



Built On What Matters

Town of Frederick Planning Commission Agenda

Frederick Town Hall

401 Locust Street

Thursday, October 16, 2025

6:30 PM

Call to Order – Roll Call

Pledge of Allegiance

Approval of Agenda

Public Comment

This portion of the agenda is provided to allow members of the audience to provide comments to the Planning Commission. Please sign in and you will be called. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

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 Items unless a Planning Commission member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda.

- A. Approval of Minutes

Action Agenda

Discussion Items

- B. Land Use Code Update: Development Direction Feedback Request

Other Business

- C. Upcoming Meeting: November 6, 2025 -

Adjournment

[MEET_FOOT]



Town of Frederick Planning Commission

Meeting Minutes
September 18, 2025

Call to Order – Roll Call: At 6:30 Pm Chairperson Moe called the meeting to order and requested roll call.

Present were Planning Commissioner Moe, Planning Commissioner Conroy, Planning Commissioner Scott, and Planning Commissioner Kelley.

Also present were Planning Manager Ali Van Deutekom, Associate Planner Bailey Arvizu, Deputy Town Attorney Christine Francescani, and Deputy Town Clerk Emily Nitcher.

Pledge of Allegiance:

Approval of Agenda:

Special Presentations:

Public Comment: No public comment.

Staff Reports:

Consent Agenda: Motion by Commissioner Kelley and seconded by Vice Chair Conroy to approve the consent agenda.

Upon roll call vote, motion passed unanimously.

Approval of Minutes:

Action Agenda:

Spindle Hill Battery Energy Storage System Minor Subdivision and Overhead Power Line Conditional Use: Motion by Commissioner Kelley and seconded by Commissioner Scott to approve 25-PCR-10 with the following conditions:

1. Revise the dedicatory statement to remove references to public roads and lands.
2. Resolve issues with the title commitment referencing an outdated plat and update general notes 2 and 3 accordingly.
3. Ensure meets and bounds are provided for the 30' public access easement dedicated to the Town or are established by referencing a specific distance from the recorded canal easement.

Upon roll call vote, motion passed unanimously.

Motion by Commissioner Scott and Seconded by Vice Chair Conroy to approve 25-PCR-11.

Upon roll call vote, motion passed unanimously.

Discussion Items:

Housing Needs Assessment for Colorado Communities: Planning Manager Ali van Deutekom presented.

Commissioner Reports:

Other Business: Next meeting: October 16, 2025

- Chairperson Moe will be gone on the 16th.

No land use items are scheduled yet.

The possibility of switching to the 2nd and 4th Thursdays was discussed.

New Commissioner appointment for the next meeting.

Upcoming term expiration was discussed.

Adjournment: There being no further business of the Planning Commission,
Chairperson Moe adjourned the meeting at 7:43 pm.

Approved by the Planning Commission :

ATTEST:

Tracy Moe, Chairperson

Emily Nitcher, Planning Commission
Secretary



Built On What Matters

Kristie Conroy, Vice
Chairperson

TOWN OF FREDERICK

Planning Commission

Staff Report

Tracy Moe, Chairperson

Nathan Scott,
Commissioner
Roger Kelley,
Commissioner

Land Use Code Update: Development Direction Feedback Request

Agenda Date: October 16th, 2025 Planning Commission

Attachments: 1. Presentation

Reviewed By:

Action Type

4) Information: Items that require no specific action and are provided for informational purposes only.

Strategic Plan Alignment:



COMMUNITY AND ECONOMIC VITALITY– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities.

2.5 Continue work on updating the Land Use Code in connection with 1.2 above.

Summary Statement:

This discussion with the Planning Commission serves as a checkpoint for RICK Engineering and Town staff to update the group on the current status of the Land Use Code update and, secondly, provides an opportunity for RICK and staff to gather feedback and direction on key code topics.

Detail of Issue/Request:

In the Fall of 2024, the new Comprehensive Plan was adopted by the Board of Trustees. RICK Engineering was the planning and engineering firm that completed that project and is currently working on the Downtown Plan. In October 2024, RICK Engineering was contracted to complete the ongoing Land Use Code update. RICK Engineering has been working with Planning staff on fully updating the Land Use Code and aligning the new Code with the recently adopted Comp Plan.

