



PLANNING COMMISSION

441 3rd Street, Mead
Wednesday, March 19, 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.

1. Call to Order – Roll Call

Chairman Karen Peterson
Chair Pro Tem Ryan Sword
Commissioner Gerald Abshier
Commissioner Charles Gehringer
Commissioner William Jorgensen
Commissioner Alternate Timothy Corliss (1)
Commissioner Alternate Chad Rademacher (2)

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 January 15, 2025 Meeting Minutes

6. Public Hearing

a. **Public Hearing:** Comprehensive Plan Amendment - AMK Properties

[i.](#) **Resolution No. 02-PC-2025** – A Resolution of the Planning Commission of the Town of Mead, Colorado, Approving the Comprehensive Plan Amendment Requested by AMK Properties, LLC

b. **Public Hearing:** Land Use Code Update - Community Facilities

[i.](#) **Resolution No. 03-PC-2025** – A Resolution of the Planning Commission of Mead, Colorado, Recommending Approval of Certain Text Amendments to the Mead *Land Use Code*, Table 3.1 – Principal Uses Allowed, in Section 16-3-40 Use Regulations

7. 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.



PLANNING COMMISSION

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

MINUTES

6:00 p.m.

REGULAR MEETING

Chairman Ryan Sword called the special meeting of the Planning Commission to order at 6:00 p.m.

1. Call to order – Roll Call

PRESENT

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)

Also Present: Community Development Director Jason Bradford; Town Planner Collin Mieras and Town Attorney Silvia Buchenic via remote access; Secretary Ana Bohl; Administrative Clerk Karla Motley; From Community Planning Strategies (CPS): TJ Dlubac and Max Garcia.

2. Pledge of Allegiance to the Flag

All present pledged alliance to the flag.

3. Election of Officers

Ms. Buchenic provided a brief presentation for the nomination process

- a. Annual Appointment of Planning Commission Chair

Motion was made by Chair Sword, seconded by Commissioner Gehringer, to appoint Karen Peterson as Planning Commission Chair. Motion carried 5-0, on a roll call vote.

- b. Annual Appointment of Planning Commission Chair Pro Tem

Motion was made by Chair Sword, seconded by Commissioner Gehringer, to appoint Ryan Sword as Chair Pro Tem. Motion carried 5-0, on a roll call vote.

After nominations, commissioners took over immediately of new assigned positions

4. Review and Approve Agenda`

Motion was made by Commissioner Gehringer, seconded by Commissioner Abshier, to approve the agenda as written. Motion carried 5-0, on a roll call vote.

- 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 December 18, 2024, Meeting Minutes

Motion was made by Commissioner Abshier, seconded by Commissioner Gehringer, to approve the minutes of the December 18th, 2024, Planning Commission meeting, as written. Motion carried 5-0, on a roll call vote.

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

Ms. Buchenic presented Resolution No. 01-PC-2025, explaining that the proposed changes to the Procedures and Rules of Order was introduced at the prior meeting of the Commission and may now be formally approved.

Motion was made by Commissioner Sword, seconded by Commissioner Gehringer, to adopt Resolution 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.

Motion carried 5-0, on a roll call vote.

8. Staff Updates

- a. Clarification on Voting of Alternates

Ms. Buchenic provided clarification on voting of alternates and that the alternates to vote in case of just one regular commissioner absence will now be determined at the top of each agenda, with the (1) and (2) designation alternating each meeting.

Mr. Bradford introduced the new Town Planner 1, Mr. Alex Ailey, and he provided a brief presentation of his background.

- b. Land Use Code Update Introduction

Mr. Bradford introduced the consultant team for the Land Use Code update. The consultant team provided a presentation that included strategies, outreach, timeline, workflow, and website.

The consultant team responded to commissioners' questions and suggestions.

9. Adjournment

Motion was made by Commissioner Sword, seconded by Commissioner Gehringer, to adjourn the meeting.
Motion carried 5-0, on a roll call vote

The regular meeting of the Planning Commission for January 15, 2025, was adjourned at 7:51 p.m

Karen Peterson, Chair

ATTEST:

