. Please refer to Item "F" below for more details.

- 2. Light pollution, glare, or brightness that unreasonably disturbs others in the use or enjoyment of their property, or constitutes a nuisance; or*

The applicant's Site Plan indicates parking is being provided in accordance to the Land Use Code. Yet, the amount of parking is minimal and not over burdensome to the site. Lighting of parking areas will be made from the building and not with lighting standards. The Site Plan and Elevation sheets indicate use of "down-light" Medium Trapezoid Wall Pack lights to illuminate the building's perimeter and control horizontal light sprays. In addition, two Rox LED Outdoor Wall Sconces will be placed at the front entry door having direct downward lighting. A Photometric Lighting Plan will be submitted with a future Building Permit to verify light levels at the property line.

- 3. Excessive noise.*

The business will comply with existing Town regulations and limit excessive noise levels.

*F. All marijuana cultivation facilities must employ and maintain ventilation and odor control that is adequate for the size of the facility to effectively eliminate odor from the facility escaping the facility so as to be detected by a person with a normal sense of smell at the exterior of the premises, in the surrounding neighborhood or in adjacent units.*

The applicant indicates the business will implement and operate a closed loop system for air purification. There will be no exhaust air leaving the facility at any time. All of the HVAC equipment will recirculate 100% of the supply being distributed to the various application areas throughout the facility. Ionization (by: GPS-2400 Cold Plasma Air Purification Device) and active carbon filtering (by: Can Lite Carbon Filter-12", 1800 CFM) will be installed to mitigate odors within the facility. To the extent possible, the odor mitigation is intended to mitigate odor migration to the outside of the building and surrounding areas. The building's office, support spaces, trim, research, mother and vegetative rooms will utilize vertical high-efficiency split-system AC/Furnace units with outdoor condensing and GPS-2400 bi-polar ionization units for odor and bacteria mitigation. Vegetative rooms will also contain two 12" Can Lite active carbon filters to provide six air-changes per hour. Flowering and grow rooms will be fit with gPOD Environmental Control Units to accommodate the cooling, dehumidification, and CO2 distribution, monitoring and control for each room. The gPOD units utilize an iClean Ionization Unit for odor and bacteria mitigation. Additionally, each flower room will contain two 12" Can Lite active carbon filters to provide six air-changes per hours. The applicant will follow all manufacturer specifications of the Can Filters to ensure optimum performance and will test the Can Filters every six months to verify integrity of the filters and replace on an 18-24 month rotation. These details are provided as outlined procedures per the applicant's attached Mechanical Systems Design Narrative for Odor Mitigation Report produced by Impact Engineering, Inc.

*G. Marijuana plants shall not be cultivated, produced, processed or possessed in any accessory structure.*

The applicant's Site Plan and Building Plan indicate all plant cultivation, production, and processing will be solely within the proposed building. No accessory structure outside of the enclosed building will be used or constructed. The proposal is in compliance to this standard.

*H. The cultivation, production, processing or possession of marijuana plants shall meet the requirements of all adopted Town building and life/safety codes.*

The CUP is being reviewed under the guiding Town Codes and Ordinances. Applicable Building Codes will be applied to the facility with a future Building Permit review.

*I. The use of any compressed flammable gas as a solvent in the extraction of tetrahydrocannabinols or other cannabinoids is prohibited.*

The applicant's Building Plan and project narrative indicates this operation will not use any compressed flammable gas for extraction method. The proposal is in compliance to this standard.

*J. The total load for a single branch circuit shall not exceed the ampacity for the entire cultivation area within the building.*

The applicant has consulted with Yampa Valley Electric Association regarding the electric needs of this operation and the electric load for cultivation areas will not exceed ampacity. The proposal is in compliance to this standard.

*K. Marijuana waste shall be rendered unusable prior to leaving the facility by grinding and incorporating the material with non-consumable solid wastes such as food waste, soil or other compostable materials.*

The waste by-products will consist of stems and fan leaves from the plant materials. They will be rendered unusable by grinding and mixing with a 50/50 ratio with soil or other compostable materials. All plant waste will be stored in secured bins located behind the dumpsters within the secured fence enclosure until ready for transport off-site. The composted material mixed with soil will be transported by the owners or employees to private property off of Rural County Road 36 north of Steamboat Springs for landscaping and revegetation purposes.

*L. Cultivation facilities shall not be located with 500 feet of any public or parochial school or the principal campus of any college, university, or seminary; any public park; or any commercial child care center. Distances described in this paragraph shall be calculated by measuring the distance from the nearest property line of the school, park or commercial child care center to the building in which the medical marijuana center is located.*

The subject site for the cultivation operation is within an industrial business park and does not have proximity to nor is located within 500 feet of any existing or planned school, park, or commercial child care center. The proposal is in compliance to this standard.

