

**TOWN OF MEAD, COLORADO
ORDINANCE NO. 872**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO, AMENDING
VARIOUS SECTIONS OF THE MEAD MUNICIPAL CODE CONCERNING
TOWN BOARDS, COMMISSIONS, AND COMMITTEES**

WHEREAS, the Board of Trustees of the Town of Mead (“Board of Trustees”) has the authority pursuant to C.R.S. § 31-15-401 and its general police powers to pass and enforce regulations which may be necessary or expedient for the promotion of the health, safety and welfare of the citizens of the Town of Mead (“Town”); and

WHEREAS, at the May 14, 2018 Board of Trustees meeting, the Board of Trustees directed Town staff to evaluate relevant sections of the Mead Municipal Code (“Code”) pertaining to Town commissions and committees for general housekeeping purposes and to evaluate and make recommendations regarding any changes to the responsibilities of such commissions and committees relative to Town needs and practices of other communities; and

WHEREAS, Town staff has reviewed the relevant sections of the Code and has made recommendations for Code revisions to the Board of Trustees for Chapter 2, titled “Administration and Personnel”, Chapter 3, titled “Appointed Boards and Committees”, and related housekeeping revisions to Article 4 of Chapter 16, titled “Subdivision Regulations”; and

WHEREAS, the Board of Trustees has reviewed the recommendations of Town staff and has determined that adopting such revisions as set forth in this Ordinance is consistent with Town policy, Town needs, and is in the best interest of the public health, safety, and welfare.

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

Section 1. Article VII of Chapter 2 of the Mead Municipal Code, titled “Planning Commission”, is hereby repealed and replaced to read in full as follows:

ARTICLE VII - Planning Commission

Sec. 2-7-10. - Creation.

The Planning Commission for the Town is hereby created in accordance with the provisions of C.R.S. § 31-23-201 *et seq.*

Sec. 2-7-20. - Purpose.

The Planning Commission is created for the following purposes:

- (1) To prepare and maintain, subject to periodic revision as necessary, a Master Plan and the Town’s Three-Mile Annexation Plan, adopted by Ordinance 654 in 2009, as described by state statutes.
- (2) To implement the provisions of Chapter 16 of this Code, and to perform all functions and powers referred to in said chapter where reference is made.

- (3) To study and recommend to the Board of Trustees amendments to the Zoning Map of the Town.
- (4) To review and make recommendations on proposed text amendments to Article III of Chapter 16 of this Code and to review and make recommendations on such other text amendments to provisions of Chapter 16 as may be specifically requested by the Board of Trustees.
- (5) To study and recommend appropriate zoning classifications for all annexations to the Town.
- (6) To exchange information with the various governmental agencies charged with planning and zoning responsibilities and with the Board of Adjustment of the Town.
- (7) To have all other duties and powers incidental to the above and any and all powers and duties set out by state statute, except that nothing herein shall permit the Planning Commission to make amendments to changes in the zoning of the Town, such powers expressly being reserved by the Board of Trustees.

Sec. 2-7-30. - Membership.

- (a) The Planning Commission shall consist of five (5) regular members and one (1) alternate member appointed by the Board of Trustees. All regular members and the alternate member of the Planning Commission are required to be bona fide residents and qualified electors who have resided in the Town for at least twelve (12) consecutive months immediately preceding the date of appointment and have attended at least two (2) meetings of the Planning Commission prior to appointment. At the time of appointment, members shall not be the spouse or child of a member of the Board of Trustees. A quorum shall consist of three (3) members of the Planning Commission.
- (b) Alternate Member.
 - (1) The alternate member shall sit with the Planning Commission in all meetings and public hearings and may participate in all discussions as though a regular member.
 - (2) The alternate member may vote only in the event a regular member is unable to vote.
- (c) The term of appointment for all Planning Commission members, both regular and alternate, shall be for four (4) years or until his or her successor takes office. Appointments of the members of the Planning Commission, including the alternate member, shall be made such that the terms are staggered and such that three (3) members' terms expire every two (2) years.
- (d) Any Planning Commission member who fails to attend three (3) consecutive regularly scheduled meetings without excuse may be removed from the Planning Commission by the Board of Trustees upon recommendation of the Planning Commission. The Planning Commission may excuse the absence of any Commissioners for just cause.

Sec. 2-7-40. - Organization.

The Planning Commission shall elect from its regular members a chairman and chairman pro tem during its first meeting of each calendar year and may create and fill such other offices as it may determine are necessary or expedient. The Planning Commission shall hold at least one (1) regular meeting each month. The Planning Commission shall adopt rules and procedures and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record.

Sec. 2-7-50. - Authority.

The Planning Commission shall have the powers and authority concerning the application and enforcement of this Code as those powers are delegated to it by provisions of state law and by the specific provisions of this Code.

Section 2. Article I of Chapter 3 of the Mead Municipal Code, titled "General Provisions", regarding Town-appointed boards, commissions and committees is hereby repealed and replaced to read in full as follows:

ARTICLE I - General Provisions

Sec. 3-1-10. - Creation of advisory boards, commissions and committees.

- (a) The Board of Trustees shall be empowered to create advisory boards, commissions, committees and similar panels (hereinafter referred to as "committee" or "committees" in this Article I) from time to time in order to further the public health, safety, comfort and welfare of the Town and its constituents by conducting research on and evaluation of issues of public policy, and by making recommendations to the Board of Trustees for further consideration. The term *advisory* means that such panels are subordinate to the Board of Trustees, which has the ultimate legal and financial authority to establish and articulate policy for the Town, and thus such committees are recommending bodies only.
- (b) Committees may be temporary (ad hoc) or permanent in nature. All permanent committees shall be created by ordinance and shall function in accordance with the provisions of this Code. Temporary committees may be created by the Board of Trustees by simple motion at any time for the consideration of any particular question or matter of limited scope or duration, which need not conform with all of the provisions of this Chapter, except to comply with appropriate state laws or other Town ordinances governing the conduct of public bodies. Members of temporary committees shall be filled by appointment by the Board of Trustees. On the acceptance of a final report from such a temporary committee, said committee shall stand discharged and be dissolved automatically without further vote or action by the Board of Trustees unless otherwise provided for. The Town Manager may appoint a temporary, ad hoc committee to assist and advise the Town Manager and administrative staff on any particular question or matter of limited scope or duration, which need not conform with all of the provisions of this Chapter, except to comply with appropriate state laws or other Town ordinances governing the conduct of public bodies.

