

***Town of Mead***  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**AGENDA**  
***441 3<sup>rd</sup> Street, Mead***

Monday, June 8, 2020

**5:00 p.m.      Tour of Mead Elementary School**

**6:00 p.m. to 10:00 p.m.**  
**REGULAR MEETING**

In accordance with the Town's Disaster Declaration dated March 21, 2020 related to the COVID-19 virus and the Town's Emergency Electronic Participation Policy for Regular and Special Meetings, this meeting will be held virtually in Zoom. Virtual access information including the Zoom meeting link will be provided on the Town's website and at designated posting places at least 24 hours prior to the meeting.

1. ***Call to Order – Roll Call***

Mayor Colleen Whitlow  
Mayor Pro Tem David Adams  
Trustee Brooke Babcock  
Trustee Debra Brodhead  
Trustee Chris Cartwright  
Trustee Steve Fox  
Trustee Trisha Harris

2. ***Moment of Silence***

3. ***Pledge of Allegiance to the Flag***

4. ***Review and Approve Agenda***

5. ***Informational Items***

- a. Commissioner Scott James, Weld County Board of Commissioners, District 2
- b. Lori Hughes, Mercantile Exchange & Provisions
- c. Recreation Update

6. ***Public Comment:*** 3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.

7. ***Consent Agenda:*** Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. ***Consent Agenda includes:***

- a. Approval of Minutes–Regular Meeting May 26, 2020
- b. Aged Receivables

8. ***Check Register 06/03/2020***

9. ***Staff Report: Town Manager Report***

10. ***Public Hearing***

- a. **Ordinance No. 933** – An Ordinance of the Town of Mead, Colorado, Repealing and Replacing the Town Sign Code, Article VII of Chapter 16 of the *Mead Municipal Code*

11. ***Public Comment:*** 3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.

12. ***Elected Official Reports***

- a. Town Trustees
- b. Mayor Whitlow

13. ***Adjournment***

**Town of Mead  
Regular Meeting  
Board of Trustees  
May 26, 2020  
6:00 p.m.**

**1. Call to Order - Roll Call**

Mayor Colleen Whitlow called the Regular Meeting of the Board of Trustees to order at 6:00 p.m. Due to the Town's Disaster Declaration of March 21, 2020 related to the COVID-19 virus, the meeting was held with virtual access provided through Zoom.

**Present**

Mayor Colleen Whitlow  
Mayor Pro Tem David Adams  
Trustee Brooke Babcock  
Trustee Debra Brodhead (attended via virtual access)  
Trustee Chris Cartwright  
Trustee Steve Fox  
Trustee Trisha Harris

**Absent**

None

Also present: Town Manager Helen Migchelbrink; Town Clerk / Treasurer Mary Strutt; Public Information Officer Erika Harper; Town Engineer / Public Works Director Erika Rasmussen; Planning Director Chris Kennedy; Chief of Police Brent Newbanks; Town Attorney Marcus McAskin.

Attending via virtual access: members of the public.

**2. Moment of Silence**

Mayor Whitlow requested the observance of a moment of silence in honor of our military, first responders, and health care providers.

**3. Pledge of Allegiance to the Flag**

The assembly pledged allegiance to the flag.

**4. Review and Approve Agenda**

Town Attorney Marcus McAskin requested that an Executive Session be added to the agenda as Item 13 moving adjournment to Item 14. The executive session is to discuss negotiations with High Plains Library District.

*Motion was made by Mayor Pro Tem Adams, seconded by Trustee Babcock, to amend the agenda, adding Item 13. Executive Session pursuant to section 24-6-402(4)(e) C.R.S. to determine positions relative to matters that may be subject to negotiations and to instruct negotiators regarding the High Plains Library District. Motion carried 7-0, on a roll call vote.*

## 5. Public Comment

Resident Jenna Duetsch requested that the Board reconsider providing summer activities in light of the loosening coronavirus pandemic restrictions.

## 6. Consent Agenda

- a. Approval of Minutes–Regular Meeting May 11, 2020
- b. April Financials
- c. Quarterly Investment Portfolio
- d. **Ordinance No. 932** – An Ordinance of the Town of Mead, Colorado, Approving the St. Acacius Subdivison – Replat No. 1
- e. **Resolution No. 58-R-2020** – A Resolution of the Town of Mead, Colorado, Approving a First Amendment to the Agreement for Professional Services By and Between the Town of Mead and Kimley-Horn and Associates, Inc.

*Motion was made by Trustee Babcock, seconded by Trustee Cartwright, to approve the Consent Agenda. Motion carried 7-0, on a roll call vote.*

## 7. Check Register May 20, 2020

*Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to approve the May 20, 2020 check register. Motion carried 7-0, on a roll call vote.*

## 8. Staff Report: Town Manager Report

Town Manager Helen Migchelbrink discussed the Oviatt cabin at Highland Lake; trash cans at Mead Ponds; Colorado Department of Health restrictions for playgrounds and gatherings.

## 9. Committee Appointments

- a. Finance Committee: Tim Moorman

Town Clerk / Treasurer Mary Strutt introduced Mr. Moorman who discussed his qualifications. Town Attorney Marcus McAskin advised that there is no apparent conflict of interest serving on both the Planning Commission and Finance Committee.

*Motion was made by Mayor Pro Tem Adams, seconded by Trustee Brodhead, to appoint Tim Moorman to the Finance Committee to complete the vacated term which expires April 30, 2024 and acknowledge that unusual circumstances exist which allow Mr. Moorman to serve on both the Finance Committee and the Planning Commission. Motion carried 7-0, on a roll call vote.*

## 10. New Business

- a. **Resolution No. 59-R-2020** – A Resolution of the Town of Mead, Colorado, Adopting Certain Changes to the Investment Policy of the Town of Mead

Town Clerk / Treasurer Mary Strutt discussed the proposed changes to the Investment Policy.

*Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to adopt Resolution No. 59-R-2020 – A Resolution of the Town of Mead, Colorado, Adopting Certain Changes to the Investment Policy of the Town of Mead. Motion carried 7-0, on a roll call vote.*

- b. **Resolution No. 60-R-2020** – A Resolution of the Town of Mead, Colorado, Awarding the Bid for Concrete Removal and Replacement to Lightfield Enterprises, Inc.

Town Engineer / Public Works Director Erika Rasmussen discussed the bid process and proposed award.

*Motion was made by Trustee Cartwright, seconded by Trustee Babcock, to adopt Resolution No. 60-R-2020 – A Resolution of the Town of Mead, Colorado, Awarding the Bid for Concrete Removal and Replacement to Lightfield Enterprises, Inc. for an amount not to exceed \$91,125.40. Motion carried 7-0, on a roll call vote.*

## **11. Public Comment**

Resident Brenda Hall discussed the speed limit on Highway 66.

## **12. Elected Officials Report**

- a. Town Trustees

The Trustees discussed summer activities and internet service.

- b. Mayor Whitlow
  - i. DRCOG Appointment

*Motion was made by Mayor Pro Tem Adams, seconded by Trustee Cartwright, to appoint Mayor Whitlow as the representative to DRCOG and Town Manager Migchelbrink as the alternate. Motion carried 7-0, on a roll call vote.*

- ii. CML Policy Committee Appointment

*Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to reappoint Mayor Whitlow as the representative to the CML Policy Committee and Trustee Babcock as the alternate. Motion carried 7-0, on a roll call vote.*

The Board gave direction to Trustee Babcock to act as the voting member for the Town of Mead to the CML Annual Meeting scheduled for June 25, 2020. Mayor Whitlow discussed COVID testing in Weld County; notes from the Front Range Passenger Rail meeting; notes from CML Effective Governance webinar; Clean Up Day – yard waste 5/29 and 5/30.

- 13. Executive Session: Pursuant to C.R.S. 24-6-402(e)** to determine positions relative to matters that may be subject to negotiations and to instruct negotiators regarding the High Plains Library District

*Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to enter into Executive Session pursuant to C.R.S. 24-6-402(e) to determine positions relative to*

***matters that may be subject to negotiations and to instruct negotiators regarding the High Plains Library District. Motion carried 7-0 on a roll call vote.***

Trustee Brodhead left the meeting at 7:03 p.m.

The Board convened in the upstairs conference room for Executive Session at 7:03 p.m.

The Board returned to the Regular Meeting from Executive Session at 8:03 p.m. Those present for the Executive Session were Mayor Whitlow, Mayor Pro Tem Adams, Trustees Babcock, Cartwright, Fox and Harris, Town Attorney Marcus McAskin, and Town Manager Helen Migchelbrink.

#### **14. Adjournment**

***Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to adjourn the meeting. Motion carried 7-0, on a roll call vote.***

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 8:04 p.m. on Tuesday, May 26, 2020.

\_\_\_\_\_  
Colleen G. Whitlow, Mayor

ATTEST:

\_\_\_\_\_  
Mary E. Strutt, MMC, Town Clerk

Report Criteria:

Aging by Date

Aged using Payment Date

Customer Number	Name	Balance	Future	Current	Over 30	Over 60	Over 90	Over 120	Over 150
4	Second Royalty LLC	2,235.19	2,235.19	-	-	-	-	-	-
45	Mead Development Group, Inc.	5,690.00	41.00	350.00	2,370.50	-	2,928.50	-	-
58	Ritchie Bros	2,536.25	-	2,190.00	-	-	-	-	346.25
138	Cub Creek Energy, LLC	1,330.00-	-	-	-	-	-	-	1,330.00-
190	Extraction Oil & Gas, Inc.	945.00-	-	-	-	-	-	-	945.00-
198	Boulder Pacific LLC	519.00	-	-	519.00	-	-	-	-
208	Sekich Properties	5,089.00-	-	-	-	-	-	-	5,089.00-
214	Mead Towne Center	5,295.00	-	-	-	-	140.00	140.00	5,015.00
239	Gopher Gulch	5,486.00	5,441.00	45.00	-	-	-	-	-
241	Red Barn	1,844.52	1,844.52	-	-	-	-	-	-
251	Schuman Companies	551.00-	-	-	-	-	-	-	551.00-
255	NCO Holdings Mead LLC	3,778.14	-	-	-	-	-	-	3,778.14
256	Prosper Land & Development LLC	37,215.61	11,880.35	22,107.41	3,227.85	-	-	-	-
258	JDV Metropolitan District	2,526.50-	-	-	-	-	-	-	2,526.50-
259	Scannell Properties	386.05-	-	-	386.05-	-	-	-	-
261	Great Western Operating Co LLC	2,224.25-	-	-	-	-	-	-	2,224.25-
262	Eagle Development Company	2,791.50-	-	-	-	-	-	-	2,791.50-
263	Eagle Development	20,000.00-	10,397.45	33,741.35-	3,343.90	-	-	-	-
264	Ventana Capital	10,180.36	9,712.86	467.50	-	-	-	-	-
265	Sugar Mill Antiques & Vintage Depot	888.75-	-	-	-	-	-	-	888.75-
266	Benson Farms	733.50	325.50	408.00	-	-	-	-	-
270	Highland Development Services Inc	6,403.00-	-	6,403.00-	-	-	-	-	-
271	MWD INVESTMENTS LLC	10,824.50	1,186.50	-	6,516.00	-	-	-	3,122.00
272	Iglesia De Jesucristo	3,043.01	2,142.50	900.51	-	-	-	-	-
274	226 Grand View Circle - Leroy	722.50-	-	-	-	-	722.50-	-	-
275	Mountain View Fire Protection District	96.60	-	96.60	-	-	-	-	-
Grand Totals:		45,620.13	45,206.87	13,579.33-	15,591.20	-	2,346.00	140.00	4,084.61-

## Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
06/20	06/03/2020	32102	ADAMSON POLICE PRODUCTS	INV326597	01-42-5255	Slings	26.91
06/20	06/03/2020	32102	ADAMSON POLICE PRODUCTS	INV326682	01-42-5254	Coleman uniform	42.95
06/20	06/03/2020	32102	ADAMSON POLICE PRODUCTS	INV327118	01-42-5254	M Dixon Uniforms	42.95
Total 32102:							112.81
06/20	06/03/2020	32103	AGFINITY	K22268	01-44-5363	Weed control	92.00
Total 32103:							92.00
06/20	06/03/2020	32104	AMAZON CAPITAL SERVICES	19HGP4TY3	01-40-5210	Masks - covid	239.44
06/20	06/03/2020	32104	AMAZON CAPITAL SERVICES	1FK3LWW1K	01-40-5210	Coffe Machine	594.99
06/20	06/03/2020	32104	AMAZON CAPITAL SERVICES	1NG1FQHP7	01-40-5210	masks - covid	353.46
Total 32104:							1,187.89
06/20	06/03/2020	32105	ASCAP	500753775 2	01-45-5331	2020 License fees	365.50
Total 32105:							365.50
06/20	06/03/2020	32106	Brandi Knott	1374.02	99-01-1075	Refund overpayment. Account 1374.02	53.22
Total 32106:							53.22
06/20	06/03/2020	32107	BUCKEYE WELDING SUPPLY C	05039477	01-44-5369	5/2020-Cylinder Rental	6.50
Total 32107:							6.50
06/20	06/03/2020	32108	DIETZE AND DAVIS PC	89761	01-41-5040	Court Judge 5/2020	1,000.00
Total 32108:							1,000.00
06/20	06/03/2020	32109	FASTENAL	COLON8148	01-44-5215	Parts/Supplies	4.50
06/20	06/03/2020	32109	FASTENAL	COLON8264	01-44-5215	Shop repair	10.02
Total 32109:							14.52
06/20	06/03/2020	32110	Fusion Cloud Company	9126228	01-40-5300	Phone Bill 6/2020	187.98
Total 32110:							187.98
06/20	06/03/2020	32111	G AND M DISPOSAL INC.	20060133119	01-40-5310	Trash 6/2020 Town Hall	120.75
06/20	06/03/2020	32111	G AND M DISPOSAL INC.	2006013312	01-40-5310	Trash 6/2020 PD/ PW	120.75
Total 32111:							241.50
06/20	06/03/2020	32112	Ganesh & Tuladi Kharel	1511.03	99-01-1075	Refund overpayment. Account 1511.03	141.36
Total 32112:							141.36
06/20	06/03/2020	32113	Garretson's Sports Center	33572	01-44-5700	Uniform allowance	592.00



GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 32113:							592.00
06/20	06/03/2020	32114	Gen-Tech of Colorado, LLC	2101	06-47-5215	Replaced block heater hose	427.12
Total 32114:							427.12
06/20	06/03/2020	32115	GREELEY LOCK AND KEY	3363	01-42-5215	PD door check	119.00
Total 32115:							119.00
06/20	06/03/2020	32116	GREEN MILL SPORTSMAN CLU	116	01-42-5330	Shooting Range - Police 5/26/20	150.00
Total 32116:							150.00
06/20	06/03/2020	32117	Heath & Molly Irwin	577.01	99-01-1075	Refund overpayment. Account 577.01	38.74
Total 32117:							38.74
06/20	06/03/2020	32118	HydroLink	1010	01-45-5210	Mulch at ponds	4,717.85
Total 32118:							4,717.85
06/20	06/03/2020	32119	Isabel CorralDe Tarrin	483.02	99-01-1075	Refund overpayment. Account 483.02	36.55
Total 32119:							36.55
06/20	06/03/2020	32120	JVA INCORPORATED	83788	06-47-5500	wastewater 3/2020	44.85
06/20	06/03/2020	32120	JVA INCORPORATED	83788	06-47-5500	wastewater 3/2020	1,752.00
06/20	06/03/2020	32120	JVA INCORPORATED	83788	06-40-5405	wastewater 3/2020	540.00
06/20	06/03/2020	32120	JVA INCORPORATED	83788	06-40-5405	wastewater 3/2020	486.00
06/20	06/03/2020	32120	JVA INCORPORATED	83788	06-40-5405	wastewater 3/2020	540.00
06/20	06/03/2020	32120	JVA INCORPORATED	83788	06-47-5500	wastewater 3/2020	1,621.65
06/20	06/03/2020	32120	JVA INCORPORATED	83788	06-47-5500	wastewater 3/2020	1,752.00
06/20	06/03/2020	32120	JVA INCORPORATED	83788	06-47-5500	wastewater 3/2020	44.85
06/20	06/03/2020	32120	JVA INCORPORATED	84759	01-40-5405	General Services 4/2020	1,398.60
06/20	06/03/2020	32120	JVA INCORPORATED	84760	01-40-5440	4/2020 Sorrento	1,631.70
06/20	06/03/2020	32120	JVA INCORPORATED	84761	01-40-5440	4/2020 Rangeview	124.00
06/20	06/03/2020	32120	JVA INCORPORATED	84762	01-40-5440	4/2020 St acacius	888.00
06/20	06/03/2020	32120	JVA INCORPORATED	84763	01-40-5440	4/2020 St Iglesia	222.00
06/20	06/03/2020	32120	JVA INCORPORATED	84764	01-40-5440	4/2020 Highlands	1,951.10
06/20	06/03/2020	32120	JVA INCORPORATED	84765	01-40-5440	4/2020 Grand View Estates	74.00
06/20	06/03/2020	32120	JVA INCORPORATED	84766	01-40-5440	4/2020 Agfinity	148.00
06/20	06/03/2020	32120	JVA INCORPORATED	84767	01-40-5440	4/2020 142 5th St	148.00
06/20	06/03/2020	32120	JVA INCORPORATED	84768	01-40-5440	4/2020 Liberty Ranch	296.00
06/20	06/03/2020	32120	JVA INCORPORATED	84769	01-40-5440	4/2020 Armored Car	74.00
06/20	06/03/2020	32120	JVA INCORPORATED	84770	01-40-5440	4/2020 Gopher Gulch	1,045.00
06/20	06/03/2020	32120	JVA INCORPORATED	84771	01-40-5440	4/2020 Mead warehouse	450.00
06/20	06/03/2020	32120	JVA INCORPORATED	84772	01-40-5440	4/2020 Waterfront	1,508.00
06/20	06/03/2020	32120	JVA INCORPORATED	84775	09-50-5500	4/2020 PW design 2019	10,237.50
Total 32120:							22,303.55
06/20	06/03/2020	32121	KENYON P. JORDAN, PHD	2204-6	01-42-5700	Background Check	265.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 32121:							265.00
06/20	06/03/2020	32122	KONICA MINOLTA BUSINESS S	266141108	01-40-5315	B&W copies	24.33
06/20	06/03/2020	32122	KONICA MINOLTA BUSINESS S	266141108	01-40-5315	Color copies	126.12
Total 32122:							150.45
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6010	06-47-5305	5423 wc32 5/2020	28.15
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6188	01-40-5305	150 Main 5/2020	536.74
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6202	01-45-5305	2700 WC 34 5/2020	1,375.58
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6218	01-45-5305	190 1st st 5/2020	520.83
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6225	01-40-5305	365 Walker 5/2020	30.51
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6576	06-47-5305	4504 W Welker 5/2020	78.31
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6577	01-45-5305	156 Eagle 5/2020	152.79
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6578	01-42-5305	537 Main PD 5/2020	21.54
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6578	01-44-5305	537 Main PW 5/2020	21.54
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6579	01-45-5305	16775 n creek 5/2020	206.49
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6580	01-45-5305	441 3rd - 6580 5/2020	386.52
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6581	01-45-5305	10 Fairburn 5/2020	53.92
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6582	01-40-5305	4410 3rd 5/2020	34.83
06/20	06/03/2020	32123	LITTLE THOMPSON WATER DIS	052020 6620	01-40-5305	501 3rd 5/2020	28.15
Total 32123:							3,475.90
06/20	06/03/2020	32124	MAIN STREET MAT COMPANY	15368	01-40-5210	Mat svcs TH 5/25/20	51.06
06/20	06/03/2020	32124	MAIN STREET MAT COMPANY	15369	01-42-5210	537 main mat svcs 5.25.20	20.31
06/20	06/03/2020	32124	MAIN STREET MAT COMPANY	15369	01-44-5210	537 main mat svcs 5.25.20	20.32
Total 32124:							91.69
06/20	06/03/2020	32125	MDI Trucks Northern Colorado	W 3250	01-44-5216	Repair lube leak	183.72
Total 32125:							183.72
06/20	06/03/2020	32126	MICHOW COX & MCASKIN LLP	MEAD.APR2	01-40-5400	General Legal 4/2020	14,642.75
06/20	06/03/2020	32126	MICHOW COX & MCASKIN LLP	MEAD.APR2	01-40-5400	Legal Services Quiet Title 4/2020	1,495.25
Total 32126:							16,138.00
06/20	06/03/2020	32127	MJT COMMUNICATIONS, INC	12977	01-40-5201	Computer Consulting 7/2020	1,042.00
Total 32127:							1,042.00
06/20	06/03/2020	32128	POWER EQUIPMENT COMPANY	S23006814-1	01-44-5216	Grader repair	120.17
Total 32128:							120.17
06/20	06/03/2020	32129	Precision Employment Consulting	053120	01-40-5401	Consulting 5/2020	6,691.00
Total 32129:							6,691.00
06/20	06/03/2020	32130	Professional Management Solutio	84432	01-40-5401	Financial Consulting 5/2020	5,880.00
Total 32130:							5,880.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
06/20	06/03/2020	32131	RAMEY ENVIRONMENTAL COM	20563	06-47-5390	Wastewater 5/2020	4,277.70
06/20	06/03/2020	32131	RAMEY ENVIRONMENTAL COM	20563	06-47-5227	Wastewater 5/2020	476.35
06/20	06/03/2020	32131	RAMEY ENVIRONMENTAL COM	20563	06-47-5210	Wastewater 5/2020	128.19
06/20	06/03/2020	32131	RAMEY ENVIRONMENTAL COM	20563	06-47-5391	Wastewater 5/2020	255.84
06/20	06/03/2020	32131	RAMEY ENVIRONMENTAL COM	20563	06-47-5215	Wastewater 5/2020	45.92
Total 32131:							5,184.00
06/20	06/03/2020	32132	Renewable Fiber, Inc	INV0728188	01-45-5370	Supplies	804.25
Total 32132:							804.25
06/20	06/03/2020	32133	RON'S PRINTING CENTER	139485	01-42-5210	Business Cards-PD	269.80
Total 32133:							269.80
06/20	06/03/2020	32134	RPS PLAN ADMIN/24HR FLEX	49564	01-40-5068	Flex TPA 6/2020	145.00
Total 32134:							145.00
06/20	06/03/2020	32135	SAFETY & CONSTRUCTION SU	0058223-IN	01-44-5363	Masks COVID	160.00
Total 32135:							160.00
06/20	06/03/2020	32136	SHRED-IT USA	8129805617	01-40-5700	Document Shredding 5/5/2020	146.42
Total 32136:							146.42
06/20	06/03/2020	32137	STAPLES ADVANTAGE	8058555760	01-45-5210	Supplies 5.2020	69.48
06/20	06/03/2020	32137	STAPLES ADVANTAGE	8058555760	01-42-5200	Supplies 5.2020	19.83
06/20	06/03/2020	32137	STAPLES ADVANTAGE	8058555760	01-40-5210	Supplies 5.2020	131.27
06/20	06/03/2020	32137	STAPLES ADVANTAGE	8058555760	01-40-5200	Supplies 5.2020	84.65
Total 32137:							305.23
06/20	06/03/2020	32138	Stephen & Angela Scohy	1645.02	99-01-1075	Refund overpayment. Account 1645.02	64.71
Total 32138:							64.71
06/20	06/03/2020	32139	SUNRISE ENVIRONMENTAL SCI	108815	01-44-5210	Sanitizer COVID	167.62
Total 32139:							167.62
06/20	06/03/2020	32140	THE HARTFORD-GROUP BENE	9217907165	01-40-5066	STD / LTD Insurance 6/2020	213.69
06/20	06/03/2020	32140	THE HARTFORD-GROUP BENE	9217907165	01-41-5066	STD / LTD Insurance 6/2020	52.93
06/20	06/03/2020	32140	THE HARTFORD-GROUP BENE	9217907165	01-42-5066	STD / LTD Insurance 6/2020	288.88
06/20	06/03/2020	32140	THE HARTFORD-GROUP BENE	9217907165	01-43-5066	STD / LTD Insurance 6/2020	125.86
06/20	06/03/2020	32140	THE HARTFORD-GROUP BENE	9217907165	01-44-5066	STD / LTD Insurance 6/2020	141.81
06/20	06/03/2020	32140	THE HARTFORD-GROUP BENE	9217907165	01-45-5066	STD / LTD Insurance 6/2020	153.17
06/20	06/03/2020	32140	THE HARTFORD-GROUP BENE	9217907165	06-40-5066	STD/ LTD 6/2020	56.38
06/20	06/03/2020	32140	THE HARTFORD-GROUP BENE	9217907165	20-40-5066	STD/ LTD 6/2020	34.20
06/20	06/03/2020	32140	THE HARTFORD-GROUP BENE	9217907165	01-45-5066	std/ltd 6/2020	153.16
06/20	06/03/2020	32140	THE HARTFORD-GROUP BENE	9217907165	01-45-5066	std/ltd 6/2020	153.17-
Total 32140:							1,066.91

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
06/20	06/03/2020	32141	TRACTOR SUPPLY CREDIT PLA	9125 052120	01-44-5253	supplies	9.98
06/20	06/03/2020	32141	TRACTOR SUPPLY CREDIT PLA	9125 052120	01-45-5215	Battery	129.48
06/20	06/03/2020	32141	TRACTOR SUPPLY CREDIT PLA	9125 052120	01-45-5215	Battery	137.98
Total 32141:							277.44
06/20	06/03/2020	32142	UNITED POWER	050520 169	01-45-5305	Feaether ridge 4/2020	20.02
06/20	06/03/2020	32142	UNITED POWER	050520 1265	01-45-5305	Booster pump founders 4/2020	20.00
06/20	06/03/2020	32142	UNITED POWER	050520 1295	01-45-5305	Mead ponds 4/2020	20.00
06/20	06/03/2020	32142	UNITED POWER	050520 1430	06-47-5305	WWTP 4/2020	4,307.03
06/20	06/03/2020	32142	UNITED POWER	050520 1683	01-45-5305	Liberty park sprinkler 4/2020	22.76
06/20	06/03/2020	32142	UNITED POWER	050520 1715	01-45-5305	Sprinkler clock dtn 4/2020	20.00
06/20	06/03/2020	32142	UNITED POWER	050520 1761	01-40-5305	Town Hall 4/2020	457.76
06/20	06/03/2020	32142	UNITED POWER	050520 1777	01-45-5305	Gazebo 4/2020	20.76
06/20	06/03/2020	32142	UNITED POWER	050520 1894	01-42-5305	Modular pd 4/2020	166.31
06/20	06/03/2020	32142	UNITED POWER	050520 1894	01-44-5305	Modular pw 4/2020	166.31
06/20	06/03/2020	32142	UNITED POWER	050520 1894	01-42-5305	Modular pd 4/2020	166.31-
06/20	06/03/2020	32142	UNITED POWER	050520 1894	01-42-5305	Modular pd 4/2020	166.30
06/20	06/03/2020	32142	UNITED POWER	050520 6130	01-45-5305	Area light highland 4/2020	10.25
06/20	06/03/2020	32142	UNITED POWER	050520 6753	01-45-5305	N Creek Irrig 4/2020	20.02
06/20	06/03/2020	32142	UNITED POWER	050520 7490	06-47-5305	Lake Thomas pump 4/2020	37.68
06/20	06/03/2020	32142	UNITED POWER	050520 8370	01-44-5305	Shop 4/2020	93.84
06/20	06/03/2020	32142	UNITED POWER	050520 8860	01-44-5305	Streetlights 4/2020	3,212.25
06/20	06/03/2020	32142	UNITED POWER	050520 9630	06-47-5305	WWTP Lagoon 4/2020	38.02
Total 32142:							8,633.00
06/20	06/03/2020	32143	VALLEY FIRE EXTINGUISHER I	141081	01-40-5215	Annual Maint	1,246.00
Total 32143:							1,246.00
06/20	06/03/2020	32144	VECTOR DISEASE CONTROL	PI-A0000740	01-40-5348	Mosquito control 2020	3,932.00
Total 32144:							3,932.00
06/20	06/03/2020	32145	VERIS ENVIRONMENTAL LLC	J010487	06-47-5231	Sludge Disposal WE 5/17/2020	1,033.50
Total 32145:							1,033.50
06/20	06/03/2020	32146	XCEL ENERGY	685515527	01-40-5305	Town HALL 5/2020	63.55
06/20	06/03/2020	32146	XCEL ENERGY	685869555	01-40-5305	537 4th St 5/2020	83.44
Total 32146:							146.99
Grand Totals:							89,408.89

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-02-2000	319.48	65,824.25-	65,504.77-
01-40-5066	213.69	.00	213.69
01-40-5068	145.00	.00	145.00
01-40-5200	84.65	.00	84.65

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
01-40-5201	1,042.00	.00	1,042.00
01-40-5210	1,370.22	.00	1,370.22
01-40-5215	1,246.00	.00	1,246.00
01-40-5300	187.98	.00	187.98
01-40-5305	1,234.98	.00	1,234.98
01-40-5310	241.50	.00	241.50
01-40-5315	150.45	.00	150.45
01-40-5348	3,932.00	.00	3,932.00
01-40-5400	16,138.00	.00	16,138.00
01-40-5401	12,571.00	.00	12,571.00
01-40-5405	1,398.60	.00	1,398.60
01-40-5440	8,559.80	.00	8,559.80
01-40-5700	146.42	.00	146.42
01-41-5040	1,000.00	.00	1,000.00
01-41-5066	52.93	.00	52.93
01-42-5066	288.88	.00	288.88
01-42-5200	19.83	.00	19.83
01-42-5210	290.11	.00	290.11
01-42-5215	119.00	.00	119.00
01-42-5254	85.90	.00	85.90
01-42-5255	26.91	.00	26.91
01-42-5305	354.15	166.31-	187.84
01-42-5330	150.00	.00	150.00
01-42-5700	265.00	.00	265.00
01-43-5066	125.86	.00	125.86
01-44-5066	141.81	.00	141.81
01-44-5210	187.94	.00	187.94
01-44-5215	14.52	.00	14.52
01-44-5216	303.89	.00	303.89
01-44-5253	9.98	.00	9.98
01-44-5305	3,493.94	.00	3,493.94
01-44-5363	252.00	.00	252.00
01-44-5369	6.50	.00	6.50
01-44-5700	592.00	.00	592.00
01-45-5066	306.33	153.17-	153.16
01-45-5210	4,787.33	.00	4,787.33
01-45-5215	267.46	.00	267.46
01-45-5305	2,849.94	.00	2,849.94
01-45-5331	365.50	.00	365.50
01-45-5370	804.25	.00	804.25
06-02-2000	2,336.85	15,634.69-	13,297.84-
06-40-5066	56.38	.00	56.38
06-40-5405	1,026.00	540.00-	486.00
06-47-5210	128.19	.00	128.19
06-47-5215	473.04	.00	473.04
06-47-5227	476.35	.00	476.35
06-47-5231	1,033.50	.00	1,033.50
06-47-5305	4,489.19	.00	4,489.19
06-47-5390	4,277.70	.00	4,277.70
06-47-5391	255.84	.00	255.84
06-47-5500	3,418.50	1,796.85-	1,621.65
09-02-2000	.00	10,237.50-	10,237.50-
09-50-5500	10,237.50	.00	10,237.50
20-02-2000	.00	34.20-	34.20-
20-40-5066	34.20	.00	34.20
99-01-1075	334.58	.00	334.58
99-02-2000	.00	334.58-	334.58-

GL Account	Debit	Credit	Proof
Grand Totals:	94,721.55	94,721.55-	.00

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Report Criteria:

Report type: GL detail

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TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: June 8, 2020

SUBJECT: Town Manager Report

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### **Administration**

- The Town Hall building opened to the public on May 18 with social distancing guidelines, sanitizing procedures and the wearing of masks when interacting with the public. Staff has resumed passport processing by appointment.
- In response to COVID19 cleaning and sanitizing guidelines, Town Hall will be open from 8:00 to 4:30 daily. This will allow staff time to complete all sanitization and surface cleaning. The Police/Public Works building will continue to be open from 9:00 to 4:00 daily.
- Playgrounds and pavilions were opened back up to the public on June 4 in accordance with the Public Health Order.
- Local businesses have begun to reopen under the state guidelines. Anytime Fitness, Rancheros, Rocky Mountain Saloon.
- The Mercantile Exchange & Provisions is slated to open June 22. The business is housed in the old Black Canyon Distillery building on SH 66. They will sell custom meats, sandwiches and have a coffee shop.
- Additional trash cans have been ordered for Mead Ponds and Highland Lake Open Space Park. There has been an uptick in use of the town parks this season.
- Mosquito spraying: The spraying only occurs when we reach the threshold of mosquitos in the traps, which has not yet occurred. When it does, the Town will spray on streets within Town limits. Data report dated June 2, is attached.
- The intersection at SH 66 and CR 5 remains closed for related turn lane improvements at that location. The anticipated date of opening CR 5 is June 15.
- Public Works held a branch and yard waste drop off at Mead Ponds on May 29 and 30. We experienced a good turnout with approximately 350 loads.
- Municipal Court is scheduled for June 11. The current docket is 31 cases.
- The Town will be issuing an RFP for building services. The contract with Safebuilt is set to expire this year.
- YTD totals for single family home permits:
  - 2019 11 total SF Permits
  - 2020 YTD 58 SF Permits
- Boards and Commissions
  - The Planning Commission is scheduled for June 17.
- Human Resources
  - The Town is seeking 3 additional officers and one SRO.
  - Conditional offers were made to 2 officers, background checks are underway.

- Interviews are underway for the Public Information Officer position which closed June 5.

### **Planning and Building**

- Staff continues to work with potential developers interested in pursuing large residential and mixed-use projects in Mead.
  - Two properties of interest include High Point (NW corner CR 38/I-25) and Kiteley Ranch (SE corner CR 7/Hwy 66).
  - The owners of the Meadow Ridge property (annexed by the BOT in fall 2019) are also preparing an application to begin the platting process in 2020.
- Subdivisions with active construction include Sorrento Estates and The Highlands.

### **Public Works and Engineering**

- The annual street maintenance chip and slurry seal program bids were received on June 4. Staff is in the process of reviewing the proposals.
- Staff completed GIS training to enhance inventory data collection of signs and culverts.
- A first draft of the Public Works facility design was submitted to staff for review.

### **Community Engagement**

- Scheduled and promoted soccer camp for July – weeklong camp organized by Challenger Sports.
- June Mead Messenger published on June 1.
- PIO cross-trained rec coordinator on creating web content and building newsletter.
- Helped promote COVID-19 testing hosted by Weld County.
- Worked through technical issues with the town's website and internet provider.

### **Police Department**

- Report Attached





# Adult Trap Data - Detail

Start Date: 05/30/2020 End Date: 06/02/2020

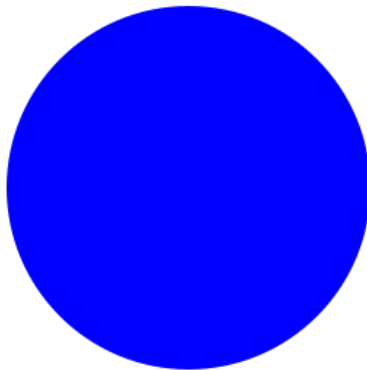
Town of Mead

Trap #	Date	Species	Count	Percent
MD-07	CDC Light Trap	Weld	Mead 3rd Street at WCR 34.5	
	06/02/2020	<i>Aedes dorsalis</i>	1	12.5%
	06/02/2020	<i>Aedes nigromaculis</i>	3	37.5%
	06/02/2020	<i>Aedes vexans</i>	4	50.0%
		<b>Total</b>	<b>8</b>	

- *Aedes-Oc*
- *Anopheles*
- *Culex*
- *Culiseta*
- *Other*

Trap #	Date	Species	Count	Percent
MD-08	CDC Light Trap	Weld	Mead Mulligan Lake Estates	
	06/02/2020	<i>Aedes vexans</i>	3	100.0%
		<b>Total</b>	<b>3</b>	

- *Aedes-Oc*
- *Anopheles*
- *Culex*
- *Culiseta*
- *Other*



	TOTAL	%
<span style="color: blue;">■</span> <i>Aedes-Oc</i>	11	100.0%
<span style="color: yellow;">■</span> <i>Anopheles</i>	0	0.0%
<span style="color: red;">■</span> <i>Culex</i>	0	0.0%
<span style="color: orange;">■</span> <i>Culiseta</i>	0	0.0%
<span style="color: green;">■</span> <i>Other</i>	0	0.0%



## Mead Police Department

### Monthly Activity - May 1-28, 2020

#### **STAFFING:**

Sergeants Ellis, Schreiner, Officers, Barela, Dixon, Ross and Community Service Officer Trujillo are working patrol.