Ana Bohl, Secretary



Agenda Item Summary

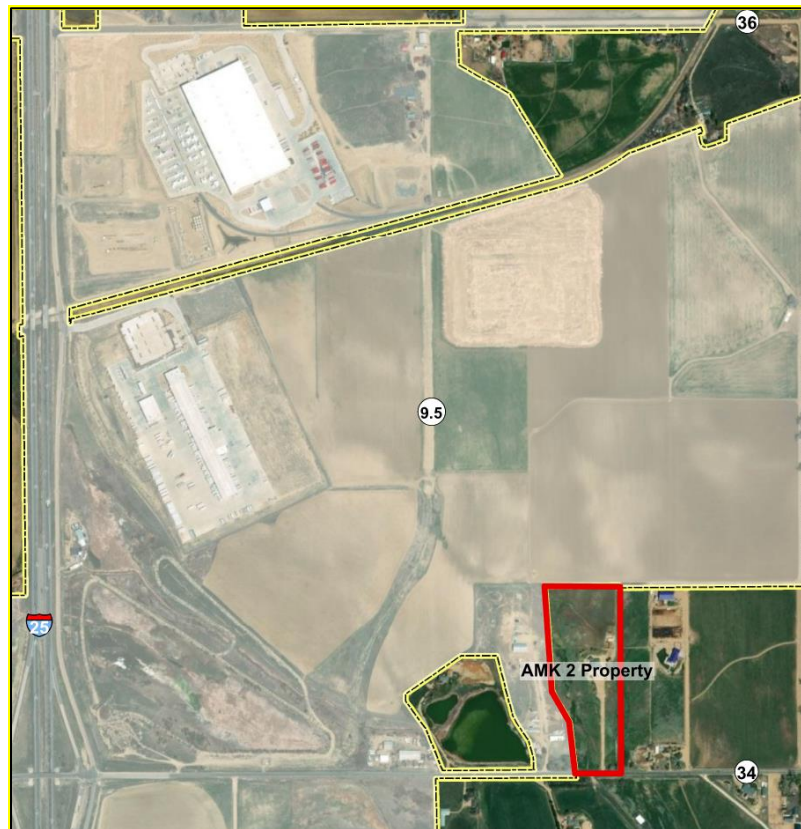
MEETING DATE: Planning Commission – March 19, 2025

SUBJECT: **Resolution No. 02-PC-2025** – A Resolution of the Planning Commission of the Town of Mead, Colorado, Approving the Comprehensive Plan Amendment Requested by AMK Properties, LLC

PRESENTED BY: Collin Mieras, Planner II

SUMMARY

Randy Stippich, the managing member/designated representative of AMK Properties, LLC, a Colorado limited liability company (“Applicant”) has submitted an application for a Comprehensive Plan Amendment for the Planning Commission’s consideration and approval. The Planning Commission is vested with jurisdiction to consider the Amendment pursuant to C.R.S. § 31-23-208. The Planning Commission is required to hold a public hearing to consider the Comprehensive Plan Amendment and then forward its decision to the Board of Trustees for a subsequent endorsement (or ratification) of the Amendment.



AMK 2 Property Location in relation to current Town Boundaries

DETAIL OF REQUEST

Applicant: AMK Properties, LLC
Property Owner: AMK Properties, LLC
Property Location: 4727 CR 34 – Generally north of WCR 34 (Welker Ave.) and east of WCR 9 ½ (High Plains Blvd.)
Existing Zoning Classification: Agricultural within Weld County
Comp. Plan Designation: Multi-family Residential (MF)
Proposed Comp. Plan Designation: Business Park (BP)

Surrounding Land Uses:

North: Existing agricultural and light industrial, zoned for Light Industrial – Town of Mead
 South: Existing Rural Residential and Agricultural within Weld County, Planned for Commercial Mixed Use (CMU)
 East: Existing Rural Residential and Agricultural within Weld County, Planned for Multi-family Residential (MF)
 West: Undeveloped land including the AMK property and Raterink and Postle Subdivisions, which includes the recent FedEx and Home Depot developments to the north and west. The property is planned for Business Park (BP) / Planned Industrial Mixed Use (PI) and is zoned for Light Industrial (LI) - Town of Mead

OVERVIEW

The request before the Planning Commission is to review the proposed Comprehensive Plan Amendment for a 13.01 - acre parcel of land owned by the Applicant. The property is located at 4727 CR 34, which is generally north of CR 34 (Welker Ave.) on the east side of I-25.

The current land use designation for the property as depicted in the Future Land Use Map component of the Comprehensive Plan (Map 4 on page 43) is Multi-family Residential (MF). The Applicant is requesting a change to Business Park (BP) with the intention of annexing and zoning the property Light Industrial (LI). Currently, there is a single-family residence located on the property.

The Comprehensive Plan Amendment must be approved prior to any zoning or subdivision approvals. Specifically, MMC Section 16-1-90(1) states, in relevant part, as follows:

“Where a development proposal would be in substantial conflict with the Comprehensive Plan, an amendment to the Comprehensive Plan will be required prior to any zoning or subdivision approvals.”

C.R.S. § 31-23-208 *Procedure of commission* requires the following:

“Before the adoption of the plan or any such part, amendment, extension, or addition, the commission shall hold at least one public hearing thereon, notice of the time and place of which shall be given by one publication in a newspaper of general circulation in the municipality and in the official newspaper of the county affected (a minimum of 15 days prior to the public hearing). The adoption of the plan, any part, amendment, extension, or addition shall be by resolution of the commission carried by the affirmative votes of not less than two-thirds of the entire membership of the commission.”