*M. Retail marijuana cultivation uses shall not operate in a manner that adversely affects the public health, safety, and welfare of the immediate neighborhood in which the retail marijuana cultivation use is located.*

The subject site and the business operation has been reviewed and evaluated for any conditions that may affect the public. The site is location within the Valley View Business Park on the eastern edge of the town. Valley View Business Park does contain industrial live-work units approximately 240 south of the subject site which accommodates small residential studio living. The Town is not aware of any complaints from these resident being opposed to marijuana grow uses in this development. The Vista Verde Subdivision is the next closest neighborhood at approximately 500 feet and the third closest is the Dry Creek Village Subdivision at approximately 770 feet to vacant property south of Valley View Business Park and 1,470 feet to the closest platted lot. The proposed marijuana cultivation use will have limited immediate impacts on adjacent neighborhoods. The proposal is in compliance to this standard.

**Section 14.090** identifies Control of Emissions and compliance criteria for marijuana grow facilities in the Town of Hayden:

*In accordance with Town of Hayden Code Title 8: Health and Safety Section 8.08 Nuisances, sufficient measures and means of preventing smoke, odors, debris, dust, fluids, and other substances from exiting a cultivation facility must be provided at all times. In the event that any odors, debris, dust, fluids or other*

*substances exit a cultivation facility, the owner of the subject premises and the licensee shall be jointly and severally liable for such conditions and shall be responsible for immediate, full clean-up and correction of such condition. The licensee shall properly dispose of all such materials, items and other substances in a safe, sanitary and secure manner and in accordance with all applicable federal, state, and local laws and regulations.*

The facility will generally produce three categories of waste; liquid, plant, and soil. **Section 14.080.K** above, states the applicant's compliance to rendering plant and soil wastes inactive. Concerning water or liquid waste, the facility will produce general bathroom waste water, irrigation runoff and cleaning waste water. The applicant indicates the primary sewer output will come from their large reverse osmosis (RO) filtration system. Assuming a municipal water dissolved solids profile of 200 parts per million (PPM), the applicant expects a 3,000 to 4,000 gallon per day (GPD) release of waste water discharge with an average of 500 ppm total dissolved solids. The dissolved solid composition would primarily have concentrations of existing mineral profiles from the municipal water supply, mixed fertilizer salts, small amounts of organic materials that escape the grow containers and minimal traces of organic pesticides. Waste water profiles will be monitored for conformance to the *MED Permanent Rules Section R307 Waste Disposal Section A, for All Applicable Laws and Section B, for Liquid Waste*. Please refer to the applicant's attached Water Sewer Addendum document for more details.

*All cultivation facilities must employ and maintain ventilation and odor control that is adequate for the size of the facility to effectively eliminate the pungent odor from the operation so that the odor does not migrate in and around the marijuana cultivation site and is not detected by a person with a normal sense of smell at the exterior of the premises, in the surrounding neighborhood and/or in adjacent units.*

**Section 14.080.E.1 and F** (in above sections of this report), describes the applicant's compliance measures to mitigate and filter internal air for odor elimination. The applicant is aware the facility will be under monitoring by the Town's Chief of Police and its citizens and is confident in the expected performance of the Active Carbon Filtering and Ionization Units to control odors from lingering outside of the facility and affecting the public air.

***Conditional Use Review Criteria of the Hayden Land Use Code***

**Section 16.03.070.C** lists the criteria to evaluate Conditional Use Permits (CUP's):

1. *The conditional use will satisfy all applicable provisions of the zoning code and subdivision regulations unless a variance is being requested.*

The requested use will meet all applicable sections of the Hayden Codes. The use is proposed on property that has been platted as two lots and is recorded as such with Routt County. However, before a Building Permit is issued, staff will require the property be replatted to combine Lots 3 & 4 into one contiguous lot to place all building and site elements on one lot. Staff will condition the approval of the CUP subject to recording of a future Minor Plat. Additionally, the CUP Site Plan has been reviewed to meet all applicable sections of the zoning code. Applicable Building Codes will be applied to the facility with a future Building Permit review. No variances have been applied for. The proposal is in compliance to this standard.

2. *The conditional use will conform with or further the goals, policies and strategies set forth in the Town of Hayden Comprehensive Plan.*

The requested use is not specifically addressed within the goals, policies and strategies within the Hayden Comprehensive Plan. However, this use does contribute to policy statements found within Section 3.2: *Fiscally Balanced Growth*, and Section 4.1: *Stage One Growth – Business/Light Industrial Uses*. The proposal is in compliance to this standard.