Officer Chris Mace is progressing through field training.

Officer Coleman is assigned to Mead High School as the SRO.

#### **TRAINING:**

Firearms Training – May 13 and 27 - Officers attended refresher training at the Johnstown Range.

Active Shooter Training (Longmont) – May and June dates to accommodate all officers attending.

#### **MONTHLY STATS:**

Total Calls for Service (CFS) = 414 CAD entries

Traffic Contacts: 54 total, 42 warnings, 7 citations, 1 DUI

Crashes: 13 responses

Parking: 11 total, 7 citations, 4 warning and 3 abandoned vehicle complaints

Alarm Calls: 10 responses, 8 confirmed false alarms

Stolen Vehicles: 5

Dog at Large: 6

#### **NOTABLE CALLS FOR SERVICE:**

CRIME – LOCATION – CASE NUMBER - DATE

Medical – WCR 7 – 20ML01451 – 05/02/2020

Officer revived patient that had reportedly over dosed.

DUI – I-25 mm244 – 20ML01459 – 05/03/2020

Driver reported by citizen, officer observed failure to maintain a single lane and driver failed roadside maneuvers.

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Stolen Vehicle – [REDACTED] I-25 Frontage Road – 20ML01497 – 05/05/2020  
Truck with water tank stolen over the weekend.

Warrant Arrest – [REDACTED] WCR 36 – 20ML01504 – 05/05/2020  
Subject contacted reference disabled vehicle. Arrested on active warrant for driving violations.

Assault – 7-11 / Mead Street – 20ML01518 – 05/06/2020  
Officer responded to a report of an assault. Report did not substantiate charges at this time.

Runaway Juvenile – Kum and Go – 20ML01519 – 05/07/2020  
Officer contacted suspicious subject at Kum and Go. Subject was determined to be a runaway out of Longmont. Transferred to Longmont PD for return home.

Hit and Run Crash – I-25 / Hwy 66 – 20ML01522 – 05/08/2020  
Driver was rear-ended by blue Dodge truck, who then fled the scene.

Crash – Hwy 66 / Mead Street – 20ML01529 – 05/08/2020  
Truck crossing Hwy 66 broadsided an SUV.

Harassment DV – Mead – 20ML01535 – 05/08/2020  
Male suspect arrested for harassment. Multiple firearms taken for safe keeping.

Stolen Vehicle – [REDACTED] I-25 Frontage Rd – 20ML01557 – 05/11/2020  
Pickup stolen from parking lot at Tractor Supply. Recovered by Thornton PD the same day.

Stolen Vehicle – WCR 5 / WCR 32 – 20ML01558 – 05/11/2020  
Ford Range pickup stolen from construction site over the weekend.

Vandalism – [REDACTED] WCR 34 – 20ML01565 – 05/11/2020  
Items spray painted, under investigation.

Fraud – Mead – 20ML01568 – 05/11/2020  
Victim paid false request for payment delivered through email.

Dog at Large – I-25 mm245 – 20ML01572 – 05/12/2020  
Brown and white, dog found at large. Unable to locate owner. Taken to Longmont Humane Society.

Dog at Large – [REDACTED] Willow Dr – 20ML01605 – 05/14/2020  
Brindle and white Pitbull mix, at large in the area. Unable to locate owner, so dog was taken to Longmont Humane Society.

Hit and Run Crash – Hwy 66 / WCR 7 – 20ML01624 – 05/16/2020  
Vehicle left the roadway and damaged fence.

Welfare Check – I-25 / Hwy 66 – 20ML01626 – 05/16/2020  
Subject reported for walking in the road. Taken to hospital for mental health evaluation.

Attempted Suicide – Mead – 20ML01639 – 05/17/2020  
Subject took pills in attempted suicide. Turned over to paramedics for transport to hospital.

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Hit and Run Crash – I-25 / WCR 32 – 20ML01671 – 05/18/2020

Car was sideswiped by a semi.

Crash – I-25 / mm246 – 20ML01695 – 05/20/2020

Kayaks fell off the roof of a car on I-25 and struck another vehicle.

Assault – Ginger Ave – 20ML01717 – 05/21/2020

Family disturbance involving brothers. No charges.

Narcotics – Settler Ridge – 20ML01761 – 05/24/2020

Juvenile cited for use of marijuana in the park.

Vandalism – [REDACTED] Hwy 66 – 20ML01764 – 05/24/2020

Victims vehicle was entered and wiring damaged.

Trespassing – [REDACTED] WCR 36 – 20ML01775 – 05/25/2020

Suspect entered property with intent to steal. Cited for trespassing.

Theft of Trailer – [REDACTED] Mead St – 20ML01799 – 05/27/2020

Trailer was stolen by unknown suspect.

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## Agenda Item Summary

**DATE:** June 8, 2020

**SUBJECT:** Board of Trustees Public Hearing: Adoption of New Sign Code

**PRESENTED BY:** Jennifer Vecchi, Planning Consultant  
Todd Messenger, Attorney

**ATTACHMENTS:** Ordinance (**Exhibit A:** Proposed Sign Code)

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### **SUMMARY**

Town Staff is proposing a repeal and replacement of Article VII, titled “Sign Regulations,” of Chapter 16 of the Mead Municipal Code (MMC). This repeal and replacement is proposed in order to provide adequate standards to address the following issues:

1. Compliance with current federal and state law;
2. Differentiation of standards between Downtown and Highway Commercial Corridors;
3. Addition of regulations for Electronic Message Centers (EMCs);
4. Overall analysis of sign size, numbers, height, and setbacks by type, zoning category and location;
5. The permitting process and review schedule;
6. Provision of an alternative to waivers; and
7. Furtherance of goals established in the Mead 2018 Comprehensive Plan.

### **BACKGROUND**

The primary issue is that the legal landscape surrounding sign regulations has changed, based on court decisions that more liberally construe what constitutes prohibited content-based regulation. The existing Town of Mead’s Sign Regulations are out of compliance with recent court decisions.

The second significant issue is that the current Sign Regulations do not provide for differentiation of standards between the downtown and the highway commercial corridors. Although the dimensional standards are appropriate for downtown, there have been numerous sign waiver requests for additional height and square footage along the I-25 and Highway 66 commercial corridors because the current standards are not adequate for those locations (see Table 2 attached). This issue creates a lack of cohesive and consistent application of sign standards on the highway corridors.

Other issues include the following: 1) Lack of regulation within the existing code for electronic message centers (EMCs), which are becoming a much more common signage alternative; 2) The lack of a thorough analysis of overall sign size, numbers, height and setbacks by type, zoning category and location, in the context of standards established by neighboring communities along the I-25 corridor; 3) Timely review of permit applications as influenced by court decisions; and 4) A viable alternative to a waiver process that establishes measurable criteria for evaluation.



Finally, the Mead 2018 Comprehensive Plan specifies goals that relate to both “maintaining small-town community character” and “ensuring development in gateway corridors, such as I-25, Highway 66, WCR 7 and Welker Avenue promote a positive first impression of the town.” The updated Sign Regulations address both subarea goals by maintaining existing contextual standards for the Downtown Subarea, while providing consistent standards for the highway corridors that will help to promote a positive community image.

## **PROJECT CONSULTANTS**

As part of the development of the proposed Sign Regulations the Town staff worked with Planning Consultant, Jennifer Vecchi, who co-authored the *Model Land Use Code for Colorado’s Small Communities* for the Colorado Department of Local Affairs, upon which Mead’s current Land Use Code was originally based. Staff has also worked with Attorney, Todd Messenger of Fairfield and Woods, P.C., who served as a subconsultant to Vecchi & Associates. Mr. Messenger specializes in the development of sign codes and regulations and has provided expert advice and oversight on the development of the proposed Sign Regulations for Mead. He was previously part of the Logan Simpson team that was hired by the Town of Mead to prepare the 2018 Comprehensive Plan Update. Mr. Messenger has also authored sign codes for numerous municipalities, including that for the Town of Frederick, upon which this proposed Sign Code is roughly based.

## **PROPOSED REVISIONS**

### Article VII - Sign Regulations

Due to the extent of modifications required to bring the existing Sign Regulations into compliance with federal and state law, as well as the need to address extensive issues as outlined above, existing Article VII of Chapter 16 of the Mead Municipal Code (MMC), titled, “Sign Regulations,” is proposed to be repealed and replaced by the provisions laid out in **Exhibit A** to Ordinance No. 933.

The other major concern related to allowable sign area and height has also been addressed. Town staff has provided a comparison table of existing dimensional standards by zoning district to proposed dimensional standards (see Table 1: Sign Standards). It is noteworthy that the standards in the residential and Downtown Mixed-Use districts remained the same for height and vary slightly for sign area. The most significant changes relate to provisions in the proposed standards which allow for taller and larger signs along I-25 and Hwy 66, where speeds are higher, roadways are wider and additional signage is appropriate. For example, the current code restricts signs to a height of ten feet and area of 32 square feet along I-25, whereas the proposed code would allow for signs that are 30 feet tall and up to 300 square feet in area. The implementation of more reasonable height and area standards along interstates and highways should prevent the need for additional size waiver/variance applications as have been processed in the past (see Table 2 attached). Please note that the standards also provide an incentive for multiple tenants to join together on signage to reduce visual clutter.

In addressing these and other outstanding deficiencies, consultants and staff surveyed sign codes in surrounding communities to ensure general consistency. Please see attached Table 3 for a detailed comparison.

## **REVIEW CRITERIA**



The criteria by which text amendments to the Zoning Code are evaluated is set forth in Section 16-3-160 - Amendments, as follows:

“For the purpose of establishing and maintaining sound, stable and desirable development within the Town, the text of this Article shall not be amended except:

- (1) To correct a manifest error in the text of this Article; or
- (2) To provide for changes in administrative practices as may be necessary to accommodate changing needs of the community and the Town staff; or
- (3) To accommodate innovations in land use and development practices that were not contemplated at the adoption of this Article; or
- (4) To further the implementation of the goals and objectives of the Town Comprehensive Plan.”

Only one of the review criteria listed above must be met for the proposed amendments to be approved. Staff believes that the proposal meets three of the four applicable criteria:

- (2) *To provide for changes in administrative practices as may be necessary to accommodate changing needs of the community and the Town staff; or*

Specific requirements for timely processing of sign applications are referenced in previous court decisions.

- (3) *To accommodate innovations in land use and development practices that were not contemplated at the adoption of this Article; or*

Electronic Message Centers (EMCs) were not contemplated in the existing sign regulations, nor were the directives from the courts regarding content.

- (4) *To further the implementation of the goals and objectives of the Town Comprehensive Plan.*

The updated version of the sign regulations specifically addresses goals and objectives of the Town of Mead’s 2018 Comprehensive Plan pertaining to “maintaining small-town community character” and “ensuring development in gateway corridors, such as I-25, Highway 66, WCR 7 and Welker Avenue promote a positive first impression of the town.”

## **RECOMMENDATIONS**

Following the conclusion of a public hearing conducted at the Planning Commission’s May 20, 2020 regular meeting, the Planning Commission voted unanimously to recommend approval of the proposed Sign Code to the Board of Trustees.

Staff believes that the proposed revisions satisfactorily meet applicable criteria for approval as set forth in Section 16-3-160 of the Mead Municipal Code and requests that the Board of Trustees approve the revisions.



**RECOMMENDED MOTION**

“I move approval of Ordinance No. 933, an Ordinance of the Town of Mead, Colorado Repealing and Replacing the Town Sign Code, Article VII of Chapter 16 of the *Mead Municipal Code*.”





Table 1: Signage Standards											
Zone Districts	AG	RSF-E	RSF-1	RSF-4	RMF-8	RMF-14	DMU	HC	GC	LI	
<b>Sign Height (feet)</b>											
Current	6'						N/A	10'			
Proposed	6'						15 ft.; plus 15 ft. for signs located along I-25 frontages; 15 ft.; plus 5 ft. for signs located along Hwy 66 frontages				
<b>Sign Area (square feet)</b>											
Current	40						20	32			
Proposed	32						<p>1 SF per 2 LF of frontage for the first 100 ft. of frontage, then 1 SF per 4 LF of frontage, not to exceed the following:</p> <ul style="list-style-type: none"> <li>• 300 SF for multiple tenants located along I-25 corridor;</li> <li>• 200 SF for single tenant located along I-25 corridor;</li> <li>• 175 SF for multiple tenants located along Highway 66 corridor;</li> <li>• 125 SF for single tenant located along Highway 66 corridor;</li> <li>• 100 SF for GC, HC and LI zones not located along State highway corridors</li> </ul>				

Table 2: Sign Height and Size Waivers		
Property	Height	Size
Tractor Supply	30 feet	108 sq. ft.
Ritchie Bros.	50 feet	325 sq. ft.
Burch Family Farm	20 feet	128 sq. ft.



**TABLE 3**

**DETACHED PERMANENT SIGNS – NEIGHBORING COMMUNITIES**

<b>TOWN</b>	<b>MAXIMUM SIGN AREA</b>	<b>MAXIMUM SIGN HEIGHT</b>	<b>SETBACKS</b>	<b>NUMBER OF SIGNS</b>	<b>ADDITIONAL STANDARDS</b>
<b><i>BERTHOU D</i></b>  <i><u>Freestanding pole signs</u></i>	288 sq. ft. (12 x 24 feet)	Less than 12 feet	Building facades shall abut or be placed at the front property line in all C-1 zones. Building facades may be recessed if an arcade or similar structure abuts the front setback. Architectural projections including cornices, balconies, canopies and entry features may encroach into public right-of-way, subject to permits as required.	One per project entrance.	
<i><u>Monument signs</u></i>	288 sq. ft. (12 x 24 feet)	Less than 12 feet		Maximum of one monument sign per entry.	
<b><i>DACONO</i></b>  <i><u>Freestanding pole signs</u></i>	1 sq. ft. per lineal ft. of lot frontage	10 feet	No closer than 20 feet from property line or any portion of a public sidewalk		



**TABLE 3**

**DETACHED PERMANENT SIGNS – NEIGHBORING COMMUNITIES**

<b>TOWN</b>	<b>MAXIMUM SIGN AREA</b>	<b>MAXIMUM SIGN HEIGHT</b>	<b>SETBACKS</b>	<b>NUMBER OF SIGNS</b>	<b>ADDITIONAL STANDARDS</b>
			or curb or outside edge of an unpaved traveled surface of a street.		
<i>Monument signs</i>					
<b>ERIE</b> <i>Freestanding pole signs</i>	Maximum allowable gross surface area for a sign shall be 32 sq. ft. per face.	10 feet	Not on public ROW, 25 feet	5 signs per tenant, (a maximum of 1 principle sign and 4 secondary signs) for each tenant building frontage, unless specified differently on an approved PD or PUD plan.	
<i>Monument signs</i>	Maximum allowable gross surface area for a sign shall be 32 sq. ft. per face.	10 feet, adjacent to Erie Parkway shall be a maximum height of 6 feet.	Not on public ROW, 25 feet		
<b>FIRESTON E</b> <i>Freestanding pole signs</i>	60 sq. ft. if lot is less than 4 acres 100 sq. ft. if lot is greater than 4 acres	12 feet 5 feet	Minimum 25 feet setback 25 feet (varies to 10 feet depending on acreage)	1 sign	Freestanding sign located between 25 and 100 feet of an interstate highway right-of-way, for a single user occupying more than 300,000 sq. ft. of gross floor area in a building located within 25



**TABLE 3**

**DETACHED PERMANENT SIGNS – NEIGHBORING COMMUNITIES**

TOWN	MAXIMUM SIGN AREA	MAXIMUM SIGN HEIGHT	SETBACKS	NUMBER OF SIGNS	ADDITIONAL STANDARDS
					feet of an interstate highway, max. area, 300 sq. ft., height, 45 feet.
<i>Monument signs</i>					
<b>FORT LUPTON</b>	175 sq. ft.	25 feet	20 ft.	1 sign per street frontage. Maximum 2 per site if on different street frontages and 200 feet apart	Bonus area – Bonus sign area is earned through utilizing any combination of the following 3 categories: (1) Integration of building, architecture and design; (2) landscaping area signs – the maximum bonus area allowed is 20 percent. Minimum of 200 ft. from any other freestanding sign.
<i>Freestanding pole signs</i>	125 sq. ft.	20 ft.	15 ft.		
	75 sq. ft.	15 ft.	10 ft.		
<i>Interchange along State Highway 85</i>		25 ft. above the paved grade of interchange adjacent to the property, or to a maximum height of 50 ft.			
<i>Monument sign</i>		25 ft. above the paved grade of interchange adjacent to the property, or to a maximum height of 50 ft.		1 sign per street frontage. Maximum 2 per site if on different street frontages and 200 feet apart	
<b>FREDERICK</b>					

**TABLE 3**

**DETACHED PERMANENT SIGNS – NEIGHBORING COMMUNITIES**

<b>TOWN</b>	<b>MAXIMUM SIGN AREA</b>	<b>MAXIMUM SIGN HEIGHT</b>	<b>SETBACKS</b>	<b>NUMBER OF SIGNS</b>	<b>ADDITIONAL STANDARDS</b>
<i>Freestanding pole signs</i>					
<i>Monument sign</i>	1 sq. ft. per 2 lineal ft. of frontage for the first 100 ft. of frontage, then 1 sq. ft. per 4 lineal ft. of frontage.	10 ft. or 5% of frontage, whichever is taller, plus 5 ft. for signs located along Hwy 52 frontages (not to exceed 20 ft.) and 10 ft. for signs located along I-25 frontages (not to exceed 25 ft.)	1 ft. from front property lines, plus 1 ft. for each 2 ft. of sign height above 4 ft.		
<b>LAFAYETTE</b> <i>Freestanding pole signs</i>	In the case of a lot or tract having 2 or more multiple use principal buildings in existence, total sign area shall not exceed 2 square feet for the first 200 total feet of building frontage and 1/2 square foot of sign area for each additional lineal foot of building frontage. The calculation of building frontage shall be construed pursuant to provisions	Maximum height of freestanding signs is the lesser of 25 feet or 1-1/4 times the height of the principal building on the lot where the sign is located.	Minimum setback distances for signs over 7 feet in height is 25 feet from any property line adjacent to a street. No signs in business and industrial districts may be located less than 25 feet from any property line adjacent to residential zoning district line.	1 sign for each street frontage of the premises involved.	

