



Planning Commission Meeting

441 3rd Street, Mead

February 18, 2026

Agenda

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

In accordance with the Town's policy adopted by the Board of Trustees on March 13, 2023 by Resolution No. 21-R-2023, 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_Z2aqr40JTBOoPZyNdtM0pA

1. Call to Order 2026– Roll Call

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

2. Pledge of Allegiance to the Flag

3. Election of Officers

- a. Election of Planning Commission Chair and Chair Pro Tem for 2026

4. Informational Items

- a. 2026 Planning Commission Meeting Calendar

5. Review and Approve Agenda

6. Public Comment:

3 minute time limit. Comment is for any item on the agenda unless it is set for public hearing.

7. Approval of Minutes

- a. Approval of Minutes - Regular Meeting December 17, 2025

8. Public Hearing

- a. **Resolution No. 01-PC-2026** – A Resolution of the Planning Commission of the Town of Mead, Colorado, Recommending Approval of Certain Text Amendments to the Mead Land Use Code Section 16-1-140 – Miscellaneous, Section 16-1-150 – Definitions, and Section 16-3-40 – Use Regulations

9. Adjournment

10. Work Session

- a. Comprehensive Plan
- b. Parks Open Space and Trail Master Plan

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.



2026 PLANNING COMMISSION MEETINGS

3RD Wednesday of Every Month, 6:00 p.m. – 10:00 p.m. (unless otherwise indicated)
Mead Town Hall, 441 Third Street, Mead, CO 80542

January 21st – **Cancelled**

February 18th

March 18th

April 15th

May 20th

June 17th

July 15th

August 19th

September 16th

October 21st

November 18th

December 16th



Planning Commission Meeting

441 3rd Street, Mead

December 17, 2025

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:

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

Absent:

Commissioner Charles Gehringer - excused

Also present:

Community Development Director, Todd Bjerkaas; Town Planner Collin Mieras and Town Planner/ Acting Secretary Alexander Ailey; Assistant Town Attorney Silvia Buchenic.

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, Chair Pro Tem Sword, Commissioner Jorgensen, Commissioner Rademacher, Commissioner Corliss

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 November, 19, 2025

Chair Pro Tem Sword motioned to approve the minutes - regular Meeting November, 19, 2025. Commissioner Rademacher seconded the motion.

Ayes: Chair Peterson, Chair Pro Tem Sword, Commissioner Jorgensen, Commissioner Rademacher, Commissioner Corliss

Nays: None

Abstaining: None

Passed

6. Public Hearing Highland Lake Comprehensive Amendment

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

Chair Peterson presented the request by the applicant to continue the hearing to a future date, and move to open and continue this public hearing on the comprehensive amendment for the Highland Lake property to March 18th, 2026 at 6:00 p.m., with a continued public hearing to be held at the Mead Town Hall, 441 3rd Street in Mead, Colorado.

Director Bjerkaas explained to the Commissioners that a notification with the public hearing of a new scheduled date would be sent out.

Chair Peterson motioned the continuance of the public hearing on Highland Lake Comprehensive Amendment to March 18th, 2026. Chair Pro Tem Sword seconded the motion.

Ayes: Chair Peterson, Chair Pro Tem Sword, Commissioner Jorgensen, Commissioner Rademacher, Commissioner Corliss

Nays: None

Abstaining: None

Passed

7. New Business

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

Attorney Buchenic proceeded with the presentation of the Resolution Adopting Guidelines for the Conduct of Public Hearings and Public Comment.

Commissioners presented their questions and concerns and they were addressed by Attorney Buchenic

Chair Peterson motioned to approve **Resolution No. 13-PC-2025** — A Resolution Adopting Guidelines for the Conduct of Public Hearings and Public Comment. Chair Pro Tem Sword seconded the motion.

Ayes: Chair Peterson, Chair Pro Tem Sword, Commissioner Jorgensen, Commissioner Rademacher, Commissioner Corliss

Nays: None

Abstaining: None

Passed

8. Adjournment

Chair Peterson motioned to adjourn. Chair Pro Tem Sword seconded the motion.
Ayes: Chair Peterson, Chair Pro Tem Sword, Commissioner Jorgensen, Commissioner Rademacher, Commissioner Corliss
Nays: None
Abstaining: None
Passed

The Regular Meeting of the Town of Mead Planning Commission was adjourned at 6:31 p.m. on Wednesday, December 17th, 2025.