Sec. 3-1-20. - Appointment and membership.

- (a) Each committee shall consist of five (5) regular members and one (1) alternate member. Application for membership shall be in writing on forms provided by the Town Clerk. Members of newly established committees shall be initially appointed for the following terms, and shall serve such terms or until their respective successors, in similar manner, have been appointed and qualified: one (1) for one (1) year, two (2) for two (2) years, and two (2) for three (3) years, effective with the effective date of the ordinance codified herein, except that for the initial appointments, the terms shall be truncated such that the established terms of office will begin on January 1 and expire on December 31 of the year of the term in question until a complete uniform cycle for all five (5) members has been established. Successors to each member so appointed shall serve three-year terms, except that vacancies shall be filled for the unexpired term of the position so vacated.

The one (1) alternate member shall be appointed for a term of one (1) year and be truncated such

that the established terms of office will begin on January 1 and expire on December 31 of the year of the term in question. The alternate member shall be counted in determining the quorum for the conduct of business if a regular member is absent or has recused themselves from a vote.

- (b) In the event of a vacancy due to term expiration, resignation, loss of qualification, death, inability to serve or removal of a member of a committee, said vacancy shall be filled by appointment as provided for in this Chapter. The successor of each member so appointed shall serve for a full term, or for the remainder of any applicable remaining unexpired term, as the case may be. Notice of vacancies on a committee shall be posted on the Town's website and bulletin boards before the vacancy is filled by appointment.

Sec. 3-1-30. - Qualifications of members.

- (a) All members of a committee are required to be bona fide residents and qualified electors of the Town, who have resided in the Town for at least twelve (12) consecutive months immediately preceding the date of appointment and who have attended at least two (2) meetings of the committee prior to appointment. The residency time requirement may be reduced by the Board when necessary to maintain sufficient members for a committee to function. Members should demonstrate an interest in the "purpose" of the committee and have backgrounds or skills that would support the duties of the committee. No full-time Town employee or land developer shall serve as a member with the exception of membership in the Finance Committee, where the Town Manager and Town Treasurer serve as ex officio members. Members shall not have a conflict of interest with the duties of the committee or the goals, programs and ideals of the Town and/or the Board of Trustees.
- (b) Immediate family members (spouse, child or significant other) of a committee member or staff liaison living in the same household shall not be appointed to that committee.
- (c) Except in unusual circumstances, an individual shall not be appointed to serve on more than one (1) advisory board, commission or committee.

Sec. 3-1-40. - Meetings and quorum.

- (a) Committees shall meet not less than once monthly, unless a meeting is cancelled as provided for in this Chapter, and at such other times as may be necessary to fulfill its duties as defined herein. The Chair, in consultation with Town staff, shall have the authority to call additional meetings or to cancel or reschedule meetings, depending on the volume of agenda items, member availability or other issues relative to the purpose of the committee. The presence of three (3) members shall be necessary for a quorum. The roll shall be taken at the beginning of each meeting. All regular members shall have equal voting privileges on all questions. No proxy votes shall be allowed.
- (b) All meetings of committees shall be open to the public and shall be held in accordance with the Colorado Open Meetings Law, including meeting notices and advance posting of agendas, as well as procedures of the Town, including but not limited to building access and use, room reservations, meeting locations, meeting setup and how mail and/or electronic mail delivery is accomplished.
- (c) Committees shall have regular meeting schedules. Meetings may be convened on an as-called basis by the staff liaison with concurrence by the Chair for temporary committees. Special meetings for committees may be called as required, provided that proper notice of such meetings is given, the agenda is posted in advance and the meetings are held in accordance with the Colorado Open Meetings Law. A quorum of the members shall be required to conduct official business. If a quorum is not available, a smaller number of members may convene and have discussion, but no formal

action can occur nor can a vote to make a recommendation be made, except that a new meeting date, time and place may be set. Meetings may be cancelled or rescheduled due to lack of a quorum or lack of adequate business to discuss, with notice of such cancellation or rescheduling posted as would be done for regular meetings. The Chair shall be responsible to ensure that meetings are conducted with decorum and in accordance with the principles of Bob's Rules of Order (rather than its strict procedures, meaning that formalities may be waived), except where other public meeting or hearing procedures are appropriate or required.

- (d) Action minutes of each meeting of all committees, whether permanent or temporary, shall be made and kept, which shall be a record of the proceedings, official acts, recommendations and correspondence of said meeting. All agendas, minutes, reports, communications, petitions, actions and other papers and transactions of all committees shall be filed with the Town Clerk and retained in accordance with Town procedures as well as state law on retention of public records. Copies of minutes shall be provided to the Board of Trustees, as well as other reports and documents as appropriate from time to time. Membership lists of committees shall be public information, but the membership list released to the public shall consist of names and addresses only. Any citizen may request that he/she receive a copy of any committee agenda.
- (e) Wherever practical, members should give advance notice of absences at least twenty-four (24) hours before the time of the meeting, to either the Chair or to the staff liaison. Any committee member who fails to attend three (3) consecutive meetings of his or her respective panel may be considered to have abandoned his or her appointment. Such person's office may be declared vacant and the member removed by the Board of Trustees. Any member may be removed by the Board of Trustees for cause, or by failing to maintain the qualifications to be a member.
- (f) The members of all committees shall serve without compensation.