**TABLE 3**

**DETACHED PERMANENT SIGNS – NEIGHBORING COMMUNITIES**

<b>TOWN</b>	<b>MAXIMUM SIGN AREA</b>	<b>MAXIMUM SIGN HEIGHT</b>	<b>SETBACKS</b>	<b>NUMBER OF SIGNS</b>	<b>ADDITIONAL STANDARDS</b>
	contained in Section 26-21 of this Code.				
<i>Monument sign</i>	No specific monument info.				
<b>LONGMONT</b> <i>Freestanding pole signs</i>	35 sq. ft.	6 feet	Freestanding signs shall be set back from any interior side lot line a distance equal to the height of the sign	One per street frontage plus an additional sign for each 600 feet of street frontage; total includes other freestanding signs.	
<i>Monument signs</i>	Single-tenant – 35 sq. ft. in MU-D; 50 sq. ft. otherwise 2 to 10 tenants: 50 sq. ft. in MU-D; 80 sq. ft. otherwise, more than 10 tenants: 50 sq. ft. in MU-D; 100 sq. ft. otherwise	1 to 10 tenants, 6 feet in MU-D; 12 feet otherwise, more than 10 tenants, 6 feet in MU-D; 15 feet otherwise	Monument signs not exceeding six feet in height may be within one-foot subject to sight distance restrictions.	One per street frontage plus an additional sign for each 660 feet of street frontage; total includes other freestanding signs.	
<b>LOVELAND</b> <i>Freestanding pole signs</i>	All freestanding signs which are setback eight feet or less from face of curb or edge of pavement shall be entitled to 27	8 feet in height for the first eight feet of setback from face of curb or edge of pavement then one foot of height for each foot of setback	For purposes of determining the allowable sign area and height of a freestanding sign, the	One per street frontage per premise located on each street frontage except with an approved	(I-25 corridor section attached)  <b>Along I-25,</b> maximum sign area of a freestanding sign

TABLE 3

DETACHED PERMANENT SIGNS – NEIGHBORING COMMUNITIES

TOWN	MAXIMUM SIGN AREA	MAXIMUM SIGN HEIGHT	SETBACKS	NUMBER OF SIGNS	ADDITIONAL STANDARDS
	square feet of sign area. All freestanding signs setback more than 8 feet from face of curb or edge of pavement shall be allowed 3.3 square feet of sign area per foot of setback up to a maximum of 100 square feet per face. The maximum sign area of all faces of a freestanding sign shall be two times the maximum sign area per face allowed based on setback.	thereafter up to a maximum height of 25 feet.	setback of a freestanding sign shall be measured from the face of a curb or edge of pavement.	planned sign program.	shall be 180 square feet per face. No setback, however no part of the sign shall protrude off of the site. Signs shall be designed with a Horizontal profile and shall relate to the architectural style of the main structure on the premise by integrating similar architectural features and materials. <b>See bonus section.</b>
<i>Monument signs</i>	No specific monument info.				
<b>THORNTON</b> <i>Freestanding pole signs</i>	40 sq. ft. to 80 sq. ft.	30 feet or the height of the building, whichever is less.	One foot for every foot in height of the sign, or 25 feet, whichever is less. Signs located in an entry island shall have a setback of 25 feet from the	One per zone lot containing at least 90 linear feet of street frontage, no freestanding sign shall have less than a five-foot setback, as measured to the leading edge of the sign.	<b>Along I-25 and E-470</b> , Large developments may combine the individual lot street frontages adjacent to the I-25 or E-470 for the purpose of calculating bonus signage.



TABLE 3

DETACHED PERMANENT SIGNS – NEIGHBORING COMMUNITIES

TOWN	MAXIMUM SIGN AREA	MAXIMUM SIGN HEIGHT	SETBACKS	NUMBER OF SIGNS	ADDITIONAL STANDARDS
			flow line of the street. No freestanding sign shall have less than a five-foot setback, as measured to the leading edge of the sign.		For non-residential lots or large developments adjacent to I-25 or E-470, the bonus signage authorized by Section 18 – 740(3)a or 18-740(3)c may be consolidated into one monument sign. The consolidated sign shall be located on the side of the property adjacent to I-25 or E-470.
<i>Monument signs</i>	60 sq. ft. to 100 sq. ft.	30 feet or the height of the building, whichever is less.	I didn't see specific setback information for monument signs.	One per zone lot street frontage longer than 90 linear feet, plus additional signs subject to Section 18-740(4).	
<b>WINDSOR</b> <i>Freestanding pole signs</i>	Located near an arterial, 72 sq. ft. if the street frontage does not exceed 10 ft., if it exceeds 100 ft. it is 84 sq. ft. per side of sign.	14 feet when located adjacent to an arterial street; 12 feet when located adjacent to a collector street.	Minimum distance of 5 feet from all property lines.	1 sign per street frontage adjacent to the lot upon which the use is located, maximum number of 2 for any single commercial or industrial use.	<b>Along I-25</b> , the I-25 corridor (one mile area east of I-25 to Larimer County Road 5: Maximum sign area shall be 48 sq. ft. per side if the street frontage along the lot upon which the use is located does not exceed 100 feet. If it exceeds 100 feet the maximum sign





**TABLE 3**

**DETACHED PERMANENT SIGNS – NEIGHBORING COMMUNITIES**

TOWN	MAXIMUM SIGN AREA	MAXIMUM SIGN HEIGHT	SETBACKS	NUMBER OF SIGNS	ADDITIONAL STANDARDS
					area is 60 sq. ft. The maximum sign height is 10 feet.
<i>Monument signs</i>	No specific monument info.				

**TOWN OF MEAD, COLORADO  
ORDINANCE NO. 933**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO,  
REPEALING AND REPLACING THE TOWN SIGN CODE,  
ARTICLE VII OF CHAPTER 16 OF THE *MEAD MUNICIPAL  
CODE***

**WHEREAS**, the Town of Mead is authorized by state law to adopt ordinances for the regulation of land use and protection of the public health, safety and welfare; and

**WHEREAS**, pursuant to that authority, the Board of Trustees of the Town (the “Board”) previously adopted Chapter 16 of the *Mead Municipal Code* (the “Land Use Code”), including Article VII of the Land Use Code (titled “Sign Regulations”); and

**WHEREAS**, in June of 2015 the United States Supreme Court decided the case of *Reed v. Town of Gilbert, Arizona* in which the Supreme Court held the Town of Gilbert’s sign code unconstitutional due to its regulation of signs based on their content; and

**WHEREAS**, the *Reed* decision has had a significant impact on local government sign codes throughout the nation; and

**WHEREAS**, Sec. 16-3-160(a)(2) of the *Mead Municipal Code* (“MMC”) sets forth that text amendments to the Land Use Code may be initiated by the Board, the Planning Commission, or Town Staff; and

**WHEREAS**, Town Staff is proposing a repeal and replacement of Article VII of the Land Use Code to ensure that the Town’s sign regulations remain constitutional in light of the *Reed* decision, and to provide or improve various signage-related standards and regulations within Article VII, as detailed in the *Agenda Item Summary* prepared by Town Staff (“AIS”); and

**WHEREAS**, the Town’s proposed sign regulations are attached to this Ordinance as **Exhibit A** and are incorporated herein by reference (the “Sign Code”); and

**WHEREAS**, Sec. 16-3-160(d) of the MMC requires that text amendments be reviewed and considered by the Planning Commission and the Board at public hearings, and be enacted by ordinance; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing regarding the Sign Code on May 20, 2020; and

**WHEREAS**, following the conclusion of the public hearing, the Planning Commission recommended approval of the Sign Code to the Board, as required by the MMC; and

**WHEREAS**, the Board hereby finds that the criteria for text amendments to the Land Use Code have been satisfied, as detailed in the AIS; and

**WHEREAS**, the Board specifically finds that adoption of the new Sign Code will assist with the implementation of goals and objectives of the Town's 2018 Comprehensive Plan;

**NOW THEREFORE, BE IT ORDAINED** by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

**Section 1. Recitals Incorporated.** The recitals contained above are incorporated herein by reference and are adopted as findings and determinations of the Board.

**Section 2. Amendment of Mead Municipal Code.** Article VII of Chapter 16 of the Mead Municipal Code currently titled "Sign Regulations" is hereby repealed in its entirety and replaced in full to read as set forth in **Exhibit A** to this Ordinance. Note: The Land Use Code is published as part of the MMC and revisions to the Land Use Code resulting from this Ordinance will be published in the format of the MMC, which may vary slightly from that format contained within **Exhibit A**.

**Section 3. Codification Amendments.** The codifier of the MMC is hereby authorized to make such numerical, technical, and formatting changes as may be necessary to incorporate the provisions of this Ordinance within the MMC.

**Section 4. Effective Date.** This Ordinance shall be published and become effective as provided by law.

**Section 5. Severability.** If any part, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the Ordinance. The Board hereby declares that it would have passed the Ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more part, section, subsection, sentence, clause or phrase is declared invalid.

**Section 6. Repealer.** All ordinances, resolutions, or other regulations, or any parts thereof, in conflict with this Ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such, nor revive any ordinance, resolution, or regulation thereby.

**Section 7. Certification.** The Town Clerk shall certify to the passage of this Ordinance and make not less than one copy of the adopted Ordinance available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 8TH DAY OF JUNE, 2020.**

**ATTEST:**

**TOWN OF MEAD**

By: \_\_\_\_\_  
Mary E. Strutt, MMC, Town Clerk

By: \_\_\_\_\_  
Colleen G. Whitlow, Mayor

**EXHIBIT A**  
**Sign Code**

**[attached – 30 pages]**

**ARTICLE VII.  
SIGN CODE**

**Part 1. Findings – Purpose – Objectives – Authority – Applicability – Exceptions**

**Sec. 16-7-10 Findings of fact.**

The Board of Trustees finds as follows:

1. This Article advances important, substantial, and compelling governmental interests.
2. The regulations set out in this Article are unrelated to the suppression of constitutionally protected free expression and do not involve the content of protected messages which may be displayed on signs, nor do they involve the viewpoint of individual speakers.
3. The incidental restriction on the freedom of speech that may result from the regulation of signs hereunder is no greater than is essential to the furtherance of the important, substantial, and compelling interests that are advanced by this Article.
4. The Town has an important and substantial interest in preventing sign clutter (which is the proliferation of signs of increasing size and dimensions as a result of competition among property owners for the attention of passing motorists and pedestrians), because sign clutter:
  - a. Creates visual distraction and obstructs views, potentially creating a public safety hazard for motorists, bicyclists, and pedestrians;
  - b. May involve physical obstructions of streets or sidewalks, creating public safety hazards;
  - c. Degrades the aesthetic character of the Town, making the Town a less attractive place for residents, visitors, commerce, and private investment; and
  - d. Dilutes or obscures messages displayed along the Town's streets through the proliferation of distracting structures that compete for attention.
5. The Town has an important and substantial interest in protecting the health of its tree canopy, which contributes to the character and value of the community.
6. The Town has a substantial and/or compelling interest in preventing traffic accidents.
7. Sign clutter can be reduced and prevented by reasonable sign regulations that:
  - a. Do not relate to the content of the regulated signs; and
  - b. Balance the legitimate needs of individuals, entities, and organizations to convey messages with the legitimate objectives of the Town to promote public safety; sustain, protect, and enhance community character; and support and enhance private property values.
8. Signs may be degraded, damaged, moved, or destroyed by wind, rain, snow, ice, and sun, and after such degradation, damage, movement, or destruction, such signs harm the safety and aesthetics of the Town's streets if they are not removed.
9. Certain types of speech are not constitutionally protected due to the harm that they cause to individuals or the community and their failure to advance the purposes for which the First Amendment was ratified.
10. The Town has a compelling interest in protecting minors from speech that is harmful to them as provided by state or federal law, and such speech may be prohibited in places that are accessible to minors.

**Sec. 16-7-20 Purpose and intent.**

The purpose of this Article is to set out reasonable regulations for the design, location, installation, operation, repair, and maintenance of signs in a manner that advances the Town's important, substantial, and compelling interests set out in Section 16-7-10, while simultaneously safeguarding the constitutionally protected right of free expression. It is the intent of the Board of Trustees to provide a reasonable balance between the right of an individual to communicate through the use of signs and the right of the public to be protected against the visual discord resulting from the unrestricted proliferation of signs and similar devices.

**Sec. 16-7-30 Objectives.**

The objective of the regulations of this Article is to provide a balanced and fair legal framework for the design, location, installation, operation, repair, and maintenance of signs that:

1. Promotes the safety of persons and property by ensuring that signs do not create a hazard by:
  - a. Collapsing, catching fire, or otherwise decaying;
  - b. Physically obstructing travel ways;
  - c. Confusing or distracting motorists; or
  - d. Impairing drivers' ability to see pedestrians, obstacles, or other vehicles, or to read traffic signs; and
2. Protects the public welfare and enhances the appearance and economic value of the landscape by reducing and preventing sign clutter;
3. Protects the integrity of the Town's "small town" character;
4. Ensures that signs are compatible with their surroundings, and prevents the construction or installation of signs that are a nuisance to occupants of adjacent and contiguous property or users of the public rights-of-way due to brightness, glare, reflectivity, bulk, location, or height; and
5. Provides timely, fair, and consistent permitting and enforcement.

**Sec. 16-7-40 Authority.**

1. Generally. The Town has the authority to regulate signs under the United States Constitution, and the Constitution and Statutes of the State of Colorado.
2. Marijuana. The content of signs related to marijuana may be restricted by state laws and regulations, and both the advertising and sale of marijuana are prohibited by federal law. The Town has no authority to supersede state or federal laws.

**Sec. 16-7-50 Applicability and exceptions.**

1. Applicability of article.
  - a. Generally. All construction, relocation, enlargement, alteration, and modification of signs within the Town shall conform to the applicable requirements of this Article. This Article applies only to signs that are integrated into, attached to, installed upon, or set upon the ground, a structure, landscaping, or a building, or installed within a building within two (2) feet of a window. This Article does not apply to signs that are affixed to or painted on vehicles (except as provided in Subsection 16-7-70.3.f.) or to signs that are carried by people.
  - b. Signs permitted before effective date. If a permit for a sign has been issued in accordance with applicable Town ordinances in effect prior to the effective date of this Article, and provided that construction is commenced pursuant to the permit within six (6) months of the effective date of this Article or prior to the expiration of the permit, whichever occurs first, and is diligently pursued to completion, said sign may be

completed in accordance with the approved plans on the basis of which the permit has been issued. The sign may be thereafter subject to the provisions of Section 16-7-190 regarding nonconforming signs.

2. Other regulations.
  - a. In addition to the regulations set out in this Article, signs may also be subject to applicable state laws and regulations (*e.g.*, State of Colorado, Department of Highways, “Rules and Regulations Pertaining to Outdoor Advertising,” effective January 1, 1984, as may be amended from time to time), federal laws and regulations, and applicable adopted building codes.
  - b. Where any provision of this Article covers the same subject matter as other regulations of the Town, the more restrictive regulation shall apply, unless the Town Manager determines after consultation with legal counsel that the more restrictive regulation is clearly unenforceable as a matter of then-established constitutional law.
  - c. Where any provision of this Article covers the same subject matter as other regulations of the state of Colorado or the United States, the applicant is advised that nothing in this Article shall be construed as a defense to a violation of applicable state or federal law except as provided in the state or federal law; and that the Town is not responsible for enforcement of state or federal law as it pertains to signage.
3. Partially exempt signs. The following signs are subject only to Sections 16-7-70, 16-7-80, and 16-7-100, and are otherwise exempt from the application of this Article:
  - a. Public signs. Signs that are posted by:
    - (1) The Town (or another entity on behalf of the Town) on property owned, leased, licensed, or comparably controlled by the Town (*e.g.*, a right-of-way easement); or
    - (2) Governmental and quasi-municipal entities that are not subject to Town jurisdiction, on property owned, leased, licensed, or comparably controlled by the governmental or quasi-municipal entity.
  - b. Required signs. Signs that are required by law or regulation:
    - (1) In furtherance of the performance of a public duty or function (*e.g.*, temporary or permanent traffic controls and street signs); or
    - (2) To give legal notice (*e.g.*, notices of pending action pursuant to Town ordinances or state or federal law); or
    - (3) To comply with building codes (*e.g.*, address numbers); or
    - (4) To comply with other laws or regulations (*e.g.*, Colorado Oil and Gas Conservation Commission Rule 210).
  - c. Small signs.
    - (1) Signs that are affixed to a building or structure, that do not exceed two (2) square feet in sign area; provided, that only one (1) such sign is present on each elevation that is visible from public rights-of-way or neighboring property; and
    - (2) Signs that are less than three-fourths (3/4) of a square foot in area that are affixed to doors, machines, equipment, fences, gates, walls, gasoline pumps, public telephones, or utility cabinets; provided, that the aggregate area of such signs that are located within twelve (12) feet of each other does not exceed three (3) square feet.



