



Planning Commission Meeting

441 3rd Street, Mead

December 17, 2025

Agenda

6:00 p.m. to 10:00 p.m. Regular Meeting

In accordance with the Town's Remote Participation and Remote Meeting Policy adopted by the Board of Trustees on March 13, 2023 by Resolution No. 21-R-2023, remote participation will be allowed. The meeting link will be provided on the Town's website/designated posting place at least 24 hours prior to the meeting.

https://us02web.zoom.us/webinar/register/WN_Z2agr40JTBOoPZyNdtM0pA

1. Call to Order – Roll Call

Chair Karen Peterson
Chair Pro Tem Ryan Sword
Commissioner Charles Gehringer
Commissioner William Jorgensen
Commissioner Chad Rademacher
Commissioner Alternate Timothy Corliss
Commissioner Alternate Jean Bratcher

2. Pledge of Allegiance to the Flag

3. Review and Approve Agenda

4. Public Comment:

3 minute time limit. Comment is for any item, whether it is on the agenda or not, unless it is set for public hearing.

5. Approval of Minutes

- a. Approval of Minutes - Regular Meeting November, 19, 2025

6. Public Hearing Highland Lake Comprehensive Amendment

- a. Continuance of Public Hearing on Highland Lake Comprehensive Amendment to March 18th, 2026

7. New Business

- a. **Resolution No. 13-PC-2025** — A Resolution Adopting Guidelines for the Conduct of Public Hearings and Public Comment

8. Adjournment

The Town of Mead is committed to providing accessible documents and resources for all individuals. However, some complex documents may not be fully accessible in their original format. If you need assistance or reasonable accommodation to access these materials, please

contact us by phone 970-535-4477 or email info@townofmead.org.



Minutes

6:00 p.m. to 10:00 p.m. Regular Meeting

Chair Karen Peterson called the regular meeting of the Planning Commission to order at 6:02 p.m.

1. Call to Order – Roll Call

Present:

There being present the following members to wit:

Chair Karen Peterson

Commissioner William Jorgensen

Commissioner Chad Rademacher

Commissioner Alternate Jean Bratcher

Commissioner Alternate Timothy Corliss

Absent:

Chair Pro Tem Ryan Sword

Commissioner Charles Gehringer

Also present:

Community Development Director, Todd Bjerkaas; Town Planners Collin Mieras & Alexander Ailey; Assistant Town Attorney Silvia Buchenic; Secretary, Ana Bohl; Taylor Broyhill with Logan-Simpson

2. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

3. Review and Approve Agenda

Commissioner Jorgensen motioned to approve agenda. Commissioner Rademacher seconded the motion.

Ayes: Chair Peterson, Commissioner Jorgensen, Commissioner Rademacher, Commissioner Corliss, Commissioner Bratcher

Nays: None

Abstaining: None

Passed

4. Public Comment:

There was no public comment at this time.

5. Approval of Minutes

- a. Approval of Minutes - Regular Meeting October, 15, 2025

Commissioner Rademacher motioned to approve the minutes from the - regular meeting on October, 15, 2025. Commissioner Jorgensen seconded the motion.

Ayes: Chair Peterson, Commissioner Jorgensen, Commissioner Rademacher, Commissioner Corliss, Commissioner Bratcher

Nays: None

Abstaining: None
Passed

6. New Business

a. Parks, Open Space, and Trails (POST) Master Plan Update

Taylor Broyhill with Logan Simpson, presented an update on the POST Master Plan, highlighting the extensive community engagement activities and key findings from surveys and analysis. The commissioners discussed park and recreation service delivery priorities based on community engagement and technical analysis, and Ms. Broyhill confirmed plans to prepare cost estimates and funding recommendations for these priorities.

The commissioners asked questions, and they were addressed by the consultant.

7. Adjournment

Commissioner Rademacher motioned to adjourn. Commissioner Corliss seconded the motion.
Ayes: Chair Peterson, Commissioner Jorgensen, Commissioner Rademacher, Commissioner Corliss, Commissioner Bratcher

Nays: None

Abstaining: None

Passed

The Regular Meeting of the Town of Mead Planning Commission was adjourned at 6:48 p.m. on Wednesday, November 19th, 2025.

8. Work Session

a. Overview of Public Comment Guidelines

The work session started with the Overview of Public Comment Guidelines, presented by Attorney Buchenic.

