AGENDA
HAYDEN TOWN COUNCIL MEETING
HAYDEN TOWN HALL – 178 W JEFFERSON AVENUE, HAYDEN
THURSDAY, OCTOBER 15, 2020
7:30 P.M.
LIVE ATTENDANCE LIMITED PER STATE OF COLORADO COVID-19 PUBLIC HEALTH ORDERS AND MASKS ARE REQUIRED PER ROUTT COUNTY PUBLIC HEALTH ORDER #3

ATTENDEES/COUNCIL MAY PARTICIPATE VIRTUALLY VIA ZOOM WITH THE INFORMATION BELOW:
Join Zoom Meeting
https://us02web.zoom.us/j/83200931559

Meeting ID: 832 0093 1559
One tap mobile
+12532158782,,83200931559# US (Tacoma)
+13462487799,,83200931559# US (Houston)

THE TOWN WILL ALSO BROADCAST MEETINGS ON FACEBOOK LIVE AT THE TOWN’S FACEBOOK PAGE AT https://www.facebook.com/coloradohayden/

*OFFICIAL RECORDINGS AND RECORDS OF MEETINGS WILL BE THE ZOOM RECORDING AND NOT FACEBOOK LIVE. FACEBOOK LIVE IS MERELY A TOOL TO INCREASE COMMUNITY INVOLVEMENT AND IS NOT THE OFFICIAL RECORD.*

WORK SESSION 5:30 P.M. – 7:30 P.M.
1. REVIEW AND DISCUSS DRAFT BUDGET 2021-2023 (WORKSESSION LOCATION: SUNNYSIDE BAR & GRILL, 825 W JEFFERSON AVENUE)
2. 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 October 1, 2020

3. CONSIDERATION OF BILLS
   A. Consideration to approve payment bill vouchers dated October 8, 2020 in the amount of $178,296.93

4. PUBLIC COMMENTS
   Citizens are invited to speak to the Council on items that are not on the agenda. There is a 3 minute time limit per person, unless otherwise noted by the Mayor. Please note that no formal action will be taken on these items during this time due to the open meeting law provision; however, they may be placed on a future posted agenda if action is required.

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.
5. **PROCLAMATIONS/PRESENTATIONS**
   A. Proclamation Recognizing October 2020 as Domestic Violence Awareness Month in Hayden, Colorado  

6. **CONSENT ITEMS**
   Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember, member of the audience or Town staff requests the Council to remove an item from the consent agenda.

7. **OLD BUSINESS**
   B. Review and Consider Approval of 2nd Reading of ORDINANCE 697 AN ORDINANCE ADOPTING THE INTERNATIONAL BUILDING CODE, 2018 EDITION, INCLUDING APPENDIX CHAPTERS C, E, AND J; INTERNATIONAL RESIDENTIAL CODE, 2018 EDITION INCLUDING APPENDIX CHAPTER B, C, E, Q; INTERNATIONAL EXISTING BUILDING CODE, 2018 EDITION; NATIONAL ELECTRICAL CODE AS ADOPTED BY THE STATE OF COLORADO ELECTRICAL BOARD; INTERNATIONAL MECHANICAL CODE, 2018 EDITION; INTERNATIONAL ENERGY CONSERVATION CODE, 2018 EDITION; INTERNATIONAL PLUMBING CODE, 2018 EDITION; INTERNATIONAL FUEL GAS CODE, 2018 EDITION; INTERNATIONAL PROPERTY MAINTENANCE CODE 2018 EDITION, ALL REGULATING THE ERECTION, CONSTRUCTION, ENLARGEMENT, ALTERATION, REPAIR, MOVING, REMOVAL, DEMOLITION, CONVERSION, OCCUPANCY, EQUIPMENT, USE, HEIGHT, AREA AND MAINTENANCE OF ALL BUILDINGS OR STRUCTURES, AND BUILDING SERVICE EQUIPMENT; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE of JANUARY 1, 2021.

8. **NEW BUSINESS**
   A. Public Hearing: Campus Subdivision – Hayden School District RE-1
      - Rezone of 9.18 acres known as 495 W Jefferson Avenue from Open (O) to Central Business District (CBD);
      - Sketch/preliminary subdivision into three (3) lots to be known as the Campus Subdivision (including vacation of the internal public utility easements); and
      - Conditional Use Permit request to continue using proposed Lot 1, Campus Subdivision, as the Hayden School District Transportation Center.
   B. Review and Consideration Recommendation for Approval of Campus Subdivision – HSD RE-1
      1. Rezone of 9.18 acres known as 495 W Jefferson Ave from Open (O) to Central Business District (CBD);
      2. Sketch/preliminary subdivision into three (3) lots to be known as the Campus Subdivision (including vacation of the internal public utility easements); and
      3. Conditional Use Permit request to continue using proposed Lot 1, Campus Subdivision, as the Hayden School District Transportation Center.
   C. Review and Consider Approval of Resolution 2020-19 A Resolution Authorizing Signers on Bank Accounts for the Town of Hayden, Colorado
   D. Review and Consider Approval of Resolution 2020-20 A Resolution Confirming the Adoption of the Routt County Hazard Mitigation Plan to Protect Public, Identify Current Mitigation Necessities, and Establish a County Wide Plan for Addressing Hazards Thereof

9. **PULLED CONSENT ITEMS**
10. **STAFF AND COUNCILMEMBER REPORTS (CONTINUED, IF NECESSARY)**
11. **EXECUTIVE SESSION**
    A. 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) regarding an employment agreement.

12. **ADJOURNMENT**
Regular Meeting Hayden Town Council October 1, 2020

Work Session

Staff & Councilmember Reports

RECREATION
Josh Jones, Director Parks and Recreation: Starting with recreation, flag football finished last night. The second and third grade teams played each other and had a pizza party afterwards. The park was hopping last night with festivities of pizza, cookies and Gatorade. It was good to see the park so alive so late. Third and fourth grade finished up as well and they had a pizza party. They will not have a post season play per Craig recreation rules. Tackle football team undefeated and will go into post season play next week. On the Parks side the tree trimming is happening in Joyce Cless Memorial Park and Highway 40. We made some big trees much safer. We continue to blow out sprinklers, we still have Dry Creek Park.

POLICE
Chief of Police Tuliszewski: Our missing teen was found and reunited with her family. Seth Huntington will be back next week from Family Leave. Sandy is out for vacation and medical leave and Meredith is working the front desk and occasionally going out for animal calls. Advertisements are running for another month for the open Police Officer position. We have two applications to consider; both are sponsorship through the academy. Hayden Police Department is helping with the investigation of the situation that occurred yesterday morning through town. Hayden officers were not involved other than myself and that was afterwards as the critical incident team.

PUBLIC WORKS
Frank Case, Public Works Supervisor: Everything going well getting ready for winter. We are doing street patching. We are starting fall maintenance at the Water Treatment Plant intake and removed quite a bit of sediment from the river. That’s what we will be doing for the next couple of weeks. We are working on the storm drains and removing leaves. Getting ready for the snow to happen.

PLANNING
Mary Alice Page-Allen, Planning and Economic Development Director: Working on capital projects and funding packages that goes along with them. Preparatory for budgeting and meeting some deadlines. Planning has slowed down a bit. The site and rezone for the old campus will come through soon. Building permits have been tapering off. Not seeing not more than one or two a week and now seeing one or two a month. Looking at the code with Sharon in a few spots and work with Public Works on a few items. Comp Plan is going along and tracking well.

ADMINISTRATION
Mathew Mendisco, Town Manager: Council candidate forum will be next week. 3 minutes for each candidate and then open for questions by the public from the ZOOM chat. The forum is on October 7th. Close to having the budget out to staff. Council will get draft budget on October 15th for discussion and work session. For the purpose of the meeting we will transition back to the Town Hall Council Chambers. Everybody has been working really hard. We are replacing one of the Public Works parks position, a young lady going back to school. We will make this a full-time position. Bryan Richards starts on October 30, 2020 as the new Public Works Director. Mary Alice and I have six grants we are working on; we did receive our CDOT grant for signage. Signage throughout Highway 40 and Poplar; some of it is wayfinding and general business signage.
Mayor Redmond called the regular meeting of the Hayden Town Council to order at 7:33 p.m. Councilmembers Engle, Gann, Hagins, and Wuestewald present. Also present were Town Manager, Mathew Mendisco, Town Clerk, Sharon Johnson, Police Chief, Greg Tuliszewski, Finance Manager, Andrea Salazar, and Recreation Director, Josh Jones.

OPENING PRAYER Mayor Redmond offered the opening prayer.

PLEDGE OF ALLEGIANCE Mayor Redmond led the Pledge of Allegiance.


PUBLIC COMMENTS None.

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PROCLAMATIONS/ PRESENTATIONS

Sunrise Engineering update on Hospital Hill Water Tank Mark, Sunrise Engineering, gave an update on Hospital Hill Tank. 45 days ago, we had a line break at the airport and we were able to use the water model from the Town of Hayden and able to use that analysis in our compatible computer program to synthesis various fire scenarios around the community to make recommendations.
back to Hayden staff. You have two current work tasks going forward; to provide a specification and Colorado Department of Public Health and Environment (CDPHE) approval for a tank mixer. You have got hot and cold zones in your tank and we are working to provide specifications and should be a straightforward installation once that is approved. A fairly low-cost improvement, but will vastly improve the mixing internally in the tank. Secondly picking up on some efforts that were completed by JVA, on the same subject. This previous study addressed the mixer and the life cycle maintenance of the tank. The tank is at an age and condition that it needs some attention, specifically a surface preparation on the interior of the tank surface and a recoating. To do that as you can imagine will require us to dry out the to let the municipal treated water to come out of the tank and take it off line. We have been working through the engineering. We take this very seriously because when the tank or any part of the water facility comes off line we have to play with the municipal needs and a fire scenario. Gordon Dowling is completing his work late next week; we have that information coming in. We are working on the sizing of a temporary/permanent tank. If it is a small enough tank or cost effective to temporarily provide water storage at or near the Hospital Hill Tank with a high service pump in the area; if it is large enough it would make more sense to make an addition to the municipal water source with a permanent tank it wouldn’t be a big tank it would have the purpose of serving for the downtime for the bigger tank to be fixed. The concept is in preliminary design right now and will be sharing results directly with Mathew. Once we have the survey in hand and we can determine the initial direction and not take steps until we decide if it will be temporary or permanent. Mathew added it is really a couple of factors in the decision on our end. One is cost. Two is the long term though process of water storage, water usage, comp plan, population estimates, are we just going to building another tank in five years. There are a lot of things come into play and will have the conversations in November. We originally pulled together the initial design grant, we put some additional cost projections. It depends on what we are trying to achieve and have a lot of forethought in our infrastructure investments. Mathew has been involved in all the meetings. Mark added the involvement with the Popular bridge repair.

CONSENT ITEMS

None.

Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember, member of the audience or Town staff requests the Council to remove an item from the consent agenda.

OLD BUSINESS

None.

NEW BUSINESS

Review and Consider
Ratification of
Energy/Mineral Impact Assistance Fund Grant Application Submittal in the amount of $1,000,000.00

Mary Alice Page-Allen explained that we hit the submit button at 4:30pm this afternoon. Although it is the same day, it is ratifying the submission.