This discussion is intended to provide an opportunity for staff to gain valuable feedback on key topics and approaches to the Land Use Code update. Staff and RICK have done considerable work on this update, but need guidance to complete specific sections.

Key Discussion Topics:

1. Mapping existing PUDs:
2. Adaptable Neighborhoods:
3. Enhanced Neighborhoods:
4. Noticing Requirements:
5. Timeline

A presentation on the updated timeframe for the complete Land Use Code update. Target completion is February 2026.

Direction and Feedback

RICK, alongside Town staff, will prompt the discussion for each item listed above and will gather the direction needed for each topic.

Next Steps

Potential work sessions in January may be needed at the discretion of the Board. The anticipated public hearings for the Land Use Code adoption would take place in February.

Legal Comments:

There are no legal considerations currently as this is a discussion to receive feedback from the Board of Trustees.

Alternatives/Options

Staff is seeking feedback from the Planning Commission on the approach and ideas presented.

Financial Considerations

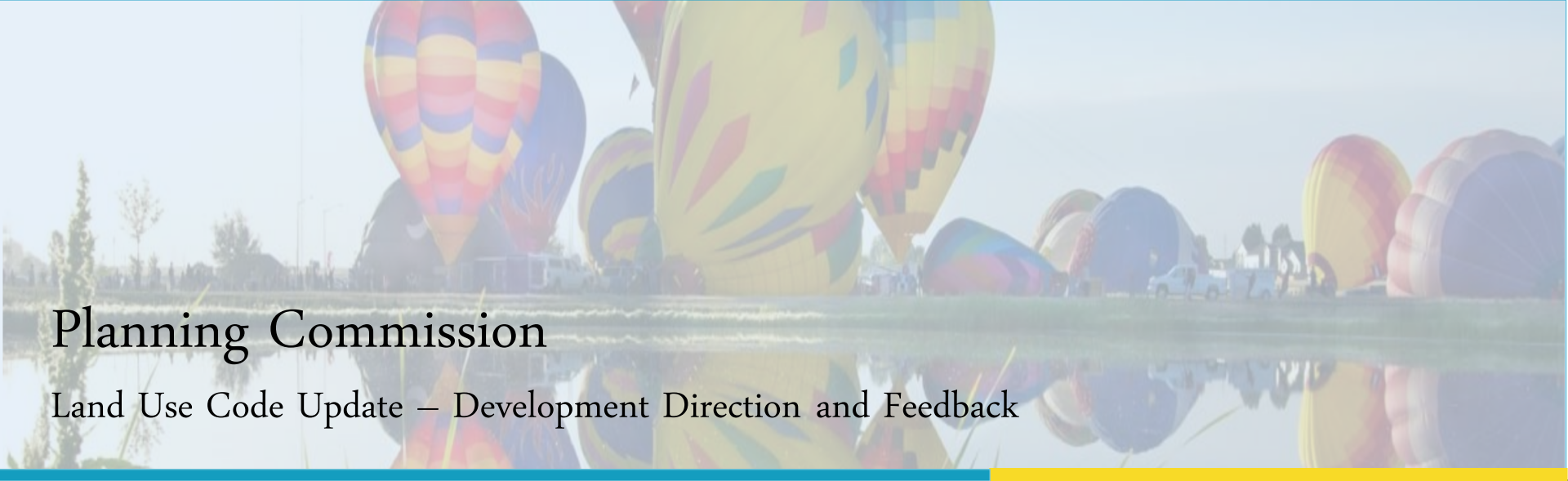
In October 2024, the Board of Trustees approved the third contract amendment (Comprehensive Plan and Downtown Plan contract) to include the Land Use Code update by Rick Engineering for an additional amount of \$113,170. The project is on budget.

Staff Recommendation

Staff recommends a discussion on the ideas presented and direction to be provided on key elements of the update.

Community Impact

The future Land Use Code provisions affect both the development community and the residents of Frederick. This work session with the Board of Trustees and Town staff reflects the Town's commitment to getting these regulations right in order to provide for higher-quality development for our community.



