

RECORD OF PROCEEDINGS

Regular Planning Commission meeting – March 11, 2024

The meeting of the Town of Meeker Planning Commission was called to order by Commissioner Joy at 7:01 p.m.

Pledge of Allegiance

Commissioners Present: Amanda Back
Greg Hanberg
Leif Joy
Michele Morgan
Amanda Smith

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

Citizens Present: Ellen and Dan Conrado, applicants
Betty Kracht, applicant's representative

Approval of Agenda

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

Approval of Minutes

Motion to approve the minutes from the February 26, 2024 Planning Commission meeting made by Commissioner Morgan, second by Commissioner Hanberg. All ayes, Commissioner Joy abstain, motion carried.

Public Participation

No public participation.

Public Hearing

Commissioner Joy opened the public hearing at 7:03 for the Consideration of a Petition for Annexation by Ellen and Dan Conrado. Joe P. Conrado Trust, and Kelly W. Conrado Trust.

Planner Thomson thanked the applicants for being present and reported the following:

A Petition for Annexation for the Conrado Annexation has been submitted to the Town and has been preliminary reviewed for substantial compliance. This Petition was submitted by Joe and Kelly Conrado and Daniel and Ellen Conrado. The Petition includes approximately 0.15 acres, including public rights-of-way. The subject property contains area within two separate lots and both are currently zoned Agricultural within Rio Blanco County. No additional uses or significant changes to the existing uses are being proposed at this time. On February 6, 2024, the Town of Meeker Board of Trustees approved Resolution #01-2024 finding that the Petition for Annexation of Conrado Annexation was in substantial compliance with C.R.S. section 31-12-109 and other provision of the Municipal Annexation Act of 1965 (Annexation Act). Upon finding substantial compliance, staff has completed the following review and notifications as required by the Annexation Act:

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- Notification of the public hearing was posted in the Rio Blanco Herald Times on February 15, 2024, February 22, 2024, February 29, 2024, and March 7, 2024
- Referrals were sent to Rio Blanco County and other special districts on February 14, 2024
- Notices were mailed to adjacent property owners on February 14, 2024
- The property was posted on February 29, 2024

No additional comments were received from Rio Blanco County, special taxing districts, adjacent property owners or the general public regarding this application. Town Staff has reviewed the petition and other submitted materials and believe the application to be in compliance with C.R.S. 31-12-104 and C.R.S. 31-12-105 and other provisions of the Annexation Act. As outlined in the Annexation Act, a Petition for Annexation must meet the following criteria:

- Being signed by a minimum of 50% of property owners owning or than 50% of the area petitioned to be annexed and have applicable contact information.
- Submit an Annexation Map containing required information.
- The property must be eligible to be annexed to the Town defined as:
 - o (a) Not less than one-sixth of the perimeter of the areas proposed to be annexed is contiguous to the annexing municipality.
 - Annexation Map Contiguity Table states:
 - Perimeter of Area Being Annexed (Two Conrado Parcels): 381.89'
 - Minimum Required Contiguous Boundary (381.89' x 1/6): 63.65'
 - Existing Boundary Contiguous with Town of Meeker: 110.64'
 - o (b) A community of interest exists between the area being proposed for annexation and the Town.

The intention of the property is to be consolidated with Meeker Highland Cemetery. The applicants have submitted an application for Lot Consolidation which will be reviewed and decision granted by administrative action. If the annexation is approved the property will be located within the Town's jurisdiction and an initial zoning must be applied to the property. Town of Meeker zone district that is most compatible with the intended lot consolidation is the Community Facilities (CF) Zone. Granting an initial zoning of the CF zone in conjunction with the proposed lot consolidation would be most consistent and efficient while transitioning the property from Rio Blanco County to the Town of Meeker. This zoning classification and existing uses are consistent with the Future Land Use Plan within the Town's Comprehensive Master Plan.

Thomson then shared that the two separate recommendations for the Conrado Annexation the Planning Commission should act upon following the Public Hearing are for the Annexation and the Initial Zoning. Town Staff recommends the following:

- Annexation: Recommend approval of the Petition for Annexation to the Town Board of Trustees.
- Initial Zoning: Recommend approval of the Community Facilities zoning to the Town Board of Trustees.

Town Administration has reviewed the Petition for Annexation and concurs with the recommendation.

Betty Kracht, applicant representative, stated that this application would ultimately be moving boundary lines to match the lines of occupation. It has been a lengthy process but everyone will be happy to have it all cleaned up!

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Commissioner Joy closed the public hearing at 7:11 pm and asked for a motion to recommend to the Board of Trustees approval of the Petition for Annexation for the Conrado Property. Motion made by Commissioner Hanberg, second by Commissioner Morgan, All ayes, motion carried.

Commissioner Joy asked for a motion to recommend to the Board of Trustees the rezoning of the Conrado Annexation Property to Community Facilities (CF). Motion made by Commissioner Smith, second by Commissioner Back. All ayes, motion carried.

Planner Thomson shared that the Commission will meet again on March 25th for a Variance request.

Commissioner Joy adjourned the meeting at 7:15 p.m.

 3-25-24
Leif Joy, Chairman

Attest:

Mandi Etheridge, Town Administrator