3. *The conditional use will be adequately served with public utilities, services, and facilities (i.e. water, sewer, electric, schools, street system, fire protection, public transit, storm drainage, refuse collection, parks system, etc.) and not impose an undue burden above and beyond those of the permitted uses of the district.*

The requested use will be served by the Town's public utilities and public services. Any public complaints or inquiry into violations to the Town's Ordinances for this use will be met with swift investigation by town authorities and proper communication made to the owner and or operator for compliance measures.

4. *The conditional use will not substantially alter the basic character of the district in which it is in or jeopardize the development or redevelopment potential of the district.*

The requested use is located within the Valley View Business Park (an industrial park) and is compatible with adjacent uses and does not jeopardize additional development. It would be advisable to locate any future marijuana cultivation business within this industrial development, as the area is zoned appropriately under the Light Industrial zoning district and accommodates the necessary infrastructure requirements for this type of use.

5. *The conditional use will result in efficient on- and off-site traffic circulation which will not have a significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.*

The requested use and its accompanying site plan indicate all vehicular access and movement will be on-site and will not adversely impact adjacent properties. The proposal is in compliance to this standard.

6. *Potential negative impacts of the conditional use on the rest of the neighborhood or of the neighborhood on the conditional use have been mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods. The applicant shall satisfactorily address the following impacts:*

- a. *Traffic; activity levels; light; noise; odor; building type, style and scale; hours of operation; dust; and erosion control.*

The requested use has been reviewed in conjunction with a Site Plan and Building Elevations which were vetted in compliance to the Land Use Code, Article 2 – Community Design Standards, and Article 3 – Zoning. The building will internally house all components of the marijuana cultivation business and is designed to be a non-descriptive building as not to bring undue attention to its

operation. No additional screening of the use is required within the Light Industrial zoning district. The proposal is in compliance to this standard.

7. *The applicant has submitted evidence that all applicable local, state and federal permits have been or will be obtained.*

The applicant is coordinating both a local and state marijuana cultivation facility license which must be issued prior to operating the facility.

### **Referral Agency and Department Comments**

The proposed CUP request was referred to the following agencies for a development review:

1. Planning Consultants: Planning review of the CUP request (including exhibits) is complete.
2. Public Works Department (incl. Water, Sewer, & Streets): Review of the CUP request is complete. Town services can be provided to the property.
3. Building Inspections Consultants: Review of the CUP request is complete. A more thorough review of building plans will be made at the time of future commercial building permits.
4. Fire District: Review of the CUP request is complete.
5. Police Department: Review of the CUP request is complete.
6. Engineering Consultants: Review of the CUP request is complete. A more thorough review of civil engineering plans will be made at the time of future commercial building permits.

### **Staff Recommendation**

Based on the above observations and findings of compliance with the Hayden Land Use Code and Hayden Marijuana Ordinance No. 666; staff recommends:

**Approval** of the Conditional Use Permit for the Hayden Green Grow marijuana cultivation facility subject to the following conditions:

1. Approval and Recording of a future Minor Plat to combine Lots 3 & 4 into one lot prior to Building Permit approval.
2. Approval of 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.

### **Planning Commission Recommending Options**

The Planning Commission may choose to:

1. Recommend to the Town Council approval as submitted with staff's conditions.
2. Recommend to the Town Council approval subject to staff conditions and additional Planning Commissioned Conditions.
3. Recommend to the Town Council project denial.

### **Attachments**

Application	Comprehensive Operations Plan & Addendums
Site Plan	Mechanical & Odor Report
Building Plans & Elevations	Hayden Marijuana Ordinance 666



# LAND USE APPLICATION FORM

Staff Use Only	
Application Number:	<u>2016-06-21</u>
Received By:	<u>SMJ</u>
Date:	<u>6/21/16</u>
Fees Paid:	<u>\$200</u>
Deposit Paid:	<u>\$5000</u>

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

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

**2. Project Name:** Hayden Green Grow LLC  
please print or type legibly

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

Owner Name: <u>F &amp; P Warehouse LLC</u>	Applicant Name: <u>Hayden Green Grow LLC</u>
Address: <u>P. O. box 882978</u>	Address: <u>P.O. box 772707</u>
Telephone: <u>970 846-3873</u>	Telephone: <u>970 819-1788</u>
E-mail: <u>jonpeddie.sbs@gmail.com</u>	E-mail: <u>paulbfranklin@msn.com</u>

**4. Property Description:**

Address or Location: 421 & 431 Enterprise Hayden, CO 81639

Existing Zoning: L-1 Existing Use: Vacant

Proposed Zoning: L-1 Proposed Use: Wholesale Marijuana Grow Facility

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

Development of a wholesale marijuana growing facility

**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: \_\_\_\_\_ Date: \_\_\_\_\_ 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: Paul Franklin Date: 1-06-16















