

# RECORD OF PROCEEDINGS

## *Special Joint Meeting of the Board of Trustees and Planning Commission – March 13, 2023*

The joint meeting of the Town of Meeker Board of Trustees and Planning Commission was called to order by Mayor Borchard at 7:00 p.m.

### **Pledge of Allegiance**

Trustees Present:	Kent Borchard Travis Day Wendy Gutierrez Tiffany Jehorek Melissa Kindall Chris Lockwood Scott Nielsen	Commissioners Present:	Amanda Back Greg Hanberg Jim Hanks Leif Joy Michele Morgan
Staff Present:	Carly Thomson, Community Development/Planner Mandi Etheridge, Town Administrator Melody Massih, Town Attorney (by phone)		
Citizens Present:	Shawn Bolton, applicant John Kuersten, applicant PM Liz Sellers Margie Joy Suzan Pelloni Alice Kuersten		

### **Approval of Agenda**

Motion to approve agenda made by Trustee Lockwood, second by Trustee Day. All ayes, motion carried.

### **Attorney's Report**

Attorney Massih provided an explanation of ex-parte communication and how it protects the integrity of the process and decision making ability of the Board. Massih provided relative examples and reminders to the Board and Commission on how to properly handle communication and citizen interactions while serving as in a quasi-judicial capacity.

### **Rohn Ridge Planned Unit Development Sketch Plan Review**

Planner Thomson welcomed applicant Shawn Bolton and Project Manager John Kuersten to the meeting and thanks everyone for being present. Thomson shared that the purpose of a sketch plan review is to help the applicant develop a plan that is compliant with the vision, goals, and code requirements of the Town. After a brief history of the location and parcel in question, Thomson then shared the Comprehensive Plan Summary and the topics addressed with this application, including Community Appearance/Aesthetics, Growth, Planning & Design, Housing, Infrastructure & Utilities, Local Economy, Natural Environment, Parks, Open Space, Recreation & Trails, and Transportation & Mobility. Thomson then shared data from the Comp Plan about the growing retirement age population in Meeker and the community survey results regarding housing. Introducing the concept plan for development, Thomson shared data on lots sizes in acres and as percentages of the total PUD, including easements, Right-of-ways, and open space. The PUD would include 56 small lots (11,250 sq. ft. or less), 23 traditional lots (over 11,250 sq. ft.), and 6 estate lots (2.59 – 3.63 acres). PUD is planned in phases with Phase 1 to include the 85 housing lots and open space, Phase 2 reserved for multi-family use, Phase 3 for future mixed use, and Phase 4 for future commercial. If the Sketch Plan is approved to move forward, the next steps would include a preliminary plat phase with a full application, referrals, notifications for neighboring properties, and public hearings at both the Commission and Board levels.

Applicant PM Kuersten then addressed the room stating that this proposed PUD was designed to address the Town's comprehensive plan by providing a mix of lot sizes and housing options. National trends are for smaller lots/homes to accommodate an aging population, low maintenance landscaping, and remote workers. Current pending legislation may harm development of multi-family housing, so that is something to watch for in the future. The option for mixed use in future phases will allow for growth. The applicant is looking for feedback from the Commission and the Board to incorporate into a more acceptable preliminary plat.

Applicant Shawn Bolton stated that the concept includes a walking trail around the perimeter of the PUD and that the flexibility in lot sizes would help meet market needs and future demands of Meeker. Kuersten added that the small lots also allow for

# RECORD OF PROCEEDINGS

---

more affordable housing. The concept is for mostly xeriscape landscaping to be low maintenance and for low water requirements but hoping for more feedback on the plan's open space.

Commissioner Joy asked about CDOT access of highway 13. Kuersten replied that it depends on the Town's plan for the Right-of-way easement and that they hope to work with the Town and with CDOT regarding access and will be looking for some cost saving measures such as fees in lieu or waivers. Discussion continued regarding CDOT requirements for accel/decel lanes, speed limit reductions, and access with Kuersten stating that a traffic study will be required during the preliminary plat phase. Secondary access off hwy 13 would be necessary for safety reasons but will likely not be included for full access in Phase 1. However, any roads developed in Phase 1 will be to Town specifications for paving in future phases. Trustee Nielsen asked about increased traffic on Walbridge Drive; Kuersten stated that they will work with SGM on a traffic study to determine average daily traffic (ADT) for the preliminary plat which will require a traffic plan to be reviewed by the Town engineer.

Commissioner Joy then asked about the pedestrian path and its connectivity. Kuersten stated that they would like to incorporate the trail into whatever the Town has as a mobility plan; Planner Thomson then pointed out that the Comp Plan mobility plan does suggest connectivity from the hospital to Ute Terrace; Trustee Gutierrez confirmed that the pedestrian trail would go around the full perimeter of the development and Trustee Lockwood confirmed that the applicant has ownership of the full parcel of land surrounding the airport. Applicant Bolton responded that he would like to see pedestrian and OHV trail connectivity to the rest of town. Trustee Lockwood stated that off-highway connectivity to the schools and to town from this development would be great.

Trustee Day asked about lot sizes and setbacks. It was confirmed that the smallest lot size would be 45' by 100' and Planner Thomson added that the PUD could design their own setbacks using the Town setback regulations as a guide. Day stated that soils were not great and given the small lot sizes good drainage must be considered. Kuersten acknowledged that soils testing and drainage easements would be addressed in the preliminary plan.