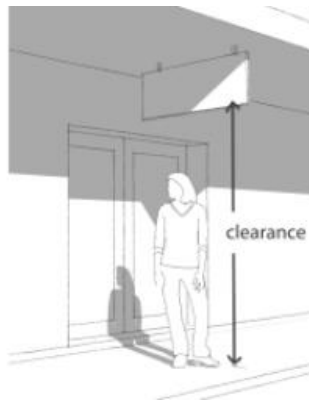
4. Sign permit required. A sign permit is required prior to the erection, installation, or substantial modification of any sign that is not an exempt sign as defined in Subsection (5) of this Section.
5. Exemptions from permit requirement. The following “exempt signs” are not exempt from applicable provisions of this Article, but are exempt from the requirement of Subsection (4) of this Section that a sign permit be obtained prior to erection, installation, or substantial modification. Exempt signs may require a building permit or other related permit if they are subject to a building or electrical code.
  - a. Optional residential signs. One (1) wall sign, painted on, applied to, or affixed to a residential building on its front elevation; provided, that the sign does not exceed five (5) square feet in sign area.
  - b. Optional storage tank and utility cabinet or pedestal signs. Signs painted on or applied to the surface of above-ground storage tanks or utility cabinets or pedestals; provided, that the above-ground storage tanks or utility pedestals are currently in use for storage or utility purposes, respectively.
  - c. Flags. Flags that are hung from building-mounted or ground-mounted flagpoles and only three per lot; provided, that:
    - (1) No flag exceeds thirty-two (32) square feet in area.
    - (2) No flagpole exceeds the maximum building height for the zoning district in which it is located.
  - d. Holiday decorations. Decorations and signs that are clearly incidental, customary, and commonly associated with a holiday.
  - e. Interior signs. Signs that are not visible from residential lots, abutting property, or public rights-of-way.
  - f. Temporary signs. Temporary signs that are in compliance with the applicable requirements of Part 4 of this Article.

**Part 2. Measurements and Calculations – General Design Standards – Content**

**Sec. 16-7-60 Measurements and calculations.**

1. Sign clearance. Sign clearance is the distance between the bottom of a sign face or structural element that is not affixed to the ground and the nearest point on the ground-level surface under it. See Figure 7.6(1), Measurement of Sign Clearance.

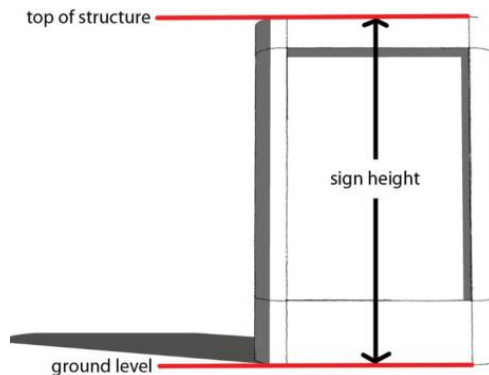
**Figure 7.6(1)  
Measurement of Sign Clearance**



2. Sign height.

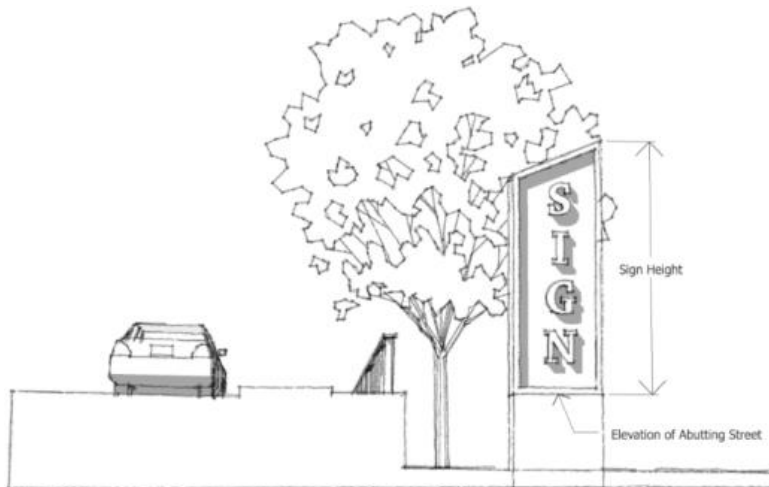
- a. Generally. In general, for detached signs (temporary and permanent), sign height is the vertical distance to the top of the sign face or sign structure, whichever is higher, measured from the elevation of the average grade around the base of the sign. See Figure 7.6(2)(a), Measurement of Sign Height.

**Figure 7.6(2)(a)**  
**Measurement of Sign Height**



- b. Exception where abutting street is significantly higher than property upon which sign is located. If the average grade around the base of the sign is more than two (2) feet lower than the average grade of the abutting street, then the height of the sign shall be measured from the average elevation of the portion of the street that abuts the property upon which the sign is to be installed to the top of the higher of the sign face or sign structure. See Figure 7.6(2)(b), Measurement of Sign Height.

**Figure 7.6(2)(b)**  
**Measurement of Sign Height**

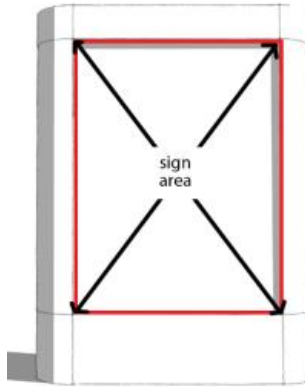


3. Sign area.

- a. Generally. Sign area is the area within a continuous polygon with up to eight (8) straight sides that completely encloses the limits of text and graphics of a sign, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign's message from the background against which it is placed.

- b. Three (3) dimensional signs. The sign area of signs that include one (1) or more three (3) dimensional objects (*i.e.*, balls, cubes, clusters of objects, sculpture) shall be measured from the cross-section that represents the sign's maximum projection upon a vertical plane.
- c. Inclusions and exclusions. The sign area does not include the structure upon which the sign is placed (unless the structure is an integral part of the display), but does include any open space contained within the outer limits of the display face of a sign, or between any component, panel, strip, or figure of any kind composing the display face, whether this open space is enclosed by a frame or border or not. See Figure 7.6(3)(a), Measurement of Sign Area, Generally.

**Figure 7.6(3)(a)**  
**Measurement of Sign Area, Generally**



- d. Signs with more than one (1) face. For projecting, suspended, detached, or other signs with more than one (1) face:
  - (1) Only one (1) sign face is measured if the sign has two (2) faces that are parallel or form an interior angle of thirty (30) degrees or less and the sign faces are mounted on the same structure. If the sign faces are not equal in area, the larger sign face is measured.
  - (2) The combined area of all sign faces is measured if the sign has three (3) or more faces, or if the sign has two (2) faces and the interior angle between the sign faces is more than thirty (30) degrees. See Figure 7.6(3)(d)(2), Measurement of Sign Area, Double-Faced Signs.

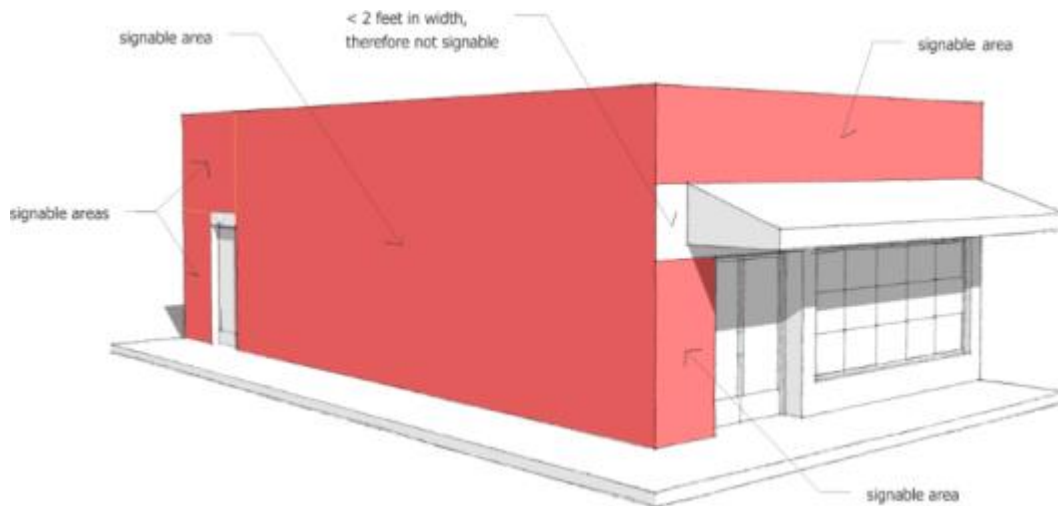
**Figure 7.6(3)(d)(2)**  
**Measurement of Sign Area, Double-Faced Signs**



4. Signable area.

- a. Building walls. Signable area is that portion of a building facade that is at least two (2) feet in horizontal and vertical dimension that is uninterrupted by doors, windows or architectural details, upon which a wall-mounted sign is or may be located (except as provided in Subsection 16-7-70.6.). Its area is calculated by selecting a continuous facade, then drawing the largest possible imaginary rectangle uninterrupted by and not including doors, windows or architectural details and computing the area of said rectangle. The applicant shall designate signable areas that comply with this Subsection, and such signable areas shall not overlap. Signable areas shall not be redrawn upon subsequent application in a manner that would render existing signage nonconforming. See Figure 7.6(4), Measurement of Signable Area, Building Walls.

**Figure 7.6(4)**  
**Measurement of Signable Area, Building Walls**



- b. Awnings and fascia. Signable area with regard to awnings and building fascia is the area of each plane of the awning or fascia.
- c. Storage tanks and utility cabinets or pedestals. All parts of storage tanks and utility cabinets or pedestals that are used for optional signage pursuant to Subsection 16-7-50.5.b. are signable.

**Sec. 16-7-70 Prohibitions.**

1. Generally. The prohibitions in this Section apply to temporary and permanent signs in all areas of the Town.
2. Prohibited signs. The following sign structures and designs are prohibited:
  - a. Animated or moving signs, including any moving, swinging, rotating, flashing, blinking, scintillating, fluctuating, or otherwise animated light, except as specifically permitted in Section 16-7-90, Message centers.
  - b. Portable signs, except as specifically permitted in Part 4, Standards for Temporary Signs.
  - c. Abandoned signs.
3. Prohibited design elements. The following elements shall not be incorporated as an element of any sign or sign structure, whether temporary or permanent:
  - a. Awnings or fascias that are backlit or made of plastic.
  - b. Cardboard, card stock, or paper, except when laminated or used as a window sign.

- c. Feather flags.
  - d. Flags, banners, or comparable elements that are designed to move in the wind, but only when such elements are attached to another sign type (*e.g.*, flags may be attached to flagpoles, but may not be attached to monument signs).
  - e. Flashing lights, except as part of holiday displays.
  - f. Motor vehicles, unless:
    - (1) The vehicles are operational, and either:
      - (a) New or used vehicles for sale; or
      - (b) Regularly used as motor vehicles, with current registration and tags;
    - (2) The display of signage on the motor vehicle would not interfere with the immediate operation of the motor vehicle (*e.g.*, signs that are held in place by an open hood or trunk are not allowed; and signs that cover windows are not allowed); and
    - (3) The motor vehicle is legally parked in a designated off-street parking space.
  - g. Semi trailers, shipping containers, or portable storage units, unless:
    - (1) The trailers, containers, or portable storage units are:
      - (a) Used for their primary purpose (*e.g.*, storage, pick-up, or delivery); and
      - (b) Structurally sound and capable of being transported; and
      - (c) If subject to registration, currently registered and tagged; and
    - (2) The display of signage is incidental to the primary purpose; and
    - (3) The semi trailer, shipping container, or portable storage unit is parked or placed in a designated loading area or on a construction site at which it is being used for its primary purpose.
  - h. Stacked products (*e.g.*, tires, soft drink cases, bagged soil or mulch).
  - i. Spinning or moving parts.
  - j. Unshielded bare light bulbs that are larger than C9 format or brighter than fifty (50) lumens per bulb, except that neon tubing shall not be considered a “bare light bulb” for the purposes of this standard. (Note that illumination of signs in any manner is subject to Section 16-7-80).
  - k. Materials with a high degree of specular reflectivity, such as polished metal, installed in a manner that creates substantial glare from headlights, street lights, or sunlight. This prohibition does not include retroreflective materials that comply with Manual of Uniform Traffic Control Devices (MUTCD) criteria.
4. Prohibited obstructions. In no event shall a sign, whether temporary or permanent, obstruct the use of:
- a. Building ingress or egress, including doors, egress windows, and fire escapes.
  - b. Equipment, structures, or architectural elements that are related to public safety, building operations, or utility service (*e.g.*, standpipes, fire hydrants, vents, and meters).
  - c. Any required sight distance triangle, as defined in the approved version of the Town of Mead Design Standards and Construction Specifications, as it may be amended from time to time.

5. Prohibited mounts. No sign, whether temporary or permanent, shall be posted, installed, mounted on, fastened, or affixed to any of the following:
  - a. Any tree or shrub.
  - b. Any utility pole or light pole, unless:
    - (1) The sign is a banner or flag that is not more than ten (10) square feet in area;
    - (2) The owner of the utility pole or light pole consents to its use for the display of the banner or flag;
    - (3) The banner or flag is mounted on brackets or a pole that extend not more than thirty (30) inches from the utility pole or light pole;
    - (4) The banner or flag is either situated above an area that is not used by pedestrians or vehicles, or the bottom of the banner or flag has a sign clearance of at least eight (8) feet; and
    - (5) The requirements of Subsection (6) of this Section are met, if applicable.
  - c. Utility cabinets or pedestals (except exempt signs that are posted by or with the consent of the owner of the utility cabinet or pedestal).
6. Prohibited locations. In addition to applicable setback requirements and other restrictions of this Article, no sign shall be located in any of the following locations:
  - a. In or over public rights-of-way (which, in addition to streets, may include other sidewalks, parkways, retaining walls, utility poles, traffic control devices, medians, and center islands that are within public rights-of-way), except:
    - (1) Temporary or permanent signs posted by or under the authority of the Town or governmental entity with jurisdiction over the right-of-way;
    - (2) Temporary signs or banners posted in connection with authorized work within the right-of-way, as authorized or required by the Town or governmental entity with jurisdiction over the right-of-way;
    - (3) Signs painted on or affixed to transit shelters and bus benches as authorized by the provider of the shelter or bench, but not extending beyond the physical structure of the shelter or bench; or
    - (4) Signs that are the subject of a revocable license agreement with the Town, installed and maintained in accordance with the terms of that agreement.
  - b. Within the site distance triangle restrictions as specified in the “*Town of Mead Design Standards and Construction Specifications.*”
  - c. In locations that have less horizontal or vertical clearance from authorized communication or energized electrical power lines than the minimum clearance required by the laws of the state of Colorado and the regulations duly promulgated by agencies thereof.
  - d. Wall signs shall not be located within six (6) inches of architectural features, or within twelve (12) inches from building corners, cornice or eave lines, or ground planes, except that with respect to building corners, wall signs that wrap around the building corner at least twelve (12) inches are allowed.
  - e. Fascia signs shall not be installed in locations that cover decorative fascias.

**Sec. 16-7-80 Illumination.**

1. Generally. Illumination of signs using internal or external light sources is subject to the provisions and limitations of this Section.

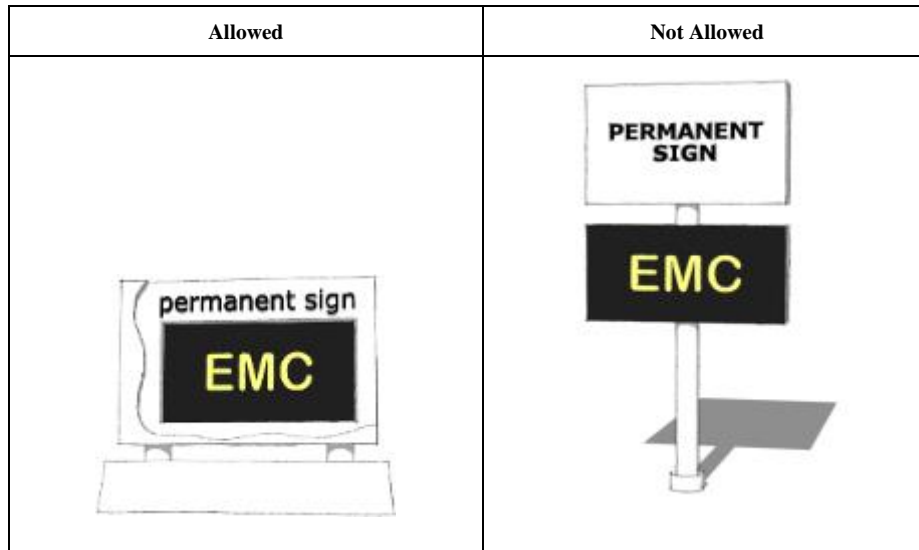
2. Wiring and electrical components. Junction boxes, conduits, switches, sensors, transformers, wires, and other electrical or electronic components used to illuminate signs shall be hidden from view.
3. Light trespass. No sign or associated luminaire shall create light spillover of more than one (1) lux at any property line within or bounding a residential district including an RSF-E, RSF-1, RSF-4, RMF-8, or RMF-14 Zoning District.
4. Internal illumination. Internal illumination of signs is allowed in the HC, GC, LI, and AG Zoning Districts.
5. External illumination.
  - a. External illumination of signs shall not exceed the following illuminance on any part of the sign face or surrounding surfaces:
    - (1) In the HC, GC, LI, and AG Zoning Districts: five hundred (500) lux.
    - (2) In all other zoning districts: four hundred (400) lux.
  - b. All fixtures used to illuminate signs shall be shielded and directed to prevent glare and sky glow.
6. Projected signs. In the DMU Zoning District, signs may be projected onto sidewalks or plazas; provided, that:
  - a. The angle of projection is perpendicular to the sidewalk or plaza;
  - b. The projector does not create glare or perceptible noise;
  - c. The projector is mounted under (and hidden from view by) an awning or canopy at least eight (8) feet above the surface of the sidewalk;
  - d. The projected image is located in front of a principal entrance to the building; and
  - e. The difference in illuminance between the projected image and the adjacent sidewalk surface is not more than three hundred (300) lux.

**Sec. 16-7-90 Message centers.**

1. Generally. Electronic message centers (EMCs) and manual changeable copy centers may only be used on the following types of signs, if and where allowed by this Article, and subject to the requirements of this Article:
  - a. Detached Permanent Signs.
  - b. Projecting signs.
  - c. Cabinet wall signs.
  - d. Window signs (EMCs only).
2. Prohibitions.
  - a. EMCs and manual changeable copy centers are not allowed on nonconforming sign structures or on property that contains a nonconforming sign.
  - b. EMCs are not allowed closer than 100 feet to existing single-family or duplex dwelling units (collectively, "residential property") if the EMC display faces the residential property at an angle that allows the light from the EMC display face to be visible from the residential property.
3. Wiring and electrical components. Junction boxes, fans, conduits, switches, sensors, transformers, wires, and other electrical or electronic components used to provide power, data, or cooling to EMCs shall be hidden from view.