**F&P Warehouse  
Valley View Business Park  
Hayden, Colorado**

**Mechanical Systems  
Design Narrative  
For  
Odor Mitigation**

**June 6, 2016**

**Prepared For:**

**Paul Franklin  
1295 Hilltop Parkway  
Steamboat Springs, Colorado 80487**

**Prepared By:**

 **IMPACT ENGINEERING, INC.**

**554 Remington Place  
Castle Rock,  
Colorado 80108**

## **DESIGN CRITERIA**

### **I. DESIGN TEAM REQUIREMENTS**

- A. Design Team: Where this phrase is used within the text of this document, it shall mean any and all design firms which perform the work traditionally included under the Mechanical Division of the Specifications. The work is defined as the design, installation, testing and start-up of HVAC systems. It will be the responsibility of the mechanical contractor's team to coordinate that work with the work of other disciplines.
- B. The project Architect will be responsible for the design process. All lines of communication, with respect to design issues, shall be directed through that firm. All aspects of the mechanical designs which affect architectural, structural, electrical, fire protection and civil (if applicable) engineering systems, shall be referred to the project architect, who, in turn, will process the information through the appropriate consultants.
- C. The owner, the project architect and the general contractor will have the final decision with respect to system concepts, spacial and visual coordination, and acceptance of proposed products, installation methods and materials, and interpretation of the contract documents.
- D. The Design Team shall communicate with members of local jurisdictional authorities, utility companies and municipal service boards to coordinate their requirements with the project design and installation.
- E. Professional Responsibility:
  - 1. The Design Team shall be totally responsible for, and shall accept professional liability for, the accuracy, appropriateness, completeness and code compliance of the system concepts, designs, construction documents and other documentation necessary for construction.
  - 2. The Design Team shall be the architect/engineers of record for their respective scope of work provided by them, shall be totally responsible for their designs, specifications and installations, and for the system performance attained there from. They also shall be responsible for their acts, errors and/or omissions with respect to the design/build work provided by them and for compliance with all local codes, jurisdictional authority requirements and local utility company requirements.
  - 3. The Design Team shall seal and sign all contract documents, as required by the State of Colorado. These documents shall be sealed and signed by professional engineers who are registered in the State of Colorado for practice in the specific disciplines of mechanical engineering. The

registered engineers who shall seal and sign the required documents shall comply with all State laws and requirements, with respect to responsible charge and direct involvement with the preparation of the sealed and signed documents.

- F. Applicable codes include the 2012 International Mechanical Code (IMC) and associated International Plumbing Code (IPC) editions revisions or other Codes as adopted and amended by the local jurisdictional authorities (Hayden, Colorado).

## II. QUALIFICATION OF DESIGN CRITERIA AND SYSTEM REQUIREMENTS

- A. The schematic design criteria and system requirements which follow in this document are presented as a guideline for the design and performance of the mechanical systems for preliminary pricing. The criteria stated are minimum requirements. Final design and installation shall be in accordance with the actual project requirements, which shall be ascertained by the Design Team terms during the design development and construction document phase.

## III. GROW FACILITY ODOR MITIGATION "CLOSED LOOP" SYSTEMS

- A. HVAC system odor control:
  - 1. **General:** All the HVAC systems installed at this facility will be considered "closed-loop" systems. Other than ventilation air, all the of the HVAC equipment will recirculate 100% of the supply being distributed to the various applications areas throughout the facility. Ionization and active carbon filtering will be installed to mitigate odors within the facility. To the extent possible, the odor mitigation will be intended to mitigate odor migration to the outside of the building and surrounding areas. It is no way intended to remove all of the terrapin odors from within the facility, itself.
  - 2. **Office and Support Spaces:** Provide nominally sized vertical high-efficiency split- system AC/ Furnace unit(s) with outdoor remote condensing unit(s). Ventilation air will be provided as required for listed occupancy. The units will utilize GPS-2400 bi-polar Ionization units for odor and bacterial mitigation.
  - 3. **Trim and Research:** Provide nominally sized vertical high-efficiency split-system AC/ Furnace unit(s) with outdoor remote condensing unit(s). Ventilation air will be provided as required for listed occupancy. The units will utilize GPS-2400 bi-polar Ionization units for odor and bacterial mitigation.
  - 4. **Mother and Veg. Rooms:** Provide nominally sized vertical high-efficiency split- system AC/ Furnace unit(s) with outdoor remote condensing unit(s).

Ventilation air will be provided as required for listed occupancy. The units will utilize GPS-2400 bi-polar ionization units for odor and bacterial mitigation.

Each Mother and Veg. Room will also have installed Can-Light active carbon filters to operate as "scrubbers" for each of the rooms. Each Mother and Veg. room will have two 12" Can-Light fans which will provide a minimum of 6 air-changes per hour of active carbon filtration for each room.