Draft minutes subject to editing and approval prior to becoming official record.
Review and Consider Approval of Resolution 2020-18
A Resolution of the Town of Hayden, Colorado Authorizing Additional Funding for the COVID-19 Business Impact Assistant Program

Mary Alice Page-Allen explained that there are additional funds available, $39,500.00 versus $35,000.00 and we need to approve the new amounts. Mayor Redmond moved to approve Resolution 2020-18 A Resolution of the Town of Hayden, Colorado Authorizing Additional Funding for the COVID-19 Business Impact Assistant Program. Councilmember Engle seconded. Roll call vote. Councilmember Wuestewald recused himself from the voting. Councilmember Hagins – aye. Councilmember Engle – aye. Mayor Redmond – aye. Motion carried.

Review and Consider Approval of 2nd Round of Business Impact Assistance Program Funding

Mary Alice Page-Allen indicated that we received applications and these are recommended approval for the $35,000 assistance funding from CARES Act through Routt County. The awards are based on the number of employees with a rate of $1,500 per FTE to a maximum of $15,000. In front of you is a series of seven letters with a recommendation to award five (5) entities and that will total $27,500 with $7,500 remaining for the second round.


Review and Consider for Acceptance of the August 2020 Financial Statements


PULLED CONSENT ITEMS None.

STAFF AND COUNCILMEMBER REPORTS CONTINUED

Mathew Mendisco, Town Manager, continued is staff report: Staff is very busy with the budget and our October 15th meeting will be our next budget meeting and that will be a budget meeting where we will present numbers. We will be cancelling the first meeting in November 5 since we will not have certified election results yet. The first meeting in November will be the second meeting normally scheduled in November, that would be our final budget meeting. Then the first meeting in December we will certify the budget like we normally do. Staff is really busy right now. Mathew is drafting four grant applications. I should note that Council has been desiring for a long time is Wayfinding. We received a Revitalize Main Street through CDOT; we were awarded our full grant $50,000, match that with $2,500 and $2,500 in kind work. We have to do it by this year. We already have the sign contractor lined up. It’s a really quick CDOT process. We were hoping to do our entrance signs, but unfortunately it is too much. Hayden Center is moving along. A fundraising email just to people Mathew knew. Certified the ballot and TABOR due next week. You received the information on Fair Campaign Funding, the do’s and don’ts.

Councilmember Hagins brought up that it has been a long time since
Councilmembers have gotten a raise; he thinks it is time to bump it up a little bit. Mayor Redmond asked how that works since it is in the Hayden Home Rule Charter. Mathew retrieved the Charter; there is a compensation minimum which is where we are right now. The amounts may be adjusted annually through a cost of living adjustment equal to the cost of living percentage adjustment given to the Town staff. Any other changes to compensation may be made by ordinance from time to time; provided, however, that any change or increase passed during an Elected Officer’s current term of office shall not take effect with the respect to that Elected Officer until a subsequent term, if any. The staff is not receiving a cost of living increase in this budget. You may have latitude to make some changes. Mathew recommended it be passed by the Town Attorney and will have some answers at the next meeting.

EXECUTIVE SESSION For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f)(I)(II) 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. This discussion concerns Mathew Mendisco, Town Manager.

Mayor Redmond moved to go into Executive Session at 8:50 p.m.
Mayor Redmond moved out of Executive Session at 9:44 p.m.

ADJOURNMENT Mayor Redmond adjourned the meeting at 9:45 p.m.

Recorded by: _____________________________
Sharon Johnson, Town Clerk

APPROVED THIS 15th DAY OF October 2020.

__________________________________
J. Timothy Redmond, Mayor

Draft minutes subject to editing and approval prior to becoming official record.
Page 5 of 5
Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

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Grand Totals: 178,296.93
WHEREAS, many individuals – regardless of age, ability, sex, sexual orientation, gender identity, circumstance, and/or race – face the pain and fear of domestic violence; and

WHEREAS, we know that a large number of domestic violence incidents go unreported by survivors who experience fear of repercussions, threats of future violence, denial, guilt, shame, and/or fear of a negative response from their community; and

WHEREAS, the impacts on victims who experience domestic violence include bodily injury; emotional trauma; fear and concern for safety; post-traumatic stress or other disorders; inability to attend work or school; the sudden need for housing, legal services, and other support; and, in some cases, permanent disability or death; and

WHEREAS, during Domestic Violence Awareness Month, we expose this recurring violation of the basic human right to be free from violence and abuse; and

WHEREAS, we pledge to ensure every victim of domestic violence knows they are not alone, pledge to foster a supportive community that seeks to effectively prevent and respond relationship violence, and pledge to contribute to the ongoing movement to end domestic violence altogether; and

NOW, THEREFORE, BE IT PROCLAIMED, by the Mayor and Councilmembers of the Town of Hayden, Colorado that October 2020 shall be Domestic Violence Awareness Month in Hayden, Colorado. We join Advocates of Routt County and encourage citizens to support lasting change by encouraging use of supportive opportunities through intervention, education, advocacy, and community awareness.

PROCLAIMED, APPROVED, AND ADOPTED THIS 15th DAY of OCTOBER, 2020

Attest:

Sharon Johnson, Town Clerk                                      J. Timothy Redmond, Mayor
MEETING DATE: October 15, 2020

AGENDA ITEM TITLE: REVIEW AND CONSIDER APPROVAL OF 2ND READING OF ORDINANCE 697, AN ORDINANCE ADOPTING THE INTERNATIONAL BUILDING CODE, 2018 EDITION, INCLUDING APPENDIX CHAPTERS C, E, AND J; INTERNATIONAL RESIDENTIAL CODE, 2018 EDITION INCLUDING APPENDIX CHAPTER B, C, E, Q; INTERNATIONAL EXISTING BUILDING CODE, 2018 EDITION; NATIONAL ELECTRICAL CODE AS ADOPTED BY THE STATE OF COLORADO ELECTRICAL BOARD; INTERNATIONAL MECHANICAL CODE, 2018 EDITION; INTERNATIONAL ENERGY CONSERVATION CODE, 2018 EDITION; INTERNATIONAL PLUMBING CODE, 2018 EDITION; INTERNATIONAL FUEL GAS CODE, 2018 EDITION; INTERNATIONAL PROPERTY MAINTENANCE CODE 2018 EDITION, ALL REGULATING THE ERECTION, CONSTRUCTION, ENLARGEMENT, ALTERATION, REPAIR, MOVING, REMOVAL, DEMOLITION, CONVERSION, OCCUPANCY, EQUIPMENT, USE, HEIGHT, AREA AND MAINTENANCE OF ALL BUILDINGS OR STRUCTURES, AND BUILDING SERVICE EQUIPMENT; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE OF JANUARY 1, 2021.

AGENDA SECTION: New Business

PRESENTED BY: Todd Carr

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW: The Routt County Regional Building Department is moving to the 2018 International Code Council set of building codes. The Town of Hayden and other Routt County jurisdictions have adopted the 2015 building code approximately one (1) year ago including the 2015 energy code, and we are again proposing to delete the sections within the energy code that we were worried about which was the blower door testing. Generally, this code adoption mirrors the Town's existing exemptions and changes, but adopts the 2018 ICC Codes.

RECOMMENDATION: THE COUNCIL APPROVE THE 2ND READING OF ORDINANCE 697, AN ORDINANCE ADOPTING THE INTERNATIONAL BUILDING CODE, 2018 EDITION, INCLUDING APPENDIX CHAPTERS C, E, AND J; INTERNATIONAL
RESIDENTIAL CODE, 2018 EDITION INCLUDING APPENDIX CHAPTER B, C, E, Q; INTERNATIONAL EXISTING BUILDING CODE, 2018 EDITION; NATIONAL ELECTRICAL CODE AS ADOPTED BY THE STATE OF COLORADO ELECTRICAL BOARD; INTERNATIONAL MECHANICAL CODE, 2018 EDITION; INTERNATIONAL ENERGY CONSERVATION CODE, 2018 EDITION; INTERNATIONAL PLUMBING CODE, 2018 EDITION; INTERNATIONAL FUEL GAS CODE, 2018 EDITION; INTERNATIONAL PROPERTY MAINTENANCE CODE 2018 EDITION, ALL REGULATING THE ERECTION, CONSTRUCTION, ENLARGEMENT, ALTERATION, REPAIR, MOVING, REMOVAL, DEMOLITION, CONVERSION, OCCUPANCY, EQUIPMENT, USE, HEIGHT, AREA AND MAINTENANCE OF ALL BUILDINGS OR STRUCTURES, AND BUILDING SERVICE EQUIPMENT; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE OF JANUARY 1, 2021.

MANAGER’S RECOMMENDATION/COMMENTS: I concur with this recommendation.
ORDINANCE NO. 697


with standards, amendments and additions thereto (collectively referred to herein as “Building Codes”); and

RECITALS

1. Colorado Revised Statutes § 31-16-201 to 208 provide that municipalities may adopt certain codes and standards by reference.

2. Pursuant to CRS § 31-16-204, the Council may alter and amend any building code.


4. Notice of the hearing shall be published in a newspaper of general circulation in the adopting municipality, once at least ten days preceding the hearing; if there is no such newspaper, the notice shall be posted in the same manner as provided for the posting of a proposed ordinance; the notice shall state the time and place of the hearing.

5. Notice of the public hearing was published in the Steamboat Pilot & Today on October 5, 2020 and the required public hearing before the Council was held on all in accordance with CRS § 31-16-203 and the Town of Hayden Home Rule Charter.

6. The International Code Council and similar bodies have updated and improved the codes.
7. The Town Council finds the fees set forth in herein are reasonable and necessary to cover the expected normal costs of plan review and inspection associated with the permits in question.

8. The Building Official has reviewed the 2018 International Building Code and recommends their adoption as set forth herein.

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

Section 1: Amendment and Restatement of Existing Codes. The currently effective building codes adopted by Ordinance 693 together with any previously adopted building codes not previously repealed or amended are hereby amended and restated by reference to the codes and materials described as follows:


There is hereby adopted by Routt County (or “County”), for the purpose of providing minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the County, that certain code known as the International Building Code, 2018 Edition, including Appendix Chapters C and J, published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.


The International Building Code, 2018 Edition, is subject to the following amendments and deletions:

Section 101.1 Title. These regulations shall be known as the Building Code of Routt County Colorado, hereinafter referred to as “this code.”

Section 103.1 Creation of Enforcement Agency, is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official.

Section 105.2 Work exempt from permit, Item 2, is amended to read as follows:

2. - Fences not over 6’ (2134 mm)

Section 105.5 Expiration, is amended to read as follows:

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after issuance, or if the work authorized on
the site by such permit is suspended or abandoned for a period of 180 days after the time
the work is commenced.

All building permits shall automatically expire three years from the date of
issuance and no further work on the project for which the permit was issued shall be done
unless a renewal permit is requested in writing and approved prior to the expiration date
of the original permit.

Renewal permit request shall be requested in writing and justifiable cause
demonstrated. Upon review of the request and after an on-site inspection is completed the
Routt County Regional Building Department may authorize or deny the renewal permit
request.

Renewal permits shall become invalid unless the work on the site authorized by
such permit is commenced within 180 days after issuance, or if the work authorized on
the site by such permit is suspended or abandoned for a period of 180 days after the time
the work is commenced. Renewal permits shall automatically expire one year from the
date of issuance and no further work on the project for which the permit was issued shall
be done. Time extensions for a renewal permit shall be requested in writing and
justifiable cause demonstrated, Routt County Regional Building Department may
authorize or deny the time extension request.

