



**Garden
Spot of
Colorado**

**Town of Berthoud Planning Commission
Town Hall
Board Room
807 Mountain Avenue, Berthoud, CO 80513
July 10, 2025 at 6:00 p.m.**

1. Meeting called to order – Chairperson Anderson at 6:00 p.m.

2. Pledge of Allegiance

3. Roll Call

The following Planning Commission members were present:

Karen Anderson, Chair
Abigail Smith, Vice Chair
Nick Semedalas, Commissioner
Stacy Sigman, Commissioner
Marc Hofmans, Commissioner

The following Planning Commission members were absent:

David Pond, Commissioner
Mark Brodie, Commissioner

The following staff members were present:

Anne Johnson, Community Development Director
Tawn Hillenbrand, Planning Manager
Bella Manzo, Planner

4. Approval of Minutes from June 26, 2025 were moved for approval by Commissioner Sigman and a second to the motion was made by Commissioner Hofmans.
5. Public Hearing: A Public Hearing to consider a request for a Preliminary Plat known as Farmstead Acres, continued from May 22, 2025, located approximately 560-feet west of the N. Dorothy Drive and Remuda Road intersection, south of Mountain Avenue.
- Planning Manager Tawn Hillenbrand provided a staff presentation at 6:02 p.m.
 - The applicant was represented by Todd Johnson and they provided a presentation at 6:10 p.m.
 - Public testimony was opened at 6:22 p.m. and closed at 6:23 p.m. No members of the public provided testimony.
 - Planning Commissioners deliberated and discussed the Criteria of Approval for the proposed Preliminary Plat. Discussion opened at 6:22 p.m. and closed at 6:27 p.m.
 - Commissioner Sigman moved to send a recommendation of approval to the Town Trustees of the Farmstead Acres Preliminary Plat request as proposed. A second to this motion was made by Commissioner Semedalas.
 - The public hearing closed at 6:28 p.m.

6. Public Hearing: A Public Hearing to consider a request for a Minor Subdivision known as Buckardt, located at 806 2nd Street, located on the east side of 2nd Street, approx. 100 feet south of Franklin Avenue.
 - a. Planning Manager Tawn Hillenbrand provided a staff presentation at 6:28 p.m.
 - b. The applicant was represented by Tom Donnelly and they provided a presentation at 6:35 p.m.
 - c. Public testimony was opened at 6:41 p.m. and closed at 6:41 p.m. No members of the public provided testimony.
 - d. Planning Commissioners deliberated and discussed the Criteria of Approval for the proposed Minor Subdivision. Discussion opened at 6:42 p.m. and closed at 6:44 p.m.
 - e. Commissioner Semedalas moved to send a recommendation of approval to the Town Trustees of the Buckardt Minor Subdivision request as proposed. A second to this motion was made by Commissioner Hofmans.
 - f. The public hearing closed at 6:44 p.m.
7. Public Hearing: Proposed Amendments to Chapter 30 of the Berthoud Municipal Code regarding Short-term Rentals were presented by Planning Manager Tawn Hillenbrand.
 - a. Planning Manager Tawn Hillenbrand provided a staff presentation at 6:45 p.m.
 - b. Public testimony was opened at 7:10 p.m. and closed at 7:10 p.m. No members of the public provided testimony.
 - c. Planning Commissioners deliberated and discussed the proposed Amendment. Discussion opened at 7:11 p.m. and closed at 7:17 p.m.
 - d. Commissioner Sigman moved to send a recommendation of denial to the Town Trustees of the Amendment request as proposed. A second to this motion was made by Commissioner Hofmans.
 - e. The public hearing closed at 7:17 p.m.
8. Public Hearing: Proposed Amendments to Chapter 30 of the Berthoud Municipal Code regarding the Mountain Avenue Overlay District were presented by Community Development Director Anne Johnson.
 - a. Community Development Director Anne Johnson provided a staff presentation at 7:18 p.m.
 - b. Public testimony was opened at 7:56 p.m. and closed at 8:01 p.m. The following members of the public provided testimony: Lynn Larsen.
 - c. Planning Commissioners deliberated and discussed the proposed Amendment. Discussion opened at 8:01 p.m. and closed at 8:05 p.m.
 - d. Commissioners accepted Staff's suggestion to withdraw the amendments to the Mountain Avenue Overlay District from the ordinance currently containing both Short-term Rental and Mountain Avenue Overlay amendments. The Planning Commission will meet with staff to discuss options for the two character districts.
 - e. The public hearing closed at 8:06 p.m.
9. Report by Staff:
 - a. There will be no meeting of the Planning Commission on July 24, 2025.
 - b. Commissioner Brodie has been appointed to the Town Board of Trustees, as such there is currently a vacancy on the Planning Commission.
 - c. Land Use Hearings will be upcoming during the Planning Commission meetings on August 14, 2025, August 28, 2025, and September 9, 2025.
 - d. Town Attorney Erin Smith will be present for the Planning Commission meeting on September 25, 2025 to review the e-notebook with commissioners, and for a work session to talk about a range of topics.

10. Adjourn

The meeting was adjourned by Motion of Commissioner Sigman and seconded by Commissioner Hofmans at 8:19 p.m.

A handwritten signature in blue ink, appearing to read "Karen Anderson", written over a horizontal line.

Chairperson

A handwritten signature in blue ink, consisting of stylized initials, written over a horizontal line.

Secretary