

**TOWN OF MEAD, COLORADO
ORDINANCE NO. 1002**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO, AMENDING
SECTIONS 16-4-40, 16-4-50, 16-4-60, 16-4-100, 16-4-110, AND 16-7-120 OF
THE MEAD MUNICIPAL CODE, ELIMINATING SKETCH PLAN AND
VISIONING SESSION PROVISIONS, ALLOWING FOR RIGHT-OF-WAY
AND EASEMENT DEDICATION BY ADMINISTRATIVE PLAT, AND
AMENDING MAXIMUM HEIGHT FOR DETACHED PERMANENT SIGNS
IN THE I-25 CORRIDOR**

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, Community Development staff is recommending certain amendments to subsections (a) and (b) of Section 16-4-40; Section 16-4-50; subsections (b)(1), (b)(2)(g), and (c)(2) of Section 16-4-60; subsection (b)(2) of Section 16-4-100; subsection (2) of Section 16-4-110; and Section 16-7-120 of the Mead Municipal Code (“MMC”), to eliminate inefficiencies in the subdivision review process by removing provisions relating to sketch plans and visioning sessions, to allow for dedication of right-of-way and easements by administrative plat, and to allow for greater height for certain detached permanent signs in the I-25 corridor (“Amendments”); and

WHEREAS, the Board of Trustees desires to adopt the Amendments as further set forth herein and finds that the Amendments are in the best interest of the health, safety, and welfare of the public.

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

Section 1. Subsections (a) and (b) of Section 16-4-40 of the MMC, titled “Types of subdivision,” are hereby amended as follows, with portions to be removed struck through and portions to be added in bold and underlined.

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~~

ba. The entire tract to be subdivided is greater than ten (10) acres; or

eb. 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.~~

ba. 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.

eb. 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.~~

~~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~~ **that** 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~~2. The entire tract to be subdivided is ten (10) acres or less in size;

~~4~~3. The resulting subdivision will produce six (6) or fewer lots; and

~~5~~4. 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).~~

~~b~~. Application submittal.

~~c~~. Staff certifies application is complete.

~~d~~. Staff refers application to parties in interest.

~~e~~. Letters of support and commitment to serve letters.

~~f~~. Staff reviews application and prepares comments.

~~g~~. Applicant responds to staff comments.

~~h~~. Town schedules public hearing and completes public notification process.

~~i~~. Planning Commission public hearing and recommendation.

~~j~~. Board of Trustees public hearing and action.

~~k~~. Record minor subdivision plat.

Section 2. Section 16-4-50 of the MMC, titled “Sketch plan,” is hereby repealed in its entirety and re-enacted to read as follows.

Sec. 16-4-50. - Reserved.

Section 3. Subsection (b)(1) of Section 16-4-60 of the MMC, titled “Preliminary plat,” is hereby amended as follows, with portions to be removed struck through and portions to be added in bold and underlined.

(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;
- ~~e. Input received in the sketch plan process;~~
- dc.** Identification of all impacted governing agencies and/or other referral parties;
- ed.** Submittal requirements; and
- fe.** Schedule for processing and tentative hearing dates.

Section 4. Subsection (b)(2)(g) of Section 16-4-60 of the MMC, titled “Preliminary plat,” is hereby amended as follows, with portions to be removed struck through and portions to be added in bold and underlined.

- g. General development information. Provide a written description of the existing conditions on the site and the proposed development, **including an**. ~~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. **E**xplanation of how the plan is consistent with this Code and the Town Comprehensive Plan.~~

Section 5. Subsection (c)(2) of Section 16-4-60 of the MMC, titled “Preliminary plat,” is hereby amended as follows, with portions to be removed struck through.

- ~~(2) The application is consistent with the approved sketch plan and incorporates the Planning Commission's recommendations and conditions of approval.~~

Section 6. Subsection (b)(2) of Section 16-4-100 of the MMC, titled “Site plan,” is hereby repealed in its entirety and replaced to read in full as follows.

- (2) Reserved.