If approved a renewal permit for the originally permitted work shall be issued
upon payment based upon the valuation of the remaining work, current codes and current
fee schedules. A renewal permit may be obtained only if no changes have been made to
the construction documents submitted with the original permit application.

Section 107 Submittal Documents, [A] 107.1 General, is amended to read as follows:

Submittal documents consisting of construction documents, statement of special
inspections, geotechnical report and other data shall be submitted electronically with each
permit application. The construction documents shall be prepared by a registered design
professional where required by the statutes of the jurisdiction in which the project is to be
constructed. Where special conditions exist, the building official is authorized to require
additional construction documents to be prepared by a registered design professional.
Exception: The building official is authorized to waive the submission of construction
documents and other data not required to be prepared by a registered design professional
if it is found that the nature of the work applied for is such that review of construction
documents is not necessary to obtain compliance with this code.

Section 109.3.1 Construction Use Tax Valuation

Construction Use Tax may be collected by the Building Department at the time of
Building Permit Application submittal. A Construction Use Tax Valuation shall be
provided by the permit applicant in accordance with the relevant jurisdiction’s Resolution
or Ordinance defining Construction Use Tax Valuation. The relevant jurisdiction may
review the valuation and if it is determined that the valuation is underestimated on the
application, the permit shall be denied unless the applicant can show detailed estimates to
meet the approval of the relevant jurisdiction. Final Construction Use Tax Valuation shall
be determined by the relevant jurisdiction.
Section 901.1 Scope, is amended to add a second paragraph as follows:

The fire code official shall have the authority to adopt additional standards for fire protection systems subject to applicable provisions of State statutes and home rule charter. The fire code official shall be responsible for permitting and reviewing fire sprinkler systems and fire alarm systems, in lieu of no fire code official then applicants must work directly with the State of Colorado Department of Fire Prevention.

Section 903.2.8 Group R, is amended to add the following exception:

   EXCEPTION: An automatic sprinkler system is not required in multi-use buildings, two stories or less with no more than 2 dwelling units, and an automatic and manual fire alarm system is installed in accordance with NFPA 72. Sprinkler systems required by other sections and other codes must still be provided.

Section 907.2.1 Group A, Exception, is hereby deleted.

Section 907.2.2 Group B, Exception, is hereby deleted.

Section 907.2.4 Group F, Exception, is hereby deleted.

Section 907.2.7 Group M, Exception 2, is hereby deleted.

Section 907.2.8.1 Manual fire alarm system, Exception 2, is hereby deleted.

Section 907.2.9.1 Group R-2, Exception 2, is hereby deleted.

Section 1011.2 Width and capacity, is amended to read as follows:

   The required capacity of stairways shall be determined as specified in Section 1005.1, but the minimum width shall be not less than 48 inches (1219 mm). See Section 1009.3 for accessible means of egress stairways.

Section 1011.2 Width and capacity. Exception 1, is amended to read as follows:

   1. Stairways serving one individual dwelling unit in Group R, Division 1 or 2, or serving Group U Occupancies may be 36 inches (914 mm) in width.

Section 1206.2 Air-borne sound, the first sentence of this section is amended to read as follows:

   Walls, partitions and floor/ceiling assemblies separating dwelling units from each other or from public or service areas shall have a sound transmission class (STC) of not less than 49 (45 if field tested) for air-borne noise when tested in accordance with ASTM E 90.
Section 3202 Encroachments above grade and below 8 feet in height, is amended to read as follows:

Encroachments into the public right-of-way above grade and below 8 feet (2438 mm) in height shall be prohibited except as provided for in Section 3202.2.3. Doors and windows shall not open or project into the public right-of-way.

Section 3202.2.1 Steps, is hereby deleted.

Section 3202.2.2 Architectural features, is amended to read as follows:

Columns, pilasters, moldings, bases, belt courses, lintels, sills, architraves, pediments and similar architectural features shall not project more than 4 inches (102 mm).

Section 3202.3.1 Awnings, canopies, marquees and signs, is amended to read as follows:

Awnings, canopies, marquees and signs shall be supported entirely by the building and constructed of noncombustible materials or, when supported by a building of Type V construction, may be of one-hour fire-resistant construction. Awnings, canopies, marquees and signs shall not extend more than 4 feet (1220 mm) from the building.

Section 3202.3.3 Encroachments 15 feet or more above grade, is hereby deleted.

Appendix Section J102 Definitions. WELL is added to read as follows:

WELL. A water well.

Appendix J Section J103.1 Permits required, is amended to read as follows:

J103.1 Permits required. Except as exempted in Section J103.2, no grading shall be performed without first having obtained a permit therefor from the building official or building official’s designee. A grading permit does not include the construction of retaining walls or other structures.

Appendix J Section J103.2 Exemptions, is amended to read as follows:

J103.2 Exemptions. A grading permit shall not be required for the following activities unless the activity occurs within the waterbody setback as defined in the Routt County Zoning Resolution. Except as noted below in paragraph 10, if the activity occurs within the waterbody setback then the exemption does not apply and a grading permit shall be required.

1. Excavation for construction of a structure permitted under this code.
2. Cemetery graves.
3. Refuse disposal sites controlled by other regulations.
4. Excavations for wells, or trenches for utilities.
5. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
6. Exploratory excavations performed under the direction of a registered design professional.
7. Any excavation of less than 300 cubic yards of material.
8. Any fill of less than 300 cubic yards of material.
9. Any soil disturbance of less than one acre.
10. Excavations solely for agricultural purposes of no greater than 50 cubic yards if the activity is occurring within the waterbody setback or 500 cubic yards if the activity is occurring outside the waterbody setback. This exemption includes clearing or grading of land for the purpose of and reasonably necessary for preparing the soil for crop production, weed control, maintenance and construction of agriculture-related water structures, other agricultural cultivation purposes, and the construction of fences and other agriculture-related structures that are exempt from the requirement of obtaining a building permit.

**Appendix Section J103.3 Grading fees**, is added to read as follows:

When plans or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. A grading permit fee shall be paid at permit issuance. Said plan review and grading permit fees shall be as set forth in the adopted fee schedule.

**B. International Residential Code – Adoption.**

There is hereby adopted by the County, for the purpose of providing minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of one and two-family dwellings within the County, that certain code known as the International Residential Code, 2018 Edition, including Appendix Chapters E and Q, published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

**International Residential Code – Amendments and Deletions.**

**Section R103.1 Creation of Enforcement Agency**, is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official.

**Section R105.2 Work exempt from permit**, is amended to read:

**Building:**
1. One story detached accessory structure used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet (11.5 m²) and wall height does not exceed 11’4” total height from finished floor to top of plate.

2. Fences not over 6’ (2134 mm)

11. Request to Delete this Exception: Roofing permits are not required when existing roofing materials are removed without damaging or removing existing roofing underlayment materials and new roofing materials of the same type are re-installed.

Section R105.5 Expiration, is amended to read as follows:

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

All building permits shall automatically expire three years from the date of issuance and no further work on the project for which the permit was issued shall be done unless a renewal permit is requested in writing and approved prior to the expiration date of the original permit.

Renewal permit request shall be requested in writing and justifiable cause demonstrated. Upon review of the request and after an on-site inspection is completed the Routt County Regional Building Department may authorize or deny the renewal permit request.

Renewal permits shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Renewal permits shall automatically expire one year from the date of issuance and no further work on the project for which the permit was issued shall be done. Time extensions for a renewal permit shall be requested in writing and justifiable cause demonstrated, Routt County Regional Building Department may authorize or deny the time extension request.

If approved a renewal permit for the originally permitted work shall be issued upon payment based upon the valuation of the remaining work, current codes and current fee schedules. A renewal permit may be obtained only if no changes have been made to the construction documents submitted with the original permit application.

Section R106 Construction Documents is amended to read as follows:

Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted electronically with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be
constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

**Exception:** The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

**Section 108.3.1 Construction Use Tax Valuation**

Construction Use Tax may be collected by the Building Department at the time of Building Permit Application submittal. A Construction Use Tax Valuation shall be provided by the permit applicant in accordance with the relevant jurisdiction’s Resolution or Ordinance defining Construction Use Tax Valuation. The relevant jurisdiction may review the valuation and if it is determined that the valuation is underestimated on the application, the permit shall be denied unless the applicant can show detailed estimates to meet the approval of the relevant jurisdiction. Final Construction Use Tax Valuation shall be determined by the relevant jurisdiction.

**Table R301.2(1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA,** is completed as follows:

- Ground Snow Load – Case Study Area contact the Building Department for Ground Snow Load Valuations per site.
- Climate Zone 7
- Wind Speed – 115 MPH (ultimate design wind speed)
- Topographic Effects – No
- Seismic Design Category – C Note: When approved by the Structural Engineer of Record through review of the Geotechnical Soils Report and Soils Site Class, the Seismic Category may be reduced by the Engineer of Record based on the known Soils Site Class and in accordance with ASCE-7 or Chapter 16 of the IBC.
- Subject to Damage by Weathering – Severe
- Subject to Damage by Frost line Depth – 48 inches (1220mm)
- Subject to Damage by Termite – None to slight
- Subject to Damage by Decay – None to slight
- Winter Design:
  - Outdoor Winter Design Dry-Bulb Temperature – -15°F (-26°C)
  - Indoor Winter Design Dry-Bulb Temperature: 70° F (21° C)
  - Coincident Wet Bulb: 56° F (13° C)
  - Heating temperature Difference: 85° F (29° C)
- Summer Design:
  - Outdoor Summer Design Dry-Bulb Temperature: 85° F (29° C)
  - Indoor Summer Design Dry-Bulb Temperature: 75° F (24° C)
  - Design Grains: Varies based on weather data Range: -35 to -55
  - Cooling Temperature Difference: 10° F (-12° C)
- Elevation: Varies   Elevation by address can be found at: https://elevation.maplogs.com/poi/routt_county_co_usa.12879.html
- Altitude Correction: Varies
  - 7,000’ 0.77
  - 8,000’ 0.75
  - 9,000’ 0.72
  - 10,000’ 0.69
  - 12,000’ 0.63
- Latitude : 40° North
- Ice Shield Underlayment Required – Yes
- Flood Hazards – FIRM, February 4, 2005
- Air Freezing Index – Steamboat 2239
- Mean Annual Temperature – 40-45°F (4.5-7.2°C)
- Ground Snow Load Values are Governed by Routt County Regional Building Department based on geographic location. Please visit our home page and click on Ground Snow Load Values for site-specific information.

**Section R311.7.8 Handrails.** amended to read as follows adding exception:

Exception: A Handrail shall not be required if you have four total risers and the total vertical drop from top of treads, landing, or floor level is not greater than 30 inches measured vertically to the floor or grade below at any point within 36 inches horizontally to the edge of the open sides.

**Section R313 Automatic fire sprinkler systems,** is hereby deleted.

**Section R325.6 Item 3** is amended to read as follows:

3. The occupiable attic space is enclosed by the roof assembly above intersecting and connecting directly to the top of the floor-ceiling assembly on the story below with a maximum vertical height on the sides from the top of finished floor-ceiling assembly to top of finished roof deck to be no more than 20” tall.

**Section R408.3 Unvented Crawl Space** amended to read as follows adding item 2.5

2.5 Ventilation Equipment installed under 2.1 and 2.2 may operate intermittently for a minimum of 1-hour for every 24-hour period, if exhaust only system is installed in accordance with 2.1, or when a dedicated HRV/ERV fan is installed to serve only the crawl space area under section 2.2.