REVIEW CRITERIA

The Comprehensive Plan contains no specific review criteria for the Planning Commission to analyze

when making a decision on the proposed Amendment. However, the Planning Commission should be guided by good planning principles and must make a determination as to whether the proposed Amendment, if approved, will further the goals and policies set forth in the Comprehensive Plan. Town Staff has undertaken a thorough analysis of the proposed Amendment and is supportive of the same, given the recent development activity in the vicinity of the subject property.

Although approval of this Amendment will reduce the land area designated for Multi-family Residential (MF) in the Future Land Use Map, there remain opportunities for mixed-density housing in various residential areas within the MF planning area. Further, the size and shape of the AMK 2 (4727 CR 34) parcel limits the options for multi-family development.

Staff is recommending that the Planning Commission approve the Comprehensive Plan Amendment and forward to the Board of Trustees for subsequent endorsement, following the conclusion of the public hearing. The Applicant has provided the following documents in support of the Comprehensive Plan Amendment, for consideration by the Planning Commission:

1. A Letter of Intent that describes the proposed changes to the Comprehensive Plan and specifies how the proposed Amendment will further other important policies and goals of the Comprehensive Plan, including but not limited to increasing local employment opportunities and enhancing the tax base (attached to this Agenda Item Summary).
2. A map which illustrates the proposed changes to the Land Use Map (attached as Exhibit 1 to Resolution No. 02-PC-2025).

FINANCIAL CONSIDERATIONS

N/A.

ALTERNATIVES/OPTIONS

Following the conclusion of the March 19, 2025, public hearing, the Planning Commission may opt to approve or deny the proposed Comprehensive Plan Amendment. If approved, the Amendment will be forwarded to the Board of Trustees for endorsement/ratification.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends the Planning Commission approve Resolution. No. 02-PC-2025, with the following motion:

“I Move to Approve Resolution No. 02-PC-2025 - A Resolution of the Planning Commission of the Town of Mead, Colorado Approving the Comprehensive Plan Amendment Requested by AMK Properties, LLC.”

ATTACHMENTS

Letter of Intent from the Applicant dated October 21, 2024
Resolution No. 02-PC-2025 (Exhibit 1: Comprehensive Plan Amendment Map)



Consultants, Inc.
16911 Potts Place, Mead, CO
970.217.9148
troy@i2-consultants.com

October 14, 20214

Mr. Jason Bradford
Community Development Director
Town of Mead
441 Third Street
Mead, CO 8542

RE: Letter of Intent for AMK Annexation #2 Comprehensive Plan Amendment
Parcel Number: 120711400095

Dear Mr. Bradford:

We are pleased to submit this letter and associated documents on behalf of the landowner, AMK Properties LLC, for a formal request to consider approval of a Petition of Comprehensive Plan amendment into the Town of Mead.

This letter of intent provides a description of the existing conditions, brief overview of the project and how this amendment to the Town of Mead Comprehensive Plan is substantiated for development of the subject property. The legal description of the subject property is also included within this letter.

EXISTING CONDITIONS

The subject site consists of one (1) parcel (Parcel No. 120711400095) and is +/- 13.01 acres. The subject site is located in the southeast quarter of Section 11, Township 3 North, Range 68 West, of the 6th Principal Meridian, County of Weld, State of Colorado. Furthermore, the project is north of County Road 34 and east of Interstate 25.

The northern boundary of the site is undeveloped but is zoned Light Industrial within the Town. The southern boundary of the site is CR 34; the eastern boundary is two large lot residential properties and the western property boundary is AMK Annexation, for which a recent Comprehensive Plan Amendment was recently completed.

The Postle Annexation is adjacent to the north property line for the subject site. The Postle Annexation been annexed and zoned light industrial. Additionally, the Raterink property prior to annexation was subject to a comp plan amendment in the manner similar to this request. The area of the Raterink property to the north of this subject property was designated as future multi-family use in the Town of Mead's Comprehensive Plan and was amended to light industrial.

AMK Properties LLC
Letter of Intent for Comprehensive Plan Amendment
October 14, 2024

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The AMK Annexation #2 site is best suited for a comprehensive plan amendment to stay consistent with the surrounding land uses of light industrial, additionally due to its proximity to the I-25 interchange and ease of access it is better suited for a light industrial business park vs. multi-family development. The property is too small to be a candidate for a multi-family development, lacking greater amenities such as parks, trails, retail and restaurants. Its proximity to the neighboring industrial developments also makes it less desirable to live adjacent to. Our proposed use would provide a suitable transition but complimentary use from the heavier industrial use adjacent properties. Our targeted tenants will be small locally owned and operated business that provide goods and services to the Mead Community.