Mayor Borchard asked whether the open space and trail would be conveyed and Kuersten confirmed that the HOA would have responsibility for all the open space. Commissioner Joy asked how the relationship worked between the Town and the HOA, with Kuersten explaining that an Ordinance with a Subdivision Improvements Agreement (SIA) would be required and a Code and Covenants Restrictions (CCR) that provides HOA governance would be included in the final plat.

Mayor Borchard then asked about the roads in the PUD with Kuersten responding that all roads would be built to Town specs and once completed, would be dedicated back to the Town.

Trustee Day asked about lot consolidations within a PUD and it was clarified that consolidating lots would reduce the total number of lots in the PUD and would be done administratively, while any increase in the total number of lots would require a resubdivision process.

Trustee Gutierrez asked whether there would be any restrictions on manufactured homes within the PUD with Kuersten responding that was unknown as manufactured housing had changed so much over the last few years so it was something to consider. There was more discussion regarding styles of homes and buildings with Kuersten stating that they were considering restricting the traditional modular trailer-style home and sharing information on the method, costs, process, and certifications of new versions of manufactured homes and how that might be considered for this development.

Trustee Day stated that a playground included in the open space would be nice for the neighborhood and discussion followed regarding ownership and management of the open space, with no final determination.

Trustee Lockwood asked about sidewalks and Kuersten clarified that the streets would have 60' Right of Way including 2 driving lanes with on-street parking, rolled curb & gutter (to prevent the need for curb cuts for driveways) and 4' sidewalks.

Commissioner Joy asked again about plans for paving roads and Kuersten clarified that the roads for Phase 1 small and traditional lots would be paved, but that the cul-de-sac for the estate lots would likely not be paved yet, however it would be built to pre-paving standards for future consideration. Kuersten reiterated that he would like to explore a partnership with the Town for accelerating the development of the secondary access infrastructure. Trustee Day asked about responsibility of the road to the Estate lots if it wasn't paved in phase 1 and Kuersten stated that the SIA could deem the HOA responsible for the that section of road until future phases and added that there could be a master HOA set-up for open space and sub-HOA for

# RECORD OF PROCEEDINGS

each phase of the development. Kuersten added that by doing this development in phases, the PUD can be amended depending on the market and the community needs in the future.

Commissioner Morgan asked whether the applicant planned to sell lots or to build and sell houses; Kuersten stated that they would sell lots but might consider construction later and wanted to get the subdivision properly designed first. Morgan then stated she was concerned with the increased use of traffic and construction equipment on Walbridge Drive and Kuersten responded that they would be willing to work with the Town to improve Walbridge Drive as necessary in the future. Trustee Gutierrez asked whether the Town's right-of-way off Hwy 13 could be used for construction equipment with Bolton stating that he was already using the secondary entrance for construction traffic and did not intend to use Walbridge Drive for equipment.

Mayor Borchard asked whether Public Works Superintendent Overton had any thoughts on the roads with Administrator Etheridge stating he had briefly reviewed the sketch plan and did not have any immediate concern regarding infrastructure and that the water line was built with the anticipation of future development.

Mayor Borchard called for any comments from the public. Liz Sellers, CEO of Pioneers Medical Center stated she support the proposed addition to housing inventory and had met with applicant Bolton regarding the development. Seller's only concern was the increased traffic on Walbridge Drive and asked that the applicant consider a different or at least additional access point for the development. Mayor Borchard asked if Sellers could speak to any hospital expansion and she stated it was in consideration. Kuersten asked if PMC would consider a partnership on road improvements and Sellers asked that he come present to the PMC Board of Directors to begin that conversation.

Trustee Jehorek asked what exactly SGM would be evaluating; Kuersten confirmed that all roads and access points and their ADT off hwy 13 would be evaluated and recommendations would be made. Discussion continued regarding increased traffic and access to the development with a general consensus to upgrade the secondary access to alleviate traffic on Walbridge Drive.

There was additional, general discussion regarding the pedestrian trail and OHV use on the trail; several comments were made about potential partnerships for development of trail connectivity.


Margie Joy, Meeker citizen and CHFA Regional Community Manager stated she was excited about meeting some attainable housing needs in Meeker and encouraged building on partnerships to access funding. Joy added that the anticipated housing assessment would go nicely to complement the construction phase of the project. Joy also stated that CHFA could assist with applicant with funding opportunities and low interest loans.

Mayor Borchard asked for any final comments from the Commission and the Board. After several generally positive comments, Borchard asked what the staff required for action. Administrator Etheridge requested direction from the Planning Commission and the Board on whether they approve moving forward with the sketch plan and that official action would be in the form of a resolution at the next Board meeting.

Thomson asked the Planning Commission to make their recommendation to the Board; Commissioner Joy asked for a motion to recommend approval of the Rohn Ridge sketch plan with the consideration of suggestions made throughout the meeting's discussion. Moved by Commissioner Hanks, Second by Commissioner Hanberg. All Ayes, motion carried.

Mayor Borchard asked for a motion to recommend approval of the Rohn Ridge PUD Sketch Plan with consideration of suggestions made regarding open space, trail connectivity, and secondary access to the development. Moved by Trustee Lockwood, Second by Trustee Nielsen. All ayes, motion carried.

Mayor Borchard adjourned the meeting at 8:22 p.m.

  
\_\_\_\_\_  
Kent A. Borchard, Mayor

  
\_\_\_\_\_  
Leif Joy, Chairman

**Attest:**  
  
\_\_\_\_\_  
Mandi Etheridge, Town Administrator