The commissioners asked questions, and they were addressed by Ms. Buchenic.

b. Comprehensive Plan Discussion

The Community Development Director started the presentation of the Comprehensive Plan Discussion and provided an overview of the current Comprehensive Plan and the goals outlined for the community. After the presentation, the commissioners asked questions, expressed concerns regarding implementation of the Comprehensive Plan and discussed, with input from Director Bjerkaas.

Town Planner Ailey presented the Town land entitlement process, from annexation through platting and site plan. The commissioners commented and asked questions, were addressed by Town Planners Ailey, Mieras, Director Bjerkaas and Attorney Buchenic.

Karen Peterson, Chair

ATTEST:

Ana Bohl, Secretary



Agenda Item Summary

Agenda Date: 12/17/2025

Subject: Continuance of Public Hearing on Highland Lake Comprehensive Amendment to March 18th, 2026

Presented by: Collin Mieras, Planner

Summary:

Matthew Napier, with Columnar Investments (the “Applicant”) has submitted an application on behalf of Carlotta Elliot, Carey Harris, and Cindy Lutz (the “Owners”), for a Comprehensive Plan Amendment for the Planning Commission’s consideration. The Applicant seeks to amend the Town of Mead 2018 Comprehensive Plan (“Comprehensive Plan” or “Plan”) designation for the Property, as defined herein, from Rural Residential (RR), Large Lot Residential (LLR), and Single Family Residential (SFR) to Single Family Residential (SFR) (“Comprehensive Plan Amendment” or “Amendment”).

On September 17th, 2025, the Planning Commission held a public hearing to consider the Comprehensive Plan Amendment. Upon deliberation, the Planning Commission unanimously voted to continue the September 17th public hearing to a date certain, December 17th, 2025.

The Applicant has submitted a formal request to the Planning Commission to continue the public hearing once more to a date certain- March 18th, 2026, to allow more time for public outreach and collaboration, which request is attached to this Agenda Item Summary.

Financial Considerations:

N/A

Staff Recommendation / Actions Required:

Staff recommends the Planning Commission continue the public hearing, with the following motion:

“I move to open and continue the public hearing on the Comprehensive Plan Amendment for the Highland Lake Property to March 18th, 2026, at 6:00 p.m., with the continued public hearing to be held at Mead Town Hall, 441 Third Street, in Mead, Colorado.”

Attachments:

1. Applicant’s request to continue public hearing to a date certain, March 18th, 2026 (dated December 10th, 2025)

Town of Mead Planning Commission
441 3rd Street,
Mead, Colorado 80542

To Whom It May Concern,

I am writing on behalf of the applicant, Columnar Investments, to respectfully request a continuance of the Highland Lake Comprehensive Plan Amendment Planning Commission hearing currently scheduled for December 17, 2025. The applicant is requesting that the hearing be rescheduled to the regularly scheduled Planning Commission meeting on March 18, 2026.

Additional time is needed to allow for further coordination with the current property owners and to provide additional time to work with neighboring property owners in developing a revised concept plan.

Thank you for your consideration of this request.

Respectfully,

Jonah Weiss, PLA
Principal Planner & Landscape Architect



Agenda Item Summary

Agenda Date: 12/17/2025

Subject: Resolution No. 13-PC-2025 — A Resolution Adopting Guidelines for the Conduct of Public Hearings and Public Comment

Presented by: Silvia Buchenic

Summary:

Several commissioners have expressed the need for more detailed guidelines for the conduct of public hearings and public comment. The proposed guidelines, attached to Resolution No. 13-PC-2025, are based on the guidelines adopted by the Board of Trustees by Resolution No. 09-R-2024 in January 2024.

It is expected that the Planning Commission Secretary will make a copy of the Public Comment Guidelines and Public Hearing Guidelines (as adopted) available to all members of the public in attendance at regular and special meetings of the Commission.

Town Attorney Recommendation/ Action Required:

The Assistant Town Attorney recommends approval of the guidelines via the following motion:

Suggested Motion:

“I MOVE TO APPROVE RESOLUTION 13-PC-2025, A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF MEAD, COLORADO, ADOPTING GUIDELINES FOR THE CONDUCT OF PUBLIC HEARINGS AND PUBLIC COMMENT.”

