



Planning Commission Minutes – February 23, 2023

1. **Call to Order** – The Planning Commission convened a regular meeting on February 23, 2023.
Chairwoman Dowker called the meeting to order at 6:00 p.m.

2. **Roll Call** – Members present:
- | | |
|-----------------|-----------------------------|
| Jan Dowker | (Chairwoman) |
| Karen Anderson | (Vice Chairwoman) |
| Chris Kurtz | (Secretary) <i>via ZOOM</i> |
| Jon Van Benthem | (Commissioner) |
| Abigail Smith | (Commissioner) |
| Brett Wing | (Commissioner) |
- Staff present:
- | | |
|-------------------|--|
| Anne Johnson | (Community Development Director) |
| Will Charles | (Baseline Engineering – Principal Planner) |
| Michelle Tovar | (Deputy Town Clerk) |
| Jonathan Mitchell | (Permit Technician) |

3. **Consent Agenda** – Minutes from the February 09, 2023 Planning Commission Meeting.

MOTION made by Commissioner Van Benthem to APPROVE the Minutes for February 09, 2022.

SECONDED by Commissioner Anderson.

Abstained by Commissioner Dowker due to not attending the meeting.

With those all in favor, THE MOTION CARRIED.

4. **Farmstead Acres Minor Subdivision (Terra Forma Solutions, Todd Johnson agent)**

Director Johnson introduced the Applicant's request for a minor subdivision to separate the existing parcel into four (4) lots.

Presented by Will Charles of Baseline Engineering.

MOTION made by Commissioner Van Benthem to RECOMMEND APPROVAL of the Minor Subdivision to the Town Board, with the following condition:

01. **The Applicant shall provide an updated title commitment dated no more than 30 days from the date of conditional approval.**

SECONDED by Commissioner Wing.

With all in favor, THE MOTION CARRIED.

Commissioner Anderson recused herself at 6:09 p.m.

5. **Public Hearing: Farmstead 2nd Filing Final Plat (Schroyer Resources, Steve Schroyer agent)**

Director Johnson introduced the request for a final plat to subdivide into 285 lots and 30 tracts.

Presented by Will Charles of Baseline Engineering.

Public Comment was opened at 6:23 p.m.

Michael Cook was concerned about impacts to his property, the impacts of the roundabout affecting his driveway. He was concerned about the sewer line implementation. He was supportive of this project moving forward.

Public Comment was closed at 6:27 p.m.

MOTION made by Commissioner Van Benthem to RECOMMEND APPROVAL of the Final Plat to the Town Board with the following conditions:

- 01. The Applicant shall continue to work with staff to complete a non-potable water agreement.**
- 02. The Applicant shall continue to work with staff to address all remaining review comments.**

MOTION made by Commissioner Van Benthem to AMEND his motion to RECOMMEND APPROVAL of the Final Plat to the Town Board with the following condition:

- 01. The Applicant will address all outstanding staff comments including a non-potable water agreement, roundabout designs, and a reimbursement agreement.**

SECONDED by Commissioner Smith.

With all in favor, THE MOTION CARRIED.

Kathryn Browning (219 Ole Bessie Drive) could not join the ZOOM meeting via the link on the mailing notice.

6. Reports –

Director Johnson has completed her first week as the new Community Development Director with the Town.

Two new annexation applications have been submitted.

Deputy Town Clerk Tovar gave a brief tour of the new Town of Berthoud website.

7. Adjourn –

The meeting was adjourned at 7:17 p.m.

 3/14/23

CHAIRPERSON

 3/20/23

SECRETARY