Sec. 3-1-50. - Officers.

- (a) Chair. At the first meeting of the committee and the first meeting of each subsequent year, one (1) of the members shall be selected by the committee to serve as Chair, and that member shall remain as Chair until a successor is appointed.
- (b) Vice Chair. At the first meeting of the committee and the first meeting of each subsequent year, one (1) of the members shall be selected by the committee to serve as the Vice Chair, and that member shall remain as Vice Chair until a successor is appointed. The Vice Chair shall fulfill the duties of the Chair if the Chair is unable to do so.

Sec. 3-1-60. - Staff and other liaisons.

- (a) The Town Manager shall designate the Town employees who shall act as staff liaisons to committees. The Town Manager may also arrange for the attendance of other Town consultants or officials at meetings for technical advice and professional assistance as required within the financial appropriations made by the Town.
- (b) The Town Attorney shall serve as legal advisor to committees, but shall not be required to attend meetings unless requested to do so by the Town Manager.
- (c) The liaisons, consultants and Town officials may attend and participate in meetings but shall not have a vote.

- (d) Staff liaisons shall be responsible for coordinating the agenda with the Chair of the committee and complying with all notice and posting requirements for agendas, coordinating an annual training session with the Town Clerk, facilitating communications between the committee and the Board of Trustees, researching and providing advice on matters before the committee, and preparing action minutes of all meetings. The staff liaison shall avoid imposing undue influence over committee decisions and recommendations.

Section 3. Article II of Chapter 3 of the Mead Municipal Code, titled “Parks, Recreation Facilities and Open Space Committee”, is hereby repealed and replaced to read in full as follows:

ARTICLE II - Parks, Recreation Facilities and Open Space Committee

Sec. 3-2-10. - Creation.

There is hereby established the Parks, Recreation Facilities and Open Space Committee ("Committee," for the purposes of this Article).

Sec. 3-2-20. - Purpose.

The purpose of the Committee shall be to conduct reviews and make recommendations to the Board of Trustees in all matters concerning Town-owned and/or Town-maintained parks, recreation facilities and open space, including trails, which shall be referred to in this Article II as “Town Facilities”.

Sec. 3-2-30. - Powers and duties.

The Committee shall be advisory only and shall have the following powers and duties, including but not limited to:

- (a) To make recommendations to the Board of Trustees as to all matters concerning Town Facilities or related programs, including but not limited to the acquisition, management, control, development and planning of all Town Facilities; and
- (b) To prepare, review, revise and update on a regular basis a plan concerning Town Facilities that would address short-term and long-term acquisition, development and maintenance issues related to Town Facilities; and
- (c) To coordinate or help coordinate all Town Facilities matters with any public or private agencies, including reviews and recommendations on contracts for use of all Town Facilities; and
- (d) To consider all policy matters pertaining to Town Facilities and to make recommendations on related policies to the Board of Trustees; and
- (e) To take direction from the Board of Trustees and to provide advice to the Board on any questions or topics directed to the Board regarding Town Facilities; and
- (f) To make recommendations to the Board on the allocation of funds dedicated to Town Facilities and related projects and to research grant opportunities for such projects; and
- (g) To research or make recommendations on other issues related to Town Facilities and to take on other related duties as the Board of Trustees may assign from time to time; and

- (h) To also serve as the Arts Commission and fulfill the responsibilities assigned to the Commission by Ordinance 798 and as requested by the Board of Trustees.

Section 4. Section 3-5-40 of the Mead Municipal Code, titled “Appointment and membership”, regarding the Finance Committee is hereby amended to read in full as follows:

Sec. 3-5-40. - Appointment and membership.

The Committee shall consist of five (5) members, two (2) of which will be the Town Manager and the Town Treasurer. The three (3) additional members shall be comprised of two (2) financial professionals and one person with significant business management experience. The initial appointment of the three (3) other members shall be staggered such that one (1) will expire in 2018 and two (2) will expire in 2020. Thereafter, these members shall be appointed for four-year staggered terms. Vacancies shall be filled for the unexpired term of the membership so vacated. Appointees may be appointed to serve consecutive terms.

Section 5. Section 16-4-40 of the Mead Municipal Code, titled “Types of subdivision”, is hereby amended to read in full as follows:

Sec. 16-4-40. - Types of subdivision.

- (a) Major subdivisions.

(1) Definition. A major subdivision is a subdivision which includes one (1) or more of the following:

- a. Dedication of public right-of-way or other public tracts; or
- b. The entire tract to be subdivided is greater than ten (10) acres; or
- c. The resultant subdivision will produce more than six (6) lots.

(2) Major subdivision process. The major subdivision process is as follows:

- a. Sketch Plan.
 1. Preapplication conference and site visit with staff.
 2. Board of Trustees visioning meeting (optional).
 3. Application submittal.
 4. Staff certifies application is complete.
 5. Planning Commission review.
 6. Board of Trustees action.

- b. Preliminary Plat.
 1. Preapplication conference with staff.
 2. Application submittal.
 3. Staff certifies application is complete.
 4. Staff refers application to parties in interest.
 5. Letters of support and commitment to serve letter.
 6. Staff reviews application and prepares comments.

7. Applicant addresses staff comments.
 8. Final staff review and report to Planning Commission.
 9. Town schedules public hearing and completes public notification process.
 10. Planning Commission public hearing and recommendation.
 11. Board of Trustees public hearing and action.
 12. Record Preliminary Plat.
- c. Final Plat.
1. Application submittal.
 2. Staff certifies application is complete.
 3. Staff refers application to parties in interest.
 4. Staff reviews application and prepares comments.
 5. Applicant addresses staff comments.
 6. Final staff review and report to Planning Commission.
 7. Town schedules public hearing and completes public notification process.
 8. Planning Commission public hearing and recommendation.
 9. Staff notifies parties in interest of public meeting on Final Plat.
 10. Town schedules public hearing and completes public notification Process.
 11. Board of Trustees public hearing and action.
 12. Record Final Plat.
 13. Post-approval actions.

