

The meeting of the Meeker Planning Commission was called to order by Chairman Gary Hindman Monday, March 8, 2010, at Town Hall at 5:30 p.m.

Members Present: Chairman Gary Hindman  
Martha Griffin  
Jerry Belland  
Keith Rholl  
Terry Goedert

Others Present: Anna Smith, Town Planner  
Sharon Day, Town Administrator

Citizens present: Todd Bellamy Rock Hawg Construction  
Art Cox Meeker Cemetery Applicant  
Pat Hughes

### **APPROVAL OF AGENDA**

Chairman Gary Hindman asked if there were any changes to the agenda with none noted.

A motion to approve the agenda as presented was made by Commissioner Goedert, seconded by Commissioner Griffin. All ayes, motion carried.

### **APPROVAL OF THE MINUTES**

Chairman Hindman inquired if there were any changes, corrections or additions to the February 8, 2010 Planning Commission minutes with none noted

A motion to approve the minutes of February 8, 2010 as presented was made by Commissioner Rholl, seconded by Chairman Hindman. Ayes ó Commissioners Rholl and Goedert. Abstained ó Commissioners Belland and Griffin. Motion carried.

### **PUBLIC PARTICIPATION**

None

### **PUBLIC HEARING**

***Special Review Use Request: The Meeker Cemetery District is requesting a Special Review Use permit at 265 C.R. 4 within the Town of Meeker to construct a 100'x60' accessory multi-purpose structure and to install a septic tank and cistern system as necessary infrastructure for the proposed building and its uses.*** Chairman Hindman opened the Public Hearing at 5:33 p.m.

Town Planner Anna Smith gave the following report: The subject property, located at 265 C.R. 4 in the Town of Meeker, is the Highland Cemetery site and is zoned Open. Located south of the White River, the site currently has two existing metal buildings utilized for equipment storage (24øx23ø and 60øx30ø). These structures currently sit on an asphalted surface area with a 6-ft high visual obstruction fence separating the structures from the burial sites on the property to the east.

The Meeker Cemetery District is requesting a Special Review Use permit at 265 C.R. 4 to construct a 100øx60ø accessory multi-purpose structure and to install a septic tank and cistern system as necessary infrastructure for the proposed building and its uses.

Meeker Municipal Code 18.1.125 outlines that the Open district shall provide for sites for parks; open space; community centers; park and recreation facilities; water storage, treatment, and distribution; governmental buildings and facilities; and other public and private uses which may be suitable in areas of

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Town where limitations upon building may be required, for the following reasons: flood, fire protection, or extreme topography. Grazing and other agricultural uses shall be permitted in this district. Attached is the complete code description of the Open zoning district. M.M.C 18.1.144(B) also states: "When granting a special review use permit, the Commission shall recommend, and the Board shall impose, such restrictions on the proposed use as they deem necessary to protect the public health, safety, and general welfare, including but not limited to: restrictions equal to or more restrictive than requirements of the zone district regarding area, setback, height, off-street parking, safety of ingress and egress, physical distance from uses and building on other lots, landscaped buffer areas, and screening fences."

The two existing buildings onsite are utilized for equipment storage only and provide no facilities for employees, with the Cemetery District's office for their employees and Board members located at 265 8<sup>th</sup> Street. The District intends to relocate offsite, and out of Town limits, the existing 60x30 metal storage structure, which has 3 vehicle bays. This building is currently located approximately 29 feet west of the 6-ft high visual obstruction fence. In the submitted application, the District is requesting to construct a 100x60 multipurpose structure 24 feet further to the west, overlapping the relocated building's footprint by 6 feet. The location of the new building would provide a distance of approximately 50 feet between the fence and new structure, resulting in a larger area (already asphalted) for maneuvering and parking vehicles. The proposed building will have 4 vehicle bays, 1 office, 1 conference room, 1 bathroom, and 1 mechanical room, the uses of which would be for cemetery employees only and not for the general public. Currently, the maximum number of employees expected to utilize the structure would be 4 (during summer months), with only 2 employees during winter months. Additionally, the conference room would be utilized once a month by the District's board members for its meetings.