5. **Flower Rooms:** Each flower room will have nominally sized Data Air gPOD Environmental Control Units installed to accommodate the cooling, dehumidification and CO2 distribution, monitoring and control for each room. Ventilation air will be provided as required for listed occupancy. The gPOD units will have iClean Ionization Units installed for odor, and bacterial mitigation.

Each Flower Room will also have installed Can-Light active carbon filters to operate as "scrubbers" for each of the Flower Rooms. Each Flower Room will have two 12" Can-Light fans which will provide a minimum of 15 air-changes per hour of active carbon filtration for each room.

#### IV. IONIZATION ODOR CONTROL

- A. **Odor Control** –The ions produced by iClean and GPS-2400 units, breaks down gases with electron-volt potential numbers below 12 to harmless compounds prevalent in the atmosphere such as oxygen, nitrogen, water vapor and carbon dioxide. The resultant compounds are a function of the entering contaminants into the plasma field. In this case the VOC's or terrapin odors generated by the marijuana breaks down to carbon dioxide and nitrogen, and water vapor, thus eliminating the odor.
- B. **Reduction in Airborne Particles** –The positive and negative ions are drawn to airborne particles by their electrical charge. Once the ions attach to the particle, the particle grows larger by attracting nearby particles of the opposite polarity, thereby increasing the filtration effectiveness.
- C. **Kills Virus, Bacteria & Mold** – Similar to how positive and negative ions surround particles, they are also attracted to pathogens. When the ions combine on the surface of a pathogen, they rob the pathogen of the hydrogen necessary for them to survive. During the final step of deactivation, the ions eliminate hydrogen from the pathogen and then the plasma cleansing process is complete, making the airborne virus, bacteria or mold spore inactive.

- D. Maintenance: GPS-2400 units have a manufacturer's recommended service requirement for cleaning the electrodes every 2 years in order to maintain their effectiveness.

#### IV. ACTIVE CARBON ODOR CONTROL

- A. **Odor Control Flower Room** – The Can-Lite active carbon filters absorbs its molecular weight of contaminants it comes in contact with. Adsorption is a distinct process where organic compounds in the air react chemically with the activated carbon, which causes them to stick to the filter. The more porous the activated carbon is, the more contaminants it will capture. These filters are most notably used to remove terrapin compounds in MMJ facility, air purification systems.
- B. The physical process of adsorption is followed by chemical adsorption (chemisorption). This is a chemical reaction in which the two substances react together and the resultant chemical is trapped on the filter material. The impregnation of filter media can greatly extend the range of gases that can be removed from the air stream.
- Terpenes commonly occur in the oils that give plants their fragrance.
  - The fundamental building block of MMJ terpenes is the isoprene unit,  $C_5H_8$
  - The larger structures are "assembled" from several isoprene units, usually by "head-to-tail" linked isoprene units.
- C. Flower Room Maintenance Active carbon Can-light Fans: The molecular weight of the MMJ terpene isoprene unit is 358.4733 g/ mole. The amount of active carbon in each Flower Room is 123 lbs. Recommended rate of replacement of the carbon filter material is every 18-24 months. This is empirically based on 15 air-changes/ hour and an average MMJ plant size and plant totals, for each room. These room's odors are also mitigated with GPS-2400 bi-polar ionization.
- D. Veg. Room Maintenance Active carbon Can-light Fans: The molecular weight of the MMJ terpene isoprene unit is 358.4733 g/ mole. The amount of active carbon in each Veg. Room is 82 lbs. Recommended rate of replacement of the carbon filter material is every 18-24 months. This is empirically based on 6 air-changes/ hour and an average MMJ plant size

and plant totals, for each room. These room's odors are also mitigated with GPS-2400 bi-polar ionization.

END OF REPORT

# GPS-2400

## Cold Plasma Air Purification Device



Patent Pending

PRODUCT DATA SHEET

**Product Description:** The GPS-2400 series of products are designed to be mounted inside of fan coils, heatpumps and air handlers up to 2,400 CFM or 6 tons. Their compact size and single screw mounting requirement allows them to be mounted almost anywhere in just a few minutes. The cold plasma produced will travel down the duct disinfecting everywhere the air is traveling.