According to the *Town of Mead Comprehensive Plan Future Land Use Map*, dated March 2018, the subject property is shown as Multi-Family Residential (M-F). A Comprehensive Plan Amendment Application is being provided along with this Annexation and Zoning Application. The *Town of Mead Comprehensive Plan Future Land Use Map* shows the adjacent properties as Business Park (BP) to the west; Planned Industrial Mixed Use (PI) with a future middle school to the north and Single Family Residential (SFR) with a future elementary school to the east.

The subject property to be annexed and amended will take access from CR 34.

PROJECT OVERVIEW

The subject site is approximately 13.01 acres and located in unincorporated Weld County. The intent of this application is to annex the subject property with an amended Zone of "Light Industrial", which is compatible with adjacent properties.

The proposed uses for the subject property will be within the allowed uses for the "Business Park" use classification.

The proposed zoning of "Light Industrial" is compatible with adjacent zones and the *Town of Mead Comprehensive Plan Future Land Use Map*.

TOWN OF MEAD COMPREHENSIVE PLAN

The property is included in the *Town of Mead Comprehensive Plan Future Land Use Map* and identified as Multi-Family Residential. The Multi-Family Residential Land Use is not compatible with the surrounding proposed land uses. A Comprehensive Plan Amendment Application is being provided along with this Annexation and Zoning Application.

AMK Properties LLC
 Letter of Intent for Comprehensive Plan Amendment
 October 14, 2024

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Along with the Town's goals of increasing local employment opportunities and tax base, the amendment of the Comprehensive Plan to "Business Park" will help contribute to this goal.

The Comprehensive Plan Amendment meets the criteria for approval as follows:

- The area immediately adjacent to the subject property has recently been approved for Business Park. The immediate area to the west is developing as light industrial/business park and the subject property will be compatible with the adjacent properties.
- The public good shall be promoted through increased employment opportunities, compatible uses within the project area and increased commerce near the I-25 corridor. Furthermore, the proposed amendment is in compliance with the intent and goals of the Comprehensive Plan.
- The proposed amendment is compatible with existing and proposed surrounding land uses, based on the Town of Mead Comprehensive Plan Map and recent changes to the Map.
- The proposed amendment will not overburden adjacent infrastructure and necessary services and infrastructure will be extended to the site if required.

The Multi-Family Residential use is not an appropriate use within this changing area of the Town. The "Business Park" use and classification is more appropriate considering the recent annexations and changes in this area.

LEGAL DESCRIPTION

A parcel of land situate in the Southeast Quarter of Section Eleven (11), Township Three North (T.3N.), Range Sixty-eight West (R.68W.) of the Sixth Principal Meridian (6th P.M.), Town of Mead, County of Weld, State of Colorado, and being more particularly described as follows:

Lot B, Recorded Exemption No. RE2311, being a part of the Southeast Quarter of Section 11, Township 3 North, Range 68 West of the 6th P.M., as per the map recorded November 18, 1998 as Reception No. 2654501, County of Weld, State of Colorado.

Said parcel contains 566,635 square feet or 13.008 acres, more or less.

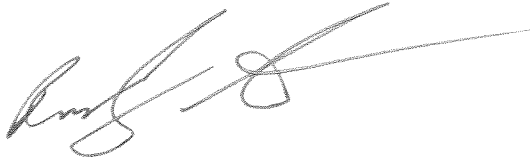
AMK Properties LLC
Letter of Intent for Comprehensive Plan Amendment
October 14, 2024

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We look forward to the Town's favorable review of this Annexation and Zoning Application as well as the Comprehensive Plan Amendment. Please do not hesitate to contact our office if you have any questions.

Sincerely,

AMK Properties, LLC

A handwritten signature in black ink, appearing to read "Randy Stippich", with a long horizontal flourish extending to the right.

Randy Stippich
Owner

**TOWN OF MEAD, COLORADO
PLANNING COMMISSION
RESOLUTION NO. 02-PC-2025**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF MEAD,
COLORADO APPROVING THE COMPREHENSIVE PLAN AMENDMENT REQUESTED
BY AMK PROPERTIES, LLC**

WHEREAS, the Town of Mead (the “Town”) is authorized pursuant to Title 31, Article 23, C.R.S. and the Town of Mead Municipal Code (the “MMC”) to regulate the development of land, streets and utilities within the Town for the purposes of promoting the public health, safety, convenience, and the general welfare of the community; and

WHEREAS, the Planning Commission duly adopted the Mead Comprehensive Plan (the “Comprehensive Plan” or the “Plan”) which is the primary land use policy document for the community and is focused on enhancing the Town’s long-term vitality; and

