PLANNING COMMISSION

441 3rd Street, Mead
Wednesday, January 15, 2025

AGENDA

6:00 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_Z2aqr40JTBOoPZyNdtM0pA

1. **Call to Order – Roll Call**
   Chairman Ryan Sword
   Chair Pro Tem Karen Peterson
   Commissioner Gerald Abshier
   Commissioner Charles Gehringer
   Commissioner William Jorgensen
   Commissioner Alternate Chad Rademacher (1)
   Commissioner Alternate Timothy Corliss (2)

2. **Pledge of Allegiance to the Flag**

3. **Election of Officers**
   a. Annual Appointment of Planning Commission Chair
   b. Annual Appointment of Planning Commission Chair Pro Tem

4. **Review and Approve Agenda**

5. **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.*

6. **Approval of Minutes**
   a. Approval of December 18, 2024, Meeting Minutes

7. **Action Items**
   a. **Resolution No. 01-PC-2025 -** A Resolution of the Planning Commission of the Town of Mead, Colorado Amending Article IV, Section 5 of the Planning Commission Procedures and Rules of Order, Clarifying Quorum Requirements

8. **Staff Updates**
   a. Clarification on Voting of Alternates
   b. Land Use Code Update Introduction

9. **Adjournment**

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact the Town Clerk's Office at 970-805-4182 within 48 hours prior to the meeting in order to request such assistance.

Agenda Item Summary

MEETING DATE:	Planning Commission – January 15, 2025
SUBJECT:	Election of Officers (Appoint Chair and Chair Pro Tem)
PRESENTED BY:	Silvia Buchenic, Assistant Town Attorney

SUMMARY

Mead Municipal Code ("MMC") Section 2-7-40 requires that, at its first meeting of each calendar year, the Planning Commission shall elect from its regular members a chair and chair pro tem. Article III of the Planning Commission Procedures and Rules of Order ("Rules") further clarify that the chair shall be the presiding officer of the Planning Commission, except that, in the absence of the chair, the chair pro tem shall be the presiding officer. In accordance with Article III of the Rules, the procedure is as follows:

- Nomination: Any member may nominate any member, including themselves, and any nominee may decline the nomination. No second is required for nomination.
- Election: After nomination, each officer shall be elected by majority vote. Until one person has received the vote of a majority of all member of the Commission, successive votes must be taken.
- Presiding Officers: After election, each officer presides in their respective position over all Commission meetings.

LEGAL CONSIDERATIONS

None.

ACTION

The Planning Commission shall proceed with nomination and election as outlined above in order to appoint a chair and chair pro tem.

PLANNING COMMISSION

441 3rd Street, Mead
Wednesday, December 18, 2024

MINUTES

6:00 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.

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1. Call to Order – Roll Call

PRESENT
Chair Pro Tem Karen Peterson
Commissioner Gerald Abshier
Commissioner Charles Gehringer
Commissioner William Jorgensen
Commissioner Alternate Chad Rademacher
Commissioner Alternate Timothy Corliss

ABSENT
Chairman Ryan Sword – Absent

Also Present: Community Development Director Jason Bradford; Town Planner Collin Mieras; Town Attorney Silvia Buchenic via remote access; Secretary Ana Bohl; Administrative Clerk Karla Motley.

2. Pledge of Allegiance to the Flag

All present pledged allegiance to the flag.

3. Review and Approve Agenda

Motion was made by Commissioner Abshier, seconded by Commissioner Gehringer, to approve the agenda as written. Motion carried 4-0, on a roll call vote.

4. Informational Item

a. Clarify Article IV, Section 5 of the Planning Commission Procedures and Rules of Order, regarding Quorum

Ms. Buchenic presented the clarification regarding quorum requirements, noting that a resolution would be brought to the Commission at later date in accordance with the Procedures and Rules of Order. Chair Pro Tem Peterson asked for clarification regarding Commissioner Alternates voting designation. Town Attorney Silvia Buchenic responded to the question.

5. 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.*

There were no public comments.

6. Approval of Minutes

a. Approval of July 17, 2024 Meeting Minutes

Motion was made by Commissioner Gehringer, seconded by Commissioner Abshier, to approve the minutes of the July17th, 2024, regular meeting of the Planning Commission. Motion carried 4-0, on a roll call vote.

7. Public Hearing

a. Public Hearing: Code Amendments Natural Medicine

Chair Pro Tem Peterson opened the public hearing at 6:15 p.m.

Town Community Development Director Jason Bradford presented the proposed amendments to the Mead Municipal Code to establish development standards for Natural Medicine Businesses.

There were no public comments.

The Planning Commission asked for clarification of the Natural Medicine type of businesses. Director Bradford and Town Attorney Silvia Buchenic responded and addressed additional questions and concerns.

Chair Pro Tem Peterson closed the public hearing at 6:35 p.m.

i. **Resolution No. 04-PC-2024 -** A Resolution of the Planning Commission of the Town of Mead, Colorado Recommending Approval to the Board of Trustees of Certain Amendments to the *Mead Municipal Code* Establishing Development Standards for Natural Medicine Businesses.