(3) Concurrent sketch plan/preliminary plat process. Major subdivisions may also choose to submit a sketch plan and preliminary plat concurrently:

- a. Sketch plan/preliminary plat.
1. Preapplication conference.
 2. Site visit with Town staff.
 3. Board of Trustees visioning meeting (optional).
 4. Application submittal.
 5. Staff certifies application is complete.
 6. Staff refers application to parties in interest.
 7. Letters of support and commitment to serve letter.
 8. Staff reviews application and prepares comments.
 9. Applicant addresses staff comments.
 10. Final staff review and report to Planning Commission.
 11. Town schedules public hearing and completes public notification process.
 12. Planning Commission public hearing and recommendation.

13. Board of Trustees action.
14. Record Preliminary Plat.
- b. Final Plat.
 1. Application submittal.
 2. Staff certifies application is complete.
 3. Staff refers application to parties in interest.
 4. Staff reviews application and prepares comments.
 5. Applicant addresses staff comments.
 6. Final staff review and report to Planning Commission.
 7. Town schedules public hearing and completes public notification process.
 8. Planning Commission public hearing and recommendation.
 9. Staff notifies parties in interest.
 10. Town schedules public hearing and completes public notification process.
 11. Board of Trustees public hearing and action.
 12. Record Final Plat.
 13. Post-approval actions.

(b) Minor subdivisions.

(1) Definition. A minor subdivision is a subdivision which meets all of the following conditions:

- a. Option 1.
 1. The property has previously been platted within the Town;
 2. There is no public right-of-way dedication;
 3. The entire tract to be subdivided is ten (10) acres or less in size;
 4. The resulting subdivision will produce six (6) or fewer lots; and
 5. There will be no exceptions to the Subdivision Design Standards.
- b. Option 2.
 1. The property is to be subdivided in order to split the parcel and convey a portion of it as a separate tract; and
 2. There is no public right-of-way dedication.

(2) Process. The minor subdivision process is as follows:

- a. Preapplication conference with Town staff.
- b. Board of Trustees visioning meeting (optional).
- c. Application submittal.
- d. Staff certifies application is complete.
- e. Staff refers application to parties in interest.

- f. Letters of support and commitment to serve letter.
- g. Staff reviews application and prepares comments.
- h. Applicant responds to staff comments.
- i. Town schedules public hearing and completes public notification process.
- j. Planning Commission public hearing and recommendation.
- k. Board of Trustees public hearing and action.
- l. Record minor subdivision plat.

(c) Administrative subdivisions.

(1) Definition. An administrative subdivision is an amendment of all or a portion of a recorded subdivision for the purpose of any of the following:

- a. Correct a drafting or other technical error on a recorded subdivision plat; or
- b. Adjust one (1) or more lot lines on a recorded subdivision plat where:
 1. The boundaries of ten or fewer lots are changed;
 2. There is no increase in the number of lots;
 3. No existing OR dedicated easements or rights-of-way are changed without the approval of all easement owners and utility companies;
 4. All resulting lots will comply with the requirements of this code. No lots are created that will result in the need for a zoning variance or an exception to the subdivision design standards;
 5. All required public improvements are installed and approved;
 6. There have not been other administrative plats within the same subdivision such that in combination with the proposed administrative plat they would circumvent the intent of this Section;
 7. The approval of the administrative plat will not violate any provisions of this Chapter.

(2) Process. The administrative subdivision process is as follows:

- a. Final Plat.
 1. Preapplication conference and site visit with staff.
 2. Application submittal.
 3. Staff certifies application is complete.
 4. Staff reviews application and prepares comments.
 5. Applicant addresses staff comments.
 6. Applicant submits complete final plat.
 7. Town records final plat with County Clerk and Recorder.

Section 6. Section 16-4-50(b) of the Mead Municipal Code, titled “Sketch Plan Application Process”, is hereby amended to read in full as follows:

Sec. 16-4-50. - Sketch plan.

(b) Sketch Plan Application Process.

- (1) Step 1: Preapplication conference and site visit with staff. A preapplication conference with a representative from the Town staff is required before the applicant may submit a sketch plan application. The purpose of the meeting is to allow the applicant to discuss his or her ideas for developing the property and to give the Town the opportunity to communicate the Town's vision. Topics to be discussed will include:
 - a. Applicant's goals for the property.
 - b. Town vision and expectations.
 - c. The requirements of this Code.
 - d. The character and quality of development the Town is seeking.
 - e. Town regulations and standards.
 - f. The application and review process.
 - g. Submittal requirements.
 - h. Schedule for processing and tentative hearing dates.
- (2) Step 2: Board of Trustees visioning meeting (optional). This is intended to be a collaborative meeting between the Board of Trustees and the developer to ensure that all new development is consistent with the community's goals and issues are identified early in the development process. Topics that may be addressed in this meeting include:
 - a. How the proposed project is consistent with Town Comprehensive Plan and this code.
 - b. The developer's goals and vision for the project.
 - c. How the proposed development incorporates variety in the type, design and siting of buildings.
 - d. How the proposed subdivision will be connected to, and integrated with, surrounding natural and developed areas.
 - e. How the project will impact neighboring properties (i.e., water drainage, traffic circulation, environmental impacts, view corridors).
 - f. How the design is cost-effective and environmentally responsive to site features and constraints and how potential impacts to natural systems will be mitigated.
 - g. How the design capitalizes on natural and cultural assets on and around the site to build a positive and distinctive identity.
 - h. How the proposal promotes the efficient use of land and public streets, utilities and governmental services.
 - i. Applicants should provide the following items to the staff for inclusion in the Board of Trustees meeting packet:
 1. Context/vicinity map - which shows the proposed development in relation to the surrounding area.
 2. Base map - which shows the site features (such as topography, ditches, drainage ways, wildlife habitat, trees and view corridors).