Section 7. Subsection (2) of Section 16-4-110 of the MMC, titled “Administrative plat,” is hereby amended as follows, with portions to be removed struck through and portions to be added in bold and underlined.

- (2) Adjust one (1) or more lot lines on a recorded subdivision plat where:
 - a. The boundaries of ten (10) or fewer lots are changed;

b. There is no increase in the number of lots;

~~e. No easements or rights-of-way are changed;~~

~~dc.~~ 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;

ed. All required public improvements are installed and approved;

fe. 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;

gf. The approval of the administrative plat will not violate any provisions of this Chapter.

Section 8. Section 16-7-120 of the MMC, titled “Standards for detached permanent signs,” is hereby amended as follows, with portions to be removed struck through and portions to be added in bold and underlined.

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) ¹	Commercial (GC, HC)	Industrial (LI)
Standards					
Primary Detached Signs					
Max. # of Signs	1 per entrance to residential <i>subdivision</i> 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"> • 300 SF for multiple tenants located along I-25 corridor; • 200 SF for single tenant located 	

		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) ¹	Commercial (GC, HC)	Industrial (LI)
Standards				along I-25 corridor; • 175 SF for multiple tenants located along Highway 66 corridor; • 125 SF for single tenant located along Highway 66 corridor; • 100 SF for GC, HC and LI zones not located along State highway corridors ²	
Max. Sign Height	6 ft.				15 ft.; plus 45 <u>25</u> 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"> • 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 • 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"> ° 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; • Primary detached signs are subject to sight distance triangle restrictions in the "Town of Mead <i>Design Standards and Construction Specifications</i>" • Primary detached signs are subject to restrictions of utility easements • Primary detached signs must be set back from side and rear property lines a distance equal to the height of the sign 				
Additional Standards	<ul style="list-style-type: none"> • Backlit cabinet signs are not allowed • 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 		<ul style="list-style-type: none"> • 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 		
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.					
Secondary Detached Sign					
Max. # of Signs	Not allowed for single-family and duplex uses, allowed for other uses in these districts. Standards defined in commercial and		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) ¹	Commercial (GC, HC)	Industrial (LI)
Standards	industrial zone districts shall apply.				
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"> • 1 ft. from property lines • 2 ft. from sidewalk or pavement 		
Additional Standards	Not applicable		• Backlit cabinet signs are not allowed	None	
<p>TABLE NOTES:</p> <p>¹ For property in the Welker Corridor, the standards of this column apply regardless of underlying zoning district.</p> <p>² The highway corridor is defined as all properties located within ¼ mile of a state or interstate highway right-of-way.</p>					

Table 7.12(2)

Setbacks and Height for Primary Detached Signs¹

Zoning District / Corridor ²	Sign Height (ft) ³	Minimum Setbacks (ft)
GC, HC, or LI, within I-25 Corridor	30 40	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

Zoning District / Corridor ²	Sign Height (ft) ³	Minimum Setbacks (ft)
	10	4
	8	3
	6	2
	4	1
	2	1

TABLE NOTES:

¹ 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.

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

³ 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.

Section 9. Effective Date. This Ordinance shall be published and become effective as provided by law.

Section 10. Remaining provisions. Except as specifically amended hereby, all other provisions of the Mead Municipal Code shall continue in full force and effect.

Section 11. 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.

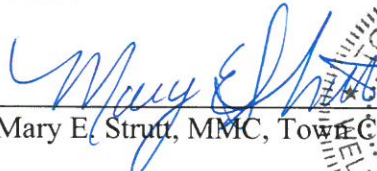
Section 12. Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the ordinance. The Board of Trustees hereby declares that it would have passed the 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 13. 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 14. 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.

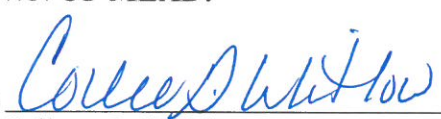
INTRODUCED, READ, PASSED, AND ADOPTED THIS 25th DAY OF JULY, 2022.

ATTEST:

By: 
 Mary E. Strutt, MMC, Town Clerk



TOWN OF MEAD:

By: 
 Colleen G. Whitlow, Mayor