**Section R601.2 Requirements,** is amended to read as follows:

Wall construction shall be capable of accommodating all loads imposed according to Section 301 and of transmitting the resulting loads to the supporting structural elements. All tables and Applicability Limits in this chapter that use roof live load less than 50 psf or ground snow load of 70 psf or less are hereby unusable for design in this jurisdiction.
Section R602.10.8.2 Connections to roof framing Item 1, is amended to read as follows:

For SDC A, B and C and wind speeds less than 100 miles per hour (45 m/s), where the distance from the top of the rafters or roof trusses and perpendicular top plates is 15.25 inches (387mm) or less, the rafters or roof trusses shall be connected to the top plates of braced wall lines in accordance with Table 602.3(1) and with blocking in accordance with Figure R602.10.8.2(1). Blocking shall be attached to top plate per Table 602.3(1).

Section R703.8.3 Lintels, is amended to read as follows:

Masonry veneer shall not support any vertical load other than the dead load of the veneer above. Veneer above openings shall be supported on lintels of noncombustible materials. The lintels shall have a length of bearing not less than 4 inches (102mm). Steel lintels over openings or steel lintels that are less than 4 inches (102mm) above finished grade shall be coated with a rust-inhibitive paint, except for lintels made of corrosion resistance steel or steel treated with coating to provide corrosion resistance. Construction of openings shall comply with either Section R703.8.3.1 or 703.8.3.2.

Section R801.2 Requirements, is amended to read as follows:

Roof and ceiling construction shall be capable of accommodating all loads imposed according to Section 301 and of transmitting the resulting loads to the supporting structural elements. All Tables and Applicability Limits in this chapter that use roof live load less than 50 psf or ground snow load of 70 psf or less are hereby unusable for design in this jurisdiction.

Section R1004.4 Unvented gas log heaters, is hereby deleted.

Chapter 11 Energy Efficiency is hereby deleted and replaced with the following:

N1101.1 Scope:
This chapter governs the design and construction of buildings for energy efficiency.

N1101.1.1 Criteria:
Buildings shall be designed and constructed in accordance with the International Energy Conservation Code Residential requirements.

Section G2406.2 (303.3) Prohibited locations. Exception 3, is hereby deleted.

Section G2406.2 (303.3) Prohibited locations. Exception 4, is hereby deleted.

Section G2406.2.1 (303.7) Liquid propane gas appliance in a pit or basement
Liquefied petroleum gas-burning appliances shall not be installed in a pit, basement or similar location where heavier-than-air gas might collect, unless the following conditions are met:

1. A listed propane gas detector with alarm shall be installed. A listed solenoid gas valve shall be installed on the gas line that supplies all propane appliances located in the basement or pit. Upon detection of gas an alarm shall sound and the solenoid gas valve shall close.

Section G2420.5.3 (409.5.3) Located at manifold, is hereby deleted.

Section G2433 (603) Log Lighters, is hereby deleted.

Section G2445.2 (621.2) Prohibited use, is amended to read as follows:

Unvented room heaters are not to be installed in dwelling units.

Section G2445.7 (621.7) Unvented decorative room heaters, is hereby deleted.

Section G2445.7.1 (621.7.1) Ventless firebox enclosures, is hereby deleted.

P2503.5.1 Rough Plumbing amended to read as follows:

DWV systems shall be tested on completion of the rough piping installation by water or by air, without evidence of leakage. Either test shall be applied to the drainage system in its entirety or in sections after rough-in piping has been installed, as follows:

Section P2604.2 Water service installation amended to read as follows:

Water service pipe and the building sewer shall be separated as required by policy established by the city. No exceptions.

P2503.7 Water-supply system testing amended to read as follows:

Upon completion of the water-supply system or a section of it, the system or portion completed shall be tested and proved tight under a water pressure of not less than the working pressure of the system or, by an air test of not less than 50 psi (345 kPa). This pressure shall be held for not less than 15 minutes. The water used for tests shall be obtained from a potable water source.

Section P3011 Indirect/Special Waste
P3011 Neutralizing device required for corrosive wastes.

Corrosive liquids, spent acids or other harmful chemicals that destroy or injure a drain, sewer, soil or waste pipe, or create noxious or toxic fumes or interfere with sewage treatment processes shall not be discharged into the plumbing system without being thoroughly diluted, neutralized or treated by passing through an approved dilution or
neutralizing device. Such devices shall be automatically provided with a sufficient supply of diluting water or neutralizing medium so as to make the contents non-injurious before discharge into the drainage system. The nature of the corrosive or harmful waste and the method of its treatment or dilution shall be approved prior to installation.

Section P3005.2.10 Cleanout access. Exception Added to read as follows:

**Exception:**
1. Access shall not be required to One (1) Sanitary Test-Tee Cleanout per building where installed below grade and within the building envelope. The Clean-Out Plug must be installed in accordance with Section 3005.6 and permanently glued prior to backfilling.

Chapter 34 General Requirements.

Section E3401.1 Applicability, is National Electric Code currently adopted by State of Colorado.

Chapter 44 REFERENCED STANDARDS, ICC 400-2012 Standard on the Design and Construction of Log Structures, is hereby amended to read as follows:

Where the standard provides satisfactory information for construction of log structures, Section 305.4 Thermal mass effect of log walls shall be evaluated in accordance with IECC Section R402.2.5 Mass walls or similar provisions in ICC 400-2007.

SECTION AQ106 Energy Conservation amended to add AQ106.1

AQ106.1 Tiny Homes constructed under Appendix Q shall follow Chapter 4 of the 2018 International Energy Conservation Code for Energy Code Compliance.

C. International Existing Building Code – Adoption.

There is hereby adopted by the County, for the purpose of providing minimum life safety requirements for all existing buildings within the County that undergo alteration or a change in use, that certain code known as the International Existing Building Code, 2018 Edition, published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.


Section 103.1 Creation of Enforcement Agency, is amended to read as follows:
The Building Department is hereby created and the official in charge shall be known as the building official. Building official shall be synonymous with code official in all other references in this code.


There is hereby adopted by the County, for the purpose of providing a just, equitable and practicable method, to be cumulative with and in addition to any other remedy available by law whereby buildings or structures in the city which from any cause endanger the life, limb, health, property, safety or welfare of the general public or their occupants may be required to be repaired, vacated or demolished, that certain code known as the 2018 International Property Maintenance Code.

International Property Maintenance Code Deletions:

Chapters 3, 4, 5, 6, 7, 8, and Chapter Appendix A are hereby deleted.

E. National Electrical Code - Adoption.

There is hereby adopted by the County, for the purpose of regulating the installation and use of electric conductors and equipment within the County, that certain code known as the National Electric Code published by the National Fire Protection Association as adopted and amended by the State of Colorado. The State of Colorado adopts and amends the Code from time to time. The then-current edition that the State adopts as well as any and all amendments, is adopted by reference thereto the same as if set forth in length in this section.


There is hereby adopted by the County, for the purpose of providing minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation, and maintenance or use of electrical systems and equipment within the County, that certain code known as the International Code Council Electrical Code, Administrative Provisions, 2018 Edition, published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.


Section 301.1 Creation of enforcement agency, is amended to read as follows:
The Building Department is hereby created and the official in charge shall be known as the building official. The building official shall appoint an electrical inspector to assist the building department in the administration and enforcement of this code. Building official shall be synonymous with code official in all other references in this code.

Section 1201.1.1 Adoption, is amended to read as follows:

Electrical systems and equipment shall be designed and constructed in accordance with the most current electrical code adopted by the State of Colorado Electrical Board.

G. International Mechanical Code – Adoption.

There is hereby adopted by the County, for the purpose of regulating and controlling the design, construction, installation, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of heating, ventilating, cooling, refrigeration systems, incinerators and other miscellaneous heat-producing appliances in the County, that certain code known as the International Mechanical Code, 2018 Edition; published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

International Mechanical Code – Amendments.

The International Mechanical Code, 2018 Edition, is subject to the following amendments:

Section 103.1 Creation of Enforcement Agency, is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official. Building official shall be synonymous with code official in all other references in this code.

Section 903.3 Unvented gas log heaters, is hereby deleted.


There is hereby adopted by the County for the purpose of regulating and governing energy efficient building envelopes and installation of energy efficient mechanical, lighting and power systems as herein provided; providing for the issuance of permits and collection of fees therefor; the certain code known as the International Energy Conservation Code, 2018 Edition published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.
Table R402.1.2 Insulation and Fenestration Requirements by Component is amended to read as follows for Climate Zone 7 and 8.

<table>
<thead>
<tr>
<th>FENESTRATION U-FACTOR&lt;sup&gt;b&lt;/sup&gt;</th>
<th>SKYLIGHT&lt;sup&gt;b&lt;/sup&gt; U-FACTOR</th>
<th>GLAZED FENESTRATION SHGC&lt;sup&gt;c&lt;/sup&gt;,&lt;sup&gt;e&lt;/sup&gt;</th>
<th>CEILING R-VALUE</th>
<th>WOOD FRAME WALL R-VALUE</th>
<th>MASS WALL R-VALUE&lt;sup&gt;i&lt;/sup&gt;</th>
<th>FLOOR R-VALUE</th>
<th>BASEMENT&lt;sup&gt;c&lt;/sup&gt; WALL R-VALUE</th>
<th>SLAB&lt;sup&gt;d&lt;/sup&gt; R-VALUE &amp; DEPTH</th>
<th>CRAWL SPACE&lt;sup&gt;c&lt;/sup&gt; WALL R-VALUE</th>
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<tr>
<td>0.30</td>
<td>0.55</td>
<td>NR</td>
<td>49</td>
<td>20+5&lt;sup&gt;h&lt;/sup&gt; or</td>
<td>15/20</td>
<td>30&lt;sup&gt;g&lt;/sup&gt;</td>
<td>15/19</td>
<td>10.4ft.</td>
<td>15/19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22+3&lt;sup&gt;h&lt;/sup&gt; or</td>
<td></td>
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<td>27+0</td>
<td></td>
<td></td>
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</tbody>
</table>

**Footnote H** amended to read as follows:

The first value is cavity insulation, the second value is continuous insulation. Therefore, as an example, “20+5” means R-20 cavity insulation plus R-5 continuous insulation. Refer to section R402.2.7 for walls with partial structural sheathing and any reductions in continuous insulation.

**Section R402.4.1.2 Testing** is hereby deleted.

I. **International Plumbing Code – Adoption.**

There is hereby adopted by the County, for the purpose of regulating and controlling design, construction, installation, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of any plumbing system within the County, that certain code known as the International Plumbing Code, 2018 Edition published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

**International Plumbing Code - Amendments and Deletions.**

The International Plumbing Code, 2018 Edition, is subject to the following amendments:

**Section 103.1 Creation of Enforcement Agency,** is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official. Building official shall be synonymous with code official in all other references in this code.

**Section 107.2 Required inspections and testing,** Item 1, is amended to read as follows:
1. Underground inspection shall be made in accordance with the specifications of the city and before any backfill is put in place. Underground inspections of the water service pipe and building sewer shall be performed by the jurisdiction.

