



**Garden  
Spot of  
Colorado**

**MEETING OF THE PLANNING COMMISSION**

**AMENDED AGENDA  
Town Board Room  
807 Mountain Avenue  
Town of Berthoud, Colorado  
Thursday, December 11, 2025, 6:30 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](http://www.berthoud.org/stream)**

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

Documents:

[2025 11 13 MINUTES PC.PDF](#)

5. Public Hearing: Gateway Apartments

Public Hearing to consider the request for the Gateway Apartments Neighborhood Master Plan and Rezone

Documents:

[00 PC INFORMATION FORM GATEWAY APT\\_UPDATED.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.





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**Town of Berthoud Planning Commission  
Town Hall  
Board Room  
807 Mountain Avenue, Berthoud, CO 80513  
November 13, 2025 at 6:00 p.m.**

1. Meeting called to order – Chairperson Anderson at 6:01 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  
David Pond, Commissioner  
Stacy Sigman, Commissioner

The following Planning Commission members were absent:

Marc Hofmans, Commissioner

The following staff members were present:

Anne Johnson, Community Development Director  
Tawn Hillenbrand, Planning Manager  
Bella Manzo, Planner  
Luke Seeber, Town Engineer  
Tyler Carpenter, Water Operations Manager

4. Approval of Minutes from October 23, 2025, were moved for approval by Commissioner Pond and a second to the motion was made by Commissioner Semedalas.
5. Public Hearing: Fickel Farm 5<sup>th</sup>  
A Public Hearing to consider a request for a Preliminary Plat, known as Fickel Farm 5<sup>th</sup> Filing, located south of Mountain Avenue at Pyramid Peak Street. Continued from September 11, 2025.
  - a. Planning Manager Tawn Hillenbrand provided a staff presentation at 6:04 p.m.
  - b. The applicant was represented by Kristin Turner. They provided a presentation at 6:30 p.m.
  - c. Public testimony opened at 6:47 p.m. and closed at 6:47 p.m. No members of the public provided testimony.
  - d. Planning Commissioners deliberated and discussed the proposed Preliminary Plat. Discussion opened at 6:48 p.m. and closed at 7:02 p.m.
  - e. Commissioner Sigman moved to send a recommendation of approval to the Town Board

of Trustees of the Preliminary Plat as proposed. A second to this motion was made by Commissioner Semedalas.

f. The public hearing closed at 7:03 p.m.

6. Public Hearing: Three-Mile Plan for Berthoud

Public Hearing to review the Three-Mile Plan for Berthoud.

a. Community Development Director Anne Johnson provided a staff presentation at 7:05 p.m.

b. Public testimony opened at 7:17 and closed at 7:17 p.m. No members of the public provided testimony.

c. Planning Commissioners deliberated and discussed the proposed update. Discussion opened at 7:18 p.m. and closed at 7:18 p.m.

d. Commissioner Semedalas moved to send a recommendation of approval to the Town Trustees of the adoption as proposed. A second to this motion was made by Commissioner Sigman.

e. The public hearing closed at 7:19 p.m.

7. Public Hearing: Town of Berthoud Engineering and Infrastructure Design Standards and Construction Specifications

Public Hearing for the adoption of an update to the Town of Berthoud Engineering and Infrastructure Design Standards and Construction Specifications by reference in Section 30-6-102 of the Berthoud Municipal Code and as an insert in the 2021 Comprehensive Plan

a. Community Development Director Anne Johnson provided a staff presentation at 7:19 p.m.

b. Town Engineer Luke Seeber provided a staff presentation from 7:22 p.m. to 7:36 p.m.

c. Public testimony opened at 7:36 p.m. and closed at 7:37 p.m. No members of the public provided testimony.

d. Planning Commissioners deliberated and discussed the proposed adoption. Discussion opened at 7:37 p.m. and closed at 7:37 p.m.

e. Commissioner Smith moved to send a recommendation of approval to the Town Trustees of the adoption as proposed. A second to this motion was made by Commissioner Pond.

f. The public hearing closed at 7:38 p.m.

8. Report by Staff:

a. At their October 28 meeting, the Town Board of Trustees heard the first reading of the proposed changes to Chapter 30 of the Berthoud Development Code, Mountain Avenue Overlay, and Design Guidelines recommended for approval by the Planning Commission at their October 9 meeting. The proposed changes were approved with three changes stipulated by the Town Board of Trustees at the second reading during their November 10 meeting.

b. The December 11 meeting of the Planning Commission will begin at 6:30 p.m.

c. A land use matter may be heard at the January 8 meeting of the Planning Commission

9. Adjourn

The meeting was adjourned by Motion of Commissioner Sigman and seconded by Commissioner Semedalas at 7:52 p.m.

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Chairperson

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Secretary

# PLANNING COMMISSION INFORMATION

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## COMMUNITY DEVELOPMENT DEPARTMENT

<b>Meeting Date:</b>	December 11, 2025
<b>Agenda Title/Subject:</b>	Notice of hearing cancellation for public hearing purposes.  Resolution ## (Series 2026), a Resolution approving the Gateway Apartments Neighborhood Master Plan, and Ordinance ####, an Ordinance amending the zoning map of the Town of Berthoud to rezone the Gateway Apartments Property currently zoned PUD - Planned Unit Development to SC – Suburban Commercial.
<b>Type of Item:</b>	Consent Agenda
<b>Request:</b>	Request to accept the Neighborhood Master Plan for the Gateway Apartments property and to change the existing zoning to bring the Gateway Apartments property into conformance with the 2021 Comprehensive Plan.
<b>Presented by:</b>	Tawn Hillenbrand, Planning Manager

### ATTACHMENT:

- Applicant's email request for cancellation

### BACKGROUND:

The Applicant has requested a cancellation of the scheduled public hearings for the Gateway Apartment Neighborhood Master Plan and Rezone application to have additional time in development review. Town Staff accepts this request. The applicant's request is attached to this information form.

## Tawn Hillenbrand

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**From:** Mark Mullen <mmullen@kcm.com>  
**Sent:** Tuesday, December 9, 2025 4:48 PM  
**To:** Tawn Hillenbrand  
**Cc:** kristin  
**Subject:** Gateway Apartments Planning Commission Meeting

Hi Tawn –

We would like to request cancelation of the Gateway Apartments Planning Commission meeting scheduled for Thursday 12.11.25 to have additional development review time.

Thank you,

Mark Mullen  
Klingbeil Capital Management

Sent from my iPad