

Regular Planning Commission meeting – February 23, 2026

The meeting of the Town of Meeker Planning Commission was called to order by Vice-Chair Commissioner Hanberg at 5:30 p.m.

Pledge of Allegiance

Commissioners Present: Amanda Back
 Matt Franks
 Greg Hanberg
 Michele Morgan
 Jan Zuber

Staff Present: Carly Thomson, Town Planner
 Margie Joy, Town Administrator (*incoming*)
 Mandi Etheridge, Town Administrator (*outgoing*)

Approval of Agenda

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

Approval of Minutes

Motion to approve the minutes from the January 12, 2026 Planning Commission meeting made by Commissioner Zuber, second by Commissioner Morgan. All ayes, motion carried.

Public Participation

None

New Business

Appointment of Chairman and Vice-Chairman

Motion to appoint Commissioner Hanberg as Chairman made by Commissioner Morgan, second by Commissioner Back. All ayes, motion carries.

Motion to appoint Commissioner Morgan as Vice-Chairman made by Commissioner Zuber, second by Commissioner Hanberg. All ayes, motion carried.

Public Hearing

a. Consideration of a Conditional Use Permit Request at 970 6th Street

Commissioner Hanberg opened the public hearing at 5:35 pm and Planner Thomson thanked applicant Chase Rule for being present.

The applicant is requesting a Conditional Use Permit to operate a Short-Term Rental at their property located at 970 6th 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. During the referral period staff received zero public comments in favor or against the application.

Regular Planning Commission meeting – February 23, 2026

The property contains two structures, built in 1938 and 1940 according to the RBC Assessor website, prior to Meeker having code allowing for accessory dwelling units (ADU). The property has a single-family residence and a non-conforming ADU. The applicant is requesting to operate the short-term rental in the non-conforming ADU.

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 and has indicated Kim Rule as an alternative representative for the property
- 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 11 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 provided a copy of the guest information and has indicated that this will be posted within the property.

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 Master Plan. Both requirements have been described in further detail in the staff report. Staff recommends that the Planning Commission recommend approval to the Board of Trustees and administration has reviewed this and agrees with this recommendation.

Applicant Chase Rule had nothing to add.

With no further questions or comments, Commissioner Hanberg closed the public hearing at 5:39 pm. Motion to recommend approval to the Board of Trustees for a Conditional Use Permit at 970 6th Street made by Commissioner Morgan, second by Commissioner Back. All ayes, motion carried.

b. Consideration of a Variance Request at 891 3rd Street

Commissioner Hanberg opened the public hearing at 5:40 pm and Planner Thomson thanked applicants Ted and Jana Dawson for being present.

The applicants are requesting a variance for the side yard setback for the construction of an accessory building on the property. The applicants are requesting a 6-foot side yard setback instead of the required 12.5-foot setback, resulting in a variance of 6.5 feet. The subject property is approximately 7,500 square feet and contains a single-family residence on the lot that was built in 1964.

Located on the property is an existing overhead electric line and buried fiber/broadband line. The applicants have noted that they intend to relocate the fiber line during construction and that the electric line will not interfere with the building. Additionally, there is buried natural gas line that runs from the residence toward the alley. In order to avoid relocating or building over the gas line, the applicants must construct the building outside of the building envelope.

The variance request was provided to referral agencies, and this public hearing was notified at the location, to property owners within 300 feet, and in the Herald Times as required by Meeker Municipal Code. The Town did receive one comment from referral partners; Town of Meeker Public Works Superintendent Jak Kilduff stated “*I would like the homeowners to be aware that the snow from snow removal of the street seems to really build up on*

Regular Planning Commission meeting – February 23, 2026

that block especially the south side of Pine Street. Very limited melt off being blocked by building and “removed trees” that will be obviously replaced by the new garage. Currently the chain link fence is 9-feet from the curb and created minimal snow storage on a normal snow fall year.” In order to minimize snow accumulation staff does recommend either orienting the building so that snow or water runoff is directed to the lawn or if the building is oriented to direct run off to the street that the applicants include gutters and/or snow breaks on the roof. Since notification Town staff has received zero comments in favor of or against the application.

