

# Meeker Planning Commission Meeting Minutes August 26, 2024

The meeting of the Town of Meeker Planning Commission was called to order by Commissioner Joy at 7:00 p.m.

## Pledge of Allegiance

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

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

Citizens Present: Evelyn Chambers, applicant  
Gary and Victoria Shook, applicant

## Approval of Agenda

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

## Approval of Minutes

Motion to approve the minutes from the June 24, 2024 Planning Commission meeting made by Commissioner Hanberg, second by Commissioner Smith. All ayes, motion carried.

## Public Participation

None

## Public Hearing

**1159 Mimi Circle** - Commissioner Joy opened the public hearing at 7:02 p.m. for the consideration of a variance request at Lot 145, Sanderson Hills Subdivision, Town of Meeker also known as 1159 Mimi Circle for a rear-yard setback variance from the required 25 feet.

Planner Thomson thanked Gary & Victoria Shook for being present and clarified that the required setback is 20 feet, not 25-feet as published. Thomson then shared that the applicants are requesting a variance from the 20-foot required rear yard setback. The applicants are proposing a 7-foot setback, a variance of 13-feet, to construct a roof over an existing concrete patio. The proposed roof will be 12 feet towards the rear of the property with a length of 32 feet. The subject property is located in the Single-Family Residential (SFR) zone. The lot is relatively flat and currently existing on the lot is a single-family residence. The applicants did not construct the improvements on the lot nor configure the lot. The applicants submitted their request on July 22, 2024. After submitting the request, the applicants had made changes to their proposal. However, those changes were less significant than originally proposed in the original application, therefore staff did not ask the applicants to resubmit their application. An updated site plan was included in the staff report. The applicants have submitted the required application and fee within the required time frame. The request has been advertised as mandated by the Meeker Land Use Development Code including notification of the Public Hearing to property owners within 300 feet, at the subject property and in the Herald Times. During the referral review period the application received no comments from referral agencies. Additionally, the Town of Meeker has received zero public comment in favor of and against the application.

The application has been found to be in compliance with the Variance Request requirements outlined in section 18.1.20 and is not in conflict with the Comprehensive Plan. Both requirements have been described in the staff

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report. For these reasons it is the staff's recommendation to approve the Variance Request for a 7-foot rear yard setback at 1159 Mimi Circle. Administration has reviewed this application and agrees with this recommendation.

Applicants added an explanation that the unit is a pre-fab set up that will be bolted to the current concrete patio and that they have already spoken to Carl Padilla, Building Inspector regarding the snow load requirement.

Hearing no further comments or questions, Commissioner Joy closed the public hearing at 7:06 p.m. and asked for a motion. Motion to approve the Variance Request at 1159 Mimi Circle made by Commissioner Smith, second by Commissioner Morgan. Roll call vote, all ayes, motion carried.

***119 4<sup>th</sup> Street*** - Commissioner Joy opened the public hearing at 7:08 p.m. for the consideration of a Conditional Use Permit to operate a Short-Term Rental at the south 75 feet of Lot 11 and 12, Block 12, Town of Meeker also known as 119 4<sup>th</sup> Street.

Planner Thomson thanked Evelyn Chambers for being present. Thomson then shared that the applicant is requesting a Conditional Use Permit to operate a Short-Term Rental at her property located at 119 4<sup>th</sup> Street. The applicant intends to operate using online platforms such as AirBnB.com and VRBO.com. The property is located in the Mixed Residential (MR) zone. Short-Term Rental is listed as a Conditional Review Use under the MR zoning code. The applicant has submitted the required application and fee within the required time frame. The request has been advertised as mandated by the Meeker Land Use Development Code including notification of the Public Hearing to property owners within 300 feet, at the subject property, and in the Herald Times. During the referral review period the application received no comments from referral agencies. Additionally, the Town of Meeker has received zero public comment in favor of and against the application.