Planning Commission

Land Use Code Update – Development Direction and Feedback

Britt Palmberg, RICK

BUILT ON WHAT MATTERS



Strategic Plan Alignment



COMMUNITY AND ECONOMIC VITALITY

Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities.

2.5 Continue work on updating the Land Use Code

Built on What Matters.



Discussion Items

- Land Use Code Update Timeline
- Mapping Existing PUDs
- Adaptable Neighborhood
- Enhancing Neighborhoods
- Notification Requirements



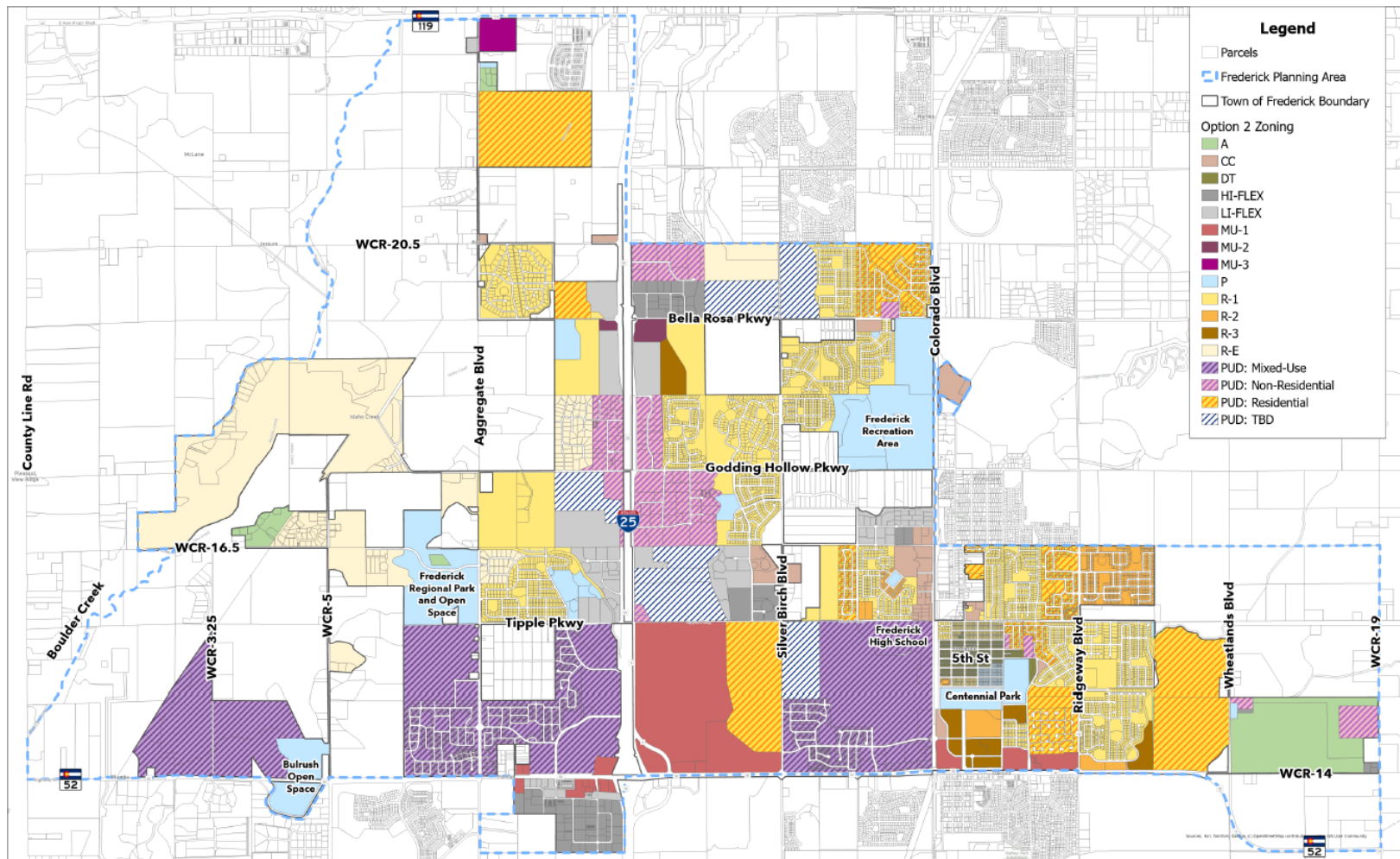
Land Use Code Update Timeline

- Fall 2024 - Comprehensive Plan completed
- October 2024 – RICK Engineering contracted to complete Land Use Code Update
- January 2025 – Stakeholder Session #1 to gain feedback from development community
- April 2025 – Stakeholder Session #2
- July 2025 – Work Session #1 with BOT to gain direction and feedback
- October 2025 – Work Session #2 with BOT
- **October 2025 – Planning Commission discussion**
- January 2026 – Potential Work Sessions with BOT