Per Table 2902.1 of the International Building Code (IBC), the office use and occupancy level of the building requires a minimum of 1 unisex bathroom be provided. Due to the lack of public infrastructure south of the White River, this application also includes the installation of an Onsite Wastewater Treatment System (OWTS) or septic tank, in accordance with the recommendations of HP Geotech provided in the attached report; an interceptor/separator; and a cistern system as the necessary infrastructure for the building and its uses. All recommendations provided in the report pertaining to the OWTS are listed below as conditions of approval for the requested Special Review Use permit. The applicant should make extra note of the fact that the OWTS was designed for 4, year-round employees, therefore, any more intensive use of the system should be reviewed by an engineer to confirm that the OWTS would support the increased use and flow. In regards to the interceptor/separator, the contractor, Rock Hawg Construction, has stated it will be a holding tank and its contents will be pumped. (See attached email dated March 1, 2010)

The application with supporting material was received within the required time period. The fee has been paid and the request has been advertised as mandated by the Meeker Zoning Ordinance. All of the surrounding neighbors have been notified of the Public Hearing and no comments or concerns relating to this request have been received to date. Planner Smith stated as of today (March 8, 2010) she had received a phone message from Carol Parr who stated "Whatever the cemetery wants to do is perfectly fine with the Parr's since they (the Cemetery District) maintains the cemetery to the betterment of the area and she was sure they would do the same with the new building."

**Recommendation:** Staff recommends approval of the Meeker Cemetery District's request for a Special Review Use permit at 265 County Road 4 to construct a 100x60 accessory multi-purpose structure and to install a septic tank, a separator, and a cistern system as necessary infrastructure for the proposed building and its uses, with the following conditions: (Planner Smith noted for the record some of the conditions had been amended)

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1. A representative of the geotechnical engineer shall provide onsite observation of the absorption area excavation, gravel placement, pipe and tank installation, and soil backfill placement and shall write a letter to the Town stating the system was installed in accordance with the engineer's plans and recommendations.
2. Beneath driven surfaces, install Schedule 40 PVC sewer pipes.
3. Between the proposed building and the septic tank, use a straight section of Schedule 40 PVC pipe.
4. Fats, oils, bath oils, grease, paints, solids, water softener backwash solution, and other constituents that can clog and foul collection and disposal equipment shall not be disposed of in the shop building drains leading to the OWTS.
5. Re-vegetate the backfill soil over the absorption area with suitable grass mix prior to the issuance of the Certificate of Occupancy for the structure.
6. Develop an operation and maintenance manual for the OWTS and provide a copy of the manual to Town staff prior to the issuance of a Certificate of Occupancy.
7. HP Geotech, the OWTS design engineer, performs an As-Built evaluation of all components of the OWTS. No components of the OWTS shall be backfilled prior to them conducting the As-Built evaluation. Documentation of proof of the completed As-Built evaluation shall be provided to Town staff prior to the issuance of a Certificate of Occupancy for the structure.
8. The position of the OWTS components, proposed shop building, proposed cistern and setback requirements shall be verified in the field by a Professional Land Surveyor licensed in the State of Colorado.
9. The Meeker Cemetery District shall maintain in good working order the trench drain and the holding tank which is the 700 gal, two-chambered interceptor/separator depicted on the plumbing plan. The holding tank is required to be pumped and its contents hauled to a disposal facility approved and permitted by local, state or federal agencies, for instance, sites that will accept mixtures with oils and/or chemicals. In no way shall the tank have an outlet to any surface or sub-surface area onsite.
10. The holding tank should be installed no less than 12" below the surface and measures shall be installed to restrict vehicles from driving over that area.
11. Install a float gauge in the holding tank that will have an above-ground indicator of the content level of the tank.

Chairman Hindman asked for questions or comments from the applicant with none noted. Chairman Hindman stated page three of the HP Geotech report under the Septic Tank section, the word "residence" had a question mark over it, inquiring what it was for. Planner Smith explained it was HP Geotech's language and was not caught in two locations where reference of it was made. She added HP Geotech's cover letter dated February 19, 2010 addressed the fact and the report was corrected. She also clarified; "the proposed shop building will not be used as a residence as this would change the design parameters." Chairman Hindman inquired that it covered the employee board room, office area, with Planner Smith stating there were three sink drains as well as a toilet tank that would drain into the OTWS, adding she had clarified it with Jason Pasco (HP Geotech Engineer who wrote the report). Chairman Hindman thanked Planner Smith for her clarification and asked for additional comments or questions. Administrator Day inquired of the applicants as to what a trench drain was. Todd Bellamy (Rock Hawk Construction) explained it was a C-shaped channel with a grate over the top of it in the building and was connected to a pipe under the floor. Chairman Hindman inquired about the existing building, with Planner Smith explaining it would be moved off-site (out of Town limits). Chairman Hindman closed the Public Hearing at 5:46 p.m.