**Section 312.1 Required tests** is amended to read as follows:

The permit holder shall make the applicable tests prescribed in Sections 312.2 through 312.10 to determine compliance with the provisions of this code. The permit holder shall give reasonable advance notice to the code official when the plumbing work is ready for tests. The equipment, material, power and labor necessary for the inspection and test shall be furnished by the permit holder and he or she shall be responsible for determining that the work will withstand the test pressure prescribed in the following tests. Plumbing system piping shall be tested with either water or by air. After the plumbing fixtures have been set and their traps filled with water, the entire drainage system shall be submitted to final tests. The code official shall require the removal of any cleanouts if necessary to ascertain whether the pressure has reached all parts of the system.

**Section 312.3 Drainage and vent air test** is amended to read as follows:

An air test shall be made by forcing air into the system until there is a uniform gauge pressure of 5 psi (34.5 kPa) or sufficient to balance a 10-inch (254 mm) column of mercury. This pressure shall be held for a test period of not less than 15 minutes. Any adjustments to the test pressure required because of changes in ambient temperatures or the seating of gaskets shall be made prior to the beginning of the test period.

**Section 312.5 Water supply system test**, is amended to read as follows:

Upon completion of a section of or the entire water supply system, the system, or portion completed, shall be tested and proved tight under a water pressure not less than the working pressure of the system; or by an air test of not less than 50 psi (344 kPa). This pressure shall be held for not less than 15 minutes. The water utilized for tests shall be obtained from a potable source of supply. The required tests shall be performed in accordance with this section and Section 107.

**Exception:** The water service piping shall be tested as required by the jurisdiction.

**Section 312.6 Gravity sewer test**, is amended to read as follows:

Gravity sewer tests shall be made in accordance with the specifications of the jurisdiction.

**Section 603.2 Separation of water service and building sewer**, is amended to read as follows:

Water service pipe and the building sewer shall be separated as required by policy established by the Jurisdiction.
605.3 Water service piping. The first sentence of the paragraph is amended to read:

Water service piping shall conform to the specification of the jurisdiction.

Section 708.1.10 Cleanout Access. Exception added to read as follows.

Exception:
1. Access shall not be required to One (1) Sanitary Test-Tee Cleanout per building where installed below grade and within the building envelope. The Clean-Out Plug must be installed in accordance with Section 3005.6 and permanently glued prior to backfilling.


There is hereby adopted by the County, for the purpose of regulating and controlling the installation of fuel-gas piping systems, fuel-gas utilization equipment and related accessories within the County, that certain code known as the International Fuel Gas Code, 2018 Edition published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.


The International Fuel Gas Code, 2018 Edition, is subject to the following amendments and deletions:

Section 103.1 Creation of Enforcement Agency, is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official. Building official shall be synonymous with code official in all other references in this code.

Section 303.3 Prohibited locations, Exception 3, is hereby deleted.

Section 303.3 Prohibited locations, Exception 4, is hereby deleted.

Section 303.8 Liquid propane gas appliance in a pit or basement, is added to read as follows:

Liquefied petroleum gas-burning appliances shall not be installed in a pit, basement or similar location where heavier-than-air gas might collect, unless the following conditions are met:

1. A listed propane gas detector with alarm shall be installed A listed solenoid gas valve shall be installed on the gas line that supplies all propane appliances located in the basement or pit. Upon detection of gas an alarm shall sound and the solenoid gas valve shall close
Section 409.5.3 Located at manifold, is hereby deleted.

Section 603 Log Lighters, is hereby deleted.

Section 621.2 Prohibited use, is amended to read as follows:

Unvented room heaters are not to be installed in dwelling units.

Section 621.7 Unvented decorative room heaters, is hereby deleted.

Section 621.7.1 Ventless firebox enclosures, is hereby deleted.

Section 2: Severability. If any part or parts, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of the Ordinance.

Section 3: Effective Date. This ordinance shall be in full force with an effective date of January 1st, 2021.

Section 4. Public Hearing.

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO SECTION 3-3 (d) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE SEPTEMBER 17, 2020.

__________________________
J. Timothy Redmond, Mayor

ATTEST

__________________________
Sharon Johnson, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SECTION 3-3 (h) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE OCTOBER 15, 2020.
ATTEST

Sharon Johnson, Town Clerk

______________________________
Timothy Redmond, Mayor
Town of Hayden

Town Council Agenda Item

MEETING DATE: October 15, 2020

AGENDA ITEM TITLE: CAMPUS SUBDIVISION – HAYDEN SCHOOL DISTRICT RE-1

i. Public Hearings:
   - Rezone of 9.18 acres known as 495 W Jefferson Avenue from Open (O) to Central Business District (CBD);
   - Sketch/preliminary subdivision into three (3) lots to be known as the Campus Subdivision (including vacation of the internal public utility easements); and
   - Conditional Use Permit request to continue using proposed Lot 1, Campus Subdivision, as the Hayden School District Transportation Center.

ii. Review and Consideration Recommendation for Approval of
   - Rezone of 9.18 acres known as 495 W Jefferson Avenue from Open (O) to Central Business District (CBD);
   - Sketch/preliminary subdivision into three (3) lots to be known as the Campus Subdivision (including vacation of the internal public utility easements); and
   - Conditional Use Permit request to continue using proposed Lot 1, Campus Subdivision, as the Hayden School District Transportation Center.

AGENDA SECTION: New Business

PRESENTED BY: Mathew Mendisco

CAN THIS ITEM BE RESCHEDULED: The noticed Public Hearings should not be rescheduled.

BACKGROUND REVIEW: The Hayden Planning Commission met on October 8, 2020 to consider these applications from the Hayden School District (District). These development applications relate to the proposed sale of the soon-to-be-former High School building to the Town, the District’s intent to place the middle portion of the property into the real estate market, and the continued use of the eastern portion of the property as the District Transportation Center.

A full discussion of the applications is contained in the Planning Commission staff report included with this Council staff report. Of note is the discussion regarding the appropriate zone district designation for the property. The District requested a zoning amendment from Open (O) to Commercial (C). Staff made a recommendation to the Planning Commission that, given the location and 9.18-acre size of the parcel, that Central Business District (CBD) appeared to be the more appropriate designation.
The Planning Commission's recommendation concurs with that staff recommendation.

One other item of note is related to the condition of approval for the sketch/preliminary subdivision plan related to the temporary water line easement across proposed Lot 2 to serve the High School building on proposed Lot 3. The District indicated at the Planning Commission meeting that they were not comfortable with a 2021 construction season end/December 31, 2021 deadline for the water service line serving the High School building to be moved and would like to see a deadline more in line with the beginning of the 2021 construction season. The Planning Commission recommended that the condition as written be forwarded for the Council's and District's on-going discussion. Part of this discussion also includes who is responsible for the work, when the work must be completed, and cost of moving the water service line.

RECOMMENDATIONS:

The Planning Commission has forwarded the following recommendations for the Town Council's consideration:

ZONE CHANGE

Recommend approval of the rezoning of 9.18 acres known as 495 W Jefferson Avenue from Open (O) to Central Business District (CBD) with the following Findings of Fact that:

1. The proposal meets the standards of the Town of Hayden's Development Code, is in general conformance with the intent and purpose of the Town of Hayden Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Hayden.

Subject to the following conditions:

1. The approval of the rezoning shall be authorized and approved by an ordinance of the Hayden Town Council, and such ordinance shall be recorded in the records of the Routt County Clerk and Recorder.
2. A major site plan review by the Planning Commission is required for the proposed Hayden Center reuse of the High School building prior to its operation as a community center.

SKETCH/PRELIMINARY SUBDIVISION PLAN

Recommend approval of the Sketch/Preliminary subdivision plan dividing the 9.18-acre property located at 495 W Jefferson Avenue, Hayden, into three (3) lots to be known as the Campus Subdivision, including the vacation of the internal public utility easements as shown on the Campus Subdivision Easement Exhibit map, with the following Findings of Fact that:
1. The proposal meets the standards of the Town of Hayden’s Development Code, is in general conformance with the intent and purpose of the Town of Hayden Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Hayden.

Subject to the following conditions:

1. The Final Plat approval shall be subject to approval of the rezoning ordinance and School Transportation Center Conditional Use Permit by the Hayden Town Council.
2. The Final Plat shall include the rededication of the public utility easements that are in use as identified by the Interim Public Works Director, e.g. 4-inch fire sprinkler, sewer line extending from High School building to Jefferson Avenue, along with other needed easements as proposed and shown on the draft Campus Subdivision plat.
3. The approval of the vacation of the public easements shall be authorized and approved by an ordinance of the Hayden Town Council, and such ordinance shall also include the provisions for the approval of the Final Plat which results in the dedication of needed public utility easements as proposed and shown on the draft Campus Subdivision plat.
4. A temporary water service line easement overlying the water service line serving Lot 3, portions of which lay within Lot 2, shall be executed by the Hayden School District and shall provide that water service to Lot 3 shall not be moved or terminated prior to the relocation of said service line or December 31, 2021 whichever occurs first.

CONDITIONAL USE PERMIT

Recommend approval of the Conditional Use Permit for the Hayden School District Transportation Center on proposed Lot 1, Campus Subdivision, with the following Findings of Fact that:

1. The proposed conditional use is consistent with the Comprehensive Plan and all applicable provisions of this Development Code and applicable state and federal regulations.
2. The proposed conditional use is consistent with the purpose and intent of the CBD: Central Business District and any applicable use-specific standards in the Development Code.
3. The proposed conditional use is compatible with the purpose and intent of the CBD: Central Business District and any applicable use-specified standards in the Development Code.
4. The proposed conditional use will not substantially alter the basic character of the CBD: Central Business District or jeopardize the development or redevelopment potential of the CBD: Central Business District.
5. The proposed conditional use will result in efficient on- and off-site traffic circulation which will not have significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.
6. Any significant adverse impacts anticipated to result from the conditional use have been or will be mitigated or offset to the maximum extent practicable.
7. Facilities and services are or will be available to serve the subject property while maintaining adequate levels of service for existing development.
8. Adequate assurances of continuing maintenance have been provided.
9. The proposed conditional use meets all the applicable standards in Chapter 7.24 Development Standards.

Subject to the following conditions:

1. The conditional use permit shall be authorized and approved by a resolution approved by the Town Council, and such resolution shall be considered concurrently with the Campus Subdivision Final Plat.
2. The conditional use permit is effective upon the recording in the records of the Routt County Clerk and Recorder of the Campus Subdivision Final Plat.
3. The conditional use permit shall be non-transferable.
4. Any expansion of buildings or uses on the site shall require review and approval by the Town Manager, and may be referred to the Planning Commission and Town Council if, in the opinion of the Town Manager, the expansion represents a significant change from this original conditional use permit approval.

MANAGER’S RECOMMENDATION/COMMENTS: I concur with these recommendations.
Town of Hayden

Planning Commission Agenda Item

MEETING DATE: October 8, 2020

AGENDA ITEM TITLE: Public Hearings: 1) Rezone of 9.18 acres known as 495 W Jefferson Avenue from Open (O) to Commercial (C); 2) Sketch/preliminary subdivision into three (3) lots to be known as the Campus Subdivision (including vacation of the internal public utility easements); and 3) Conditional Use Permit request to continue using proposed Lot 1, Campus Subdivision, as the Hayden School District Transportation Center.

