

RECORD OF PROCEEDINGS

The Regular Meeting of the Meeker Town Board was held Tuesday, May 16, 2023, at Town Hall.

Members Present	Mayor	Borchard
	Trustees	Day
		Jehorek
		Kindall
		Lockwood
		Nielsen
Town Staff Present	Administrator	Etheridge
	Town Clerk	Cook
	Attorney	Massih
	PW Superintendent	Overton
	Comm. Dev./Planner	Thomson

CALL TO ORDER

Mayor Borchard called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

ROLL CALL

All Board members were present except for Trustee Gutierrez.

APPROVAL OF THE AGENDA

Mayor Borchard asked for changes to the agenda. A motion was made by Trustee Day to accept the agenda as submitted. Second by Trustee Jehorek. All ayes. Motion carried.

APPROVAL OF THE PREVIOUS MINUTES

A motion was made by Trustee Lockwood to approve the minutes of May 2, 2023, as presented. Second by Trustee Nielsen. All ayes. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

A motion was made by Trustee Nielsen to approve the disbursements dated May 16, 2023. Second by Trustee Jehorek. All ayes. Motion carried.

PUBLIC PARTICIPATION

None.

PUBLIC HEARINGS

Consideration of Ordinance #01-2023 adoption of Meeker Municipal Code Land Use Title 18 – Zoning and Subdivision Regulations. Mayor Borchard opened the public hearing at 7:04 p.m. Community Development/Planner Thomson presented the staff report as follows: This is the second public hearing on the updated Land Use Code. Following the adoption of the Community Master Plan, Western Slope Consulting performed a Land Use Code audit in March 2021, which is reflected on the timeline in the board packet. At this time, it was recommended to update the code to:

- Create a more intuitive and user-friendly code.
- Update existing zoning regulations to align with the Community Master Plan.
- Simplify and streamline the review process.
- Create more opportunities for a range of housing options.
- Enhance development standards for select areas.
- Explore options to promote/incentivize certain types of development.
- Ensure compliance with recent court rulings.

This draft of the land use code not only meets many of the above recommendations but also aligns with

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various goals and policies of the Community Master Plan. As well the adoption of the Land Use Code would meet Policy Action Priorities 5.A.1 and 5.D.1.

The first Public Hearing of the draft Land Use Code was held on April 18th, at which time public comment was reviewed and recommended changes to the draft were made. As well Ayres Associates, the consultants for our Housing Needs Assessment and Action Plan, reviewed the document and provided suggestions. All the changes, including staff changes, are summarized in the memo provided in your board packet. An updated draft of the land use code was published and made available at Town Hall from April 25th to May 9th. This public hearing was advertised in the May 11th edition of the Herald Times. Since our first public hearing staff has received one additional public comment.

Thomson concluded stating the Land Use Code is intended to be a living document. As reflected in the timeline in your board memo it will require monitoring, review and when necessary, changing the adopted code.

The public comment received concerned mobile home zoning and a change that was made to allow Single Family Residences as a conditional use within the mobile home zoning. The concept is already in use and staff recommendation is to allow it as a conditional use, which would require approval by both the Planning Commission and the Board of Trustees.

Sharon Day addressed the Board expressing her concerns about the mobile home parks, stating she believed the existing Single Family Residences in use have separate ownerships, all the tracks the trailers currently sit on are owned by one person and did not think they are laid out to be built on separately. She also questioned why a mobile home is required to have a 4,000 square foot lot when a stick-built home lot size is 3,750. Day thought the idea is great, but it needs to be further discussed before approving the LUC, for instance water and sewer connections need to be discussed. Superintendent Overton commented that the water taps on the Water Street park include three taps that all run to the same system, and the other two taps service the remainder, but both are looped together. Day said her other concern was the division of the lots/tracks, would only require a conditional use and not a re-subdivision process. Thomson replied it would require a public hearing for approval with both the Planning Commission and the Board of Trustees, but if the lots were to be consolidated that would require a re-subdivision. Day again questioned the square footage requirements. Thomson explained the requirements were introduced by Western Slope Consulting and we continued using their recommendation. Trustee Day clarified the minimum size of a mobile home lot is 4,000 sq. ft. and you can place as many units as will fit with the required setbacks. Thomson stated that was correct and gave the required setbacks for a mobile home park in comparison to Single Family Residential setbacks.