- February/March 2026 – Land Use Code update adoption



Mapping Existing PUDs

- BOT direction to be more transparent with the public through the zoning map
- Proposal: Create unique coloring for different types of PUDs
 - Residential
 - Non-residential
 - Mixed-use
 - PUD -TBD



Future Zoning Map - Option 2



Adaptable Neighborhood

BOT direction to include Adaptable Neighborhood on zoning map as an overlay



What is Adaptable Neighborhood?

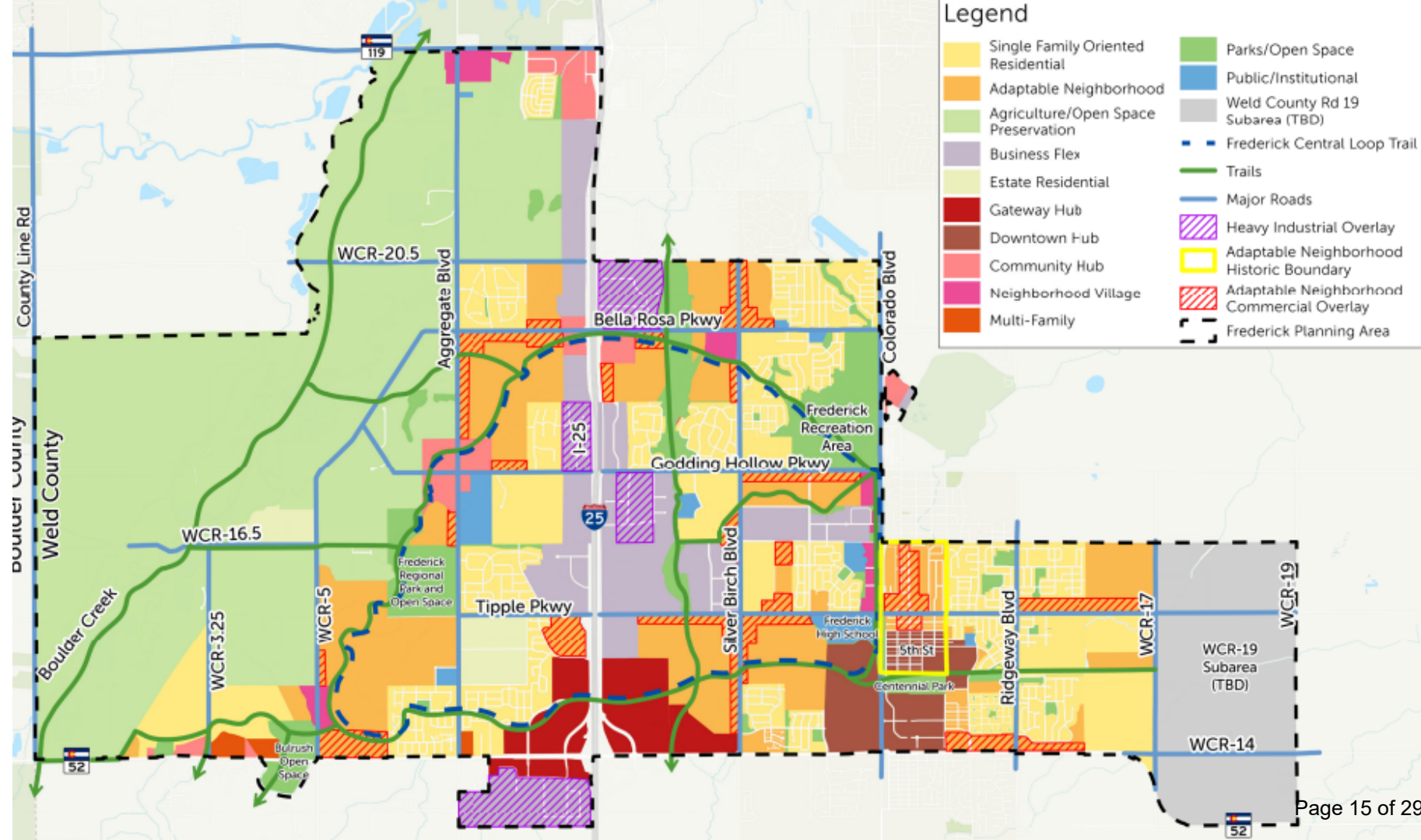
Adaptable Neighborhoods are designed to provide a diversity of housing to accommodate a wide range of households in Frederick, ranging from younger, single adults, to families with children, to empty nester households. The range of housing provides options for smaller housing units, which may be more affordably priced for younger people and people on fixed incomes, as well as maintenance-free housing (such as townhomes) that would appeal to seniors and residents with busy schedules.