WHEREAS, Section 16-1-90 of the MMC requires that “[w]here a development proposal would be in substantial conflict with the Comprehensive Plan, an amendment to the Comprehensive Plan will be required prior to any zoning or subdivision approvals”; and

WHEREAS, AMK Properties, LLC, a Colorado limited liability company (“Applicant”) owns certain property located at 4727 CR 34, generally north of CR 34 (Welker Avenue) and east of CR 9 ½ (High Plains Blvd.) in the County of Weld, State of Colorado, which property consists of 13.01 acres more or less (“Property”); and

WHEREAS, the Applicant intends to submit a Petition for Annexation to the Town for the Property and has submitted an application seeking a Comprehensive Plan amendment; and

WHEREAS, specifically, the Applicant is requesting an amendment to change the land use map designation from Multi-family residential (MF) to Business Park (BP) in the Future Land Use Map incorporated as Map 4 on page 43 of the Comprehensive Plan; and

WHEREAS, C.R.S. §31-23-208 provides, in relevant part, that, “[b]efore the adoption of the plan or any such part, amendment, extension, or addition, the commission shall hold at least one public hearing thereon, notice of the time and place of which shall be given by one publication in a newspaper of general circulation in the municipality and in the official newspaper of the county affected”; and

WHEREAS, the Planning Commission held a duly noticed public hearing on March 19, 2025 to consider the Applicant’s request for a Comprehensive Plan Amendment; and

WHEREAS, C.R.S. §31-23-208 additionally provides that “[t]he adoption of the plan, any part, amendment, extension, or addition shall be by resolution of the commission carried by the affirmative votes of not less than two-thirds of the entire membership of the commission”; and

WHEREAS, the Comprehensive Plan states that, “It was the duty of the Mead Planning Commission to make and adopt this Plan and to certify it to the Board of Trustees. The Board of Trustees endorsed the Plan, and all amendments or revisions will be done by resolution”; and

WHEREAS, the Planning Commission reviewed the proposed Comprehensive Plan amendment and other materials provided by the Planning Commission by Town staff at or prior to the March 19, 2025 meeting and public hearing, and

WHEREAS, the Planning Commission desires to approve the Comprehensive Plan amendment and further desires that the amendment be certified to the Board of Trustees for approval by resolution.

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

Section 1. The Planning Commission held a duly noticed public hearing on the proposed Comprehensive Plan amendment on March 19, 2025.

Section 2. The Planning Commission hereby approves the Comprehensive Plan amendment as generally shown in **Exhibit 1** attached hereto, changing the Future Land Use Map designation from Multi-family Residential (MF) to Business Park (BP), based on a determination that the proposed amendment will further the goals and policies articulated in the Comprehensive Plan. The Comprehensive Plan amendment is approved, subject to the following conditions:

- a) The Applicant shall pay all fees and costs incurred by the Town and its consultants in reviewing and processing the Comprehensive Plan amendment application;
- b) Town Community Development Staff shall prepare an amendment/supplement to the Future Land Use Map (Map 4 on page 43 of the Comprehensive Plan) to incorporate the information generally shown in **Exhibit 1**;
- c) The amendment/supplement to the Future Land Use Map shall be completed prior to the referral of the amendment to the Board of Trustees for endorsement.

Section 3. Town staff shall distribute a copy of this Resolution to the Board of Trustees for endorsement or ratification following the date on which the conditions set forth in Section 2 above have been satisfied.

Section 4. Following endorsement or ratification of the Comprehensive Plan amendment by the Board of Trustees, Town staff is directed to file a certified copy of the amendment with the Weld County Clerk and Recorder, as required by C.R.S. § 31-23-208.

Section 5. Effective Date. This Resolution shall become effective immediately upon adoption.

INTRODUCED, READ, PASSED AND ADOPTED THIS 19th DAY OF MARCH, 2025.

ATTEST:

**TOWN OF MEAD PLANNING
COMMISSION:**

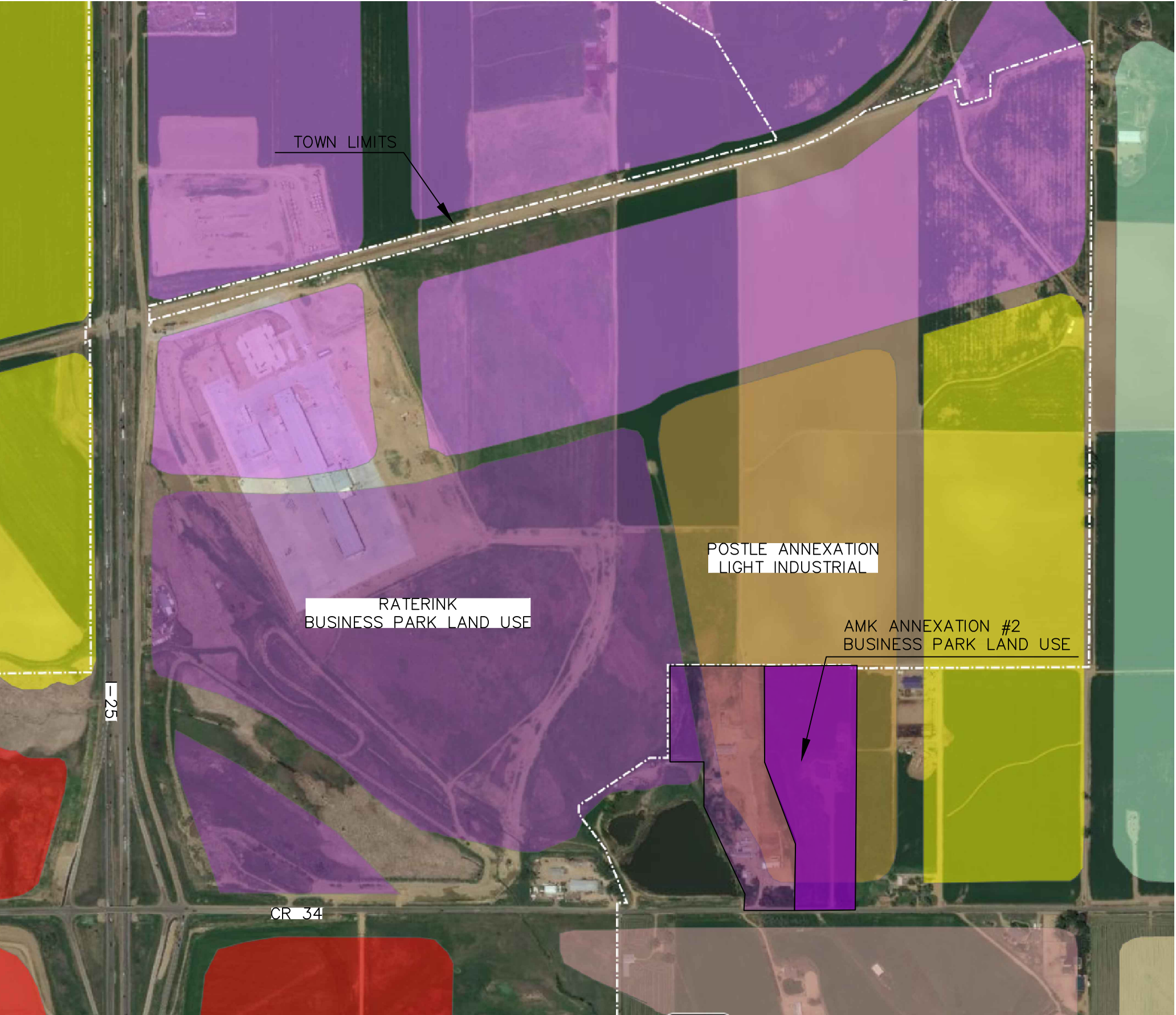
By: _____
Mary E. Strutt, MMC, Acting Secretary

By: _____
Karen Peterson, Chair

EXHIBIT 1

AMK Properties LLC Comprehensive Plan Amendment Map
[Exhibit begins on the next page.]

AMK PROPERTIES
AMK ANNEXATION #2



- Future Land Use
- Agriculture
 - Business Park
 - Clustered Residential
 - Commercial Mixed Use
 - Downtown Mixed Use
 - Future Reservoir
 - Large Lot Residential
 - Mixed Use - Residential/Commercial
 - Multi-family Residential
 - Park/Open Space
 - Planned Industrial Mixed Use
 - Public/Semi-Public
 - Regional Commercial
 - Residential Mixed Use
 - Rural Residential
 - Single Family Residential

- FUTURE LAND USE NOTES:
1. AMK ZONING SITE AREA = ±13.21 ACRES.
 2. AMK ANNEXATION AREA = ±13.21 ACRES.
 3. PROPOSED LAND USE IS BUSINESS PARK. PROPOSED ZONING IS LIGHT INDUSTRIAL.

i2
Consultants,
Inc.
16911 Potts Place
Mead, Colorado
970.217.9148
10/14/2024



Agenda Item Summary

MEETING DATE: March 19, 2025

SUBJECT: **Resolution No. 03-PC-2025** – A Resolution of the Planning Commission of Mead, Colorado, Recommending Approval of Certain Text Amendments to the Mead *Land Use Code*, Table 3.1 – Principal Uses Allowed, in Section 16-3-40 Use Regulations

PRESENTED BY: Jason Bradford, AICP, Community Development Director

SUMMARY

In order to clarify the intent of the table of allowed uses, Mead Municipal Code (“MMC”) Section 16-3-40. “Use regulations” (the “Table of Uses”), Town staff has prepared minor revisions to the Table of Uses regarding the defined term “Community Facility.” The purpose of these minor amendments is to replace the undefined term “Community Activity Building” with the defined term “Community Facility,” and to clarify the intent of the Table of Uses to allow libraries in residential zone districts. The proposed amendments to the MMC are set forth in Exhibit A to Resolution No. 03-PC-2025 attached to this Agenda Item Summary (together, the “Text Amendment”).