**Standard Features Include:** Carbon Fiber Brushes, LED Operation Status and In-Line Fuse

**Benefits:** Neutralizes Odors, Kills Mold, Bacteria and Virus, Helps to Control Allergens\* and Asthma\*, Particle Reduction, Smoke Control, Ease of Installation and Service and Prevents Dirty Sock Syndrome (DSS)

**Applications:** Residential Including Odor, Smoke, Pathogen, Mold/Mildew Control and Particle Reduction, Light Commercial

**Specifications:**

Input Voltage:	24VAC—GPS-2400-3 115VAC—GPS-2400-1 208-277VAC—GPS-2400-2
Power Required:	9.6 VA
Frequency:	50/60HZ
Capacity:	0-2,400 CFM
Unit Dimensions:	2.4"L x 1.7"H x 1.2"D
Weight:	0.25 lbs
Electric Approvals:	UL, cUL, ETL

\*These statements are based on numerous customer testimonials and have not been evaluated by the FDA

Global Plasma Solutions  
10 Mall Terrace, Building C  
Savannah, GA 31406



Phone: 912-356-0115  
Fax: 912-356-0114  
Web: [www.globalplasmasolutions.com](http://www.globalplasmasolutions.com)

Greener's  
970 949 1671 | 207 761 2800

970 949 1671 | 207 761 2800

List Price ~~\$342.00~~  
Price **\$292.00**

+ \$88.58 shipping to California

Quantity: 1

[add to cart](#)

 Can Lite Carbon Filter - 12

700593

CF group has added a new series of canister filters to their already dominant line of activated carbon filters. After years of research and field testing of the light-weight carbon filter, CF group will proudly place their trusted name in air filtration on this new series of filters. The Can-Lite™ has been developed with ease of installation, durability and effectiveness in mind. The Can-Lite™ is manufactured the same way as the Original Can-Filters 5 (proven packed bed design). The difference is in the carbon, high density carbon is used in the Can-Lite™.

- Built in flange
- Weight saving aluminum top and bottom
- Consistent fit procedure
- Sized to meet 93% of your ventilation needs
- Pre filter included
- Ease of installation with the low overall weight
- 58 lbs

Name  
Email

Max CFM 1800 cfm  
 Prefilter Yes  
 Flange Built in 12"  
 -Outside Diameter 40.6 cm / 16"  
 -Height 100cm / 14"  
 -Total Weight 26.3kg / 58 lb  
 -Carbon Weight kg / lbs  
 -Carbon Bed Depth: 2"  
 Max Operating Temp: 80°C  
 Recommended Can-Fan  
 12" HO Can Fan  
 12" Max Fan

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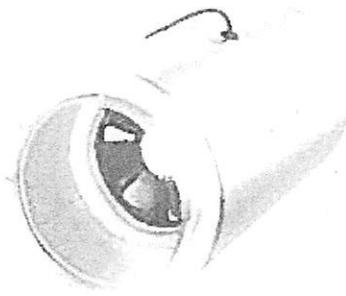
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# **Hayden Green Grow**

## **Comprehensive Operation Plan**

### **Security Provision:**

All exterior doors and windows will be locked at all times. Main visitor entry door will have Intercom directly to the manned office adjacent to the entry. Visitors will be met at the door and escorted into the facility. Back (south) egress door will be egress only with interior panic bar opening mechanism from inside. The overhead shipping and receiving door will only be operated from the inside. All doors and windows will have security system monitoring and video surveillance meeting or exceeding the State of Colorado marijuana facility requirements. Video feed will be stored in tapes in the office (located on Plans), and will be available both on site and direct to the MED system 24/7 direct through the facility's security feed.

Interior doors to all growing rooms and product cultivating room will have video surveillance and possibly badge and key pad access codes. The office door will be locked at all times with badge and separate key pad access code.

All employees (6 to 10 full time) will have to pass a security back ground check. Hours of work will typically be from 8 to 5 and some weekend days when crop rotations dictate.

See attached plan for camera locations and monitored access pads. This plan created by Titan Security Group and Kleiber Investigations, meets or exceeds section 5.22.110.E of the Hayden Municipal Code and State of Colorado security and servalince requirements.

### **Lighting Plan:**

Exterior building lights will consist of Medium Trapezoid Wall Pack lights. See architectural plans A1-1 for details.