4. Enclosure required. EMC displays and manual changeable copy centers that are a component of monument signs, cabinet wall signs, or projecting signs shall be enclosed on all sides with a finish of brick, stone, stucco, finished metal, or other durable material that is used for that portion of surface of the sign face that is not an EMC or manual changeable copy center, and the EMC display or manual changeable copy center shall appear to be either recessed into the frame or flush with it. The enclosure shall extend not less than six (6) inches outward from the EMC display or manual changeable copy center component on all sides.
5. Design. EMC displays or manual changeable copy centers on monument signs, cabinet wall signs, or projecting signs shall be designed as an integral part of the sign. See Figure 7.9(6), EMC/Manual Changeable Copy Center Integration (EMC Example).

**Figure 7.9(6)  
EMC/Manual Changeable Copy Center Integration (EMC Example)**



7. Size and proportions.
  - a. An EMC or manual changeable copy center that is incorporated into a primary detached sign shall not occupy more than ninety percent (90%) of the sign area of the sign into which it is integrated.
  - b. An EMC or manual changeable copy center that is incorporated into a projecting sign or cabinet wall sign shall not exceed the lesser of twelve (12) square feet of display area or forty-five percent (45%) of the sign area of the sign into which it is integrated.
  - c. An EMC that is used as a window sign shall not exceed six (6) square feet of display area.
8. Maximum pixel pitch. The pixel pitch of an EMC shall not be greater than:
  - a. Generally: sixteen (16) millimeters.
  - b. Signs directed at motorists on Highway 66: nineteen (19) millimeters.
  - c. Signs directed at motorists on I-25: twenty-five (25) millimeters.
9. Brightness. EMCs shall be equipped with ambient light sensors and shall be programmed to automatically dim to not more than 12 percent of their daytime brightness during nighttime hours, and to also automatically dim in response to drops in ambient light levels (*e.g.*, during inclement weather).
10. Operation. EMCs shall be programmed, maintained, and operated as follows:



- a. EMCs shall display only static images (messages and/or graphics without motion, flashing, animation, or frame effects).
- b. Images shall be displayed for a period of not less than six (6) seconds.
- c. If the EMC is damaged or malfunctions such that image data is not properly displayed or such that the requirements of Subsection (9) of this Section are not met, it shall be automatically turned off.

**Sec. 16-7-100 Content.**

1. Generally. Except as provided in this Section, no sign shall be approved or disapproved based on the content or message it displays.
2. Prohibition on certain types of unprotected speech. The following content is prohibited without reference to the viewpoint of the individual speaker:
  - a. Text or graphics of an indecent or immoral nature that is harmful to minors under state or federal law;
  - b. Text or graphics that advertise unlawful activity;
  - c. Text or graphics that are obscene, fighting words, defamation, incitement to imminent lawless action, or true threats; or
  - d. Text or graphics that present a clear and present danger due to their potential confusion with traffic control signs; or signs that provide false information related to public safety (for example, signs that use the words “Stop,” “Yield,” “Caution,” or “Danger,” or comparable words, phrases, symbols, or characters that are presented in a manner as to imply a safety hazard that does not exist).
3. Severability. The narrow classifications of content that are prohibited from display on signs by this Section are either not protected by the United States or Colorado Constitutions, or are offered limited protection that is outweighed by the substantial and compelling governmental interests in protecting the public safety and welfare. It is the intent of the Town Board of Trustees that each paragraph or subsection of this Section (e.g., Subsection (2)(a), (2)(b), (2)(c), (2)(d) or (3) of this Section) be individually severable in the event that a court holds one (1) or more of them to be inconsistent with the United States or Colorado Constitutions.

**Part 3. Standards for Permanent Signs**

**Sec. 16-7-110 Standards for attached permanent signs.**

1. Wall signs. Wall signs are allowed according to the standards in Table 7.11(1), Wall Signs, Fascia Signs, Window Signs, and Optional Storage Tank or Utility Cabinet or Pedestal Signs.

**Table 7.11(1)  
Wall Signs, Fascia Signs, Window Signs, and  
Optional Storage Tank or Utility Cabinet or Pedestal Signs**

Type of sign	Zoning District or Area					
	Residential (RSF-E, RSF-1, RSF-4, RMF-8, RMF-14)	Agricultural (AG)	Downtown Mixed-Use (DMU)	Welker Corridor (west of I-25) <sup>1</sup>	Commercial (GC, HC)	Industrial (LI)
<b>Wall Signs</b>						
Max. # of Signs	In general, 1 per principal building (if no fascia sign); for duplex residential uses, 1 per dwelling unit		2 per building elevation + 1 per primary public entrance			

	Zoning District or Area					
Type of sign	Residential (RSF-E, RSF-1, RSF-4, RMF-8, RMF-14)	Agricultural (AG)	Downtown Mixed-Use (DMU)	Welker Corridor (west of I-25) <sup>1</sup>	Commercial (GC, HC)	Industrial (LI)
Standards						
Max. Sign Area	<ul style="list-style-type: none"> <li>• Single-family and duplex residential uses: 2 SF</li> <li>• All other principal uses: 20% of signable area</li> </ul>		<ul style="list-style-type: none"> <li>• Painted or applied wall signs in signable area larger than 10 ft. x 10 ft.: 70% of signable area.</li> <li>• Painted or applied wall signs on side building elevations may be up to 100% of signable area.</li> <li>• Other types of wall signs: 1 sign may be up to 40% of signable area, and all other signs may be up to 30% of signable area<sup>3</sup></li> <li>• Bulletin boards: 6 SF</li> </ul>	<ul style="list-style-type: none"> <li>• Painted or applied wall signs in signable area larger than 10 ft. x 10 ft.: 70% of signable area</li> <li>• Bulletin boards: 6 SF</li> <li>• All other wall signs: 1 sign may be up to 40% of signable area, and all other signs may be up to 30% of signable area<sup>3</sup></li> </ul>		
Additional Standards	Backlit cabinet signs are not allowed			None		
<b>Fascia Signs</b>						
Max. # of Signs	1 per principal nonresidential building (if no wall sign)		May be substituted for permissible wall signs			
Max. Sign Area	25% of signable area		35% of signable area (if multiple signs are installed on a single fascia, the maximum sign area applies to the total sign area of all signs on the same fascia)			
Additional Standards	Cabinet signs are not allowed			None		
Alternative Configuration	<p>Fascia sign may be located above the eave line instead of upon the fascia if:</p> <ul style="list-style-type: none"> <li>• The fascia and eave line are part of a roof structure that is subordinate to and lower than the principal roof structure of the building; and</li> <li>• The height of the sign is not more than the vertical dimension of the fascia over which the sign is installed; and</li> <li>• The sign is composed of channel letters or sculpted elements (cabinet signs are not allowed above eave lines); and</li> <li>• Supporting structures are hidden from view</li> </ul>					
<b>Window Signs</b>						
Max. # of Signs	1 per window		Not limited			
Max. Sign Area	1.5 SF		25% of the area of each window <sup>2</sup>	25% of the area of each window, except that 100% of each window <sup>2</sup> on a South or West elevation if signs are perforated window decals		
Additional Standards	None		Permanent applied window signs shall be affixed to the window in a professional manner (e.g., without wrinkles, bubbles, tape, etc.)			
<b>Optional Storage Tank or Utility Cabinet or Pedestal Signs</b>						
Standards	100% of signable area of a storage tank or utility cabinet or pedestal may be used to display optional storage tank and utility cabinet or pedestal signs that meet the requirements of Subsection 16-7-50.5.b. No other signs (except partially exempt signs) are allowed on storage tanks, utility cabinets, or utility pedestals					
<b>TABLE NOTES:</b>						
<sup>1</sup> For property in the Welker Corridor, the standards of this column apply regardless of underlying zoning district.						
<sup>2</sup> For the purposes of this standard, a “window” is the total area of all window panes that are situated within 6 inches of each other.						
<sup>3</sup> Including but not limited to cabinet signs; and including painted or applied wall signs in locations where the signable area is less than 10 ft. x 10 ft.						

2. Projecting, awning, and bracket signs. Projecting, awning, and bracket signs are allowed according to the standards in Table 7.11(2), Projecting, Awning, and Bracket Signs.

**Table 7.11(2)  
Projecting, Awning, and Bracket Signs**

Type of Sign	Zoning District				
	Residential (RSF-E, RSF-1, RSF-4, RMF-8, RMF-14)	Agricultural (AG)	Downtown Mixed-Use (DMU) and Welker Corridor (west of I-25) <sup>1</sup>	Commercial (GC, HC)	Industrial (LI)
<b>Projecting Signs</b>					
Max. # of Signs	Not allowed		May be substituted for permissible wall signs (see Table 7.11(1))		
Max. Sign Area	Not applicable		<ul style="list-style-type: none"> <li>If the elevation includes 1 projecting sign: 1 SF per 2 LF of front building elevation width</li> <li>If the elevation includes 2 or more projecting signs: 1 SF per 4 LF of front building elevation width (each sign)</li> </ul>		
Additional Standards	Not applicable		<ul style="list-style-type: none"> <li>Signs shall not extend over parking aisles, parking spaces, fire lanes, or loading areas</li> <li>Projecting signs must be spaced not less than 20 ft. from other projecting signs</li> <li>Projecting signs that extend over pedestrian use areas must provide at least 8 ft. of sign clearance</li> </ul>		
<b>Awning Signs</b>					
Max. # of Signs	1 per principal nonresidential building, on awning located over principal entrance		Not limited, but awning must shelter a window, a door, or an outdoor seating area		
Max. Sign Area	40% of signable area		60% of signable area		
Additional Standards	<ul style="list-style-type: none"> <li>Signs shall not extend over parking aisles, parking spaces, fire lanes, or loading areas</li> <li>Awning signs that extend over pedestrian use areas must provide at least 8 ft. of sign clearance</li> <li>Signs must be stitched to, applied to, or printed or painted on awning; rivets and other fasteners are not allowed</li> </ul>				
<b>Bracket Signs</b>					
Max. # of Signs	1 per principal nonresidential building entrance		May be substituted for permissible projecting signs		
Max. Sign Area	5 SF		6 SF		
Additional Standards	<ul style="list-style-type: none"> <li>Signs shall not extend over parking aisles, parking spaces, fire lanes, or loading areas</li> <li>Bracket signs that extend over pedestrian use areas must provide at least 8 ft. of sign clearance</li> </ul>				
<b>Roof Signs</b>					
Max. # of Signs	Not allowed		One per property		
Max. Sign Area	Not applicable		Lesser of 100 SF or 50% of the width of front building elevation x 4		
Additional Standards	None		Allowed only on flat roof structures; may not project more than 4 feet above top of parapet wall; mounting framework shall be hidden from street-level view; cabinet signs are not allowed		
<b>TABLE NOTES:</b>					
<sup>1</sup> For property in the Welker Corridor, the standards of this column apply regardless of underlying zoning district.					

**Sec. 16-7-120 Standards for detached permanent signs.**

Detached permanent signs are allowed according to the standards in Table 7.12(1), Detached Permanent Signs. The relationship between setbacks and height for primary detached signs is set out in Table 7.12(2), Setbacks and Height for Primary Detached Signs.

**Table 7.12(1)  
Detached Permanent Signs**

	Zoning District				
Type of Sign	Residential (RSF-E, RSF-1, RSF-4, RMF-8, RMF-14)	Agricultural (AG)	Downtown Mixed-Use (DMU) and Welker Corridor (west of I-25) <sup>1</sup>	Commercial (GC, HC)	Industrial (LI)
<b>Primary Detached Signs</b>					
Max. # of Signs	1 per entrance to residential subdivision or agricultural use on parcel larger than 5 acres		1 per parcel	1 per frontage	
Max. Sign Area	32 SF			1 SF per 2 LF of frontage for the first 100 ft. of frontage, then 1 SF per 4 LF of frontage, not to exceed the following: <ul style="list-style-type: none"> <li>• 300 SF for multiple tenants located along I-25 corridor;</li> <li>• 200 SF for single tenant located along I-25 corridor;</li> <li>• 175 SF for multiple tenants located along Highway 66 corridor;</li> <li>• 125 SF for single tenant located along Highway 66 corridor;</li> <li>• 100 SF for GC, HC and LI zones not located along State highway corridors<sup>2</sup></li> </ul>	
Max. Sign Height	6 ft.			15 ft.; plus 15 ft. for signs located along I-25 frontages; 15 ft.; plus 5 ft. for signs located along Hwy 66 frontages	
Setbacks and Spacing	<ul style="list-style-type: none"> <li>• Primary detached signs must be spaced at least 12 ft. from building walls, at least 100 ft. from other primary detached signs on the same parcel</li> <li>• Primary detached signs must be set back at least 1 ft. from front property lines, plus 1 ft. for each 2 ft. of sign height (or portion thereof) above 4 ft. ("additional setback"); except that the additional setback does not apply to locations where: <ul style="list-style-type: none"> <li>o The property line is separated from the street frontage by public open space, drainage, an irrigation ditch, or a nonvehicular trail or greenway; provided, that the presence of the sign does not interfere with the maintenance of a drainage area or irrigation ditch;</li> </ul> </li> <li>• Primary detached signs are subject to sight distance triangle restrictions in the "<i>Town of Mead Design Standards and Construction Specifications</i>"</li> <li>• Primary detached signs are subject to restrictions of utility easements</li> <li>• Primary detached signs must be set back from side and rear property lines a distance equal to the height of the sign</li> </ul>				
Additional Standards	<ul style="list-style-type: none"> <li>• Backlit cabinet signs are not allowed</li> <li>• Signs must be installed in a landscaped area that extends at least 3 ft. in all directions from the base of the sign, or within a pedestrian plaza; provided, that the sign does not obstruct pedestrian traffic</li> </ul>			<ul style="list-style-type: none"> <li>• Signs must be installed in a landscaped area that extends at least 3 ft. in all directions from the base of the sign, or within a pedestrian plaza; provided, that the sign does not obstruct pedestrian traffic</li> </ul>	
	If used, sign poles shall be either concealed with an architectural treatment (e.g., wrapped with decorative architectural materials) or be otherwise decorative (e.g., textured). Smooth, unadorned metal sign poles are not allowed.				
<b>Secondary Detached Sign</b>					
Max. # of Signs	Not allowed for single-family and duplex uses, allowed for other uses in these districts. Standards defined in commercial and industrial zone districts shall apply.		1 per vehicular entrance	1 per vehicular entrance	

	Zoning District				
Type of Sign	Residential (RSF-E, RSF-1, RSF-4, RMF-8, RMF-14)	Agricultural (AG)	Downtown Mixed-Use (DMU) and Welker Corridor (west of I-25) <sup>1</sup>	Commercial (GC, HC)	Industrial (LI)
Standards					
Max. Sign Area	Not applicable		6 SF	8 SF	
Max. Sign Height	Not applicable		4 ft.		
Setbacks and Spacing	Not applicable		<ul style="list-style-type: none"> <li>• 1 ft. from property lines</li> <li>• 2 ft. from sidewalk or pavement</li> </ul>		
Additional Standards	Not applicable		• Backlit cabinet signs are not allowed	None	

**TABLE NOTES:**

<sup>1</sup> For property in the Welker Corridor, the standards of this column apply regardless of underlying zoning district.

<sup>2</sup> The highway corridor is defined as all properties located within ¼ mile of a state or interstate highway right-of-way.

**Table 7.12(2)  
Setbacks and Height for Primary Detached Signs<sup>1</sup>**

Zoning District / Corridor <sup>2</sup>	Sign Height (ft) <sup>3</sup>	Minimum Setbacks (ft)
GC, HC, or LI, within I-25 Corridor	30	14
	28	13
	26	12
	24	11
	22	10
GC, HC, or LI, within Highway 66 Corridor	20	9
	18	8
	16	7
All other zoning districts and frontages	15	6½
	14	6
	12	5
	10	4
	8	3
	6	2
	4	1
	2	1

**TABLE NOTES:**

<sup>1</sup> This table is intended to simplify the relationship between sign height and minimum setbacks as set out in Table 7.12(1), Detached Permanent Signs. To the extent of any conflict with this table, Table 7.12(1), Detached Permanent Signs controls.

<sup>2</sup> The highway corridor is defined as all properties located within ¼ mile of a state or interstate highway right-of-way.

<sup>3</sup> Sign height is limited by zoning district in Table 7.12(1), Detached Permanent Signs. This table does not create additional allowances for sign height.

#### Part 4. Standards for Temporary Signs

##### Sec. 16-7-130 Standards for attached temporary signs.

1. Generally. Attached temporary signs are allowed subject to the standards of this Section, for the duration that is set out in Section 16-7-150, Duration of display of temporary signs.

2. Banners. Banners may be installed on building walls within in the AG, DMU, HC, GC, and LI Zoning Districts; provided, that there is not more than one (1) banner displayed per street frontage.
3. Inflatable signs. One (1) inflatable sign may be attached to a principal building rooftop in the HC, GC, and LI Zoning Districts, provided that:
  - a. The sign area is not more than two hundred twenty-five (225) square feet;
  - b. The vertical dimension of the sign is not more than fifteen (15) feet; and
  - c. No other inflatable sign is present on the parcel.
4. Sock signs and temporary wall signs. Sock signs and temporary wall signs are permitted in all zoning districts; provided, that they are used during a period not to exceed forty-five (45) days in which a new permanent sign or sign component is being fabricated and installed in accordance with this Article.
5. Window signs.
  - a. Temporary window signs are allowed in all locations where permanent window signs are allowed; provided, that the applicable transparency standards of Table 7.11(1) are met.
  - b. Temporary window signs shall be mounted vertically inside of the building for viewing through the window.

**Sec. 16-7-140 Standards for detached temporary signs.**

The maximum number, maximum sign area, maximum height, and other restrictions that apply to detached temporary signs are set out in Table 7.14, Detached Temporary Signs.

