**MEETING OF THE PLANNING COMMISSION**
**Town Board Room**
**807 Mountain Avenue**
**Town of Berthoud, Colorado**
**Thursday, September 11, 2025, 6:00 p.m.**

This is an IN-PERSON meeting at the location and time noted above.

**This meeting will be streamed live on YouTube. The live stream is accessible by visiting www.berthoud.org/stream**

1. Call Meeting To Order
2. Pledge Of Allegiance
3. Roll Call
4. Approval Of Meeting Minutes

   Documents:

   2025 08 28 MINUTES PC.PDF
5. Public Hearing: Fickel Farms 5th Filing Preliminary Plat - Continuance

   Documents:

   00 FICKEL FARM 5TH FILING CONTINUANCE REQUEST.PDF
6. Report By Staff
7. Adjourn

Individuals needing special accommodation may request assistance by contacting the Town Clerk at 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.

**Town of Berthoud Planning Commission**
**Town Hall**
**Board Room**
**807 Mountain Avenue, Berthoud, CO 80513**
**August 28, 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
   David Pond, Commissioner
   Stacy Sigman, Commissioner
   Marc Hofmans, Commissioner

   The following Planning Commission members were absent:
   Nick Semedalas, Commissioner

   The following staff members were present:
   Anne Johnson, Community Development Director
   Tawn Hillenbrand, Planning Manager
   Bella Manzo, Planner
   Luke Seeber, Town Engineer
   Alicia Garcia, Attorney for Town of Berthoud (remote attendee)
   Corporal Drissel, Larimer County Sheriff

4. Approval of Minutes from August 14, 2025 were moved for approval by Commissioner Sigman and a second to the motion was made by Commissioner Pond.

5. Public Hearing: Revere Rezone And Neighborhood Master Plan.
   Public Hearing to consider approval of the Revere Neighborhood Master Plan and an amendment to the Zoning Map of the Town of Berthoud.
   a. Chair Anderson spoke on expectations for meeting procedures at 6:02 p.m.
   b. Planning Manager Tawn Hillenbrand provided a staff presentation at 6:05 p.m. Town Engineer Luke Seeber provided an overview of development review processes for the Engineering Department at 6:23 p.m.
   c. The applicant was represented by Kristin Turner. They provided a presentation at 6:26 p.m. The applicant's traffic engineer, Ruth Rollins, provided a presentation at 6:40 p.m. An attorney for the applicant, Angela Hygh, provided a presentation at 6:57 p.m.
   d. The applicant, represented by Kristin Turner, responded to questions at 7:10 p.m. The applicant's traffic engineer, Ruth Rollins, responded to questions at 7:22 p.m. The

applicant's project engineer, Stephanie Thomas, responded to questions at 7:24 p.m. The applicant, represented by Kristin Turner, responded to questions at 7:27 p.m.

e. Public testimony was opened at 7:39 p.m. and closed at 7:58 p.m. The following members of the public provided testimony: Stephen Kiepe, Bruce Bird, Jim Schweifer, Kelly Seaton, Scott Charpentier.
f. Planning Commissioners deliberated and discussed the proposed Neighborhood Master Plan. Discussion opened at 8:09 p.m. and closed at 8:42 p.m.
g. Commissioner Sigman moved to send a recommendation of approval to the Town Trustees of the Neighborhood Master Plan as proposed. A second to this motion was made by Commissioner Smith.
h. Planning Commissioners deliberated and discussed the proposed Rezone. Discussion opened at 8:43 p.m. and closed at 8:45 p.m.
i. Commissioner Smith moved to send a recommendation of approval to the Town Trustees of the Rezoning as proposed. A second to this motion was made by Commissioner Pond.
j. The public hearing closed at 8:46 p.m.

6. Planning Commission Elections were held. The results of the elections were:
   a. Karen Anderson as Chairperson
   b. Abigail Smith as Vice Chair
   c. Nick Semedalas as Secretary

7. Report by Staff:
   a. An update was given on land use matters decided during the August 26, 2025 Town Board of Trustees Meeting.
   b. The Planning Commission Meeting on September 11, 2025 is scheduled to contain a land use hearing.
   c. Candidates for Planning Commission will be interviewed on September 8, 2025 and appointed September 9, 2025.
   d. The Planning Commission Meeting on September 25, 2025 is scheduled to contain an orientation for the new Commissioner and a discussion with Town Attorney Erin Smith.
   e. A virtual field trip exploring tree lawn/tree strip landscaping information is tentatively scheduled for October.
   f. The Town of Berthoud Oktoberfest event will be held on October 4, 2025.
8. Adjourn

   The meeting was adjourned by Motion of Commissioner Smith and seconded by Commissioner Hofmans at 9:09 p.m.

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Chairperson Secretary

# PLANNING COMMISSION INFORMATION

## COMMUNITY DEVELOPMENT DEPARTMENT

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| **Meeting Date:** | **September 11, 2025** |
| **Agenda Title/Subject:** | **Request for continuance of the Public Hearing for the Preliminary Plat for Fickel Farm 5th Filing** |
| **Type of Item:** | **Public Hearing** |
| **Purpose:** | **Application materials are not completed for presentation at a public hearing.** |
| **Presented by:** | **Tawn Hillenbrand, Planning Manager** |

**BACKGROUND:**
Application materials are not completed for presentation at a public hearing.

**UPDATE/NEXT STEPS:**
The applicant will provide complete application materials to Staff, and once received, the public hearings will be rescheduled. This is a continuance to a date uncertain.

**FISCAL IMPACT AND FUND SOURCE:**
There is no negative impact to the Town in consideration of this request.

**COMMUNITY TOUCHSTONES:**
Consideration of this request does not negatively impact community touchstones and in fact, the continuance ensures the Applicant's request is in conformance with the Town's Codes, policies and Master Plans.

**RECOMMENDED ACTION(S):**
Staff recommends that the Planning Commission continue this land use matter. Because the continuance date is uncertain, new public noticing will be required.