



MEETING OF THE PLANNING COMMISSION
Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Thursday, September 25, 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. Approval Of Meeting Minutes

Documents:

[2025 09 11 MINUTES PC.PDF](#)

4. Roll Call
5. Report By Staff
6. Adjourn
7. Work Session: Planning Commissioner Orientation

Orientation session for new Planning Commissioner and reminder of content of Ordinance 1241 regarding membership in the Town of Berthoud Planning Commission, by Town Attorney Erin Smith.

Documents:

[01 ORDINANCE 1241 RULES REGARDING PLANNING COMMISSION MEMBERSHIP.PDF](#)

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.



**Garden
Spot of
Colorado**

**Town of Berthoud Planning Commission
Town Hall
Board Room
807 Mountain Avenue, Berthoud, CO 80513
September 11, 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
Marc Hofmans, Commissioner
Nick Semedalas, Commissioner
Bryce Filho, Commissioner

The following Planning Commission members were absent:

Stacy Sigman, Commissioner
David Pond, Commissioner

The following staff members were present:

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

4. Approval of Minutes from August 28, 2025 were moved for approval by Commissioner Smith and a second to the motion was made by Commissioner Semedalas.
5. Public Hearing: Fickel Farms 5th Filing Preliminary Plat
 - a. Commissioner Semedalas moved to continue the public hearing to a date uncertain. A second to this motion was made by Commissioner Hofmans.
6. Report by Staff:
 - a. An update on the Mountain Avenue Overlay amendment. The first reading of the amendment was given for the Town Board of Trustees on September 9, 2025.
 - b. The September 25, 2025 meeting of the Planning Commission will consist of an orientation for new Commissioner Bryce Filho, and a discussion with Town Attorney Erin Smith.
 - c. The October 8, 2025 meeting of the Planning Commission will have one agenda item, a reading of the proposed changes to Chapter 30 of the Berthoud Development Code.
 - d. The October 24, 2025 meeting of the Planning Commission will have a virtual field trip on model tree strip landscaping, and may have a land use matter.

7. Adjourn

The meeting was adjourned by Motion of Commissioner Semedalas and seconded by Commissioner Hofmans at 6:23 p.m.

Chairperson

Secretary

ORDINANCE 1241
TOWN OF BERTHOUD

AN ORDINANCE AMENDING RULES REGARDING MEMBERSHIP IN THE
TOWN OF BERTHOUD PLANNING COMMISSION

WHEREAS the Town of Berthoud Planning Commission was created by Resolution 4-11 on March 8, 2011, in compliance with Section 31-23-202 of the Colorado Revised Statutes ("Statutes");

WHEREAS Section 31-23-203(4) of the Statutes authorizes the governing body of a municipality to provide by ordinance for the size, membership, designation of alternate membership, terms of members, removal of members pursuant to section 31-23-203(3) of the Statutes, and filling of vacancies of the municipality's planning commission as such is described in section 31-23-202 of the Statutes; and

WHEREAS the Board of Trustees of the Town of Berthoud desires to continue to exercise the authority granted by Section 31-23-203(4) of the Statutes by altering the membership structure of the Commission, effective for new appointments after the effective date of this Ordinance;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF BERTHOUD, COLORADO, THAT THE BERTHOUD MUNICIPAL CODE SHALL BE AMENDED TO INCLUDE THE FOLLOWING SECTION 3.11 AS FOLLOWS:

Section 3.11 – PLANNING COMMISSION MEMBERSHIP

Section 3.11-1. Membership rules for the Town of Berthoud Planning Commission set forth in Section 4.B(3) of Resolution 4-11, as well Ordinance 1145, and any other provision found in any other resolution or ordinance that is in conflict with this Ordinance or that relates to the same subject matter, are repealed.

Section 3.11-2. The Town of Berthoud Planning Commission, which will be referred to herein as the "Commission," shall be composed of seven members.

Section 3.11-3. All seven members of the Commission shall be citizens of the Town not currently serving on the Town Board of Trustees, and shall be selected by a majority vote of the Board of Trustees.

Section 3.11-4. All members of the Commission shall be bona fide residents of the municipality and, if any member ceases to reside in such municipality, his membership on the Commission shall automatically terminate.

Section 3.11-5. All members of the commission shall serve without compensation. The members shall hold no other municipal office.

Section 3.11-6. The term of each of the Members shall be three years or until his or her successor takes office. Reappointment to consecutive terms shall be permitted. Except as

otherwise provided herein, a member may serve only two consecutive terms. If at the end of an expiring term there are no applicants for the position, then the member may be appointed for an additional term without regard to the number of consecutive terms previously served by such member.

Section 3.11-7. Any member of the Commission who fails to attend four or more regular meetings of the Commission within a calendar year, or who fails to attend four regular meetings in any four-month period, shall be deemed to have resigned their position and shall be replaced without further hearing or process. Any member of the Commission may also be removed, after public hearings, by the Board of Trustees for inefficiency, neglect of duty, or malfeasance in office.

Section 3.11-8. Except as otherwise set forth in this Ordinance, vacancies occurring otherwise than through the expiration of term shall be filled for the remainder of the unexpired term by vote of the Board of Trustees after open advertisement of the vacancy and an adequate opportunity for submission of applications.

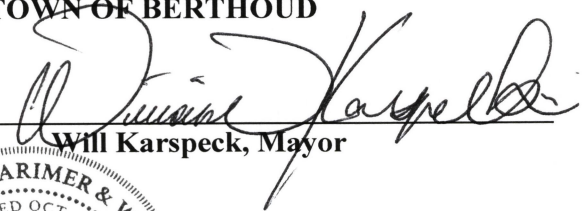
Section 3.11-9. All members of the Commission who were not appointed as Board of Trustee representatives and whose terms have not expired at the time when this Ordinance takes effect shall retain their memberships, which shall be deemed to have commenced on their actual, original commencement date.

EFFECTIVE DATE: This ordinance shall take effect immediately upon its adoption because immediate functioning of the Berthoud Planning Commission is necessary to the immediate preservation of the public peace, health, or safety of the citizens of Berthoud.

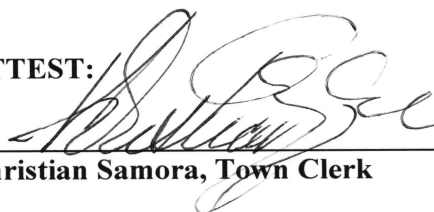
INTRODUCED, READ, PASSED, AND ADOPTED THIS 1st DAY OF May, 2018

TOWN OF BERTHOUD

BY:


Will Karspeck, Mayor

ATTEST:


Christian Samora, Town Clerk