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A motion was made by Chairman Hindman that the Planning Commission recommends the Board of Trustees grant approval of the Meeker Cemetery District's request for a Special Review Use permit at 265 County Road 4 to construct a 100x60 accessory multi-purpose structure and to install a septic tank, a separator, and cistern system as necessary infrastructure for the proposed building and its uses, with the following conditions:

1. A representative of the geotechnical engineer shall provide onsite observation of the absorption area excavation, gravel placement, pipe and tank installation, and soil backfill placement and shall write a letter to the Town stating the system was installed in accordance with the engineer's plans and recommendations.
2. Beneath driven surfaces, install Schedule 40 PVC sewer pipes.
3. Between the proposed building and the septic tank, use a straight section of Schedule 40 PVC pipe.
4. Fats, oils, bath oils, grease, paint; solids, water softener backwash solution, and other constituents that can clog and foul collection and disposal equipment shall not be disposed of in the shop building drains leading to the OWTS.
5. Re-vegetate the backfill soil over the absorption area with suitable grass mix prior to the issuance of the Certificate of Occupancy for the structure.
6. Develop an operation and maintenance manual for the OWTS and provide a copy of the manual to Town staff prior to the issuance of a Certificate of Occupancy.
7. HP Geotech, the OWTS design engineer, performs an As-Built evaluation of all components of the OWTS. No components of the OWTS shall be backfilled prior to them conducting the As-Built evaluation. Documentation of proof of the completed As-Built evaluation shall be provided to Town staff prior to the issuance of a Certificate of Occupancy for the structure.
8. The position of the OWTS components, proposed shop building, proposed cistern and setback requirements shall be verified in the field by a Professional Land Surveyor licensed in the State of Colorado.
9. The Meeker Cemetery District shall maintain in good working order the trench drain and the holding tank which is the 700 gal, two-chambered interceptor/separator depicted on the plumbing plan. The holding tank is required to be pumped and its contents hauled to a disposal facility approved and permitted by local, state or federal agencies, for instance, sites that will accept mixtures with oils and/or chemicals. In no way shall the tank have an outlet to any surface or sub-surface area onsite.
10. The holding tank should be installed no less than 12" below the surface and measures shall be installed to restrict vehicles from driving over that area.
11. Install a float gauge in the holding tank that will have an above-ground indicator of the content level of the tank.

Seconded by Commissioner Rholl. All ayes, motion carried

Planner Smith informed the applicants the Board of Trustees would make the final decision on the request at the March 16, 2010 meeting and an applicant representative would be required to attend.

### **ELECTION OF OFFICERS**

Chairman Hindman stated he would not seek re-election due to the possibility of an upcoming move. Commissioner Rholl stated he was considering resigning as well due to his job schedule but would stay until a replacement was found. Planner Smith stated for the record Gary Hindman and Keith Rholl hold positions of chair and vice-chair. Chairman Hindman also stated he would stay until a replacement could be found. Discussion focused on how long Chairman Hindman and Commissioner Rholl planned to stay. Planner Smith stated (per the by-laws/process), in order for the Board to consider replacing anyone it

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would be: 1) Someone misses three times consecutively and the Commission sends to the Board of Trustees a recommendation that the individual be replaced; 2) Someone submits a resignation. Discussion focused on Town Staff checking the rules and regulations regarding resignations and replacements. Planner Smith inquired of Commissioner Rholl if he wanted to resign tonight or stay on? Commissioner Rholl stated he would help out as much as possible, adding he felt it wasn't fair to the Board to not know if he was going to make the meetings and the vice-chair position required someone more consistent. Planner Smith stated the Planning Commission needed to make a formal decision regarding officers and inquired of Commissioner Goedert if he was interested in assuming the role of vice-chair and having someone else as secretary? Commissioner Griffin stated she would be the secretary. Planner Smith stated a motion would be required to appoint Commissioner Goedert as vice chair, a motion for Commissioner Griffin as secretary and a motion to maintain Chairman Hindman as chairman. She added Staff would continue looking at the procedure/process knowing Chairman Hindman and Commissioner Rholl would be resigning when the time comes.

A motion was made by Commissioner Rholl to appoint Commissioner Terry Goedert as Vice-Chair, seconded by Commissioner Belland. All ayes, motion carried.

A motion was made by Commissioner Belland to appoint Commissioner Griffin as Secretary, seconded by Commissioner Rholl. All ayes, motion carried.

A motion was made by Commissioner Griffin to re-appoint Chairman Hindman as Chairman, seconded by Commissioner Belland. All ayes, motion carried.

Planner Smith reminded Chairman Hindman and Commissioner Griffin their three-year terms expired May 2010 and if they would like to continue, a written letter expressing their interest to Town Staff would be required and would be presented to the Board of Trustees.

**OTHER PLANNING COMMISSION MATTERS**

None

**ADJOURNMENT**

Commissioner Belland made a motion to adjourn the Planning Commission meeting, seconded by Commissioner Griffin. All ayes, motion carried.

Planning Commission Meeting adjourned at 6:00 p.m.

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Gary Hindman, Chairman

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Martha Griffin, Secretary