3. Images (such as photographs, sketches and/or plans) which illustrate the project intention. For example, an applicant might bring pictures of important architectural elements (such as a porch, vertical windows, mother-in-law units); proposed architectural styles; ideas for landscaping features such as a xeriscape garden entryway; streetscape components which contribute to the project's character; a special tree on the property; examples of signs that promote the development's identity and anything else that illustrates what the developer is trying to create.

(3) Step 3: Sketch plan application submittal. The applicant shall submit five (5) copies of the complete sketch plan application package, in individual D-ring binders, to the Town Clerk and shall request that the application be reviewed by the Town staff. In addition to any hard copies required, the complete sketch plan application package in electronic format will be provided on three (3) CDs. The original application and all documents requiring a signature shall be signed in blue ink. The sketch plan application package shall include the following items:

- a. Completed land use application form, sketch plan - technical criteria form, application fee and fee agreement.
- b. A legal description for all property within the area encompassed by the sketch plan.
- c. Current proof of ownership in the form of title insurance issued within thirty (30) days of submission of the application.
- d. Surrounding property ownership report. Provide the Town Clerk with a current list, not more than thirty (30) days old, of the names and addresses of all property owners of record within three hundred (300) feet of the property in question, all mineral estate owners of record and appropriate ditch companies. The property owner list should also be submitted on a CD in an Excel™ spreadsheet. The applicant shall certify that the report is complete and accurate.
- e. Application fee and cash deposit. The applicant shall submit the application fee, cash deposit and a signed application fee agreement. Application fees will be assessed in accordance with the Application Fee and Cash Deposit Schedule. The cash deposit is nonrefundable and is collected to cover the cost of review by the Town Attorney, the Town Engineer and any other expert whom the Town may wish to employ, for notice and publication expenses and for recording fees. Actual costs may exceed the deposit, in which case the applicant is liable for costs in excess of the deposit. The application fee agreement form shall be obtained from the Town Clerk.
- f. Context/vicinity map. The context/vicinity map shall show the proposed development in relation to the surrounding area (a one-and-one-half-mile radius around the property). The map shall be submitted on a twenty-four-inch high by thirty-six-inch wide hard copy providing the following information:
 1. Title of project.
 2. North arrow, scale (not greater than 1" = 1,000') and date of preparation.
 3. Boundary of proposed project.
 4. Existing (for developed land) or proposed (for vacant/agricultural land) land uses for the properties shown on the map (i.e., residential,

- commercial, industrial, park, etc.) - label land use and whether it is existing or proposed.
5. Major streets (show and label street names).
 6. Existing public water and sewer lines and proposed connections.
 7. Regional open space/trail networks per the Comprehensive Plan.
 8. Major ditches, rivers and bodies of water.
 9. Adjacent properties identified by subdivision name or zoning district.
- g. Sketch plan. A map of the area included in the proposed sketch plan, twenty-four (24) inches high by thirty-six (36) inches wide, with the following information:
1. Title of project.
 2. North arrow, scale (1" = 100' or 1" = 200') and date of preparation.
 3. Vicinity map.
 4. Legal description.
 5. Acreage of property.
 6. USGS topographic contours.
 7. Location and approximate acreage of proposed land uses.
 8. Existing easements and rights-of-way on or adjacent to the property.
 9. Existing streets on or adjacent to the property (show and label street names).
 10. Note indicating how the public/semi-public land dedication will be met.
 11. Table providing the following information for each proposed land use area: total acreage; proposed density or floor area ratio; proposed number of dwelling units; and approximate size of proposed residential lots.
 12. Proposed collector and arterial streets.
 13. General locations of existing utilities on or adjacent to the property.
 14. Graphic and/or verbal explanation of how the property will be served with utilities.
 15. Location of any proposed sewer lift stations.
 16. Trails - show how the development will tie into the regional trail network.
 17. Floodplain boundary with a note regarding the source of information (if a floodplain does not exist on the property, please state this on the plan).
 18. Geologic hazard areas.
 19. Existing and proposed zoning on and around the property.
 20. Land use table - the table shall include: land uses, approximate acreage of each land use and percentage of each land use.
- h. Conceptual open space and ecological plan. The conceptual open space plan shall be a generalized graphic and written description of the size, location,

characteristics and function of the public and private open spaces within the subdivision.

- i. General development information. Provide a written description of the existing conditions on the site and the proposed development. Include the following items in the description:
 1. Design rationale - discuss how the development is connected to and integrated with surrounding area, how it responds to site features and constraints and how it is consistent with this Code. If it is not consistent with the community design principles and development standards section, explain how the intent of the criteria in the section is met.
 2. Proposed number of residential lots or dwelling units, typical lot width and depth, price ranges of lots and dwelling units (not needed if information is shown on the sketch plan).
 3. General description of plan for drainage and storm water management.
 4. Water supply information, including the number of water taps needed for development and the amount of raw water and its source that will be provided to the Town for public park irrigation.
 5. Statement indicating whether or not any commercial mineral deposits are located on the site.
 6. Description of any floodplain hazards on the site (only if additional information is needed than what is shown on the sketch plan map).
 7. Show how the proposed development complies with the Comprehensive Plan.
 - j. Other information. Any other information as may be requested by the Town.
- (4) Step 4: Certification of completion - sketch plan application. Within a reasonable period of time, Town staff shall either certify that the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. The applicant shall then correct any deficiencies in the application package, if necessary, and submit forty-four (44) copies of the application to the Town Clerk. Nineteen (19) of the copies shall be bound in D-ring binders. Fewer copies of the application package may be submitted at the discretion of the Town staff after reviewing the numbers of referrals necessary for the project being reviewed. In addition to any hard copies required, the complete sketch plan application package in electronic format will be provided on three (3) CDs. The original application and all documents requiring a signature shall be signed in blue ink.
- (5) Step 5: Set sketch plan public hearing dates and complete public notification process. The Town Clerk shall set the dates of the public hearings before the Planning Commission and the Board of Trustees. The Town Clerk shall send notice of the Planning Commission and Board of Trustees public hearings by certified mail to the applicant, to all surrounding property owners of record within three hundred (300) feet of the property, to mineral estate owners of record, to appropriate ditch companies and to the appropriate referral agencies no less than fifteen (15) days before the Planning Commission and Board of Trustee public hearings. The notices shall include the time and place of the public hearings, the nature of the hearings, the location of the subject property and the

