



AGENDA  
HAYDEN PLANNING COMMISSION

THURSDAY, AUGUST 24, 2017  
7:00 P.M.  
HAYDEN POLICE STATION – 249 HAWTHORNE STREET

**REGULAR MEETING**

1. CALL TO ORDER, MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSIDERATION OF MINUTES
  - a. Regular Meeting June 22, 2017
4. PUBLIC COMMENTS
5. OLD BUSINESS
  - a. Progress Report on Land Use Code Update
6. NEW BUSINESS
  - a. Review and Consider for Approval of Yampa Valley Regional Airport – SRE Storage Facility Site Plan
7. STAFF AND COMMISSION MEMBER REPORTS
8. ADJOURNMENT

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

The regular meeting of the Hayden Planning Commission was called to order by Chair Angie Robinson at 7:00 p.m. Other members present were Tim Frentress, John St Pierre, Chris Rainwater and Vice Chair Amy William. Chief of Police, Greg Tuliszewski, Town Clerk Sharon Johnson, and Town Manager Mathew Mendisco were also in attendance.

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

**Consideration of Minutes** John St. Pierre moved to approve the minutes for the regular meeting held on March 23, 2017 as written. Commissioner Rainwater seconded. Voice vote. Frentress – aye. St. Pierre – aye. Rainwater – aye. Williams – aye. Robinson - aye. Motion carried.

**Public Comments** None.

**Old Business** None.

**New Business**

**Review and Consider Recommendation to Town Council for Approval of Planning Consultant for Land Use Code Update Phase 1 in accordance with Associated Governments of Northwest Colorado (AGNC) Technical Grant** Mathew Mendisco, Town Manager, presented the staff report regarding the Land Use Code Update. Commissioner Rainwater moved to recommend Approval of the Planning Consultant for Land Use Code Update Phase 1 in accordance with Associated Governments of Northwest Colorado (AGNC) Technical Grant. Commissioner Frentress seconded. Voice vote. Commissioner Frentress – aye. Commissioner Rainwater – aye. Commissioner St. Pierre – aye. Chair Robinson – aye. Motion carried.

**Staff and Commission Member Reports** Mathew Mendisco updated the Planning Commission on the revision of the Land Code, a conversation with the property owners regarding an annexation of their property, a call received regarding tiny homes and a potential plan to rezone Sonesta for 3 residential SFR. Bill Hayden inquired of the Planning Commission if there was anything they would like to see in the store. Commissioner Rainwater suggested that it be discussed later on a personal level not as Planning Commission.

**Adjournment** Chair Robinson adjourned the meeting at 8:01 p.m.

Recorded by:

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

APPROVED THIS DAY OF August 24, 2017

\_\_\_\_\_  
Angie Robinson, Chair



*Town of Hayden*

**Planning Commission**

**Staff Report**

**Project:** Yampa Valley Regional Airport – SRE Storage Facility Site Plan

**Address/Location:** Yampa Valley Regional Airport, located in the service yard south of the Runway

**Applicant(s):** PNCI Construction, Inc., on behalf of Routt County & Airport Manager

**Prepared by:** Ross Culbertson, Hayden Consulting Planner

**Hearing Date:** August 24, 2017

**Background**

The applicant has submitted a Site Plan for construction of a new 5,000 square foot, one-story, metal-clad maintenance building (more specifically described as a SRE - snow removal equipment storage facility) located in a maintenance yard south of Runway 10/28 at the Yampa Valley Regional Airport (“the Airport”). Per the Intergovernmental Agreement between the Town of Hayden (“the Town”) and Routt County (“the County”), the Town has the purview to review and approve airport facilities through the site plan process of the Land Use Code and the County will serve as the building permit official. The subject property is zoned Airport Overlay (AO) and the requested improvement is permitted. The Airport is described as combined tracts of land under the County’s ownership.