**Table 7.14  
Detached Temporary Signs**

	Zoning District					
Type of Sign	Residential (RSF-E, RSF-1, RSF-4, RMF-8, RMF-14)	Agricultural (AG)	Downtown Mixed-Use (DMU)	Welker Corridor (west of I-25) <sup>1</sup>	Commercial (GC, HC)	Industrial (LI)
Standards						
<b>Yard Signs</b>						
Max. # of Signs	<ul style="list-style-type: none"> <li>• Not limited for single-family detached and duplex uses;</li> <li>• 2 per vehicular access point for multifamily and nonresidential (except vacant or agricultural) uses;</li> <li>• 1 per 80 ft. of frontage (or fraction thereof) for vacant or agricultural property</li> </ul>		Not allowed on parcels that front on Main Street or properties located South of Welker Avenue; in all other locations, same as Residential	Not allowed		2 per vehicular access point
Max. Sign Area (per sign)	6 SF		Where allowed, same as Residential	Not applicable		6 SF
Max. Sign Height	3 ft.		Where allowed, same as Residential	Not applicable		3 ft.
Setbacks and Spacing	Yard signs shall be set back 1 ft. from all property lines		Where allowed, same as Residential	Not applicable		Yard signs shall be set back 2 ft. from all property lines Yard signs shall be spaced at least 2 ft. from other yard signs

	Zoning District					
Type of Sign	Residential (RSF-E, RSF-1, RSF-4, RMF-8, RMF-14)	Agricultural (AG)	Downtown Mixed-Use (DMU)	Welker Corridor (west of I-25) <sup>1</sup>	Commercial (GC, HC)	Industrial (LI)
Standards						
Additional Standards	<ul style="list-style-type: none"> <li>Yard signs shall be installed only in permeable landscaped areas (e.g., grass, mulch, or crushed rock) that extend at least 2 ft. in all horizontal directions from the sign</li> <li>Where the number of permissible yard signs is related to the number of vehicular access points, the yard signs allowed per access point shall be installed within 10 ft. of the edge of the access point</li> </ul>		Where allowed, same as Residential	Not applicable	<ul style="list-style-type: none"> <li>Yard signs shall be installed only in permeable landscaped areas (e.g., grass, mulch, or crushed rock) that extend at least 2 ft. in all horizontal directions from the sign</li> <li>Where the number of permissible yard signs is related to the number of vehicular access points, the yard signs allowed per access point shall be installed within 10 ft. of the edge of the access point</li> </ul>	
<b>Site Signs</b>						
Max. # of Signs	1 per parcel; provided, that the area of the parcel is at least 2 acres; parcels that are less than 2 acres shall not display site signs	1 per 500 ft. of frontage (or fraction thereof)	1 per parcel	1 per parcel	1 per frontage	
Max. Sign Area (per sign)	32 SF					
Max. Sign Height	6 ft.					
Setbacks and Spacing	Site signs shall be set back 2 ft. from all property lines	<ul style="list-style-type: none"> <li>Site signs shall be set back 2 ft. from front property lines and 10 ft. from all other property lines</li> <li>Site signs shall be spaced not less than 10 ft. from each other</li> </ul>	Site signs shall be set back 2 ft. from all property lines	<ul style="list-style-type: none"> <li>Site signs shall be set back 2 ft. from front property lines and 10 ft. from all other property lines</li> <li>Site signs shall be spaced not less than 10 ft. from each other</li> </ul>		
Additional Standards	Site signs shall be installed only in permeable landscaped areas (e.g., grass, mulch, or crushed rock) that extend at least 2 ft. in all horizontal directions from the sign					
<b>Swing Signs</b>						
Max. # of Signs	1 per frontage		Not allowed on parcels that front on Main Street or properties located South of Welker Avenue; in all other locations, same as Residential	Not allowed		
Max. Sign Area (per sign)	5 SF, including riders		Where allowed, same as Residential	Not applicable		
Max. Sign Height	5 ft.		Where allowed, same as Residential	Not applicable		

		Zoning District				
Type of Sign	Residential (RSF-E, RSF-1, RSF-4, RMF-8, RMF-14)	Agricultural (AG)	Downtown Mixed-Use (DMU)	Welker Corridor (west of I-25) <sup>1</sup>	Commercial (GC, HC)	Industrial (LI)
Standards						
Setbacks and Spacing	Swing signs shall be set back 2 ft. from all property lines		Where allowed, same as Residential	Not applicable		
Additional Standards	Swing signs shall be installed only in permeable landscaped areas (e.g., grass, mulch, or crushed rock) that extend at least 18 inches in all horizontal directions from the sign		Where allowed, same as Residential	Not applicable		
<b>Sidewalk Signs</b>						
Max. # of Signs	Not allowed		1 per primary building entrance			
Max. Sign Area (per sign)	Not applicable		6 SF			
Max. Sign Height	Not applicable		4 ft.			
Setbacks and Spacing	Not applicable		Must leave at least 4 ft. of clear sidewalk width for pedestrian use	<ul style="list-style-type: none"> <li>• Must leave at least 4 ft. of clear sidewalk width for pedestrian use</li> <li>• Must be located within 10 ft. of a principal building entrance</li> </ul>		
Additional Standards	Not applicable		<ul style="list-style-type: none"> <li>• Not allowed in vehicular use areas or permeable landscaped areas</li> <li>• Must not obstruct pedestrian travel path or building entrance</li> <li>• Must be weighted, anchored, or tethered to avoid movement in high winds</li> <li>• Placement in public right-of-way is restricted (see Subsection 16-7-70.6.a.(4))</li> </ul>			
<b>Banners</b>						
Max. # of Signs	1 per street frontage					
Max. Sign Area (per sign)	32 SF				48 SF	
Max. Sign Height	4 ft., or any location on a fence or retaining wall					
Setbacks and Spacing	See additional standards, below		<ul style="list-style-type: none"> <li>• Banners shall be set back at least 2 ft. from all property lines, or affixed to a fence, handrail, or retaining wall</li> </ul>			
Additional Standards	Banners shall be affixed to a fence, handrail, or retaining wall		<ul style="list-style-type: none"> <li>• Banners shall be installed not less than 18 ft. from any wall of a principal building, unless affixed to a fence, handrail, or retaining wall that is closer than 18 ft. to the building</li> <li>• If banners are stretched between posts, the posts shall be firmly anchored, such that they will remain in a vertical position in windy conditions</li> </ul>			
<b>Inflatables</b>						
Max. # of Signs	Not allowed				1 per parcel, unless an inflatable sign is affixed to a principal building rooftop on the parcel (see Subsection 16-7-130.3.)	
Max. Sign Area (per sign)	Not applicable				225 SF	
Max. Sign Height	Not applicable				15 ft.	
Setbacks and Spacing	Not applicable				All parts of the sign shall be set back at least 5 ft. from all property lines at all times	
Additional Standards	Not applicable				Inflatable sign must be tethered to prevent movement in windy conditions	



**Sec. 16-7-150 Duration of display of temporary signs.**

1. Generally. The purpose of temporary signs is to display messages for a temporary duration. Temporary signs shall not be used as a subterfuge to circumvent the regulations that apply to permanent signs or to add permanent signage to a property in addition to that which is allowed by this Article.
2. Classification of temporary sign materials. Temporary signs are constructed from a variety of materials with varying degrees of durability. Common materials are classified in Table 7.15(1), Classification of Temporary Sign Materials.

**Table 7.15(1)  
Classification of Temporary Sign Materials**

Material	Material Class				
	1	2	3	4	5
Paper, card stock, foam core board, or cardboard	<input type="checkbox"/>				
Laminated paper or cardstock		<input type="checkbox"/>			
Cloth, canvas, nylon, polyester, burlap, flexible vinyl, or other flexible material of comparable durability			<input type="checkbox"/>		
Inflexible vinyl, hard plastic, composite, or corrugated plastic ("coroplast")				<input type="checkbox"/>	
Wood or metal					<input type="checkbox"/>

3. Duration of display.
  - a. In general, a temporary sign shall be removed as of the earlier of the date that:
    - (1) It becomes an abandoned sign; or
    - (2) It falls into disrepair (*see* Section 16-7-180, Sign Maintenance); or
    - (3) The number of days set out in Table 7.15(2), Duration of Temporary Signs by Material Class, expires.

**Table 7.15(2)  
Duration of Temporary Signs by Material Class**

Sign Type	Max. Duration for Individual Sign by Material Class					Max. Posting Days/Year
	1	2	3	4	5	
Yard Sign	Not Allowed	45 days	Not Allowed	60 days	180 days	180 days
Site Sign	Not Allowed	Not Allowed	Not Allowed	60 days	180 days	180 days <sup>1</sup>
Swing Sign	Not Allowed	Not Allowed	Not Allowed	60 days	180 days	180 days <sup>1</sup>
Sidewalk Sign	Not Allowed	Not Allowed	Not Allowed	6 a.m. to 10 p.m. daily <sup>2</sup>		365 days
Banner	Not Allowed	Not Allowed	30 days	Not Allowed	Not Allowed	180 days
Window Sign	90 days	90 days	Not Allowed	90 days	365 days	365 days
Inflatable Sign	Not Allowed	Not Allowed	21 days	Not Allowed	Not Allowed	42 days

**TABLE NOTES:**

<sup>1</sup> Alternatively, the sign type may be displayed for three hundred sixty (360) days every two (2) calendar years.

<sup>2</sup> May be modified by revocable right-of-way license.

- b. Temporary signs that are required due to governmental regulation (*e.g.*, public notices) shall be removed as required by the applicable regulation.

4. Administrative interpretations. Materials for signage that are not listed in this Section may be introduced into the market. When a material is proposed that is not listed in this Section, the Planning Director shall determine the class of materials with which the new material is comparable, based on the new material's appearance, durability, and colorfastness. No temporary sign shall be displayed for a longer period than the longest permitted period in this Section, regardless of the material.

## **Part 5. Permitting Procedures**

### **Sec. 16-7-160 Permitting procedures.**

1. Sign permit required. A sign permit is required prior to the erection, installation, or substantial modification of any sign that is not an exempt sign. Sign permits are issued by the Planning Department if, after review of a complete application for sign permit and payment of the applicable fee, Planning staff determines that the proposed sign complies with the applicable requirements of this Article.
2. Application requirements. Application for a permit to erect or display signs in the Town shall be made to the Planning Department on forms approved by the Planning Director and shall be accompanied by the applicable processing fee and a scaled drawing or other graphic representation of the proposed sign, specifying the size, shape, lighting and position of the sign in relation to the building or property from or upon which it will be displayed, and such other information as is necessary to determine compliance with the requirements of this Article.
3. Administrative permitting procedures. Planning staff shall determine whether an application for a sign permit is complete within five (5) business days after it is submitted, and shall approve or deny the permit application within fifteen (15) business days after receipt of a complete application and fee ("administrative processing period"). If an application is incomplete, staff shall return it to the applicant, along with a notice specifying what must be included to complete the application. If an application is denied, staff shall specify the reason for denial to the applicant in writing.
4. Calculation of administrative processing period. For the purposes of calculating the administrative processing period, the first day is not counted, and the period ends at 11:59 p.m. on the last day. If the end of the period is a weekend day or legal holiday, the period shall be extended until 11:59 p.m. on the next business day.

### **Sec. 16-7-170 Sign Design Program alternative.**

1. Purpose. The requirements of this Article are intended to ensure that signs that meet certain minimum standards for public safety and consistency with the desired character and quality of development in the Town may be promptly approved and displayed. In some cases, alternative standards may improve the aesthetic and functional qualities of the development. Approval of a Sign Design Program pursuant to the standards of this Section allows for unified presentation of signage throughout a development, flexibility to provide for unique environments and pre-approval of designs and design elements to make processing of subsequent applications for sign permits more efficient. To this end, a Sign Design Program alternative is hereby created.
2. Authorization to modify requirements. Signage which is proposed as part of a Sign Design Program may deviate from the standards of this Article in terms of the types and numbers of signs allowed, the maximum sign area, maximum sign height, and materials and illumination standards (including electronic message centers), subject to compliance with an approved Sign Design Program.
3. Contents of Sign Design Program. A Sign Design Program shall set forth a master plan for signage for an entire development. Sign Design Programs shall set out:
  - a. The boundaries of the parcel in which the Sign Design Program will be applied;
  - b. Architectural elevations of the buildings on the parcel;
  - c. Sign dimensions and approximate locations;

- d. Materials and colors;
  - e. Proposed illumination, including maximum illumination levels;
  - f. A design theme with illustrative examples of each sign type, the form of each sign type and the proposed general locations of each sign type; and
  - g. A demonstration that the Sign Design Program will improve the aesthetics of the development, reduce sign clutter and avoid or mitigate adverse impacts on the use, enjoyment or value of adjacent and nearby property.
4. Procedures.
- a. Sign Design Program applications shall be submitted on a form approved by the Planning Director.
  - b. Town Staff shall review the application for completeness within five (5) business days after it is submitted, and shall forward the application to the Planning Commission for consideration at a public hearing on the next agenda for which timely public notice of the application can be provided, which in no case shall be more than 95 days after the date of submittal of a complete application.
  - c. The Planning Commission shall consider the application at a public hearing and shall either approve the application, approve the application with conditions unrelated to sign content or viewpoint, or deny the application after applying the approval criteria set out in Subsection 16-7-170.5., below, subject to the limitations of Subsection 16-7-170.6.
  - d. For the purposes of calculating the processing period, the first day is not counted, and the period ends at 11:59 p.m. on the last day. If the end of the period is a weekend day or legal holiday, the period shall be extended until 11:59 p.m. on the next business day.
5. Approval criteria. The Planning Commission may approve a Sign Design Program if it finds that the Sign Design Program results in a substantially improved (*e.g.*, higher quality materials, more creative design, and / or less overall clutter), comprehensive and unified proposal compared to what is allowed through strict compliance with the sign regulations of this Article. In addition, Sign Design Programs must comply with the following standards:
- a. Prohibited signs and sign elements. Prohibited signs and sign elements enumerated in Section 16-7-70, Prohibitions, are not eligible for inclusion in a Sign Design Program.
  - b. Modification of sign setbacks. Setbacks for detached signs may be different from the requirements of this Article if it is demonstrated that there is no impact on public safety or on utility easements and all other requirements for approval of a Sign Design Program are met.
  - c. Architectural theme. All signs shall be architecturally integrated into or complementary to the design and materials of the buildings and character of the site and shall use similar and coordinated design features, materials and colors. The Sign Design Program shall establish an integrated architectural vocabulary and cohesive theme for the development.
  - d. Illumination. Lighting standards shall not deviate from the standards of this Article.
  - e. Height, area, type, number and location of signs. The height, area, type, number and location of signs permitted through the Sign Design Program shall be determined by the Planning Commission, based on compliance with at least one of the Tier One Criteria set out below, and all Tier Two Criteria set out below:
    - (1) Tier One Criteria (minimum of one):
      - (a) The proposed Sign Design Program demonstrates a justification and need for the modification based on a technical issue or is required to compensate for some practical difficulty or unusual aspect of the site or proposed development; or

- (b) The overall size of the development and the scale of the uses located or anticipated to be located there are of a magnitude that requires larger sign areas and / or consolidation of signage in order to reasonably allocate the areas available for displaying messages.
- (2) Tier Two Criteria (all required):
  - (a) The proposed Sign Design Program provides compensating design features and mitigation measures that demonstrate the modification represents an improvement in quality without detriment to surrounding properties or neighborhoods or the natural environment;
  - (b) The signage complies with applicable design standards and construction specifications that are not modified by the Sign Design Program; and
  - (c) The proposed Sign Design Program implements content-neutral sign design objectives that are set out in an applicable sub-area plan that was adopted by the Board of Trustees before the application for Sign Design Program was filed.
- 6. Limitations. Maximum sign area and sign height for the property subject to a Sign Design Program shall be established in the Sign Design Program (as to particular signs or for the entire site), but shall not exceed the following limits:
  - a. The total permitted sign area for detached permanent signs shall not exceed one hundred twenty-five percent (125%) of the sign area for detached permanent signs that would otherwise be permissible if the property were in strict compliance with this Article.
  - b. The total permitted sign area for attached permanent signs shall not exceed one hundred twenty-five percent (125%) of the sign area for attached permanent signs that would otherwise be permissible if the property were in strict compliance with this Article.
  - c. The permitted sign height for detached permanent signs shall not exceed one hundred twenty-five percent (125%) of the permitted sign height for the type of sign to which the increase in height is applied.
  - d. Attached signs may be allowed to extend above principal roof lines, provided that they do not extend above the roof line more than one-half of the height of the building to which they are attached.
- 7. Existing signs. In addition to proposed new signage, all existing signs on a property for which a Sign Design Program approval is sought shall be addressed in the application. The Planning Commission may require removal or modification of existing signs (whether currently conforming or nonconforming) as a condition of approval of a Sign Design Program, or may approve existing signs as part of the program (after which approval, a nonconforming sign will be considered "conforming").
- 8. Conditions of approval. The Planning Commission may impose reasonable conditions on the Sign Design Program that are not related to the content of the signs or the viewpoints of the sign users, in order to ensure continuing compliance with the standards of this Article and the approved Sign Design Program.
- 9. Effect of approval. Upon approval of a Sign Design Program, issuance of a sign permit shall be based on compliance with the standards set out in the Sign Design Program for the development. Sign Design Programs may also specify types of signs that may be installed without further permits.
- 10. Duration of approval. A Sign Design Program approval shall have a term of three (3) years. If no sign has been constructed or installed within the term of the approval, the Sign Design Program approval shall terminate. The Planning Commission may require that a Sign Design Program be tied to a concurrent development approval and may extend the term of the Sign Design Program approval to correspond to the term of an associated development approval.
- 11. Amendment of Sign Design Program. A Sign Design Program may be amended by the same process that is used to create the Sign Design Program. An application for amendment to a Sign Design Program shall not

affect the validity of the Sign Design Program unless and until the application is approved and conditions of approval, if any, are accepted by the applicant.