Karen Peterson, Chair

ATTEST:

Ana Bohl, Secretary



Agenda Item Summary

Agenda Date: 2/18/2026

Subject: Resolution No. 01-PC-2026 – A Resolution of the Planning Commission of the Town of Mead, Colorado, Recommending Approval of Certain Text Amendments to the Mead Land Use Code Section 16-1-140 – Miscellaneous, Section 16-1-150 – Definitions, and Section 16-3-40 – Use Regulations

Presented by: Todd Bjerkaas
Community Development Director

Summary:

For Consideration by the Town of Mead Board of Trustees (“Board”), Town staff has prepared amendments to the Land Use Code, attached to this Agenda Item Summary and as detailed in Resolution No. 01-PC-2026 (“Amendments”), to amend development standards for Accessory Dwelling Units (“ADUs”) and Application Submittal Requirements. The Planning Commission shall recommend approval, approval with revisions, or denial of the Amendments to the Board of Trustees in accordance with Mead Municipal Code (“MMC”) Section 2-7-20(4).

Generally, the Amendments:

- Amend the zoning districts in which ADUs are allowed
- Amend application submittal requirements to allow flexibility necessary to accommodate changing needs in technology and process efficiencies
- Eliminate references to “Planning Director” and replace them with “Director.”

OVERVIEW — STANDARDS FOR ACCESSORY DWELLING UNITS

In May of 2024, House Bill 24-1152 was signed into law, establishing that an increase of housing supply through the construction or conversion of Accessory Dwelling Units (ADUs) is a matter of Mixed Statewide and Local Concern.

HB24-1152 applies to municipalities with 1,000 or more residents within a Metropolitan Planning Organization (MPO). The legislation requires subject jurisdictions to adopt standards which require an ADU to be allowed by right on any lot or parcel upon which a single-unit detached dwelling is constructed. HB24-1152 also requires review and approval of ADUs as an administrative process and prohibits or limits local governments from adopting regulations which enforce excessive parking, design, and owner-occupancy requirements.

Subject jurisdictions were required to comply with the legislation and submit an ADU Compliance Report to the State of Colorado Department of Local Affairs (DOLA) by June 30, 2025. Town staff requested and obtained an extension to submit the compliance report to December 30, 2025. In December of 2025, staff submitted the compliance report to DOLA for review while identifying portions of the Land Use Code that did not yet comply with statute. The development standards for Accessory Dwelling Units included in this text amendment resolve those deficiencies.

The text amendment modifies Table 3.1 Principal Uses Allowed to additionally allow ADUs

within the RMF-8 and RMF-14 zoning districts and change ADUs within the RSF-4 zoning district from a conditional use to an allowed use.

OVERVIEW — APPLICATION SUBMITTAL REQUIREMENTS

The Town of Mead Municipal Code (MMC) details the list of required materials for land use applications from initial consideration through final consideration and in several cases recordation with the Weld County Clerk and Recorder. In several instances the Land Use Code (LUC) of the MMC requires final documents to be printed and executed on Mylar and in some cases require multiple copies. In addition, the LUC requires a certain number of hard copy binders and materials for application submittals and re-submittals.

With the advances in technology, digital filing systems, policies and law, such application materials and final documents can be reviewed, distributed, executed and recorded digitally. The text amendment provides the Town flexibility to modify, reduce, waive or approve alternatives to the submittal requirements (quantity, medium, file format, etc.) that are most efficient and appropriate for each specific application type and process so long as it does not conflict with applicable state law or recording requirements by the Weld County Clerk and Recorder.