Mayor Borchard asked for other questions or comments from the public and Board, upon hearing none he closed the public hearing at 7:16 p.m. and called for a motion. Trustee Kendall made a motion to adopt Ordinance 01-2023 adopting the Meeker Municipal Land Use Code Title 18 – Zoning and Subdivision Regulations. Second by Trustee Nielsen. Ayes: Trustees Jehorek, Kindall, Lockwood and Nielsen. Nay: Trustee Day. Motion carried.

Consideration of request from Meeker Lions Club for a Special Events Liquor Permit for the RBC Dinner and Dance on June 3rd. Mayor Borchard opened the public hearing at 7:18 p.m. Town Clerk Cook presented the staff report: the application is for the RBC Pioneers Dinner and Dance to be held at the Fairfield Center on June 3rd, Lion's Club president, Mark Rogers is present, the event manager is Sabine Murray; hours of the permit are 3:00 p.m. to 12 a.m.; ID's will be checked at the bar and food will be served; permission has been given by the County Commissioners for use of the premises; Police Chief Thompson has no objections to the permit; the public hearing was advertised, the property was posted and staff recommends approval.

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Upon hearing no comments, Mayor Borchard closed the public hearing at 7:19 p.m. and called for a motion to approve the Special Events Liquor Permit for the RBC Pioneers Dinner and Dance. Moved by Trustee Day. Second by Trustee Lockwood. All ayes. Motion carried.

Consideration of request from Meeker Lions Club for a Special Events Liquor Permit for the HopeWest Cornhole Tournament on June 10th. Mayor Borchard opened the public hearing at 7:20 p.m. Town Clerk Cook presented the staff report: the application is for the Hope West Fundraiser and Cornhole Tournament to be held at the RBC 4-H Building and old ballfield area on June 10th, Lion's Club president, Mark Rogers is present, the event manager is Diana Jones; hours of the permit are 9:00 a.m. to 9 p.m.; ID's will be checked at the bar and the perimeter signed with "no alcohol beyond this point", food will be served by various food trucks; permission has been given by the County Commissioners for use of the premises; Police Chief Thompson has no objections to the permit; the public hearing was advertised, the property was posted and staff recommends approval.

Upon hearing no comments Mayor Borchard closed the public hearing at 7:21 p.m. and called for a motion to approve the Special Events Liquor Permit for the Hope West Fundraiser and Cornhole Tournament. Moved by Trustee Lockwood. Second by Trustee Nielsen. All ayes. Motion carried.

Consideration of request from MACC for a Special Events Liquor Permit for Meekerpalooza four dates during June and July. Mayor Borchard opened the public hearing at 7:21 p.m. Town Clerk Cook presented the staff report: the application is for the Meekerpalooza to be held on the Courthouse laws on June 9th and 23rd, and July 14th and 21st; MACC president and Event Manager Vanessa Trout is present by phone; hours of the permits are 4:30 p.m. to 9:30 p.m.; ID's will be checked at the bar and food will be served by various food trucks; permission has been given by the County Commissioners for use of the premises; Police Chief Thompson has no objections to the permit; the public hearing was advertised, the property was posted and staff recommends approval.

Upon hearing no comments. Mayor Borchard closed the public hearing at 7:22 p.m. and called for a motion to approve four Special Event Liquor Permits for the Meekerpalooza. Moved by Trustee Nielsen. Second by Trustee Jehorek. All ayes. Motion carried.