Financial Considerations:

N/A

Staff Recommendation / Actions Required:

N/A

Attachments:

1. Resolution 13-PC-2025
2. Exhibit 1 - Guidelines for the Conduct of Public Hearings and Public Comment

**TOWN OF MEAD, COLORADO
PLANNING COMMISSION
RESOLUTION NO. 13-PC-2025**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF MEAD, COLORADO,
ADOPTING GUIDELINES FOR THE CONDUCT OF PUBLIC HEARINGS AND PUBLIC
COMMENT**

WHEREAS, the Town of Mead, Colorado, Planning Commission (“Commission”) was created under Article VII of Chapter 2 of the Mead Municipal Code (“MMC”) and pursuant to Colorado state law; and

WHEREAS, the Commission desires to adopt guidelines and rules of conduct for hearings and meetings pursuant to Section 2-7-40 and 2-7-50 of the MMC, and to provide standards of conduct to facilitate orderly and efficient Commission meetings and hearings.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the Town of Mead, Colorado, that:

Section 1. The foregoing recitals and findings are incorporated herein as findings and conclusions of the Planning Commission.

Section 2. The Planning Commission hereby adopts the Guidelines for the Conduct of Public Hearings and Public Comment attached hereto and incorporated herein as **Exhibit 1**.

Section 3. Effective Date. This Resolution shall become effective immediately upon adoption.

INTRODUCED, READ, PASSED AND ADOPTED THIS 17th DAY OF DECEMBER, 2025.

ATTEST:

**TOWN OF MEAD PLANNING
COMMISSION:**

By: _____
Secretary Ana Bohl

By: _____
Chair Karen Peterson

EXHIBIT 1

GUIDELINES FOR THE CONDUCT OF PUBLIC HEARINGS AND PUBLIC COMMENT
(Exhibit begins on the next page)



PLANNING COMMISSION GUIDELINES FOR THE CONDUCT OF PUBLIC HEARINGS AND PUBLIC COMMENT

The chairperson of the meeting, or the Acting chairperson of the meeting, as applicable, may elect to review the guidelines for public comment and/or public hearings at open meetings, either prior to the start of the meeting or at the start of the public comment or hearing agenda item. At the chairperson's direction, the Planning Commission secretary will make a copy of these guidelines available to all members of the public in attendance at regular or special meetings of the Town of Mead Planning Commission ("Commission").

Public comment periods and public hearings are not a debate and all comments should be directed at the Commission as a whole. Participation by members of the public in open meetings of the Commission is welcomed and encouraged. Adherence to these guidelines is expected. We thank you for your participation.

- ❖ All comments should be directed to the Commission and not to the applicant or audience.
- ❖ Be considerate of your fellow speakers. There should be no applause, booing or other audible disruption to the proceedings. Through a show of hands, the chair or chair pro tem may ask for a show of support for comments made by speakers.
- ❖ Speakers should not be interrupted by comments or applause in the audience.
- ❖ The Commission will **not** tolerate personal attacks by anyone on **any** of the participants in the proceedings.
- ❖ Anyone who violates the guidelines of the public hearing may be asked to leave by the chair, chair pro tem, or by majority vote of the Commission.

PUBLIC COMMENT PERIOD GUIDELINES

- ❖ Speakers must be physically present at the meeting to provide public comment to the Commission. Speakers unable to attend in person are encouraged to submit written comments to Town staff for distribution to the Commission.
- ❖ The public comment period shall be available to individuals who wish to make general announcements, address a topic whether it is on the agenda or not, or who wish to address specific agenda items for which there is not a separate public hearing. The public comment period shall be noticed on the meeting agenda generally as follows: "**Public comment: 3 minute time limit. Comment is for any item, whether it is on the agenda or not, unless it is set for public hearing.**"