Adaptable Neighborhoods may include various types of employee, workforce, and attainable housing. The design of adaptable neighborhoods will allow for residents to walk or take a short bike ride to another location, within the neighborhood, to satisfy many of their daily needs. Thus, adaptable neighborhoods will include different types of parks and plazas within walking distance of every residential unit.

Housing Types: Single Family Detached, Townhomes and Duplexes, Multi-Family

Allowed Residential Density: 4 – 24 dwelling units per acre

Possible Building Height: 1 to 3 stories





Adaptable Neighborhoods

Staff recommendation and BOT direction:

- Translates into R-E or R-1 for annexation or re-zoning requests
- Make the Adaptable Neighborhood areas an overlay on the Zoning map
 - Permits single-dwelling detached by right
 - Set standard parameters for new development:
 - Automatic buffer requirement from existing development (30-feet)
 - Enhanced landscape buffer
 - Enhanced notification buffer
 - Permits paired homes, four-plexes, townhomes, multi-dwelling by Conditional Use Review



Enhanced Neighborhoods

- BOT direction to move forward with creatin Housing Mix requirement for new development
- Every residential development over 50 units would trigger the housing diversity requirement.



DRAFT Housing Mix

Proposed Lots/Units	Housing Types	or Housing Variations
50-500	2	1 housing type and 2 variations
501-1000	3	2 housing types and 1 variation
1001-1500	3	2 housing types and 2 variations
1501+	4	3 housing types and 2 variations

Product types: single-dwelling, paired home, four-plex, townhome, multi-dwelling

Variations: single-dwelling (alley-loaded, lot size variation)
paired home (alley-loaded, over under)
four-plex (alley-loaded, over under)
townhome (alley-loaded, variation in building lengths)
multi-family (variation in building lengths)



DRAFT Housing Mix

- Phased approach development uses the cumulative lot count
 - (i.e. three 200 lot phases equals 600 lot count)
 - One development would include same developer, or metro district, branding, etc.
- Locational requirements for product types outside of single-detached dwelling
 - Buffer to existing development (30 ft)
 - Shall be located off arterials and collectors
 - Enhanced notifications



Noticing Requirements

- Recent projects have highlighted opportunities for improvement in our notification processes.
- We have the chance to discuss and address these areas to enhance our overall effectiveness.