### **Cultivation Activities:**

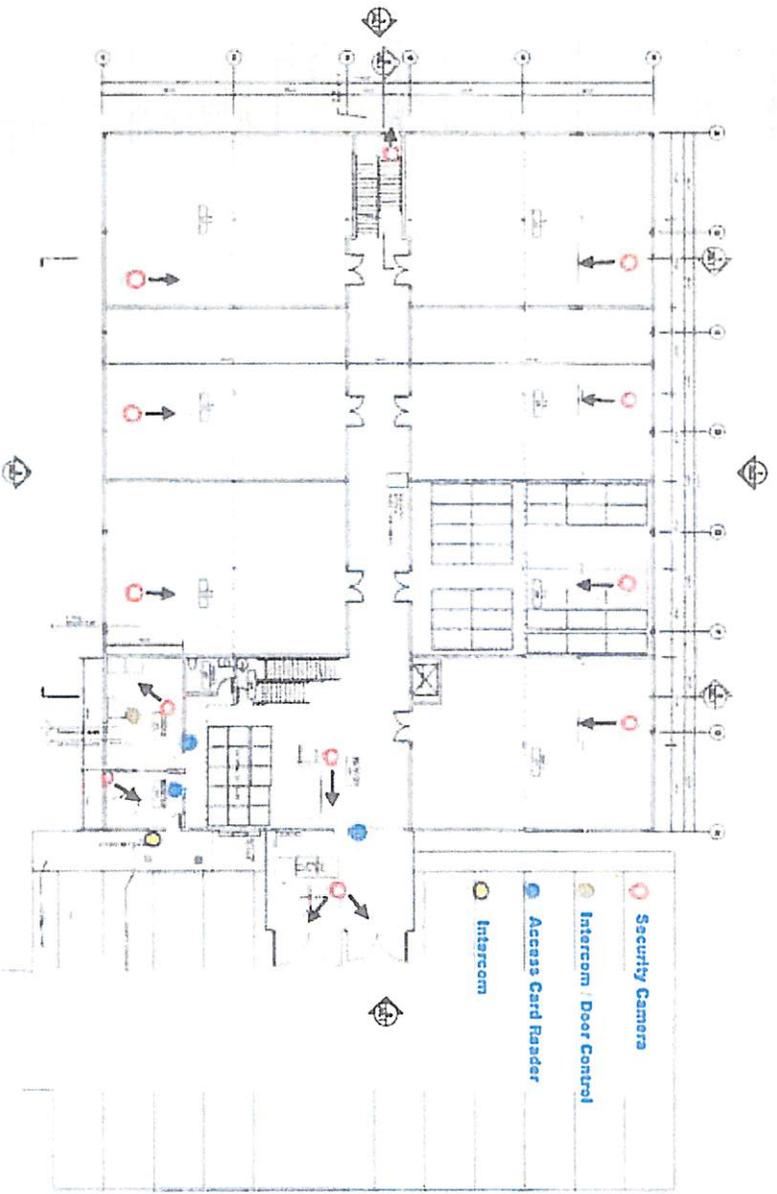
All activities are monitored through the MED Inventory Tracking System (MITS). Please reference MED Permanent Rules R 309 Inventory Tracking Solutions. From the time seeds or plants are purchased from a licensed facility, they are tracked until the time of disposal. Please reference MED Permanent Rules Section R 500, R 712, R 801, R 1002. The facility will also be operating in Tier 1, 1,800 plants. All plant growing activity will be indoors under artificial lighting.

**Waste removal and disposal location:**

The composted waste will consist of stems and leaves mixed 50/50 with soil. The composted waste will be shredded/mixed with soil inside and stored behind the dumpsters in the fenced in enclosure (see plans for detail) until ready for transport. The composted material mixed with soil will be transported by owners or employees to 43590 RCR 36, private 18 acre parcel for landscaping and revegetation purposes.

**Ventilation and Odor Control:**

The building ventilation design is a closed loop system, see attached Mechanical Systems Design Narrative for Odor Mitigation, by Impact Engineering, Inc.



Architect: **architectural**  
 412 West Highway  
 Mountain View, CA 94035  
 Phone: (415) 947-7311

**F&P**  
**WAREHOUSE**

LOTS 23 & 24  
 VALLEY VIEW BLVD PK  
 CLOSURE

DATE: 11/11/11  
 SCALE: AS SHOWN  
 SHEET: 11 OF 11

GROUND FLOOR PLAN  
**A2.1**





## Addendum Extraction Methods Hayden Green Grow LLC

### Water Based Extraction

Proposed Extraction method to produce ice wax or bubble hash.

1. Dry cured flower and or trim placed in on one of many common off the shelf (COTS) water serving device that contains an ice water mixture.
2. Ice water and material are allowed to mix for a set period of time then strained through a series of mesh bags.
3. The resin glands have been extracted from the material the waste material is then disposed her State requirements.
4. The glands are then dried and either press or left hand dried bulk material for wholesale.

### Solvent-less wax (live rosin)

Best extraction method produces live resin extract utilizing a heated hydraulic press. No water or chemicals

1. Start by placing a piece of fresh material into a specified micron bag
2. Place the bag with an envelope of parchment paper approximately 2 - 2 1/2 times greater is that the bag with material.
3. Place the material between the heated metal press. Follow directions for time and temperature to press.
4. Once the required time has been met remove the parchment envelope from the Press.
5. The Micron bag containing the pressed material can then disposed per state requirement.
6. The parchment paper will contain the extracted rosin that can be collected from the parchment paper and packaged for wholesale.