Motion was made by Commissioner Gehringer, seconded by Commissioner Jorgensen, to adopt Resolution 04-PC-2024 - A Resolution of the Planning Commission of the Town of Mead, Colorado Recommending Approval to the Board of Trustees of Certain Amendments to the Mead Municipal Code Establishing Development Standards for Natural Medicine Businesses.

Motion carried 4-0, on a roll call vote.

8. Adjournment

Motion was made by Commissioner Abshier, seconded by Commissioner Gehringer, to adjourn the meeting. Motion carried 4-0, on a roll call vote.

The regular meeting of the Planning Commission for December 18, 2024, was adjourned at 6:36 p.m.

_____

Karen Peterson, Chair Pro Tem

ATTEST:

_____

Ana Bohl, Secretary

Agenda Item Summary

MEETING DATE:	Planning Commission – January 15, 2025
SUBJECT:	**Resolution No. 01-PC-2025 -** A Resolution of the Planning Commission of the Town of Mead, Colorado Amending Article IV, Section 5 of the Planning Commission Procedures and Rules of Order, Clarifying Quorum Requirements
PRESENTED BY:	Silvia Buchenic, Assistant Town Attorney

SUMMARY

The Planning Commission adopted procedures and rules of order ("Rules") by resolution on October 17, 2018, as authorized by Section 2-7-40 of the Mead Municipal Code. The Rules were most recently amended to provide that a quorum is a majority of any of the Planning Commissioners in office (including alternates). The prior maximum possible number of Commissioners was six (6), resulting in three (3) constituting a quorum.

Subsequently, the Mead Municipal Code was amended in 2023 to add an alternate Commissioner, for a total of five (5) regular and two (2) alternate Commissioners. Staff would like to clarify that Article IV, Section 5 of the Rules still requires that at least three (3) Commissioners be present to constitute a quorum, rather than a majority of all Commissioners.

LEGAL CONSIDERATIONS

The Planning Commission may amend the Rules by a vote of at least 4 Commission members, in accordance with Article VII of the Rules. Proposed changes must be submitted to the Planning Commission in writing at the regular meeting preceding their adoption. The proposed change clarifying quorum requirements was previously introduced as an informational item at the regular meeting of the Planning Commission held on December 18, 2024.

STAFF RECOMMENDATIONS

Staff recommends approval of Resolution No. 01-PC-2025 via the following suggested motion:

Recommended motion:
"I move to approve Resolution No. 01-PC-2025, a Resolution of the Town of Mead Planning Commission Amending Article IV, Section 5 of the Planning Commission Procedures and Rules of Order, Clarifying Quorum Requirements."

ATTACHMENTS

Resolution No. 01-PC-2025

TOWN OF MEAD, COLORADO
PLANNING COMMISSION
RESOLUTION NO. 01-PC-2025

A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF MEAD, COLORADO AMENDING ARTICLE IV, SECTION 5 OF THE PLANNING COMMISSION PROCEDURES AND RULES OF ORDER, CLARIFYING QUORUM REQUIREMENTS

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

WHEREAS, MMC Section 2-7-40 authorizes the Commission to adopt rules and procedures; and

WHEREAS, the Commission adopted Resolution No. 5-PC-2018 on October 17, 2018, adopting procedures and rules of order, as amended by Resolution Nos. 01-PC-2022 and 07-PC-2022 ("Rules"); and

WHEREAS, Article VII of the Rules provides that the Rules may be amended by unanimous consent of all members, or a vote of at least four members of the Commission at the meeting following a regular meeting at which the amendments were introduced in writing; and

WHEREAS, the Commission desires to amend Article IV, Section 5 of the Rules, clarifying quorum requirements, as further provided herein (the "Amendment"); and

WHEREAS, the Amendment was introduced in writing at the regular meeting of the Commission held on December 18, 2024; and

WHEREAS, the Commission subsequently considered the Amendment at a regular meeting held on January 15, 2025.

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 Planning Commission.

Section 2. Amendment. Article IV, Section 5 of the Rules is hereby amended as follows, with deletions in bold strike-through and additions bolded and underlined:

SECTION 5. QUORUM

Any three ~~**majority**~~ of the members of the Planning Commission in office at the time shall constitute a quorum for the transaction of business at all Commission meetings. In the absence of a quorum, a lesser number may adjourn a meeting or continue a meeting to a later time or date; and, in the absence of all members, the Secretary may adjourn a meeting or continue a meeting. In the event any meeting is continued to a later date, the Secretary shall prepare and cause to be delivered to each member of the Commission timely notice setting forth the date and hour to which such meeting has been continued.

Section 3. The Town Attorney's office shall provide an updated version of the Rules to the Commission Secretary, incorporating the amendments set forth in Section 2 of this Resolution, within ten

(10) days following the effective date of this Resolution.

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

INTRODUCED, READ, PASSED AND ADOPTED THIS 15th DAY OF JANUARY, 2025.

ATTEST:

By_____
Ana Bohl, Secretary

TOWN OF MEAD PLANNING COMMISSION:

By_____
Ryan Sword, Chair