- ❖ The public comment period is limited to thirty (30) minutes. If any individual is unable to address the Commission due to the 30-minute time limitation, the individual is encouraged to submit comments in writing to the Town staff for distribution to the Commission.
- ❖ All individuals who wish to speak during a public comment period on the agenda must sign in using a sheet made available by the Commission secretary. The sign-up sheet shall contain columns for each speaker's name and address.
- ❖ Speakers are requested to keep comments short. Each speaker will be given a maximum of three (3) minutes to address the Commission. Individuals representing a group, such as a homeowners' association or property owners' association, shall be given up to five (5) minutes to speak.
- ❖ Speakers shall be heard in the order in which they signed up to do so (on the sign-up sheet) and as time permits.
- ❖ Speakers should come to the podium to speak. Speakers are requested to speak into the microphone and give their name and address before addressing the Commission.
- ❖ All comments shall be addressed to the Commission as a whole and not to any individual commissioner.
- ❖ Each individual may speak only once during each public comment period.
- ❖ Written materials that a speaker believes might be appropriate for the Commission's consideration should be submitted in advance to Town staff.
- ❖ The Commission retains the authority to vary these guidelines as may be necessary during the course of any public comment period and retains the authority to deviate from these guidelines as necessary. If the Commission varies these guidelines for one speaker (such as waiving or extending the three-minute time limit), the variance shall generally be applied to all speakers, the intent being that all speakers are treated equally.
- ❖ The chair may permit public comment during any agenda item provided that such invitation does not hinder the ability of the Commission to conduct official Town business in an efficient manner. Any public comment permitted during any agenda item shall conform to these guidelines.

PUBLIC HEARING GUIDELINES

- ❖ All individuals who wish to speak must sign in using a sheet made available by the Commission secretary prior to the opening of the public hearing. The sign-up sheet shall contain columns for each speaker's name and address.
- ❖ The chair or chair pro tem shall formally open the public hearing and request that the appropriate Town staff member(s) generally describe the application or subject that is the subject of the public hearing.
- ❖ The applicant shall then be allowed a period of time to present detailed information about the issue or application. As the applicant bears the burden to establish that

his/her/its application should be approved, there is generally no time limit for the applicant's presentation unless otherwise restricted by the chair or the Commission.

- ❖ The public shall then be invited to speak. Speakers shall be heard in the order in which they signed up to do so (on the sign-up sheet).
- ❖ Speakers unable to attend in person are encouraged to submit written comments to Town staff for distribution to the Commission.
- ❖ Speakers should come to the podium to speak. Speakers are requested to speak into the microphone; giving their name and address before addressing the subject matter of the hearing.
- ❖ Speakers are requested to keep comments short. Each speaker will be given a maximum of three (3) minutes to address the Commission. Individuals representing a group, such as a homeowners' association or property owners' association, shall be given up to five (5) minutes to speak.
- ❖ Each individual may speak only once at the public hearing.
- ❖ Each speaker should offer information or arguments not presented by prior speakers. Duplication of information or arguments OR discussion of irrelevant information is discouraged. If the chair or chair pro tem determines that a speaker is making comments that are repetitious of previous presentations or irrelevant to the application(s) under consideration, the chair may halt the presentation prior to the expiration of the three (3) minute or five (5) minute maximum comment period, as applicable.
- ❖ When all speakers who register to speak have spoken, the floor will be opened to anyone who has not signed up but who wishes to address the Commission.
- ❖ After everyone who wishes to speak has done so, the applicant will be granted a period of time to respond and address issues that have been raised. The applicant will use this time to directly address public comments or commissioner questions, and to present rebuttal evidence and testimony.
- ❖ Throughout the public testimony portion of the hearing as well as staff's and applicant's presentations, if any, Commission members may ask questions of the applicant, Town staff, and members of the public.
- ❖ Subsequently, the presiding officer shall declare the public comment portion of the hearing closed so that the Commission may deliberate and consider motions for approval, denial, conditional approval, or continuance.
- ❖ Upon the closure of the public comment portion of the hearing, the Commission will avoid additional questioning of any hearing participant except as the chair or chair pro tem finds necessary to clarify a factual question or resolve a factual matter of dispute between commissioners. No additional, unsolicited testimony shall be entertained or accepted by the Commission. The public comment portion of the hearing may be reopened only for good cause shown following a motion duly made, seconded and

approved by a majority vote of the quorum present and for the sole purpose of receiving specifically identified and focused testimony. In the event the public comment portion of the hearing is reopened by the Commission, all persons in attendance shall be provided an opportunity to provide testimony regarding the specifically identified matter for which the public comment portion of the hearing is reopened.

- ❖ The Commission retains the authority to vary these guidelines as may be necessary during the course of any public hearing and retains the authority to deviate from these guidelines as necessary. If the Commission varies these guidelines for one speaker (such as waiving or extending the three-minute time limit), the variance shall generally be applied to all speakers participating in the public hearing, the intent being that all speakers are treated equally.

Town staff contact: _____

Date of adoption: _____