

Planning Commission Meeting Minutes - October 6, 2025

Regular Planning Commission meeting – October 6, 2025

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 (arrived at 7:11)
Greg Hanberg
Leif Joy
Jan Zuber

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

Approval of Agenda

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

Approval of Minutes

Motion to approve the minutes from the May 19, 2025 Planning Commission meeting made by Commissioner Hanberg, second by Commissioner Zuber. All ayes, Commissioner Zuber abstained; motion carried.

Public Participation

Daniel Ferguson at 925 7th Street brought up concerns with parking on their street. Planner Thomson stated that staff is aware of the issue and is planning to introduce changes to the Municipal Code at the beginning of 2026 at which time it will be for consideration of the Town Board of Trustees.

New Business

Planner Thomson asked for the Commission to appoint a Vice Chairman. Commissioner Joy moved to appoint Commissioner Hanberg as Vice Chair; second by Commissioner Zuber. All ayes, motion carried.

Public Hearing

925 7th Street

Commissioner Joy opened the Public Hearing at 7:07 pm for consideration of a request from Daniel and Sabrina Ferguson for a Conditional Use Permit to operate a Short-Term Rental (STR) at their property located at Lot 3, 4, 5, and sly 6' of 7, Block 113 in the Town of Meeker, commonly known as 925 7th Street.

Planner Thomson thanked applicants Daniel and Sabrina Ferguson for being present and going through the process and stated that the applicant intends to operate using online platforms such as AirBnB.com and VRBO.com. The property is located in the Single Family Residential (SFR) Zone. Short-Term Rental is listed as a Conditional Review Use under the SFR 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 one comment from referral agencies. Thomson read an email from Town of Meeker Public Works Superintendent Jak Kilduff sharing concerns about the street width at the location and access to the water tanks at the top of 7th Street. Thomson added that 7th street is narrow, measured at approximately 19 feet in width. However, the application indicates that parking is available at various locations on the lot. This should allow for sufficient off-street parking and not interfere with access to the water tanks. As well, no parking signs are at the water tank access points.

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Thomson then shared that the Town of Meeker received one public comment in response to the application and read a letter from Kaye Sullivan at 969 6th Street sharing concerns about barking dogs and noise in the neighborhood. The guest book indicates that pets are not permitted at the rental and quiet hours are listed from 10 pm to 8 am.

As presented in the staff report, the property and application comply with the types of permitted Short-Term Rentals, as an accessory dwelling unit 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 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 8 permits have been issued to date. The proposed unit is not within an existing 300-foot buffer 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 online and within the unit.

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 further detail in the staff report. For these reasons it is staff's recommendation to recommend to the Board of Trustees approval of the Conditional Use Permit for the operation of a Short-Term Rental at 925 7th Street. Administration has reviewed this application and agrees with this recommendation.

Applicant Daniel Ferguson shared that they followed up with their neighbors who submitted the letter to make sure that any disturbances were not related to their property and wanted to make sure that their property was not responsible for any nuisance in the neighborhood. Applicant Sabrina Ferguson added that the property had been vacant for many years prior to their ownership.

Commissioner Hanberg asked about parking at the top of 7th Street and at the water tanks. Daniel Ferguson confirmed that there was adequate parking on the property for both the main dwelling and the proposed STR. All proposed parking is strictly on the lots (off-street) and not in the right-of-way and that everything was marked on the property map.

Commissioner Joy confirmed that the applicants had addressed snow removal and drainage and Ferguson stated that it would be on-site and dispersed through the natural grade and not end up on any neighboring property. There have not been any observed drainage or erosion issues in the 7 years of property ownership.

Commissioner Hanberg confirmed with Planner Thomson that the STR cap was 20 and that the property was outside of the 300-foot buffer zone.

Commissioner Joy closed the public hearing at 7:18 pm and requested a motion. Commissioner Hanberg moved to recommend approval of the Conditional Use Permit for a STR at 925 7th Street; second by Commissioner Back. All ayes, motion carried.

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Public Hearing #2

600 Garfield

Commissioner Joy opened the Public Hearing at 7:20 pm for consideration of a request from Danielle Knollenberg for a Conditional Use Permit to operate a Short-Term Rental (STR) at their property located as a parcel of land in Lots 1 & 2, Block 8 in the Town of Meeker, commonly known as 600 Garfield Street.

Planner Thomson thanked the applicant Danielle Knollenberg for being present and going through the process and stated that the applicant is requesting a Conditional Use Permit to operate a Short-Term Rental at their property located at 600 Garfield Street. The applicant intends to operate using online platforms such as AirBnB.com and VRBO.com. The property is located in the Single Family Residential (SFR) Zone. Short-Term Rental is listed as a Conditional Review Use under the SFR 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 comments in favor or against the request.

As presented in the staff report the property and application comply with the types of permitted Short-Term Rentals, as single unit in a duplex and owned by the same person, 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 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 8 permits have been issued to date. The proposed unit is not within an existing 300-foot buffer 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. The applicant submitted a copy of the guest book and was requested to update information on occupancy, location of fire extinguisher, and trailer parking. Staff has received an updated copy this afternoon which now meets the standards of the License Posting Requirements, and the applicant has noted that this information will be posted within the unit.

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 further detail 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 600 Garfield Street. Administration has reviewed this application and agrees with this recommendation.

Applicant Knollenberg did not have any additional comments.

Commissioner Zuber noticed that under the Fire & Safety requirements the Carbon Monoxide alarm box had not been checked. Knollenberg stated that she was not certain whether the CM alarms were required if there was no gas service to the property as all was electric, but confirmed that there are at least 2 alarms at the property that are dual CM and fire alarms.

Commissioner Zuber also noted that the box was not marked for having a current sales tax license and Knollenberg confirmed that the online platforms for STRs collect and remit sales & lodging taxes on behalf of the applicant.

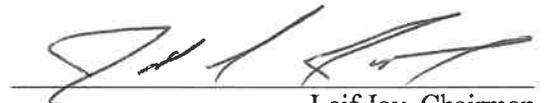
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Jeff Madison at 625 Garfield spoke in favor of the application and stated that Knollenberg has been a good neighbor for several years, that there is good parking available at the property, and does not anticipate any issues with the STR. Madison added that he was speaking only in a citizen capacity and would not be considering the application as a Town Trustee.

Commissioner Joy closed the public hearing at 7:26 pm and called for a motion. Commissioner Hanberg moved to recommend approval of the Conditional Use Permit for a STR at 600 Garfield Street; second by Commissioner Back. All ayes, motion carried.

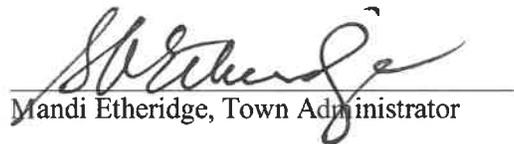
Commissioner Joy thanked Planner Thomson for her thorough and well-presented staff reports stating that they were very helpful on behalf of the Commission.

With no further questions or comments, Commissioner Joy adjourned the meeting at 7:27 pm.



Leif Joy, Chairman

Attest:



Mandi Etheridge, Town Administrator