OVERVIEW

By way of background, the Table of Uses assigns various land uses into those zoning districts that are most appropriate and is organized into three increasingly detailed layers of land use categories.

- I. GENERAL (for example: residential)
 - a. *Use Category* (for example: Household Living, Group Living, etc.)
 - i. ***Specific Use Type*** (for example: Assisted Living Facility, Large Group Living Facility, Treatment Facility, etc.)

This categorization provides an efficient way to locate a specific land use, and then identify whether the particular use is allowed by right, prohibited, or allowed as a conditional use in a particular zone district. The Text Amendment relates to the general land use category called “Institutional and Civic,” which is organized into subcategories as shown in relevant part below.

- I. INSTITUTIONAL AND CIVIC
 - a. *Community Service*
 - i. ***Community Activity Building***
 - ii. ***All Other Community Services***
 - b. *Cultural*
 - i. ***Museums, art galleries, libraries***
 - c. *Etc. (other Use Categories include Day Care, Detention Facilities, and Hospital/Clinic)*

The purpose of the Text Amendment is to: (1) replace the undefined term “Community Activity Building” with the defined term “Community Facility” and (2) clarify the intent of the Table of Uses to allow libraries within a wider range of zone districts, including residential zone districts.

(1) Replace “Community Activity Building” with defined term “Community Facility”

As shown above, the “Community Service” Use Category includes the Specific Use Type of “Community Activity Building,” which is not defined anywhere in the MMC in apparent error. Staff proposes to replace this undefined term with “Community Facility,” defined in MMC Section 16-1-150 as “a publicly owned facility or office building which is primarily intended to serve the recreational, educational, cultural, administrative or entertainment needs of the community as a whole.”

(2) Clarify Table of Uses as to zone districts where libraries are permitted

Another point of confusion is the inclusion of libraries as a Specific Use Type under the “Cultural” Use Category, as shown on the previous page. In addition to libraries, this Use Category also includes museums and art galleries. The “Cultural” Use Category is fairly restrictive, permitting these uses in nonresidential zone districts only. While it makes sense to restrict museums and art galleries in some zone districts, due to the typical sizes of the buildings and the traffic patterns these uses generate, libraries, on the other hand, are perfectly at home within a wider range of zone districts, including residential neighborhoods. Staff recommends removing “libraries” from the “Cultural” Use Category so libraries can be considered a “Community Facility.” Libraries fit squarely within the definition of “Community Facility,” and this change would allow for libraries to locate within residential zone districts.

REVIEW CRITERIA AND ANALYSIS

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.”

Only one (1) of the review criteria listed above is required to be satisfied in order to approve an amendment to the code. Staff believes that the Text Amendment meet criteria (1) and (4). The Table of Uses includes a manifest error in including the undefined term “Community Activity Building,” rather than the defined term “Community Facility,” which includes community activities and is intended to “...serve the... educational... needs of the community as a whole.” The Text Amendment also further the implementation of the goals of the Town Comprehensive Plan by permitting libraries in residential areas to provide more opportunities to meet the evolving needs of Town residents with additional flexibility to work with school and library providers to locate libraries in the Town in line with Policy 1B under Thoughtful Community Planning, Facilities and Services Goal 1 (“ensure government services, buildings and equipment needs respond to growth with a cost-effective, high level of service to residents”).

STAFF RECOMMENDATION/ACTION REQUIRED

Staff believes that the proposed revisions satisfy the applicable criteria for approval as set forth in MMC Section 16-3-160 and requests that the Planning Commission recommend approval of the Text Amendment to the Board of Trustees via the following suggested motion:

“I move to approve Resolution No. 03-PC-2025, A Resolution of the Planning Commission of the Town of Mead, Colorado, Recommending Approval of Certain Text Amendments to the Town of Mead *Land Use Code*, Table 3.1 – Principal Uses Allowed, in Section 16-3-40 – Use Regulations.”