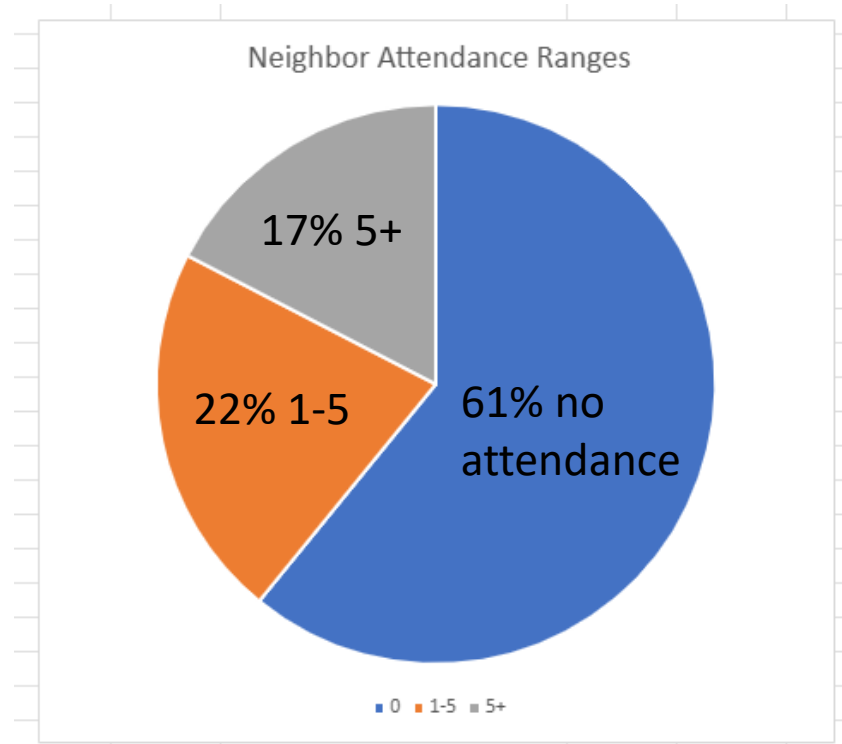


Noticing Requirements

- Neighborhood meetings – Only one required. What happens with projects lasting years?
- Mailings and sign postings – Same issues as neighborhood meetings with being required only once for initial submittal.
- Notification buffer distance – Are enough residents being notified?
- Community outreach – How do residents get information on projects?

Neighborhood Meetings

- 24 meetings in 2025
- 61%: no attendance
- 22%: 1-5 people
- 17%: 5+ attendance
- 17% - 5 separate meetings
 - Oil and Gas
 - New High School
 - 320 Maple (3 meetings)





Engagement and Notifications

Staff recommendation and BOT direction:

Neighborhood Meetings:

- Land Use Code
 - Existing- Require a neighborhood meeting before application submittal
 - Proposed – Additional meeting every 12 months with longer projects
- Existing internal policy
 - Record meetings and Town staff to generate meeting minutes
 - Recording and minutes posted online
 - Summarize resident input into larger themes and provide feedback with process related questions



Engagement and Notifications

Staff recommendation and BOT direction:

Mailed notice and sign postings

- Existing - Require with initial application submittal
- Proposed – Additional noticing every 12 months with longer projects



Notification Buffers

- Are notification distances enough?
 - Municipality notification buffers
 - Frederick 300, 500 and 1000ft
 - Firestone 300ft
 - Erie 500ft
 - Longmont 300-1000ft
 - Lafayette 750ft
 - Dacono 500ft

Staff recommendation and BOT direction:

- Allow increase of notification buffer distance at Director's discretion



Community Outreach

[Home](#) » [Your Government](#) » [Departments](#) » [Planning](#) » What's Developing?

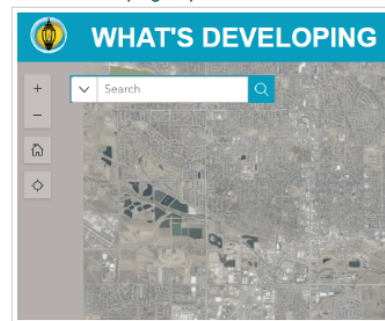
Development Applications Under Review

Below is a list of projects currently under review in the Town of Frederick. Check out the [What's Developing Map](#) for project locations and additional information.

For more information about upcoming Neighborhood Meetings or Public Hearings, check the [Meetings Calendar](#) for details and meeting dates. Click **Select a Calendar** and check **Frederick Meetings Calendar**.

For more information on a specific project, contact the Planning Department at 720.382.5610.

What's Developing Map



What's Going on Around Me?