PNCI Construction is coordinating construction plans and permits with the County for three separate phased improvement activities. The SRE Facility is a proposed building within the Airport’s interior land area and will be used exclusively by airport personnel as a vehicle warming shelter during winter operations. The SRE Facility is the only phased item that requires Town approval; the other two improvement phases consist of Runway 28 physical replacements and the decommissioning and rerouting of communication lines from the Administrative Building to a new communication center at the ARFF/SRE Facility. Coordination between the County and the Town’s Public Works Department will occur during these extra phases.

## **Compliance with Review Criteria**

Staff has reviewed the project for compliance with the Hayden Land Use Code, for Article 2 - Community Design Standards and finds the following conditions exist:

<b>Access:</b>	Access is provided by the Vehicle Service Road south of Runway 10/28 and by the ARFF Access Road to the east of the site; both access points comply with the code requirements.
<b>Vehicle Parking:</b>	Assigned parking is not required. There is adequate site circulation and parking area to accommodate personnel and maintenance vehicles on site. Additionally, there is adequate maneuvering space for larger vehicles in use of the SRE Facility.
<b>Architectural Standards:</b>	Building Elevations indicate building materials (exterior metal paneling and metal roofing) which are similar and consistent with existing Airport facilities. The elevations comply with the code requirements.
<b>Lighting Standards:</b>	The building's exterior light fixtures (LED Wall Pack Lights) are down-lit products and comply with the code requirements for application at the Airport.
<b>Easements and Utilities:</b>	The proposed development does not require dedication of additional public or private easements.

The Hayden Land Use Code, Section 16.04.100.C lists the Site Plan review criteria which staff used to evaluate the applicant's request:

- 1. All of the information required on a site plan is shown.*  
Staff utilized the Town's Site Plan Checklist to verify all required information was submitted.
- 2. The lot size and lot dimensions are consistent with what is shown on the approved final plat.*  
The SRE Facility is located within an interior maintenance and operational area on the Airport's main property and is without need to establish a separate lot.
- 3. No building or structures infringe on any easement.*  
The SRE Facility does not infringe on any easement within the maintenance and operational area.
- 4. The proposed site grading is consistent with the requirements of any applicable adopted storm drainage criteria or master drainage plans.*  
The Site Plan indicates the building's north side will back to a steep area of grade, however surface runoff will be piped and connected to the site's existing drainage system which is part of the Airport's master drainage plan.
- 5. The density and dimensions shown conform to the Town Zoning Code Density and Dimensional Standards or the approved PUD Overlay Zone requirement.*  
The proposed building conforms to the Airport Overlay (AO) zoning district standards.
- 6. The applicable provisions of this Code have been adequately addressed and the proposed improvements conform to this Code and the Comprehensive Plan.*  
The technical requirements of the Site Plan have been met in review of the Article 2 – Community Design Standards and Article 4 – Subdivision Regulations for a Site Plan review. Staff also finds the

proposed SRE Facility, as an airport maintenance building, conforms to the “Public (P-1)” land use designation identified on the Future Land Use Map.

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

The Site Plan was referred to the following agencies for a development review:

- Planning
- Hayden Fire District
- Public Works
- Yampa Valley Electric Association

No major comments were made by referral agencies during the Site Plan’s review.

### **Staff Recommendation**

Based on the above observations and findings of compliance with the Hayden Town Codes, staff recommends **Approval** of the Site Plan as submitted. Upon approval by the Planning Commission or, upon appeal, upon action by the Board, the applicant shall have thirty (30) days to submit two (2) original mylar drawings of the approved Site Plan to the Town Clerk for recording.

### **Planning Commission Approval Options**

Pursuant to Section 16.04.100.B.9; The Planning Commission may choose to take the following actions on the Site Plan as the sole governing agent for approval:

1. Approve the Site Plan as submitted.
2. Approve the Site Plan with conditions.
3. Deny the Site Plan.
4. Postpone consideration of the Site Plan to a date certain.

### **Attachments**

Application  
Site Plan Drawings Package  
Phased Site Improvements Package