ATTACHMENTS

Resolution No. 03-PC-2025 (Exhibit A: Amendments to Section 16-3-40 – Use regulations)

**TOWN OF MEAD, COLORADO
PLANNING COMMISSION
RESOLUTION NO. 03-PC-2025**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF MEAD,
COLORADO, RECOMMENDING APPROVAL OF CERTAIN TEXT AMENDMENTS TO
THE MEAD LAND USE CODE, TABLE 3.1 – PRINCIPAL USES ALLOWED, IN 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 proposed to amend Table 3.1 – Principal Uses Allowed, in Section 16-3-40 – Use Regulations, of the Land Use Code, as shown in **Exhibit A** attached to this resolution ("Text Amendment"); 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 March 19, 2025, the Planning Commission held a duly noticed public hearing to review the proposed Text Amendment; 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 Board has determined that the approval criteria set forth in Sec. 16-3-160(f)(1) and (f)(4) of the MMC have been satisfied in that the Text Amendment corrects a manifest error in the text of Article III of the Land Use Code; will assist with the accommodation of providing for changes in administrative practices as may be necessary to accommodate changing needs of the community and the Town staff; and will further the implementation of 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 Amendment in accordance with the procedure set forth in Sec. 16-3-160 of the MMC and that the public hearing on the Text Amendment 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 Amendment.

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

INTRODUCED, READ, PASSED AND ADOPTED THIS 19TH DAY OF MARCH, 2025.

ATTEST:

TOWN OF MEAD PLANNING
COMMISSION:

By: _____
Mary Strutt, MMC, Acting Secretary

By: _____
Karen Peterson, Chair

EXHIBIT A

The text amendments to Table 3.1 in Sec. 16-3-40 of the Mead Municipal Code are provided below, with deletions shown in ~~red font color strike-through~~ and the addition shown in turquoise highlight italics.

NOTE FOR CODIFIER: An abbreviated version of Table 3.1 is shown below because only the section titled “Institutional and Civic” is affected by the text amendment. No other part of Table 3.1 is affected. If the copy of this Exhibit A does not clearly identify the text amendments, the following revisions are made:

1. In the Use Category “Community Service,” in the column Specific Use Type, the existing term “Community activity building” is deleted and replaced with the new term “Community facility.”
2. In the Use Category “Culture,” in the column Specific Use Type, the existing term “libraries” is deleted and the comma immediately preceding “libraries” is deleted.
3. No other text amendments are made to Table 3.1.

Sec. 16-3-40. Use regulations.

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	

INSTITUTIONAL AND CIVIC												
Colleges & Vocational Schools	Colleges & universities				C	C	C	A	A	C		
	Vocational/technical/trade schools						C	A	A	A		
	All other educational institutions						C	C	C	C		
Community Service	Community activity building <u>Community facility</u>	A	A	A	A	A	A	A	A		C	
	All other community services	C	C	C	C	C	C	A	A	C	C	
Cultural	Museums, art galleries, libraries						A	A	A	C	C	
Day Care	Child care center, large					C	C	A	A	C		
	Child care center, small	C	C	C	C	C	C	C	A	C		
	Family child care, home	A	A	A	A	A						
Detention Facilities	Jails, honor camps, reformatories									C		Vote by Trustees

	Law enforcement rehab centers									C		Vote by Trustees
Hospital/Clinic	Medical & dental clinics					C	A	A	A	A		
	Counseling centers (nonresidential)						A	A	A	A		
	Hospital/mental hospital						C	A	C	A		
	Physical & mental rehab (residential)						C	A	C	A		
	All other						C	C	C	C		
Public Property	Cemetery	A	C	C	C	C	C	C	A	A	A	
	Golf course	A	A	C	C	A	C	C	A	A	A	
	Golf driving range	A	C	C	C	C	C	C	A	A	C	
	Parks	A	A	A	A	A	A	A	A	A	A	
	Lakes and Reservoirs	A	A	C	C	C	C	C	C	A	A	
	All other Define	A	A	A	A	A	A	A	A	A	A	
Religious Assembly	Churches, temples, synagogues & mosques	A	A	A	A	A	A	A	A	A	A	16-3 50(15)
Safety Services	Fire station, police station, all others	C	C	C	C	C	A	A	A	A	C	
Schools	Boarding school	C	C	C	C	A	A	A	A			
	Elementary schools	A	A	A	A	A	A	A	A		A	
	Secondary schools	A	A	A	A	A	A	A	A		A	
Utilities, Basic	Utility service facilities (underground)	A	A	A	A	A	A	A	A	A	A	
	All other basic utilities	C	C	C	C	C	C	C	A	A	C	
Utility Corridors	Transmission lines (aboveground)	C	C	C	C	C	C	C	C	A	C	16-3-50(5)
	Transmission lines (underground)						C	C	A	A	C	
	Utility treatment, production or service facility								C	C		
	All other	C	C	C	C	C	C	C	C	C	C	