REVIEW CRITERIA

The criteria by which text amendments to the Land Use Code are evaluated are set forth in Section 16-3-160 – Amendments, subsection (f), as follows:

“For the purpose of establishing and maintaining sound, stable and desirable development within the Town, the text of this Article shall not be amended except:

- (1) To correct a manifest error in the text of this Article; or
- (2) To provide for changes in administrative practices as may be necessary to accommodate changing needs of the community and the Town staff; or
- (3) To accommodate innovations in land use and development practices that were not contemplated at the adoption of this Article; or
- (4) To further the implementation of the goals and objectives of the Town Comprehensive Plan”

STAFF ANALYSIS

Only one of the above review criteria listed must be met for proposed amendments to be approved. Staff has determined that the proposed Amendments meet the following criteria:

- (1) To provide for changes in administrative practices as may be necessary to accommodate changing needs of the community and the Town staff
- (2) To accommodate innovations in land use and development practices that were not contemplated at the adoption of this Article
- (3) To further the implementation of the goals and objectives of the Town Comprehensive Plan

Financial Considerations:

N/A

Staff Recommendation / Actions Required:

Staff have determined that the proposed revisions satisfactorily meet applicable criteria for approval as set forth in Section 16-3-160 of the Mead Municipal Code and recommends that the Planning Commission recommend approval of the Amendments to the Board of Trustees by adopting the attached resolution.

Suggested Motion:

“I move approval of Resolution No. 01-PC-2026, a Resolution of the Planning Commission of the Town of Mead, Colorado Recommending Approval of Certain Amendments to the Mead Land Use Code Section 16-1-140 *Miscellaneous*, Section 16-1-150 *Definitions*, and Section 16-3-40 *Use Regulations*.”

Attachments:

1. Resolution No. 01-PC-2026

**TOWN OF MEAD, COLORADO
PLANNING COMMISSION
RESOLUTION NO. 01-PC-2026**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF MEAD,
COLORADO, RECOMMENDING APPROVAL OF CERTAIN TEXT AMENDMENTS TO THE
MEAD LAND USE CODE SECTION 16-1-140—MISCELLANEOUS, SECTION 16-1-150—
DEFINITIONS, AND SECTION 16-3-40—USE REGULATIONS**

WHEREAS, Section 16-3-160(a) of the Town of Mead Municipal Code ("MMC") provides the Board of Trustees ("Board") with the authority to amend, supplement, change or repeal the regulations and provisions of Chapter 16 of the MMC ("Land Use Code") from time to time; and

WHEREAS, Section 16-3-160(a)(2) sets forth that amendments to the text of the Land Use Code may be initiated by Town staff, and any such text amendment shall be reviewed and considered duly noticed public hearings by the Planning Commission and the Board, and shall be enacted by ordinance; and

WHEREAS, Town staff has proposes amendments to Land Use Code Section 16-1-140, Section 16-1-150, and Table 3.1 in Section 16-3-40, as more fully set forth in this Resolution (collectively, the "Text Amendments"); and

WHEREAS, the criteria by which text amendments to the Land Use Code are evaluated are set forth in Section 16-3-160 - Amendments of the MMC; and

WHEREAS, on February 18, 2026, the Planning Commission held a duly noticed public hearing to review the proposed Text Amendments; and

WHEREAS, based upon evidence set forth in the Agenda Item Summary that was presented to the Planning Commission and other evidence offered and accepted at the public hearing before the Planning Commission, the Planning Commission has determined that the approval criteria set forth in Sec. 16-3-160(f)(2), (f)(3), and (f)(4) of the MMC have been satisfied in that the Text Amendments will: provide for changes in administrative practices that are necessary to accommodate changing needs of the community, accommodate innovations in land use and development practices that were not contemplated when the Land Use Code was adopted, and further the goals and objectives of the Town's Comprehensive Plan.

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

Section 1. Recitals incorporated. The recitals contained above are incorporated herein by reference and are adopted as findings and determinations of the Planning Commission.

Section 2. Findings. The Planning Commission finds and determines that it reviewed the Text Amendments in accordance with the procedure set forth in Sec. 16-3-160 of the MMC and that the public hearing on the Text Amendments was held, conducted, and concluded in accordance with Sec. 16-3-160 of the MMC.

Section 3. Recommendation. The Planning Commission recommends that the Board of Trustees approve the Text Amendments, as set forth below:

- a. Amend Section 16-1-140 of the Land Use Code, titled "Miscellaneous," to add the language shown in bold and underline and to delete the language shown in bold and strike-through, as follows:

"Sec. 16-1-140. Miscellaneous.

- (a) As used in this code, words used in the singular include the plural and words used in the plural include the singular.
- (b) The words *must*, *shall* and *will* are mandatory; *may*, *can*, *should* and *might* are permissive.