As presented in the staff report the property and application comply with the types of permitted Short-Term Rentals, as a single-family residence and not a dwelling located in a lodging business.

Additionally, the application is in compliance with the Performance Standards for Short-Term Rentals.

- The proposed unit is less than 5 bedrooms and accommodates groups of less than 10 people
- The proposed unit has at least 1 off-street parking space
- The applicant will be on call when the unit is rented
- The proposed unit has adequate trash service
- The information provided to guests is updated with information regarding public nuisances
- The applicant will pay taxes through the online hosting platforms

The Town of Meeker has not yet met the maximum number of issued Short-Term Rental Licenses, as 7 permits have been issued to date. The proposed unit is not 100% located within a 300-foot buffer of an existing Short-Term Rental as outlined in the Short-Term Rental Cap and Buffer section. The application meets the criteria of Building Requirements, as demonstrated on the applications Fire and Safety Evaluation. As well the applicant provided a copy of the guest information which meets the standards of the License Posting Requirements, and the applicant has noted that this information will be posted in the kitchen.

The application has been found to be in compliance with the Conditional Uses requirements outlined in section 18.1.18, including various goals and policies of the Comprehensive Plan. Both requirements have been described in the staff report. For these reasons it is staff's recommendation to recommend approval to the Board of Trustees of the Conditional Use Permit for the operation of a Short-Term Rental at 119 4<sup>th</sup> Street. Administration has reviewed this application and agrees with this recommendation.

Evelyn Chambers added that the property is a really good fit and good location to host guests and hopefully make some revenue for the Town of Meeker.

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Commissioner Smith asked about the maximum occupancy for the property and Chambers confirmed that the property will be set up for 4 people.

Commissioner Back suggested Short-Term Rental Insurance coverage and Chambers commented that the policy would increase her premium by 20% and so she plans to add coverage pending approval of the License.

Hearing no further comments or questions, Commissioner Joy closed the public hearing at 7:13 p.m. and asked for a motion. Motion to recommend approval of the Conditional Use Permit for a Short-Term Rental at 119 4<sup>th</sup> Street made by Commissioner Hanberg, second by Commissioner Back. Roll call vote, all ayes, motion carried.

Planner Thomson reminded the applicants that the final approval for the Conditional Use Permit would be at the Public Hearing before the Board of Trustees on September 3<sup>rd</sup>.

**New Business**

***Review of Housing Needs Assessment and Action Plan*** – Planner Thomson reviewed that the Town of Meeker received the Innovative Housing Planning (IHOP) Grant with a match from CHFA to complete a Housing Needs Assessment and Action Plan. The Assessment portion was completed in early 2024 and we have since been working on finalizing the Action Plan. Thomson added that Housing Needs Assessments have recently become mandatory with new state legislation, so we are already in compliance. The Assessment does report that Town of Meeker is short 15 rental units and 15 for sale units in order to meet the current need, not accounting for growth.

In looking at the Action Plan, Thomson stated that the category of most importance is Organization Structure and Capacity Building. This refers to how to set up a Private-Public Partnership as a potential organization that could focus on housing development, with the possible model of looking at blighted properties for rehabilitation. The Town of Meeker was recently awarded a Local Planning Capacity Grant from DOLA to facilitate the legal formation of a such an organization. The Action Plan has been recently reviewed by Town Board of Trustees and everyone is supportive of moving forward.

The Commission shared some discussion regarding progress and the potential list of properties to consider, including which vacant properties in town could be rehabilitated. Commissioner Joy asked about the state requirement for needs assessments, with further discussion regarding the purpose of the law. Commissioner Smith asked, “What can we do?” and Thomson suggested continued presence at meetings and interest in the process.

Commissioner Joy thanked Planner Thomson and Administrator Etheridge for the work they are doing for the community. Joy then adjourned the meeting at 7:26 p.m.



Leif Joy, Chairman

Smith, Amanda

Attest:



Mandi Etheridge, Town Administrator