

Regular Planning Commission meeting – December 8, 2025

The meeting of the Town of Meeker Planning Commission was called to order by Commissioner Joy at 5:30 p.m.

Pledge of Allegiance

Commissioners Present: Amanda Back
 Greg Hanberg
 Leif Joy
 Jan Zuber

Staff Present: Carly Thomson, Town Planner
 Mandi Etheridge, Town Administrator

Approval of Agenda

Motion to approve the agenda made by Commissioner Hanberg, second by Commissioner Back. All ayes, motion carried.

Approval of Minutes

Motion to approve the minutes from the November 10, 2025 Planning Commission meeting made by Commissioner Zuber, second by Commissioner Hanberg. All ayes, motion carried.

Public Participation

None

Public Hearing

Commissioner Joy opened the Public Hearing at 5:32 pm for consideration of a Minor Subdivision at 100 Curtis Creek Drive. Planner Thomson thanked the applicants' representative, Betty Kracht for being present and provided the following report:

The applicant has submitted a Minor Subdivision Plat application for the purpose of dividing one (1) existing lot that is approximately 5.53 acres into four (4) lots that range in size from 1.35 acres to 1.44 acres. The property is zoned Industrial (I) and is part of the Curtis Creek Industrial Park. The proposed development would divide the lots so that Lot 1 would include the existing shop/office building, Lot 2 would include an existing office building, Lot 3 would include an existing greenhouse and Lot 4 would be vacant. All the listed uses are in compliance with the Land Use Development Code. The proposed subdivision would allow for the development of a variety of industrial uses on the newly created lots. Currently the applicant does not propose development at the site. The proposed lots would meet dimensional requirements for the zone. The applicants are proposing no easements as that all utilities are presently located or accessible for Curtis Creek Drive. Any future development will be subject to the application process required by the Town of Meeker Municipal Code and Land Use Development Code.

Town Staff visited the site on 12/04/2025 and observed the following:

- The subject property is relatively flat area with ample building locations for a variety of future uses.
- Curtis Creek drainage does not impact the property.
- The subject property is accessible by way of Curtis Creek Drive, which is lightly travelled with local traffic and is paved.
- All future lots would have ample access from Curtis Creek Drive.

During the referral review process the Town received the following comments:

Colorado Department of Transportation (Brian Killian, Region 3 Access Program Manager)

CDOT has reviewed the referral packet for the Day Minor Subdivision. We have no specific comments or objections to the subdivision proposal itself. Please note the following requirements for any future development on the newly created sites:

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1. *Access and Traffic: If any of the new lots are redeveloped, CDOT may require a traffic impact study and an access permit, depending on the projected increase in traffic.*
2. *Utility Work: Any new utility installation or work required within the CDOT right-of-way will necessitate obtaining a CDOT utility permit.*

Town of Meeker Public Works (JAK Kilduff, Public Works Superintendent)

I would like to state that the 4 lots should only have access to town water off the Curtis Creek main that runs down the east side of the Curtis Creek [Drive]. Lot 1 has a tap currently in use. The Trail and Hitch main to the east of the Day Subdivision is a private main that has an extraterritorial water agreement and would not be allowed to be tapped into. All lots should have sufficient entry ways to each lot and also be aware the Town does do snow removal in the area.

Information regarding Trail & Hitch Water Line is included in the staff report. The applicant has been made aware of these comments. Since receiving the application and providing public notice staff has received the zero public comments in favor or against the application.

In regard to a Subdivision Improvement Agreement, the subject property has adequate street service, access to water, sewer (through a proposed individual septic system), electricity, gas, telephone and drainage system to serve each proposed lot. Therefore staff does not foresee a need for a Subdivision Improvement Agreement.

The Planning Commission will provide a recommendation to the Town Board of Trustees regarding the application to be presented at the December 10, 2025, Board of Trustees meeting. Town Staff recommends approval of the Minor Subdivision application for Day Minor Subdivision due to the findings:

- The Minor Subdivision application meets the conditions of the Meeker Land Use Development Code
- The Minor Subdivision application meets the goals of the Comprehensive Master Plan.

Administration has reviewed this application and report and agrees with the recommendation.

Commissioner Joy asked Betty Kracht for any additional comments; Kracht said Thomson did a great job covering the application.

With no further comments or questions from the Commission, Joy stated that having all of the infrastructure already in place makes it unnecessary to have an SIA and thanked Kracht for the good work on the application.

Commissioner Joy closed the public hearing at 5:38 pm and called for a motion. Commissioner Hanberg moved to recommend approval of the Minor Subdivision at 100 Curtis Creek Drive; second by Commissioner Back. All ayes, motion carried.

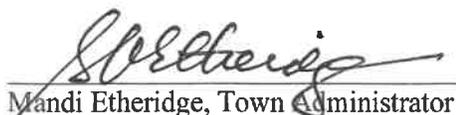
Thomson asked the Commission how they felt about having meetings at 5:30 pm, and the Commission unanimously agreed that the earlier time would work.

With no further questions or comments, Commissioner Joy adjourned the meeting at 5:42 pm.



Leif Joy, Chairman

Attest:



Mandi Etheridge, Town Administrator