(c) Inactive Applications.

- (1) Generally. Applications for development approval shall be diligently pursued by the Applicant. This section is intended to delete applications that become inactive due to inaction by the Applicant.
- (2) Expiration of Inactive Applications. When an action by the Applicant is required for further processing of an application, the application shall become void one hundred eighty (180) days after the date that the action is requested, if the Applicant either fails to take action or fails to request an extension of time pursuant to Subsection (c)(3), below.
- (3) Extension of Time. The **Planning** Director may extend the time for expiration of an application by up to one hundred eighty (180) additional days upon written request by the Applicant articulating compelling reasons for the extension. The Applicant's written request must be received by the **Planning** Director prior to the end of the one hundred eighty (180) day period set forth in Subsection (c)(2), above.

(d) Public notice procedures.

- (1) One or more neighborhood meetings for development applications may be required at the discretion of the **Planning** Director. The purpose of the neighborhood meeting is to provide an opportunity for the Applicant to introduce a new development application to surrounding property owners and obtain the input of the neighboring property owners on said project.
- (2) Modification to the required notification distances found in this Code may be approved by the **Planning** Director under the following circumstances:
 - a. To adjust the notification area to coincide with street or block boundaries or other distinctive physical or natural features, which results in a more practicable and rational boundary for the surrounding property owner notification area; or
 - b. To adjust the notification area if it is determined that the potential impacts from the proposed development will likely be limited to either the subject parcel or to immediately adjacent properties.

(e) Modification of application submittal requirements. The Director is authorized to modify, reduce, waive, or approve alternatives to the application submittal requirements set forth in this Chapter, including but

not limited to the number of copies or binders, the medium used for application materials (e.g., paper, Mylar, CD, USB drive, or electronic file), and the format of drawings or plans (e.g., sheet size, scale, resolution, PDF, or CAD file) provided that:

- (1) The modification does not alter or waive any substantive approval standard or review criterion; and**
- (2) The modification is consistent with applicable state law; and**
- (3) The modification does not conflict with the recording requirements of the Weld County Clerk and Recorder for documents required to be recorded.”**

b. Amend the “Accessory dwelling unit” row within the “Household Living” “Use Category” of “Table 3.1 Principal Uses Allowed,” in Section 16-3-40 of the Land Use Code, to add the language shown in bold and underline and to delete the language shown in bold and strike-through as follows:

Table 3.1 Principal Uses Allowed

Use Category	Specific Use Type	Residential					Nonresidential				T	Specified Use Standard (Reference No.)
		RSF-E	RSF-1	RSF-4	RMF-8	RMF-14	DMU	HC	GC	LI	AG	
RESIDENTIAL												
Household Living	Accessory dwelling unit	A	A	<u>C</u>	<u>A</u>	<u>A</u>	A				A	

c. Amend Section 16-1-150 of the Land Use Code, titled “Definitions,” by adding the language shown in bold and underline to the definition of “Accessory dwelling,” and by adding a definition for “Director,” to be inserted in alphabetical order:

“*Accessory dwelling* means an apartment integrated within a single-family dwelling or located in a detached accessory building, such as carriage houses or agricultural-type outbuildings, located on the same lot as single-family dwellings. Accessory dwellings shall be limited to eight hundred fifty (850) square feet in floor area in the RSF-4, **RMF-8, RMF-14,** and DMU zone districts, and fifty (50) percent of the finished floor area of the principal dwelling, not to exceed one thousand (1,000) square feet, in the AG, RSF-E and RSF-1 zone districts. For purposes of calculating residential density, each accessory dwelling shall count as one-half (½) dwelling unit. There shall not be more than one (1) accessory dwelling located on a lot in addition to the single-family dwelling.”

“*Director* means the Community Development Director of the Town. Unless a specific provision of this code expressly refers to a different official, officer, or body, any reference to “Director,” “Planning Director,” or “Community Development Director” shall mean the Community Development Director.”

Section 4. Effective Date. This Resolution shall become effective immediately upon adoption.

INTRODUCED, READ, PASSED AND ADOPTED THIS 18TH DAY OF FEBRUARY 2026.

ATTEST:

TOWN OF MEAD PLANNING
COMMISSION:

By: _____
Ana Bohl, Secretary

By: _____
Planning Commission Chair