Consideration of request for Home Occupation at 1021 Main Street. Community Development Director/Planner Thomson presented the staff report: Mary Jo Carroll, along with co-applicant Kathleen Alger, are requesting a Special Review Use Permit to operate a pet grooming business on the property at 1021 Main Street. The property is owned by Mary Jo Carroll and Kathleen Alger resides at the property. The property is in the MRA district and is a single-family residence. Home Occupation is listed as a Special Review Use under the MRA zoning codes. The applicant was previously granted a Special Review Use Permit for the same home occupation located at 353 Park Ave. This request was recommended by the Planning Commission and later approved by the Board of Trustees on March 3, 2020. The applicant has submitted the required application within the required time frame with the fee waived. The request has been advertised as mandated by the Meeker Municipal Code. Since receiving the application, staff has received no negative comments or inquiries from the public other than receiving one positive letter in support of Kathleen's business from a neighboring property owner, this letter was included in the board packet for tonight's meeting. Staff recommends approval of the Special Review Use to operate a pet grooming business at this location, based on the application's alignment to the Meeker Municipal Code and Comprehensive Master Plan, both summarized on the following pages. This request was heard by the Planning Commission on May 8th at which time they unanimously recommended approval of this Special Review Use Permit.

Mayor Borchard asked for comments, asking if the previous permit expired. Planner Thomson explained the use is specific for a location and when it moves a new application is required. Hearing no further

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comments, Mayor Borchard closed the public hearing at 7:25 p.m. and called for a motion to approve the Special Review Use for a Home Occupation at 1021 Main Street. Moved by Trustee Lockwood. Second by Trustee Jehorek. All ayes. Motion carried.

NEW BUSINESS

Bid Award for 11th & 12th Street paving project. Administrator Etheridge stated at the last meeting two bids were opened for the project, one from Frontier Paving in the amount of \$561,907.50 and the other from United Companies in the amount of \$518,570.00. The Town's engineer, Chris Hale, reviewed the bids for completion and his recommendation is to accept the low bid from United Companies, it is also staff's recommendation to accept the low bid. Mayor Borchard asked for comments. Upon hearing none, called for a motion to accept the low bid from United Companies in the amount of \$518,570.00. Moved by Trustee Day. Second by Trustee Kindall. All ayes. Motion carried.

OLD BUSINESS

Update on Circle Park design and RFP plan. Administrator Etheridge stated there had been one comment received on the ERBM website portal "the Town of Meeker and the ERBM Recreation & Park District are working together to build-out major improvements to White River access between 3rd and 10th streets, these improvements will benefit residents as well as contribute to Meeker's economic engine for the future...tourism. We all need to get behind this plan!" After seeing this on the message board, another citizen came to Town Hall and wanted to know the details of the project, was fully supportive of the improvements at the park and access to the river and was especially pleased to learn that funding was mostly from grants and Conservation Trust Funds.

Etheridge updated the Board on the successful presentation to the GOCO committee last Thursday and would like to note that of the 23 concept papers submitted this round, only seven projects were invited to submit full applications, and only five were asked to present, the Programs Committee did recommend to the GOCO Board full funding of our project.

Etheridge said, we are at the final stretch of a very long process, with several iterations of design documents, and over \$1M in grant funds awarded to the Town to see this project come to fruition and I would like to begin the discussion regarding the RFP process. I have templates offered from the Rec District that they have used for their park projects in the past and I have asked Chris Hale, Attorney Massih, and you to review them for any specific changes; once final deliverables are in hand, I would like to insert them into this RFP for possible approval on June 6th, adding it will likely mean using the sub-committee as a mechanism for revision prior to our next meeting.

Attorney Massih commented she would like to use the format and details from the RFP used for the beginning of this project since it has details from phase one and has already been approved by both Boards, we can also pull in comments from that RFP that are specific to this construction phase.

Trustee Jehorek stated if the estimates come back over budget, we will need to have a joint meeting to re-set priorities. Mayor Borchard asked the Board if they all agree with Attorney Massih's suggestion on the RFP format, the Board concurred.

Trustee Lockwood requested a larger set of plans as we need to be able to see what is on them to provide comments. Mayor Borchard asked if we need the full set even though they are not at 100 percent completion. Trustee Day stated "Circle Park is not an emergency the plans were supposed to be delivered in January. I do not appreciate being told we have to hurry up and approve plans knowing they are not right, if the project gets delayed it is not the Board of Trustee's fault, it is the engineer and the ERBM and Town Managers who are at fault" and requested Administrator Etheridge and ERBM Director VonRoenn stay on SWCA to get the work done. Trustee Lockwood asked who would be responsible for the maintenance of

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the Third and Tenth Street access. Administrator Etheridge replied, it would be the Town's responsibility since it is our property. Etheridge said she will talk to Director VonRoenn tomorrow about the RFP.