AGENDA SECTION: New Business

PRESENTED BY: Mary Alice Page-Allen
Planning & Economic Development Director

CAN THIS ITEM BE RESCHEDULED: Not Recommended

ATTACHED: Applicant Project Narrative
Campus Subdivision Plat – Draft 9-15-2020
Campus Subdivision Easement Exhibit Map

BACKGROUND REVIEW:

The Applicant, Hayden School District RE-1 (District), is the owner of the 9.18-acre property located at 495 W Jefferson Avenue. The District is requesting that the 9.18-acre parcel, currently used as the Middle School/High School campus and the District Transportation Center, be rezoned from Open (O) to Commercial (C) to facilitate the subdivision of the property into three (3) lots. Two (2) of the lots are proposed to be sold – one to the Town of Hayden where the 58,000 sq. ft. High School will be repurposed as a community center, the other where the existing Middle School will be demolished and placed into the real estate market as vacant land – and the third lot is to be retained for its continued use by the District as the School Transportation Center. Concurrently with the subdivision platting, a grid of public utility easements related to the West Hayden Townsite Plat recorded in 1908 will be vacated and those in use, e.g. 4-inch fire sprinkler, sewer line extending from High School building to Jefferson Avenue, will be rededicated at the time of final platting along with other needed easements.
The proposed zoning amendment conforms to the direction of the 2005 Hayden Comprehensive Plan (Plan), as well as the preliminary direction in the update of the Plan, where the downtown core is slated for commercial and government center uses within the original historical context of the Town. Staff believes it may be appropriate to consider the Central Business District (CBD) zone district versus Commercial (C) zone district given the location of the parcel within this historic downtown area, the on-going and proposed uses for the property, and the substantial 9.18-acre size of the parcel. The CBD designation would allow the District Transportation Center as a conditionally permitted “motor vehicle service and repair (minor)” and “parking lots and parking garages as a principal use”, and the Conditional Use Permit process will address standards that mitigate any issues related to the on-going use. Such would be appropriate regardless of the CBD or C zone district designation.

COMPLIANCE WITH HAYDEN COMPREHENSIVE PLAN:

Section 7.16.020(f)(1)(iii) of the Hayden Development Code (Code) states that “[t]he reviewing authority shall review development applications for compliance with all relevant standards and criteria as set forth in the specific procedures for the particular application in [the Code]” as well as general criteria which apply including compliance “with the goals and policies of the Comprehensive Plan” (Plan). Therefore, any proposal should be considered in light of the applicable policies of the Plan. While the Plan contains numerous policies regarding land use and development, staff has selected the following checklist to highlight the policies most directly applicable to this application. Interested parties are encouraged to review the Plan to determine if there are other policies that may be applicable to the review of this application.

Chapter 5 – Implementation

5.3 – Specific Policies and Actions to Implement the Policies of the Comprehensive Plan

5.3.4 – Commercial

<table>
<thead>
<tr>
<th>Complies</th>
<th>Section</th>
<th>Policies</th>
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<tbody>
<tr>
<td>Yes</td>
<td>4.1</td>
<td>The Town strongly supports preserving Hayden’s historic downtown as the primary commercial and government center for Hayden. <strong>Staff comment:</strong> The Hayden Center and District Transportation Center are proposed or existing governmental uses; Lot 2 will be vacant with the demolition of the Middle School portion of the building and available for uses that conform to the proposed zoning.</td>
</tr>
<tr>
<td>Yes</td>
<td>4.5</td>
<td>Identify properties that are non-conforming with the new zoning district and include conditions for development of those properties in the future that would support the overall concept for a core downtown. <strong>Staff comment:</strong> It may be appropriate to designate the...</td>
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property CBD versus C to support the central downtown core concepts. To assure that the District Transportation Center operations align with school/governmental usage, a recommendation that the Conditional Use Permit (Permit) include stipulations that the Permit is non-transferable and expansion of the buildings and uses will require Town approval is included below.

achieving and maintaining a healthy, vibrant downtown will require both public and private efforts. The Town will support downtown merchants and property owners in this effort, and will participate where appropriate. Staff comment: The zone change and subdivision will facilitate the sale of Lot 3, Campus Subdivision, to the Town of Hayden for the repurposing of the High School building as a community center. This is a public effort in coordination with the School District — the property owner — to facilitate a development that will have a significant impact on the community’s efforts to achieve a healthy and vibrant downtown.

Chapter 6 – 2007 Amendment to Comprehensive Plan

Section 6.5 – Future Land Use Map

Section 1 – Summary

<table>
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<th>Yes</th>
<th>No</th>
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<td>Policies</td>
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The Future Land Use Map ... reflects current consensus on proposed land uses in the Hayden area. Staff Comment: While the campus has a designation for school use on Future Land Use Map in the 2007 Amendment to the Comprehensive Plan, the acreage of the proposed zoning amendment is directly adjacent to the extents of the Historic Downtown Commercial. It is also included in the central downtown area on the preliminary land use map in the current update of the Comprehensive Plan.

COMPLIANCE WITH THE TOWN OF HAYDEN DEVELOPMENT CODE

While the Hayden Development Code (Code) contains numerous regulations regarding land use, staff has selected the following checklist to highlight the regulations directly applicable to this application. Interested parties are encouraged to review the Code to determine if there are other regulations that may be applicable to the review of this application.
Chapter 7.16 – Development Review Procedures

Section 7.16.020 – General Procedures and Requirements.

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<td>Step 6: Review and Decision</td>
</tr>
<tr>
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(3) Findings. The reviewing authority shall adopt written findings which document that a recommendation or decision is based upon a determination of whether the development application complies with the applicable review criteria. The written findings shall state the conditions or mitigation. **Staff comment:** Recommended findings of fact and conditions are included below for the Planning Commission’s consideration.

Section 7.16.050 – Rezonings.

The boundaries of any zone district may be changed or the zone classification of any parcel of land may be changed pursuant to this Section. The purpose is not to relieve particular hardships nor to confer special privileges or rights to any person, but only to make adjustments to the Official Zoning Map that are necessary in light of changed conditions or changes in public policy or that are necessary to advance the general welfare of the Town.

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<tr>
<th>Complies</th>
<th>Section Standards</th>
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<tr>
<td>Yes</td>
<td>Review Authority. The Planning Commission shall review applications for rezonings and shall provide a recommendation to the Council after conducting a public hearing. The Council shall render the final decision on an application for rezonings after conducting a public hearing. Rezonings shall be approved by ordinance of the Council. <strong>Staff comment:</strong> A condition is recommended below that the approval of the rezoning shall be done by an ordinance of the Hayden Town Council, and such ordinance recorded in the records of the Routt County Clerk and Recorder.</td>
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(b) Review Authority. The Planning Commission shall review applications for rezonings and shall provide a recommendation to the Council after conducting a public hearing. The Council shall render the final decision on an application for rezonings after conducting a public hearing. Rezonings shall be approved by ordinance of the Council. **Staff comment:** A condition is recommended below that the approval of the rezoning shall be done by an ordinance of the Hayden Town Council, and such ordinance recorded in the records of the Routt County Clerk and Recorder.

(c) Review Criteria. The Planning Commission and Council shall use the following review criteria as the basis of recommendations and decisions on applications for rezonings:

(2) Evidence of substantial compliance with the purposes of the Development Code; **Staff comment:** See analysis contained herein.
(3) Consistency with the Comprehensive Plan; *Staff comment: See analysis contained herein.*

(4) Physical suitability of the land for the proposed development or subdivision; *Staff comment: The acreage is flat and located in the central part of Town. The Transportation Center and High School building are existing. The vacant lot’s suitability will also be analyzed at the time of receipt of an application for development.*

(5) Compatibility with surrounding land uses; *Staff comment: See analysis contained herein.*

(6) Whether the proposed rezoning is justified by changed or changing conditions in the character of the area proposed to be rezoned; *Staff comment: The property under consideration is identified in the Comprehensive Plan as designated for school use. With the change undertaken by the District to consolidate their campus and construct new school buildings and abandon this site for middle and high school use, it is appropriate to consider the site as downtown commercial and rezone accordingly.*

(7) Whether there are adequate facilities available to serve development for the type and scope suggested by the proposed zone compared to the existing zoning, while maintaining adequate levels of service to existing development; *Staff comment: The continuing uses are not going to be cause for changes to the existing infrastructure levels of services for the existing structures on the properties. Prior to issuance of any building permits for the Hayden Center proposal, a major site plan review must be undertaken by the Planning Commission and this process will assure there are adequate facilities available to serve the changed use. A condition is this regard is recommended below.*

(8) Whether the rezoning is consistent with the stated purpose of the proposed zoning district; *Staff comment: See analysis herein.*

(9) That, compared to the existing zoning, the rezoning is not likely to result in adverse impacts upon the natural environment, including air, water, noise, stormwater management, wildlife and vegetation, or such impacts will be substantially mitigated; *Staff comment: See the analysis contained herein. Mitigation of impacts will also be addressed through related Conditional Use Permit or Site Plan review processes.*
That, compared to the existing zoning, the rezoning is not likely to result in significant adverse impacts upon other property in the vicinity of the subject tract; \textit{Staff comment: See above comment.}

Adequate mitigation is required for rezoning applications which result in greater intensity of land use or increased demands on public facilities and infrastructure. \textit{Staff comment: See above comment. The Commercial (C) and Central Business District (CBD) zone districts have the same intensities of uses permitted within them.}

\section*{Chapter 7.20 – Zone Districts and Official Zoning Map}

\textit{Staff comments: The Applicant has requested a zoning amendment from Open (O) to Commercial (C), however given the location and size of the parcel staff believes consideration should be made as to whether Central Business District (CBD) zone district is the appropriate designation.}

Surrounding uses are generally residential on the east, west and south sides with commercial uses being most prevalent on the north side across Jefferson Avenue/US40. The proposed Hayden Center and District Transportation Center uses will remain on the property after the demolition of the Middle School building. The former High School will be redeveloped as the Hayden Center, and plans include a mixture of civic uses, e.g. childcare center, performing arts venue, and indoor recreation and community space uses. The detached and internal sidewalks maintain the property’s pedestrian orientation, and the Transportation Center’s parking lot fronting on Jefferson Avenue/US40 offers an opportunity for shared or cooperative parking; so too do area streets and other governmental facilities such as Town Hall. The continued use by the District of the School Transportation Center will require that buses and other District vehicles maintain roadway access.

\section*{Section 7.20.110 – CBD Central Business District}

\begin{tabular}{ll}
Complies & Section Standards \\
Yes & (a) Intent. It is the intent of this district to encourage the redevelopment and expansion of the existing downtown commercial district; provide a concentration and mixture of civic, office, retail, restaurant, housing and cultural land uses; maintain and enhance the historic character of the original downtown; create a pedestrian oriented district; develop and promote small scale businesses; and promote shared or cooperative parking within or adjacent to the district. It is the intent of this district to allow retail uses on the first floor and businesses and residences or services on upper floors of buildings where appropriate. \\
\end{tabular}
### Section 7.20.120 – C Commercial District

<table>
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<tr>
<th>Complies</th>
<th>Section Standards</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
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(a) **Intent.** The C: Commercial District is intended to support current residential land uses, redevelopment of existing commercial properties, and the development of new mixed use, retail, service and related development projects. This district supports auto-oriented and auto-dependent uses as well as uses which provide a wide range of general retail goods and services for residents of the community. This C: Commercial zone includes lands within Hayden that are both open undeveloped lands, and small parcels nestled within thriving residential areas. Proposals for development in this zone district must meet all design standards in the Development Code in order to mitigate impact on these residential areas. While commercial and mixed uses are encouraged across this zone district, those uses cannot negatively impact the nearby properties that wish to remain in residential use.