▾ Neighborhood Meetings

▸ Applications Under Review

▸ Approved Applications

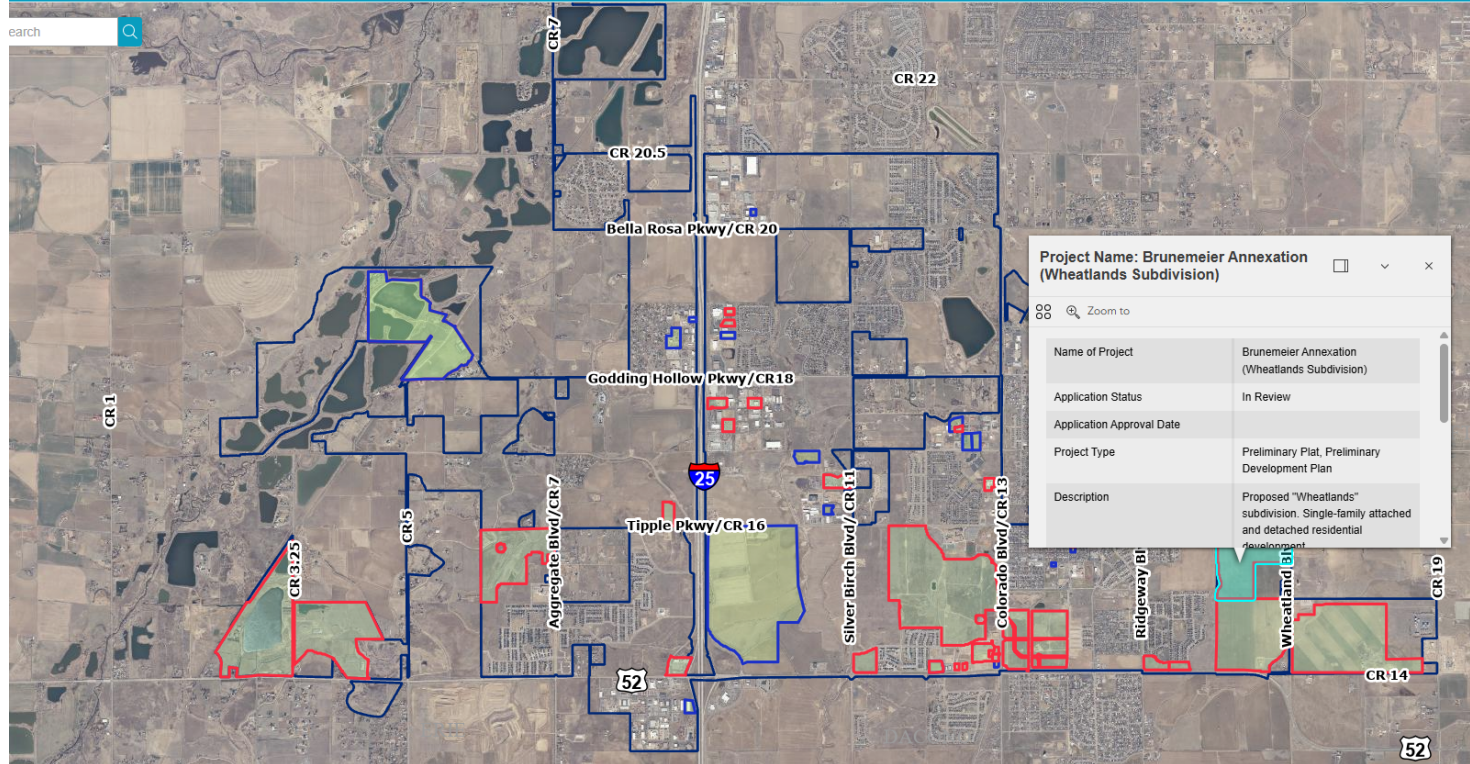
Project Name (Date of Meeting)	Location	Project Proposal	Application Type	Neighborhood Meeting
Maplewood Filing 2, Amendment A, Lot 1 (8/7/25, 9/11/25)	320 Maple Street	PUD zoning document for 4 single-story duplex buildings.	Planned Unit Development Zoning Document	Meeting Recording and Transcript



Community Outreach

What's Developing

within the Town of Frederick





Community Outreach

Staff recommendations and BOT direction:

1. Enhance communication outreach via social media, Frederick Flash, etc.
2. More information provided at community events (Frederick in Flight, Miners Day etc.)
3. Provide application updates on website with biggest changes listed.
4. Staff to respond directly to all public comment received via email.



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