## **Part 6. Sign Maintenance**

### **Sec. 16-7-180 Sign maintenance.**

1. Generally. Signs and sign structures of all types (attached, detached, and temporary) shall be maintained as provided in this Section.
2. Paint and finishes. Paint and other finishes shall be maintained in good condition. Peeling finishes shall be repaired. Signs with running colors shall be repainted, repaired, or removed if the running colors were not a part of the original design.
3. Weathering and fading. Signs that have faded or weathered such that their condition is obviously and materially degraded shall be repaired, reconditioned, repainted, or removed.
4. Mineral deposits and stains. Mineral deposits and stains shall be promptly removed.
5. Corrosion and rust. Permanent signs and sign structures shall be finished and maintained to prevent corrosion and rust. A patina on copper elements (if any) is not considered rust.
6. Damage. Permanent signs that are damaged shall be repaired or removed within sixty (60) days. Temporary signs that are damaged (*e.g.*, broken yard signs, torn banners) shall be removed, repaired, or restored within twenty-four (24) hours.
7. Level position. Signs that are designed to be level, whether temporary or permanent, shall be installed and maintained in a level position. If temporary signs fall out of a level position, they shall be removed or righted within twenty-four (24) hours. If permanent signs fall out of a level position, they shall be removed or righted within ten (10) days, unless they create an imminent hazard to public safety, in which case they shall be removed or righted immediately.
8. Banner tension. Banners shall be stretched to minimize wrinkles and sagging. Banners that lose tension shall be re-stretched or removed within twenty-four (24) hours.
9. EMC maintenance. If an EMC is damaged or otherwise malfunctions, it shall be repaired, replaced, or removed (along with all associated electronics and mounting brackets) within ninety (90) days.

## **Part 7. Nonconformities and Enforcement**

### **Sec. 16-7-190 Nonconforming signs.**

1. Generally. Any permanent sign that exists on the effective date of this Article but does not conform to the provisions of this Article is a “legal nonconforming” sign; provided, that it was originally approved by a sign permit, or, if no sign permit was required under applicable law, it was in all respects in conformity with the applicable law immediately prior to the effective date of such law, or had legal nonconforming status at such time.
2. Repairs and alterations. Routine maintenance of nonconforming signs is permitted, including necessary nonstructural repairs, paint, and incidental alterations (*e.g.*, changing the message of the sign by replacing or repainting the sign face). Structural alterations to nonconforming signs are permitted only if it is demonstrated that the alteration will eliminate or perceptively reduce the nonconformity.
3. Termination and removal.

- a. A nonconforming sign which has been damaged by fire, wind or other cause in excess of fifty percent (50%) of its replacement cost shall not be restored except in conformance with this Article.
- b. If an element of a sign that causes the sign to be nonconforming is removed, it shall not be replaced, except with a conforming element.
- c. If a nonconforming sign structure becomes an abandoned sign, it shall be removed or brought into conformance with this Article. For the purposes of this standard, a temporary “sock sign” may be used to display a message while a new sign face is being created.
- d. If a nonconforming sign structure is removed for any reason other than routine repair and maintenance, it shall not be replaced unless the replacement sign conforms to this Article.
- e. Nonconforming signs that are a danger to the public safety due to damage or wear shall be removed and shall not be replaced unless the replacement sign conforms to this Article.

**Sec. 16-7-200 Enforcement.**

- 1. Enforcement authority. This Article shall be enforced by the designee of the Town Manager.
- 2. Immediate removal of signs. Signs that are unlawfully located within public right-of-way may be summarily removed by the Town and disposed of without notice. The Town may, but is not obligated to, store such signs and return them to their owners.
- 3. Penalty for noncompliance. Every person convicted of a violation of any provision of this Article shall be punished by a fine not to exceed the maximum fine a municipal court may impose as a matter of law for each day the violation continues. The Municipal Court may further order the defendant to remove a prohibited or unlawful sign within five (5) days or such other time period as the Court determines is reasonable, and if the defendant fails to timely do so, the Municipal Court may order that the Town may remove such sign and charge the property owner for the cost of removal plus a five percent (5%) fee for administration, inspection, and other incidentals.
- 4. Service of notice.
  - a. Notices of violation of this Article shall be personally served upon or sent by first-class mail, postage prepaid, to:
    - (1) The address of the record owner of the real estate and/or person in possession and control of the property upon which the violation is alleged; or
    - (2) For signs located within the public right-of-way, the owner of the sign or the person, entity, or organization who directed the sign to be placed (if known).
  - b. The notice of violation shall identify the sign or activity that is in violation of this Article, and cite the Section number that is allegedly violated. The notice of violation shall state that:
    - (1) One (1) or more signs have been removed from the public right-of-way and the Town alleges that the party notified is responsible for unlawfully installing such sign(s); or
    - (2) Temporary signs are present on the party’s property that are in violation of this Article, and the party has twenty-four (24) hours to correct the violation; or
    - (3) Permanent signs are present on the party’s property that are in violation of this Article, and the party has thirty (30) days to correct the violation.
  - c. A notice of violation issued pursuant to Subsection 4.b.(1) of this Section, or failure to comply with the terms of the notice of violation issued pursuant to Subsection 4.b.(2) or 4.b.(3) of this Section, may result in a summons to appear in Municipal Court.

5. Lien for collection of fines, penalties, and costs. In order to collect fines, penalties, and costs that are assessed by the Municipal Court, the Town may file a lien against the property upon which the prohibited or unlawful sign is located; such lien to have priority over all liens except general taxes and prior special assessments. The lien shall be placed upon the tax rolls for the current year, to be collected in the same manner as other taxes are collected. The Town may file such lien at any time not less than thirty (30) days after judgment is entered by the Municipal Court.

## Part 8. Definitions

### Sec. 16-7-210 Definitions.

For additional definitions, please refer to the definitions section in Article 1 of the Land Use Code.

**Abandoned Sign** means a sign that does not contain a message, or contains a commercial or commercial event-based message that is obviously obsolete (*e.g.*, the name of a business that is no longer operational, or an advertisement for a commercial event that has already occurred), for a continuous period of sixty (60) days.

**Attached Sign** means a sign that is attached to the outside of a building or located inside a building but is highly visible through a window, and obviously intended to attract the attention of a person outside of the building (*e.g.*, a wall sign, projecting sign, awning sign, or window sign).

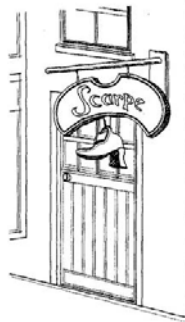
**Awning or Canopy Sign** means a sign that is mounted, painted, or attached to canvas or other material that is installed over a projecting structural framework above a building window or door.

**Banner** means a type of temporary sign that is painted or printed on cloth, vinyl, or other flexible material, which is designed to be stretched between poles, fence posts or wire, or hung on walls with ties, clips, rails, brackets, hooks, or frames.

**Banner Frame** means a frame system that is used for stretching banners, which is designed to prevent wrinkling and movement and to conceal fasteners.

**Bracket Sign** means a type of permanent sign that is mounted above a principal entrance to a building, on a bracket that extends generally perpendicular to the building wall; with the bracket attached either to the building wall or to the underside of a canopy or awning structure.

#### Illustrative Bracket Sign



**Building Elevation** means the external face of a building, projected onto a two-dimensional plane. For purposes of calculating allowed sign area, the building elevation is the two-dimensional representation of the side of the building upon which the sign is proposed.

**Bulletin Board** means a cabinet sign structure that houses a display board upon which bulletins and posters are displayed.

**Detached Sign** means a sign that is not attached to or located inside a building (*e.g.*, a monument sign).

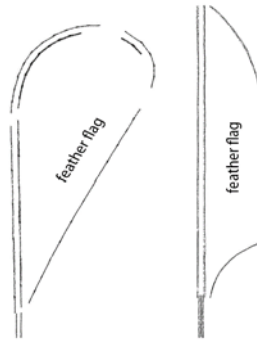
*e.g.* means “for example,” and is intended to be illustrative and not exclusive.

**Electronic Message Center (EMC)** means a display surface that is composed of light emitting diodes (LEDs) or comparable devices, that is capable of displaying variable messages and graphics.

**Feather Flag** means a flag that is mounted on a temporary flagpole (*e.g.*, a flagpole that is installed in a mount that is staked into the ground, or attached to a weighted base), which may be vertical, bowed, or flexible. Feather flags do not include flags that are flown from straight, rigid flagpoles that are permanently installed in the ground or temporarily or permanently attached to buildings, light poles, or utility poles.



### Illustrative Feather Flags



**Flag** means a flexible piece of fabric that is attached along one edge to a straight, rigid flagpole (directly or with rope, clips, ties or similar devices), and which is designed to move when the wind blows. Flags are typically (but not necessarily) rectangular in shape, and often (but not always) include printed or embroidered insignia that symbolizes a nation, state, or organization, or that display a graphic or message.

**Glare** means light emitted from a luminaire that trespasses beyond the object that the luminaire is intended to illuminate, such that the point source of the light is visible to pedestrians, motorists, or people within nearby buildings.

**Land Use Code** means the Town of Mead, Colorado Land Use Code, as amended from time to time.

**LF** means linear foot.

**Lux** means a measure of illuminance (a measure of light that falls upon or passes through an object), in terms of lumens per square meter.

**Manual Changeable Copy Center** means a sign element in which letters, numbers, or symbols may be changed manually, without altering the face of the sign (*e.g.*, by placement of letters into tracks). Manual changeable copy centers are sometimes known as “readerboards” or “marquee signs.”

**Monument Sign** means a detached permanent sign that is supported by a base structure that is not a pole.

**Pixel Pitch** means a measurement of the resolution of an electronic message center display, in terms of the distance (generally in millimeters) between the center of a light emitting diode (LED) cluster (pixel) and the center of the next LED pixel. Lower pixel pitch measurements indicate higher display resolution.

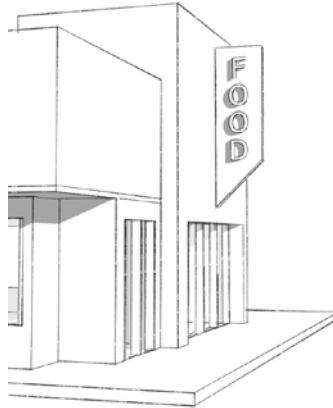
**Portable Sign** means a sign that is designed to be easily moved from one location to another, and when placed, is neither fastened to a permanent structure or building, nor staked or otherwise installed into the ground. Portable signs include signs that are mounted on trailers, wheeled carriers, or frames that are designed to be placed onto a surface without being secured to it.

**Principal Building Entrance** means a primary point of public pedestrian access into a building. The phrase “principal building entrance” does not include doors used principally as emergency exits, or doors that provide restricted access (*e.g.*, for employees or deliveries).

**Projected Sign** means a sign formed by an image, text, or other content that is projected onto an outdoor surface (*e.g.*, a building wall or sidewalk) by a laser projector, video projector, video mapping, or other comparable technology.

**Projecting Sign** means a sign that is mounted upon a building wall such that the sign face is not roughly parallel to the building wall.

### Illustrative Projecting Sign



**Roof Sign** means a sign that is installed, in whole or in part, above an eave line or parapet of a building.

**SF** means square foot.

**Sidewalk Sign** means a type of portable sign that is designed to be placed (but generally not anchored) upon a hard surface in order to attract the attention of pedestrians.

**Sign** means any surface, fabric, device, or display that includes (or is specifically designed to include) lettered, pictorial, or sculptured matter that is intended to convey information to people on a sidewalk, in a parking lot, on a public street or other right-of-way, or on nearby property. The term “sign” also includes all structural members (if any).

**Sign Face** means the surface area of a sign which is designed for placement of text, symbols, or images.

**Site Sign** means a type of temporary sign that is constructed of vinyl, plastic, wood, metal, or other comparable rigid material, which is displayed on a structure that includes at least two posts.

**Sock Sign** means a type of temporary sign that is constructed of flexible material, designed to fit over a permanent sign face or mount.

**Street Elevation** means a street-facing (roughly parallel to the street) building elevation.

**Substantial Modification** means any modification of a sign that involves alteration or replacement of a structural support, enlargement of the sign area, material changes to the sign height or sign clearance, obvious changes of materials or components (*e.g.*, replacement of wood with plastic), addition of new components (*e.g.*, installation of lighting or an EMC) or repairs that cost more than fifty percent of the replacement cost of the sign. Substantial modifications do not include replacement of sign panels in a sign cabinet, with comparable materials that display different messages, replacement of existing light sources with compliant light sources (unless the electrical work exceeds the repairs limit), painting, or repainting.

**Swing Sign** means a type of temporary sign that is suspended from a horizontal swing post that is attached to a post that is staked into the ground. Swing signs may include riders that are mounted to the swing post or suspended under the sign panel.

**Town** means the Town of Mead, Colorado.

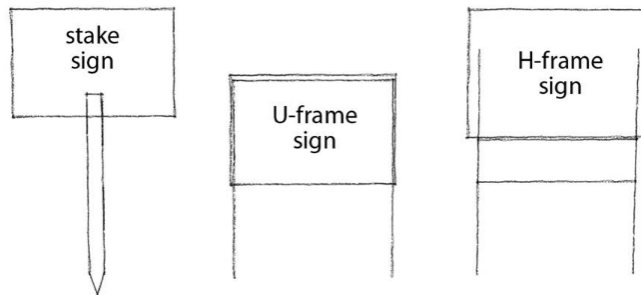
**Wall Sign - Painted or Applied** means a type of permanent sign that is painted on or applied to a wall of a building, which extends not more than two inches from the building wall.

**Window Sign** means a type of temporary or permanent sign that is: (i) painted on, applied to, or attached to a window; or (ii) installed or positioned within a building such that the sign face is oriented towards and highly visible through a window that is within two feet of the sign.

**Window Transparency** means, for the purposes of this Article, any area of a window that is not covered or obstructed by a sign, such that the visibility through the window in both directions is not blocked by a sign. The actual visibility through the window (*e.g.*, a pedestrian's ability to overcome daytime glare) is not a factor in the determination of window transparency.

**Yard Sign** means a type of temporary sign that is constructed of paper, vinyl, plastic, wood, metal or other comparable material, which is mounted on a stake or a frame structure (often made from wire) that includes one or more stakes smaller than two (2) inch by two (2) inch dimensional lumber.

**Illustrative Yard Signs**



**TOWN OF MEAD, COLORADO  
PLANNING COMMISSION  
RESOLUTION NO. 02-PC-2020**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF  
MEAD, COLORADO RECOMMENDING APPROVAL OF AN ORDINANCE  
REPEALING AND REPLACING THE TOWN SIGN CODE, ARTICLE VII  
OF CHAPTER 16 OF THE *MEAD MUNICIPAL CODE* TO THE BOARD OF  
TRUSTEES**

**WHEREAS**, Sec. 16-3-160(d) of the Town of Mead Municipal Code (“MMC”) sets forth that amendments to the text of the Land Use Code may be initiated by the Board of Trustees, the Planning Commission, Town Staff or written application of any property owner or resident of the Town and further provides that any such text amendments “. . . shall be reviewed and considered by the Planning Commission and the Board of Trustees at public hearings and shall be enacted by ordinance”; and

**WHEREAS**, Town Staff has proposed to repeal and replace Article VII of Chapter 16 of the MMC, titled “Sign Regulations” (the “existing Sign Code”); and

**WHEREAS**, a copy of provisions proposed to replace the existing Sign Code (the “amended Sign Code”) is attached to this Resolution as **Exhibit A** – Sign Code and is incorporated herein by reference; and

**WHEREAS**, the Planning Commission finds that the amended Sign Code complies with the Town’s Comprehensive Plan and advances important, substantial, and compelling governmental interests; and

**WHEREAS**, the Planning Commission has reviewed the purpose and intent statement set forth in the amended Sign Code and agrees that the purpose of the amended Sign Code is to set out reasonable regulations for the design, location, installation, operation, repair, and maintenance of signs in a manner that advances the Town of Mead’s important, substantial, and compelling interests (as more particularly set forth in the amended Sign Code), while safeguarding the constitutionally protected right of free expression; and

**WHEREAS**, the Planning Commission has determined that the amended Sign Code provides a reasonable balance between the right of an individual to communicate through the use of signs and the right of the public to be protected against the visual clutter resulting from the unrestricted proliferation of signs and similar devices; and

**WHEREAS**, in accordance with applicable requirements of the MMC, the Town Clerk caused notice of the Planning Commission public hearing on this matter to be published no later than fifteen (15) days prior to the hearing in a newspaper of general circulation; and

**WHEREAS**, the Planning Commission conducted the duly noticed public hearing on May 20, 2020, to consider the amended Sign Code in the form attached hereto as **Exhibit A**; and

**WHEREAS**, the MMC requires the Planning Commission to make a recommendation to the Board of Trustees to approve, conditionally approve or deny any proposed text amendment; and

**WHEREAS**, based upon evidence set forth in the *Agenda Item Summary/Staff Report* presented to the Planning Commission and other evidence offered and accepted at the public hearing, the Planning Commission has determined that the approval criteria set forth in Sec. 16-3-160(f)(2), (f)(3) and (f)(4) of the MMC has been satisfied in that the amended Sign Code, if approved by the Board of Trustees, will provide for changes in administrative practices as may be necessary to accommodate changing needs of the community and the Town Staff, will assist with the accommodation of innovations in land use and development practices that were not contemplated at the adoption of the Town's existing Sign Code, and will further the implementation of the goals and objectives of the Town's Comprehensive Plan; and

**WHEREAS**, the Planning Commission desires to recommend approval of the amended Sign Code to the Board of Trustees,

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Commission of the Town of Mead, Colorado, that:

**Section 1. Recitals incorporated.** The recitals contained above are incorporated herein by reference and are adopted as findings and determinations of Planning Commission.

**Section 2. Recommendation.** The Planning Commission finds and determines that it reviewed the amended Sign Code in accordance with the procedure set forth in Sec. 16-3-160 of the MMC and that the public hearing on the amended Sign Code was held, conducted and concluded in accordance with Sec. 16-3-160 of the MMC. The Planning Commission recommends that the Board of Trustees proceed to consider and approve an ordinance adopting the amended Sign Code.

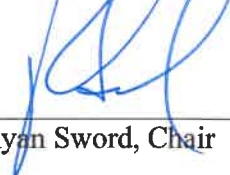
**Section 3. Effective Date.** This resolution shall become effective immediately upon adoption.

**INTRODUCED, READ, PASSED AND ADOPTED** this 20<sup>th</sup> day of May, 2020.

**ATTEST:**

**TOWN OF MEAD PLANNING  
COMMISSION**

By:   
Jeannine Reed, Secretary

By:   
Ryan Sword, Chair



Exhibits:

**Exhibit A** - Sign Code (a repeal and replacement of Article VII, Chapter 16 of the *Mead Municipal Code* in its entirety)