### Section 7.16.090 - Subdivisions

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<td>Yes</td>
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(e) **Sketch Plan Review Criteria.** The reviewing authority will use the following review criteria as the basis for recommendations and decisions on the application for [Sketch] Plan subdivision applications.

1. The land use mix within the project conforms to Official Zoning Map and/or Comprehensive Plan Future Land Use Map and furthers the goals and policies of the Comprehensive Plan. **Staff comment:** With approval of the zone change and related School Transportation Center Conditional Use Permit proposed herein, this standard is met. A condition is recommended below that stipulates the Final Plat approval shall be subject to approval of the rezoning ordinance and School Transportation Center Conditional Use Permit by the Hayden Town Council.

2. The Sketch Plan represents a functional system of land use and is consistent with the rationale and criteria set forth in this Development Code and the Comprehensive Plan. **Staff comment:** See the analysis herein.
The utility and transportation design is adequate given existing and planned capacities of those systems. **Staff comment:** The site is currently served by all levels of utility infrastructure and has road rights-of-way on all four sides of the property. A temporary water service line easement will be needed that will overlay the water service line serving Lot 3 (Hayden Center parcel), portions of which lay within Lot 2, until such time as the water service to Lot 3 can be relocated. Public Works has indicated that this work can be completed by the end of the 2021 construction season. A conditional is recommended below in this regard.

There is a need or desirability within the community for the applicant’s development will help achieve a balance of land use and/or housing types according to the Comprehensive Plan goals and purposes of this Development Code. **Staff comment:** The reuse of the property for the Hayden Center has been a community discussion over the last 12 months, and there is significant public support. This subdivision facilitates moving the Hayden Center project forward.

The reviewing authority will use the following review criteria as the basis for recommendations and decisions on applications for Preliminary Plan subdivision applications:

- The proposed subdivision shall comply with all applicable use, density, development and design standards set forth in this Development Code that have not otherwise been modified or waived pursuant to this Chapter and that would affect or influence the layout of lots, blocks and streets and the proposed subdivision does not create lots or patterns of lots that will render compliance with such development and design standards difficult or infeasible. **Staff comment:** See analysis herein.

- The subdivision application and proposed land use mix shall be consistent with the Official Zoning Map, the Comprehensive Plan and other community planning documents. **Staff comment:** With approval of the zone change and related School Transportation Center Conditional Use Permit proposed herein, this standard is met. A condition is recommended below that stipulates the Final Plat approval shall be subject to approval of the rezoning ordinance and School Transportation Center Conditional Use Permit by the Hayden Town Council.
The land shall be physically suitable for the proposed development or subdivision. **Staff comment:** The High School building and Transportation Center will continue to be located on the property, and any future development that may be proposed would be analyzed at the time of application.

The proposed subdivision shall be compatible with surrounding land uses. **Staff comment:** See above comment.

There are adequate public facilities for potable water supply, sewage disposal, solid waste disposal, electrical supply, fire protection and roads and will be conveniently located in relation to schools, police, fire protection and emergency medical services. **Staff comment:** The site is currently served by all of these types of public facilities, and no changes are anticipated or proposed in these regards.

The subdivision is compatible with the character of existing land uses in the area and shall not adversely affect the future development of the surrounding area. **Staff comment:** No changes to the existing buildings are proposed that are related to the subdivision of the property other than proposed Lot 2 will be vacant after the demolition of the Middle School.


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<tr>
<td><strong>Yes</strong></td>
<td><strong>b. Review Procedures</strong> ... Applications to move or alter a right-of-way shall be processed as a subdivision application concurrently with a right-of-way vacation application, in which case the ordinance approving the vacation of a right-of-way or portion thereof shall also approve a Final Plat which results in the dedication of the moved or altered right-of-way or portion thereof. Public easement vacations can be processed as part of a major or minor subdivision application. <strong>Staff comment:</strong> The Campus Subdivision Easement Exhibit Map identifies public utility easements that are proposed to be vacated that were created by the 1908 West Hayden Townsite plat. The Final Plat will include the rededication of those in use as have been identified by the Interim Public Works Director, e.g. 4-inch fire sprinkler, sewer line extending from High School building to Jefferson Avenue, along with other needed easements as proposed on the draft Campus</td>
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| **√**     | **____**          |
Chapter 7.16 – Development Review Procedures

Section 7.16.060 – Conditional Use.
In order to provide flexibility and to help diversify uses within a zoning district, specified uses are permitted in certain districts subject to the granting of a conditional use permit. Specific conditional uses for each zone district are listed in the Table of permitted and conditional uses by Zoning District. Because of their unusual or special characteristics, conditional uses require review and evaluation so that they may be located properly with respect to their effects on surrounding properties. The review process prescribed in this Section is intended to assure compatibility and harmonious development between conditional uses, surrounding properties and the Town at large. Conditional uses may be permitted subject to such conditions and limitations as the Town may prescribe to ensure that the location and operation of the conditional uses will be in accordance with the conditional use criteria. The scope and elements of any conditional use may be limited or qualified by the conditions applicable to the specific property. Where conditions cannot be devised to achieve these objectives, applications for conditional use permits shall be denied.

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<td>✔️</td>
<td>Review Authority. The Planning Commission shall review applications for conditional uses and shall provide a recommendation to the Council after conducting a public hearing. The Council shall render the final decision on an application for conditional uses after conducting a public hearing. Conditional uses shall be approved by resolution of the Council. <strong>Staff comment:</strong> A condition is recommended below that requires the conditional use permit shall be authorized and approved by a resolution approved by the Town Council.</td>
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<td>✔️</td>
<td>Review Criteria. The Planning Commission and Council shall use the following review criteria as the basis for recommendations and decisions on applications for conditional uses:</td>
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<tr>
<td>✔️</td>
<td>The proposed conditional use is consistent with the Comprehensive Plan and all applicable provisions of this Development Code and applicable state and federal regulations. <strong>Staff comment:</strong> See the analysis herein. A finding is this regard is recommended below.</td>
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The proposed conditional use is consistent with the purpose and intent of the zoning district in which it is located and any applicable use-specific standards in the Development Code. **Staff comment:** See the analysis herein. A finding in this regard is recommended below.

The proposed conditional use is compatible with the purpose and intent of the zoning district in which it is located and any applicable use-specific standards in the Development Code. **Staff comment:** See the analysis herein. A finding in this regard is recommended below.

The proposed 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. **Staff comment:** See the analysis herein. A finding in this regard is recommended below. Additionally, the District Transportation Center is an existing use on the 9.18-acre parcel. A condition is recommended below that recommends that any expansion of the buildings or uses require additional review and approval by the Town, and that the Conditional Use Permit is non-transferrable so any other uses can be reviewed prior to operations being commenced.

The proposed conditional use will result in efficient on- and off-site traffic circulation which will not have significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site. **Staff comment:** See the analysis herein. A finding in this regard is recommended below. Additionally, the District Transportation Center is an existing use and traffic use patterns related thereto are not proposed to change.

Any significant adverse impacts (including but not limited to hours of operation, traffic generation, lighting, noise, odor, dust and other external impacts) anticipated to result from the conditional use will be mitigated or offset to the maximum extent practicable. **Staff comment:** Notice to surrounding property owners and agency referrals have not identified any issues. No changes to current Transportation Center operations are anticipated, and any expansion to buildings or uses require additional review and approval by the Town. A finding in regard to this standard is recommended below.
Facilities and services (including sewage and waste disposal, water, gas, electricity, police and fire protection and roads and transportation, as applicable) will be available to serve the subject property while maintaining adequate levels of service for existing development. **Staff comment: A referral was made to police and fire protection departments and no issues were identified except as are noted herein. A finding in this regard is recommended below.**

Adequate assurances of continuing maintenance have been provided. **Staff comment: See the analysis herein. A finding in this regard is recommended below.**

The proposed conditional use meets all the applicable standards in Chapter 7.24 Development Standards. **Staff comment: See the analysis herein. A finding in this regard is recommended below.**

**Authority to Impose Conditions on Permit.** The Council may approve conditional use permit that have the following conditions or limitations: The conditional use may be revocable; may be granted for a limited time period; or may be granted subject to conditions as the Council may determine appropriate to mitigate adverse impacts, promote compatibility with surrounding uses, or otherwise necessary to meet the review criteria. Conditions may include, but shall not be limited to: requiring 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. **Staff comment: Conditions of approval are recommended below.**

### Chapter 7.20 – Zone Districts and Official Zoning Map

### Section 7.20.110 – CBD Central Business District

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<tr>
<th>Complies</th>
<th>Section</th>
<th>Standards</th>
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<tr>
<td>Yes</td>
<td>(c)</td>
<td><strong>Conditional uses.</strong> Permitted conditional uses in the CBD District shall be as follows:</td>
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<td>No</td>
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<td>(7) Motor vehicle service and repair (minor)</td>
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<td>(8) Parking lots and parking garages as a principal use</td>
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<td><strong>Staff comment: The District Transportation Center use conforms to these conditionally permitted uses.</strong></td>
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Chapter 7.20 – Zone Districts and Official Zoning Map

Section 7.20.110 – C Commercial District

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<th>Complies</th>
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(c) **Conditional uses.** Permitted conditional uses in the C District shall be as follows:

(4) Parking lots and parking garages as a principal use
(5) Public facilities with repair and storage facilities

*Staff comment: The District Transportation Center use conforms to these conditionally permitted uses.*

RECOMMENDATIONS:

ZONE CHANGE

Recommend approval of the rezoning of 9.18 acres known as 495 W Jefferson Avenue from Open (O) to Commercial (C) -OR- Central Business District (CBD) with the following Findings of Fact that:

1. The proposal meets the standards of the Town of Hayden’s Development Code, is in general conformance with the intent and purpose of the Town of Hayden Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Hayden.

Subject to the following conditions:

1. The approval of the rezoning shall be authorized and approved by an ordinance of the Hayden Town Council, and such ordinance shall be recorded in the records of the Routt County Clerk and Recorder.
2. A major site plan review by the Planning Commission is required for the proposed Hayden Center reuse of the High School building prior to its operation as a community center.

SKETCH/PRELIMINARY SUBDIVISION PLAN

Recommend approval of the Sketch/Preliminary subdivision plan dividing the 9.18-acre property located at 495 W Jefferson Avenue, Hayden, into three (3) lots to be known as the Campus Subdivision, including the vacation of the internal public utility easements as shown on the Campus Subdivision Easement Exhibit map, with the following Findings of Fact that:
1. The proposal meets the standards of the Town of Hayden’s Development Code, is in general conformance with the intent and purpose of the Town of Hayden Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Hayden.

Subject to the following conditions:

1. The Final Plat approval shall be subject to approval of the rezoning ordinance and School Transportation Center Conditional Use Permit by the Hayden Town Council.
2. The Final Plat shall include the rededication of the public utility easements that are in use as identified by the Interim Public Works Director, e.g. 4-inch fire sprinkler, sewer line extending from High School building to Jefferson Avenue, along with other needed easements as proposed and shown on the draft Campus Subdivision plat.
3. The approval of the vacation of the public easements shall be authorized and approved by an ordinance of the Hayden Town Council, and such ordinance shall also include the provisions for the approval of the Final Plat which results in the dedication of needed public utility easements as proposed and shown on the draft Campus Subdivision plat.
4. A temporary water service line easement overlying the water service line serving Lot 3, portions of which lay within Lot 2, shall be executed by the Hayden School District and shall provide that water service to Lot 3 shall not be moved or terminated prior to the relocation of said service line or December 31, 2021 whichever occurs first.