applicant's name. The Town Clerk shall also publish notice of the public hearings in a newspaper of general circulation no less than fifteen (15) days before the Planning Commission and the Board of Trustee hearings. The hearings may be held no less than fifteen (15) days from the date of the newspaper publication. Not less than fifteen (15) days before the Planning Commission hearing, the applicant shall post signs on the property within one hundred (100) feet of each adjacent public street right-of-way bordering the property, at least once for every six hundred (600) feet of frontage or as otherwise approved by the Town. The applicant shall submit photos of the signs and a signed, notarized affidavit certifying that the property was posted on the required date and in the locations as approved by the Town prior to the Planning Commission public hearing. The applicant is responsible for ensuring that the posted signs remain in place and in legible condition until the public hearings are concluded and for removal of the signs after the public hearings are concluded. The signs shall be a minimum of three (3) feet by four (4) feet in size and shall state: "This property is under land use review by the Town of Mead. Call 970-535-4477 for further information." The signs shall have a white background with black and/or red lettering. If the sketch plan application is accompanying another application which is scheduled for public hearings before the Planning Commission and Board of Trustees, one (1) public hearing may be held on both applications.

- (6) Step 6: Planning Commission public hearing and action on the sketch plan. The Planning Commission shall hold a public hearing to review the sketch plan application and Town staff comments and provide input regarding how well the project addresses the sketch plan review criteria. The Planning Commission shall then make a recommendation to the Board of Trustees to approve, conditionally approve or deny the sketch plan.
- (7) Step 7: Board of Trustees public hearing and action on the sketch plan. The Board of Trustees shall, after receiving the report and recommendations from the Planning Commission, hold a public hearing and act upon the proposed sketch plan. The public hearing may be continued at the discretion of the Board of Trustees to another date without additional notification to the public and publication. Following the required hearing, the Board of Trustees shall consider the comments and evidence presented at the hearing and evaluate the application in accordance with the criteria listed below and approve, approve with conditions or deny the application, in whole or in part. Approval shall be by ordinance.
- (8) Step 8: Post-approval actions. Failure to proceed with the preliminary or joint preliminary/final plat application within twelve (12) months of the sketch plan approval shall require the applicant to commence the sketch plan review procedure again; provided, however, that, for good cause shown, the Board of Trustees may extend the time period for filing the preliminary or final plat application.

Section 7. Section 16-4-60(b) of the Mead Municipal Code, titled "Sketch Plan Application Process", is hereby amended to read in full as follows:

Sec. 16-4-60. - Preliminary plat.

(b) Preliminary plat application process.

- (1) Step 1: Preapplication conference. A preapplication conference with a representative from the Town staff is required before the applicant may submit a preliminary plat application. Topics to be discussed will include:

- a. The provisions of this code and the applicable requirements;
- b. The application and review process;
- c. Input received in the sketch plan process;
- d. Identification of all impacted governing agencies and/or other referral parties;
- e. Submittal requirements; and
- f. Schedule for processing and tentative hearing dates.

(2) Step 2: Preliminary plat application submittal. The applicant shall submit five (5) copies of the complete sketch plan application package, in individual D-ring binders, to the Town Clerk and shall request that the application be reviewed by the Town staff. In addition to any hard copies required, the complete preliminary plat application package in electronic format will be provided on three (3) CDs. The original application and all documents requiring a signature shall be signed in blue ink. The preliminary plat application package shall include the following items:

- a. Land use application form and preliminary plat application form.
- b. Preliminary plat technical criteria form.
- c. Application fee and cash deposit. The applicant shall submit the application fee, cash deposit and a signed application fee agreement. Application fees will be assessed in accordance with the Application Fee and Cash Deposit Schedule. The cash deposit is nonrefundable and is collected to cover the cost of review by the Town Attorney, the Town Engineer and any other expert whom the Town may wish to employ, for notice and publication expenses and for recording fees. Actual costs may exceed the deposit, in which case the applicant is liable for costs in excess of the deposit. The application fee agreement form shall be obtained from the Town Clerk.
- d. Title Commitment. The title commitment must be current and dated no more than thirty (30) days from the date of preliminary plat application submittal.
- e. Surrounding property ownership report. Provide the Town Clerk with a current list, not more than thirty (30) days old, of the names and addresses of all property owners of record within three hundred (300) feet of the property in question, all mineral estate owners of record and appropriate ditch companies. The property owner list should also be submitted on a CD in an Excel™ spreadsheet. The applicant shall certify that the report is complete and accurate.
- f. Preliminary plat. The preliminary plat shall be twenty-four (24) inches high by thirty-six (36) inches wide and provide the following information:
 1. Title of project.
 2. North arrow, scale (not greater than 1" = 100') and date of preparation.
 3. Vicinity map.
 4. Names and addresses of owners, applicant, designers, engineers and surveyors.
 5. Legal description.
 6. Total acreage of property.