It is staff’s opinion that the variance request meets the conditions for variance approval. The applicants have demonstrated hardship due to the location of the natural gas line that was not created by an action of the applicants.

Staff recommends approval of the variance request for the following reasons:

- The variance request meets the conditions of Meeker Municipal code section 18.1.20
- The variance request is not in conflict with the goals of the Comprehensive Master Plan

Administration has reviewed the application and this report and agrees with this recommendation.

Jana Dawson clarified that the building orientation was planned so that snow accumulation would be in the yard as opposed to the street to accommodate the Superintendent’s comments.

Neighbors Ed and Tracy Peck were present and asked the applicants about details for the building; Jana Dawson clarified that they are getting a garage from Sturdy Built in Craig and it would look good. Ed Peck stated that they were in favor of the request.

Commissioner Franks asked about access to the garage which was clarified as an existing access off Pine Street, with a slight shift. Planner Thomson also confirmed that Pine Street has a rolled curb which will prevent the need for any curb cut.

It was suggested to pull the permit prior to April 1st when new regulation regarding Wildland Urban Interface would be in effect. Commissioner Franks then asked about any additional utilities to the building; Ted Dawson confirmed it would be a dry building with electricity only.

With no further questions or comments, Commissioner Hanberg closed the public hearing at 5:47 pm. Motion to approve the variance request at 891 3rd Street made by Commissioner Zuber, second by Commissioner Franks. All ayes, motion carried.

c. Consideration of a Variance Request at 325 Curtis Creek Drive

Commissioner Hanberg opened the public hearing at 6:59 pm and Planner Thomson thanked applicant Luke Renninger for being present.

The applicant is requesting a variance for the front yard setback for the construction of an industrial building on the property. The applicant is requesting a 0-foot front yard setback in addition to encroaching on the Town’s right of way. The front yard setback is set at 25 feet, resulting in a variance of 25 feet. The subject property is approximately 1.36 acres and is vacant. The lot is relatively flat with all drainage directed towards Curtis Creek. Curtis Creek and its associated drainage is located at the rear of the property and is included in the FEMA Zone A floodplain. The floodplain covers approximately the rear 100 feet of the property.

The variance request was provided to referral agencies, and this public hearing was notified at the location, to property owners within 300 feet, and in the Herald Times as required by Meeker Municipal Code. The Town received no comments from referral partners and since notification Town staff has received zero comments in favor of or against the application.

Regular Planning Commission meeting – February 23, 2026

It is staff's opinion that the variance request meets the conditions for variance approval. The applicant has demonstrated hardship due to the FEMA floodplain that was not created by an action of the applicant. Pending approval of the variance staff will approve the encroachment at the administrative level.

Staff recommends approval of the variance request for the following reasons:

- The variance request meets the conditions of Meeker Municipal code section 18.1.20
- The variance request is not in conflict with the goals of the Comprehensive Master Plan

Administration has reviewed the application and this report and agrees with this recommendation.


Applicant had no additional comments.

Commissioner Morgan asked about the cul-de-sac on the map and Thomson clarified that it was on paper only. Discussion followed regarding the physical existence of the cul-de-sac, whether it could be vacated, and whether it was necessary as platted. Consensus was that the cul-de-sac did not affect the consideration of the variance.

With no further questions or comments, Commissioner Hanberg closed the public hearing at 6:05 pm. Motion to approve the variance request at 325 Curtis Creek Drive made by Commissioner Morgan. Second by Commissioner Back. All ayes, motion carried.

Planner Thomson again suggested that the applicant consider a permit prior to the implementation of the new Wildfire Urban Interface regulation; Renninger concurred.

With no further questions or comments, Commissioner Hanberg adjourned the meeting at 6:09 pm.



Greg Hanberg, Chairman
21-13 SC

Attest:



Margie Joy, Town Administrator