CONDITIONAL USE PERMIT

Recommend approval of the Conditional Use Permit for the Hayden School District Transportation Center on proposed Lot 1, Campus Subdivision, with the following Findings of Fact that:

1. The proposed conditional use is consistent with the Comprehensive Plan and all applicable provisions of this Development Code and applicable state and federal regulations.
2. The proposed conditional use is consistent with the purpose and intent of the [CBD: Central Business District -OR- C: Commercial District] and any applicable use-specific standards in the Development Code.
3. The proposed conditional use is compatible with the purpose and intent of the [CBD: Central Business District -OR- C: Commercial District] and any applicable use-specific standards in the Development Code.
4. The proposed conditional use will not substantially alter the basic character of the [CBD: Central Business District -OR- C: Commercial District] or jeopardize the development or redevelopment potential of the [CBD: Central Business District -OR- C: Commercial District].
5. The proposed conditional use will result in efficient on- and off-site traffic circulation which will not have significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.
6. Any significant adverse impacts anticipated to result from the conditional use have been or will be mitigated or offset to the maximum extent practicable.
7. Facilities and services are or will be available to serve the subject property while maintaining adequate levels of service for existing development.
8. Adequate assurances of continuing maintenance have been provided.
9. The proposed conditional use meets all the applicable standards in Chapter 7.24 Development Standards.

Subject to the following conditions:

1. The conditional use permit shall be authorized and approved by a resolution approved by the Town Council, and such resolution shall be considered concurrently with the Campus Subdivision Final Plat.
2. The conditional use permit is effective upon the recording in the records of the Routt County Clerk and Recorder of the Campus Subdivision Final Plat.
3. The conditional use permit shall be non-transferable.
4. Any expansion of buildings or uses on the site shall require review and approval by the Town Manager, and may be referred to the Planning Commission and Town Council if, in the opinion of the Town Manager, the expansion represents a significant change from this original conditional use permit approval.

MANAGER’S RECOMMENDATION/COMMENTS: I concur with these recommendations.
EXHIBIT B  
PROJECT NARRATIVE

The Hayden School District has the good fortune of building a new PreK-12 school on the 22 acre parcel of land where the existing elementary school is located along Breeze Basin Boulevard. This project is scheduled for completion at the end of October 2020. The existing Middle School/High School, located at 495 W. Jefferson Avenue, consists of 9.18 acres of land.

The intent for this parcel is to rezone it from Open (O), with a Public School Land Use, to Commercial (C), and create a subdivision of the parcel into three separate lots. (Please refer to the Landmark Final Plat drawing sheets for a Location Map and the Subdivision information for the proposed three lots.) Lot 1, proposed to be 2.4 acres, shall remain in possession of the Hayden School District. With the new Commercial (C) zone designation, a Conditional Use Permit is required for the Hayden School District to continue using the building on Lot 1 as a School Transportation Center.

Lot 2, proposed to be 3.22 acres, shall be placed on the real estate market by the Hayden School District to be sold.

Lot 3, proposed to be 3.51 acres, is currently under negotiations with the Town of Hayden to repurpose existing portions of the old school, specifically the gymnasium, the auditorium, and some smaller adjacent rooms. The rest of the existing school is scheduled for demolition once vacated and the new school is occupied.

One of the many reasons the Hayden School District decided to move and consolidate grade levels was about safety. Highway 40, which is where the old middle school/high school is located, is the busiest vehicular roadway in the Town of Hayden. The amount of daily traffic is no longer safe enough for public school students to be actively moving around the school in such close proximity to the highway. This location, however, is an excellent place for commercial use and businesses, many of which already exist along this section of Highway 40 (Jefferson Avenue).
The adjacent neighborhood is already used to high traffic use on Highway 40, as well as inevitable traffic during school hours with parents, teachers, staff, and administration coming and going. There are potential options for vehicular access to the proposed Lots 2 and 3. There is Highway 40 to the north, South 3rd Street to the west, and West Washington Avenue to the south. With the existing school gymnasium and auditorium on Lot 3 in line to be repurposed, the primary access points for this lot would likely remain along 3rd Street. Primary and secondary access points for Lot 2 could be along Highway 40, from W. Washington Avenue, or internally adjacent to the proposed Lot 2.

For Lots 2 and 3, there are existing access points to water sewage, gas and electric, and water service that is in place from the old school facility. The existing water line and tap location for the school building on Lot 3 crosses through the corner of Lot 2. This water line will need to be relocated onto Lot 3 so there are no possible water line easement issues encumbering the acreage on Lot 2.

Public benefit for this proposed subdivision and rezoning can take many forms. Although Lot 1 remains in the possession of the Hayden School District, and will continue to be utilized as the school transportation center (buses and maintenance), the long term goal of the Hayden School District is to relocate the school transportation center closer to the new school. This will allow for the existing building on Lot 1 to also be repurposed in some beneficial way. The repurposing of the existing gymnasium and auditorium, driven by the Town of Hayden, will certainly be a potentially strong recreational and cultural amenity. As for the middle Lot 2, potential service uses are fruitful. There is current developer interest in this lot, with service uses in mind in the form of mixed use.

With regard to the relationship of this project proposal with the evolution of the Town of Hayden as addressed in the Town Comprehensive Plan, the following is an extract from that plan, supporting this proposed subdivision and rezoning:

**Pg. 24, Hayden Comprehensive Plan, 4.1.4**

*US 40 Service Commercial near Downtown* The Plan proposes that Highway 40 frontage immediately east and west Downtown focuses on service businesses for residents rather than tourist-related uses. These may include professional offices, cleaners, a video store, etc. Service uses may reuse existing homes and lots along Highway 40. Over time, the area will redevelop with pedestrian-oriented characteristics similar to the Historic Downtown. This district’s streetscape may include building facades on broad sidewalks, historical architectural elements, neck downs, street trees, and on-street parking. Parking must be made convenient but will not be centralized as in the historic downtown. Upper floors of storefront buildings may accommodate apartments and offices for service business.
ADDITIONAL INFORMATION:

The Hayden School District has worked with the Town of Hayden and Landmark Consulting to identify and vacate old, obsolete easement issues within the entire 9.18 acre campus and drawing documents have been created to go on record. The identification and locate for existing easements have also been identified on a separate drawing.
MEETING DATE:  October 15, 2020

AGENDA ITEM TITLE:  Authorized Signers on Bank Accounts

AGENDA SECTION:  New Business

PRESENTED BY:  Sharon Johnson

CAN THIS ITEM BE RESCHEDULED:  Not Recommended

BACKGROUND REVIEW:
Mountain Valley Bank requires a resolution when signers on the Town's bank accounts need to be changed. As we have will have a new Mayor, November 3, 2020, the signers on the various accounts need to be changed to reflect Zach Wuestewald as Mayor. Mayor Pro Tem may be added at a later meeting once nominated and roll call vote approved.

RECOMMENDATION:  Move to approve Resolution 2020-19 A resolution authorizing signers on bank accounts for the Town of Hayden, Colorado.

MANAGER RECOMMENDATION/COMMENTS:  I concur with the recommendation.
RESOLUTION 2020-19

A RESOLUTION AUTHORIZING SIGNERS ON BANK ACCOUNTS FOR THE TOWN OF HAYDEN, COLORADO

RECITALS

WHEREAS, the Hayden Town Council determines that access to all Town bank accounts and safe deposit boxes be restricted to designated officials and employees.

WHEREAS, there have been changes to authorized personnel and elected officials which require that the approved authorizing signers need to be updated.

WHEREAS, Zach Wuestewald was elected Mayor in the November 3, 2020 General Election coordinated by Routt County. Zach Wuestewald was uncontested and will accept the seat of Mayor.

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

Section 1. Authorized signers on Money Market and checking accounts maintained by the Town with Mountain Valley Bank are as follows:
- Zach Wuestewald, Mayor
- Mathew Mendisco, Town Manager
- Sharon Johnson, Town Clerk.

Section 2. Authorized signers for Certificates of Deposit maintained by the Town with Mountain Valley Bank are as follows:
- Zach Wuestewald, Mayor
- Mathew Mendisco, Town Manager
- Sharon Johnson, Town Clerk.

Section 3. Individuals authorized to obtain access to the safe deposit box at Mountain Valley Bank are as follows:
- Zach Wuestewald, Mayor
- Mathew Mendisco, Town Manager
- Sharon Johnson, Town Clerk.

Section 4. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, APPROVED, AND RESOLVED THIS 15th DAY OF OCTOBER 2020.

___________________________________
J. Timothy Redmond, Mayor

ATTEST:
_________________________________
Sharon Johnson, Town Clerk
Town of Hayden

Town Council Agenda Item

MEETING DATE: October 15, 2020

AGENDA ITEM TITLE: Town of Hayden Adoption of the Routt County Hazard Mitigation Plan

AGENDA SECTION: New Business

PRESENTED BY: Chief Tuliszewski

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND REVIEW:
In January of 2019 the Town entered into an agreement to participate in the review, updating, and submission of the Routt County Hazard Mitigation Plan. FEMA requires this plan be reviewed every 5 years and completely re-done every 10 years in order to qualify for FEMA assistance if needed. It has been approximately 12 years since this was last done. Over the past year and a half the Town has participated, provided and worked with the other governmental agencies in Routt County as well as the various Town of Hayden Departments to re-do and complete the Hazard Mitigation plan. The Routt County Hazard Mitigation Plan has been submitted to FEMA and has tentative approval, pending adoption by resolution, from the Governing Agencies that the plan covers.

RECOMMENDATION: Move to approve Resolution 2020-20 A Resolution confirming the adoption of the Routt County Hazard mitigation plan to protect public, identify current mitigation necessities, and establish a county wide plan for addressing hazards thereof; so as to be eligible for FEMA assistance if it should ever become necessary

MANAGER’S RECOMMENDATION/COMMENTS: I concur with Staff’s recommendation
RESOLUTION NO 2020-20

A RESOLUTION CONFIRMING THE ADOPTION OF THE ROUTT COUNTY HAZARD MITIGATION PLAN TO PROTECT PUBLIC, IDENTIFY CURRENT MITIGATION NECESSITIES, AND ESTABLISH A COUNTY WIDE PLAN FOR ADDRESSING HAZARDS THEREOF

WHEREAS, In January of 2019 the Town of Hayden Council entered into an agreement with the other governmental agencies in Routt County to review, update and submit to FEMA the Routt County Hazard Mitigation Plan.

WHEREAS, the Routt County Hazard Mitigation Plan has been prepared in accordance with FEMA requirements at 44 C.F.R. 201.6; and,

WHEREAS, The Town of Hayden is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, Town of Hayden has reviewed the Plan and affirms that the Plan will be updated no less than every five years;

NOW, THEREFORE, BE IT RESOLVED BY THE HAYDEN TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO adopts the Routt County Hazard Mitigation Plan as this jurisdiction’s Multi-Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

PASSED, APPROVED, AND RESOLVED THIS 15TH DAY OF OCTOBER 2020.

______________________________
J. Timothy Redmond, Mayor

ATTEST:

______________________________
Sharon Johnson, Town Clerk