7. Existing contours at two-foot intervals (contours shall be based on USGS datum).
8. Name and location of abutting subdivisions or owners of abutting property (if land is not platted).
9. Lots, blocks, and street layout with approximate dimensions and square footage for each lot.
10. Consecutive numbering of all lots and blocks.
11. Existing and proposed rights-of-way and easements on and adjacent to the property. Easements should be labeled with recording and beneficiary information.
12. Existing and proposed street names for all streets on and adjacent to the property.
13. Existing and proposed zoning on and adjacent to property.
14. Location and size of existing and proposed sewer lines, water lines and fire hydrants.
15. Existing and proposed curb cuts on and adjacent to subject property.
16. Location by field survey or aerial photography of existing and proposed water courses and bodies of water such as irrigation ditches and lakes. Water courses shall include direction of flow.
17. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plan).
18. The boundaries of proposed phases of the subdivision if the final plat is intended to be submitted in multiple phases.
19. General location of existing surface improvements such as buildings, fences or other structures which will remain on the property as part of the subdivision.
20. Location and acreage of sites of proposed parks, playgrounds, schools or other public uses.
21. Location, function, ownership and manner of maintenance of any private open space, parks and trails.
22. Land use table - the table shall include: land uses, approximate acreage of each land use and percentage of each land use (including how the public/semi-public land dedication requirement will be met).
23. Total number of lots.
24. Number of each type of dwelling unit proposed.
25. The preliminary plat map shall contain on its face the following certificates. Text is to be ten-point (0.13888") AutoCAD™ Roman Simplex, Helvetica, Arial or similar "san serif" type. Add signature lines to the certificate of ownership and spaces in the notary certificate as necessary for multiple owners. Add additional notary certificates as necessary for out-of-town signatories. Remove "extra" titles and signature lines in the certificate of ownership and spaces in the notary certificate as

appropriate. The certificates are to be placed in columns not more than six and one-half (6½) inches in width. If multiple columns are required, separate the columns by one (1) inch. Legal descriptions are to contain a blank line separating each clause in the description.

26. Oil and gas well locations (drilling windows and setbacks) and locate any gathering lines.
- g. General development information. Provide a written description of the existing conditions on the site and the proposed development. Include the following items:
 1. Explanation of how the preliminary plat is consistent with the sketch plan, and if there are any differences, what they are and how the plan is still consistent with the community's vision.
 2. Explanation of how the items of concern expressed by the Planning Commission, the Board of Trustees and by the public at the time of sketch plan review, have been addressed.
 3. Explanation of how the plan is consistent with this code and the Town Comprehensive Plan.
 - h. Preliminary grading and drainage plan and report. This plan and report must be certified by a Colorado registered professional engineer, including storm drainage concepts such as locations for on-site detention or downstream structural improvements and soil erosion and sedimentation control plans and specifications. It must also discuss the impacts on and to any existing floodways and/or floodplains on and adjacent to the site as well as any FEMA applications required.
 - i. Master utility plan. This plan shall be prepared by a registered professional engineer. It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the subdivision.
 - j. Preliminary landscape plan. See requirements in design standards.
 - k. Preliminary open space and ecological characterization plan. See requirements in the design standards.
 - l. Traffic study. This study must be prepared by a Colorado registered professional engineer who specializes in traffic planning and engineering.
 - m. Draft of proposed covenants and architectural design guidelines, if appropriate.
 - n. Mineral, oil and gas rights documentation. Evidence that the surface owner has contacted all lessees of mineral, oil and gas rights associated with the site and is working towards resolution. Included in the evidence must be the name of the current contact person, their phone number, and mailing address.
 - o. Soils report and map. Four copies of a complete soils report and map must be provided to some of the review agencies.
 - p. Geologic report. Four copies of a complete geologic report must be provided to some of the review agencies.
 - q. Colorado historical society records search. At the discretion of the Town staff or Board of Trustees, an applicant may be required to provide the Town with a Colorado Historical Society records listing historically or archaeologically

significant findings on the property being subdivided. If a listing shows a significant finding, a site-specific historic survey is required. The survey shall provide the following information:

1. Site identification including:
 - a) State site number;
 - b) Site address;
 - c) Site location/access;
 - d) Type and description of finding (what is historic); and
 - e) Owner's name and address.
 2. Eligibility assessment for historic designation.
 3. Statement of significance.
 4. Management and administrative data including:
 - a) References;
 - b) Photographs of the site;
 - c) Maps of the site;
 - d) Name, address, phone number and qualifications of person completing survey; and
 - e) Date of completion of survey.
 5. If, in coordination with the applicant, the Board of Trustees decides to protect an historic resource, a protection plan must be devised.
 - r. Water supply report. This report must be prepared by a Colorado registered professional engineer or other water supply expert. The report must comply with the requirements of Sections 29-20-301 through 29-20-306, C.R.S. Alternatively, a letter from the water provider indicating ability and willingness to serve will suffice.
 - s. Other information. Any other information as may be requested by the Town.
- (3) Step 3: Certification of completion - preliminary plat application. Within a reasonable period of time, Town staff shall either certify that the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. The applicant shall then correct any deficiencies in the application package, if necessary, and submit forty-four (44) copies of the application to the Town Clerk. Nineteen (19) of the copies shall be bound in D-ring binders. Fewer copies of the application package may be submitted at the discretion of the Town staff after reviewing the numbers of referrals necessary for the project being reviewed. In addition to any hard copies required, the complete preliminary plat application package in electronic format will be provided on three (3) CDs. The original application and all documents requiring a signature shall be signed in blue ink.
- (4) Step 4: Refer application to parties in interest. The Town shall specify the specific information to be included in the referral packets. Referrals should be mailed by certified mail at least fifteen (15) days prior to the date scheduled for the initial public hearing at Planning Commission.