Consideration of Ute Park vision statement and strategic plan. Administrator Etheridge thanked Planner Thomson for creating the survey results from the workshop and based on those results developing a vision statement and strategic plan which explain how prioritization ratings placed each park amenity in the grid that clearly lays out what goals are most attainable, who the Town could partner with to achieve those goals and allows the Board to develop a reasonable capital budget. Etheridge stated this is intended to be a guiding document to help us make decisions on what we would like to see at Ute Park and then set standards on how those goals are to be carried out.

Mayor Borchard asked if the Board had any comments. Trustee Lockwood commented, the graphics are great, and it seems we could make improvements to those amenities and work from there. Administrator Etheridge stated as the goals are met, the Board can move into looking at other low-cost amenities that don't have as much impact or start planning and budgeting for other priorities that are high impact but maybe have more cost associated with it. If the Board is happy with the document, it can be approved as a guiding principal for the next two to three years. Trustee Lockwood made a motion to approve the Ute Park vision statement and strategic plan. Second by Trustee Nielsen. Kristine Hicken of 587 12th Street addressed the Board and read a prepared statement which is attached to these minutes. Mayor Borchard stated there has been a motion and a second to approve the strategic plan. All ayes. Motion carried.

STAFF UPDATES

Public Works Superintendent Overton reported 9,977,000 gallons of water was pumped the month of April, there were valve problems at the 7th St. pumphouse, and we ended up making our own parts for the repair, Shaman Trail is complete as well as the Town Hall remodel. Trustee Jehorek asked if he had evaluated the condition of Ute Park after the SkiJor event; Overton replied staff cleaned up the park and there was a lot of debris, but they think it came from the snow that was hauled by the county and the ruts weren't as bad as we thought they might be. Jehorek asked if the Town was ready to invite SkiJor back; Overton stated the weather this year made the conditions hard and was not typical. Davie Smith, who was in the audience, commented that any event that occurs there becomes an issue when the lower field below the ditch is used. Overton said the ground below the ditch is soft, ground above the ditch is much harder and would not have as much of an impact.

Administrator Etheridge reported Police Chief Thompson is attending the FBI LEEDA Leadership Institute in Quantico, Virginia, and the Department's update is provided in the packets.

Community Development Director/Planner Thomson reported last month was the kick-off meeting with Ayres Associates, the housing assessment will begin next month; Thomson also attended the Western Colorado Economic Development Summit in Grand Junction and the Northwest Colorado Development Council Housing Summit in Craig and at the last Planning Commission meeting the members accepted the notice of vacancy by Jim Hanks.

Town Clerk Cook said the financial and HUTF audits had been completed, and there have been several liquor licensing questions, some of which you will see at the next meeting.

Town Manager Etheridge had nothing further to report.

Town Attorney Massih stated there had been a lively Municipal Court held in April, but we don't expect that in May.

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MAYOR'S REMARKS

Mayor Borchard stated he had received an email demanding to know why the Town had changed its position on supporting the Wolf Creek reservoir project, which came from a Letter to the Editor by Tim Winkler, Board President of Rio Blanco Water Conservancy District and referred to the headline "Thanks to Town for Wolf Creek support". Borchard said the Town agreed to be a cooperating agency for the review of the project and requested Niki Turner of the Herald Times print a correction that the Town is remaining neutral on their position of the project.

OTHER BOARD BUSINESS

Trustee Lockwood thanked Administrator Etheridge for following up on his question regarding a legal printed in the newspaper about a \$4 million housing project in Rangely, and further commented on an article in the CML newsletter regarding funding available and encouraged staff to remember that program exists for private entities.

ADJOURNMENT

Mayor Borchard adjourned the meeting at 8:08 p.m.



Kent A. Borchard, Mayor

Attest:



Lisa Cook, Town Clerk