# Addendum

## Sewer and Water

### Hayden Green Grow LLC

#### Overview:

The primary sewer output will come from the large amount of reverse osmosis(RO) filtration. Assuming a Hayden municipal water dissolved solids profile of 200 ppm, we expect 3000-4000 gallon per day(GPD) of waste water discharge that will average 500 ppm total dissolved solids comprised primarily of a concentration of the existing mineral profile of the municipal water supply, mixed fertilizer salts, and a small amount of organic material that escapes the growing containers. In addition there will be trace amounts of organic pesticides. The pesticide content will be primarily limited by economic factors; these pesticides are very expensive and we hope to use as few of them as is absolutely necessary. The general integrated pest management strategy will be to use biologics as the first course of treatment.

Expected water usage should be less than 6000 GPD

#### Fertilizers:

Advanced nutrients B-52 <http://www.superiorhydrola.com/MSDS/B-52.pdf>

Advanced nutrients big bud [http://www.superiorhydrola.com/MSDS/Big\\_Bud\\_Liquid.pdf](http://www.superiorhydrola.com/MSDS/Big_Bud_Liquid.pdf)

Advanced nutrients overdrive <http://www.superiorhydrola.com/MSDS/Overdrive.pdf>

Alfalfa meal [http://sunlightsupply.s3.amazonaws.com/documents/product/717025\\_MSDS.pdf](http://sunlightsupply.s3.amazonaws.com/documents/product/717025_MSDS.pdf)

Bio weed sea kelp formula <http://gh.growgh.com/docs/LABELS/BioWeed.pdf>

Black strap Molasses (Food ingredient)

Bone Meal [http://eldoradochemical.com/MSDS\\_Sheets/EDC/Third\\_Party\\_Products/Hi-Yield\\_Bone\\_Meal.pdf](http://eldoradochemical.com/MSDS_Sheets/EDC/Third_Party_Products/Hi-Yield_Bone_Meal.pdf)

Botanicare Cal Mag <https://www.1000bulbs.com/pdf/cal-mag-plus-msds.pdf>

Botanicare Pureblend Tea [http://sunlightsupply.s3.amazonaws.com/documents/product/717025\\_MSDS.pdf](http://sunlightsupply.s3.amazonaws.com/documents/product/717025_MSDS.pdf)

Botanicare Silica Blast <https://www.1000bulbs.com/pdf/silica-blast-msds.pdf>

Botanicare Vitamino <https://cdn.shopify.com/s/files/1/0821/2297/files/Vitamino.pdf>

Botanicare Ph Down [https://www.growerssupply.com/wcsstore/EngineeringServices/allbizunits/techdocs/112177\\_msds.pdf](https://www.growerssupply.com/wcsstore/EngineeringServices/allbizunits/techdocs/112177_msds.pdf)

Botanicare Ph Up [https://www.hydrofarm.com/downloads/fc/pH%20Up\\_5730.pdf](https://www.hydrofarm.com/downloads/fc/pH%20Up_5730.pdf)

Budswell bat guano tea <https://www.1000bulbs.com/pdf/cal-mag-plus-msds.pdf>

Calcium nitrate [http://www.plantproducts.com/us/images/calcium\\_nitrate\\_liquid\\_\(ammonium\\_free\)\\_expires\\_01-01-2012.pdf](http://www.plantproducts.com/us/images/calcium_nitrate_liquid_(ammonium_free)_expires_01-01-2012.pdf)

Canna Coco nutrients <http://www.newagehydro.com/shop/media/MSDS-Canna-Coco-A&B.pdf>

General Hydroponics Floragro <http://media.hydroponics.net/item-documents/General%20Hydroponics/MSDS/FloraGro.pdf>

General Hydroponics Florabloom <http://gh.growgh.com/docs/MSDS/FloraBloomMSDS.pdf>

General Hydroponics Micro <http://gh.growgh.com/docs/MSDS/FloraMicroMSDS.pdf>

Heavy 16 finish <http://www.heavy16.com/wp-content/uploads/Heavy-16-Heavy-Finish-MSDS.pdf>

Jacks Hydroponic 5-12-

26 [http://www.kellysolutions.com/erenewals/documentsubmit/KellyData/ND%5CFertilizer%5CProduct%20Label%5CJACKS\\_HYDORPONICS\\_HYDROPONIC\\_7\\_30\\_2012\\_12\\_43\\_52\\_PM.pdf](http://www.kellysolutions.com/erenewals/documentsubmit/KellyData/ND%5CFertilizer%5CProduct%20Label%5CJACKS_HYDORPONICS_HYDROPONIC_7_30_2012_12_43_52_PM.pdf)

#### Pesticides:

Only the organic pesticides from the following list

<https://www.colorado.gov/pacific/sites/default/files/atoms/files/Pesticides%20allowed%20for%20use%20in%20cannabis%20production%206-29-16.pdf>

#### Processing chemicals:

Organic hemp oil

Organic coconut oil