- (5) Step 5: Letters of support and commitment to serve. Within thirty (30) days from the date the application is deemed complete, the applicant shall provide the Town with letters of support and commitment to serve from all agencies identified at the pre-application conference.
- (6) Step 6: Staff reviews application and prepares comments. Staff will complete a review of the preliminary plat based on the preliminary plat review criteria and referral comments received. Staff will then prepare a report identifying issues of concern for the applicant to address and forward this report to the applicant. This report will indicate if issues of concern are of such significance as to require a response and/or resolution prior to proceeding to Step 7.
- (7) Step 7: Final staff report to planning commission. Staff will complete a final review of the submitted materials and then prepare a report to the Planning Commission explaining whether the application is or is not consistent with the preliminary plat review criteria.
- (8) Step 8: Set preliminary plat public hearing dates and complete public notification process. The Town Clerk shall set the dates of the public hearings before the Planning Commission and the Board of Trustees. The Town Clerk shall send notice of the Planning Commission and Board of Trustees public hearings by certified mail to the applicant, to all surrounding property owners of record within three hundred (300) feet of the property, to mineral estate owners of record, to appropriate ditch companies and to the appropriate referral agencies no less than fifteen (15) days before the Planning Commission and Board of Trustees public hearings. The notices shall include the time and place of the public hearings, the nature of the hearings, the location of the subject property and the applicant's name. The Town Clerk shall also publish notice of the public hearings in a newspaper of general circulation no less than fifteen (15) days before the Planning Commission and the Board of Trustees hearings. The hearings may be held no less than fifteen (15) days from the date of the newspaper publication. Not less than fifteen (15) days before the Planning Commission hearing, the applicant shall post signs on the property within one hundred (100) feet of each adjacent public street right-of-way bordering the property, at least once for every six hundred (600) feet of frontage, or as otherwise approved by the Town. The applicant shall submit photos of the signs and a signed, notarized affidavit certifying that the property was posted on the required date and in the locations as approved by the Town prior to the Planning Commission public hearing. The applicant is responsible for ensuring that the posted signs remain in place and in legible condition, until the public hearings are concluded and for removal of the signs after the public hearings are concluded. The signs shall be a minimum of three (3) feet by four (4) feet in size and shall state: "This property is under land use review by the Town of Mead. Call 970-535-4477 for further information." The signs shall have a white background with black and/or red lettering. If the preliminary plat application is accompanying another application which is scheduled for public hearings before the Planning Commission and Board of Trustees, one (1) public hearing may be held on both applications.
- (9) Step 9: Planning Commission public hearing and recommendation. The Planning Commission shall hold a public hearing to review the application based on the preliminary plat review criteria. The Planning Commission shall then make a recommendation to the Board of Trustees to approve, conditionally approve, or deny the application.
- (10) Step 10: Board of Trustees public hearing and action. The preliminary plat shall be presented to the Board of Trustees for its review and action. The Board of Trustees may

approve, conditionally approve or deny the preliminary plat based on the preliminary plat review criteria. Approval and conditional approval of a preliminary plat shall be effective for one (1) year unless otherwise approved by Board of Trustees.

(11) Step 11. Post approval actions.

- a. Upon approval of a preliminary plat by the Board of Trustees, the applicant shall have thirty (30) days after approval of the plat by the Board of Trustees to submit to the Town Clerk two (2) original 24" X 36" Mylar drawings, one (1) paper copy of the approved preliminary plat, signed by all parties other than the Town Officials, along with the recording fees and all other costs billed by the Town relative to the preliminary plat.
- b. The preliminary plat shall be prepared by a licensed surveyor or engineer.
Inaccurate, incomplete or poorly drawn plans shall be rejected. In addition, the petitioner shall submit two (2) copies of an AutoCAD™ drawing file of the preliminary plat in an acceptable electronic transfer format.
- c. Within thirty (30) days of receipt of the preliminary plat Mylars, the Town Clerk shall review the documents for compliance with the Board of Trustee's approval, obtain the Town Officials' signatures and submit the approved ordinance approving the preliminary plat to the County Clerk and Recorder's Office for recordation.
- d. If the plat is denied, the request or one that is substantially similar may not be heard by the Planning Commission for a period of one (1) year from the date of denial unless otherwise approved by the Planning Commission.
- e. If a final plat is not submitted within one (1) year or within such extended time as may be granted by the Board of Trustees, a new preliminary plat must be submitted and processed according to this code before the Town may act on a final plat.

Section 8. Effective Date. This ordinance shall be published and become effective as provided by law.

Section 9. Remaining provisions. Except as specifically amended hereby, all other provisions of the Mead Municipal Code shall continue in full force and effect.

Section 10. Codification Amendments. The codifier of Mead's Municipal Code is hereby authorized to make such numerical, technical and formatting changes as may be necessary to incorporate the provisions of this Ordinance within the Mead Municipal Code.

Section 11. 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 of Trustees 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 12. Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

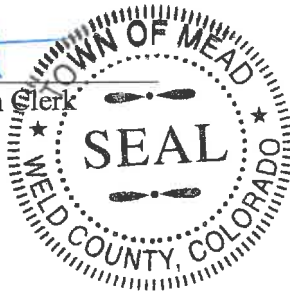
Section 13. Certification. The Town Clerk shall certify to the passage of this ordinance and make not less than one copy of the adopted Code available for inspection by the public during regular business hours.

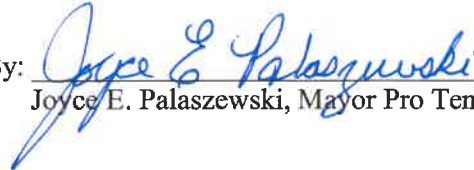
INTRODUCED, READ, PASSED, AND ADOPTED THIS 9TH DAY OF JULY, 2018.

ATTEST:

TOWN OF MEAD:

By: 
Mary E. Strutt, CMC, Town Clerk



By: 
Joyce E. Palaszewski, Mayor Pro Tem