



BOARDS & COMMISSIONS

## Planning Commission Meeting Minutes

January 13, 2026, at 1:15pm

**1. Call to Order**

Vice Chair Andersen called the meeting to order at 1:14pm.

**2. Roll Call - Present**

Vice Chair Louisa Andersen  
Commissioner Erik Briscoe  
Commissioner Jeff Carlson  
Commissioner Brian Franzen  
Commissioner Christian Schulte

**Absent**

Chair Justin Yeater  
Commissioner Larry Modlin

**3. Approval of the agenda**

There were no changes to the agenda and Vice Chair Andersen proceeded with the agenda as published.

**4. Approval of the December 09, 2025, Planning Commission Meeting Minutes**

**Motion by Commissioner Franzen:**

He moved to approve the minutes as presented.

**Second:** Commissioner Briscoe

**Vote:** Motion passed 5-0

**Absent:** Chair Yeater and Commissioner Modlin

**5. A public hearing regarding a recommendation on an ordinance repealing a portion of Title 24, Chapter 10 of the Greeley Municipal Code relating to the Floodplain Overlay District and amending Title 12 of the Greeley Municipal Code by adding a new Chapter 12 relating to floodplain management.**

Brian Hathaway (Water Quality and Regulatory Compliance Manager & Floodplain Administrator) began his presentation by introducing himself and the item as published.

Commissioner Briscoe asked Mr. Hathaway if he could provide a brief overview of the deficiencies that were identified. Mr. Hathaway explained the proposed updates clarify the designation and responsibilities of the Floodplain Administrator and establish a formal variance process that involves the Planning Commission and the Zoning Board of Appeals. Mr. Hathaway shared that the variance language is based on a FEMA model ordinance and aligns with FEMA and CWCB compliance standards. Additional provisions were added, including severability, definitions, and updated terminology, as well as requirements related to base flood elevation, proximate A zones, and limitations on encroachment exceeding half a foot.

Commissioner Franzen asked for clarification on where Zone A areas were and if applicants are required to determine a base flood elevation only for properties located within Zone A, and not for a development as a whole. Mr. Hathaway answered by stating approximate A zones do not have area-specific flood studies, as FEMA has not had the time or resources to delineate a floodway in those locations. Within Greeley, these approximate A zones are limited to the Sand Creek Basin, and the applicant would only need a base flood elevation in this area.

Vice Chair Andersen asked if there were any more questions for staff. Seeing none, Vice Chair Andersen opened the public portion of the meeting at 1:23pm. Seeing none in person or online, Vice Chair Andersen closed the public portion of the meeting at 1:24pm and turned it over to the Commission for Action.

**Motion by Commissioner Franzen:**

Based on the preceding analysis, the Planning Commission finds that the proposed code amendment to the Greeley Municipal Code is consistent with the Development Code criteria of Section 24-211.b (Items 1 through 4) and therefore recommends that the City Council approves the code amendment to the Greeley Municipal Code as submitted.

**Second:** Briscoe

**Vote:** Motion passed 5-0

**Absent:** Chair Yeater and Commissioner Modlin

**6. Staff Report:**

Don Threewitt (Interim Director of Community Development) began by noting that there were many upcoming initiatives within the Long-Range Planning Department and turned the floor over to Caleb Jackson (Interim Planning Manager) for the updates.

Mr. Jackson shared that a Planning Commission meeting is scheduled in two weeks, during which consultants will provide updates on the Eastside and Westside Area Plans. Commissioners were also invited to participate in a Westside tour of the Bradburn neighborhood in Westminster on January 26, followed that evening by a public open house for the Westside Area Plan and its form-based code component at the Funplex, which is expected to be well attended.

**7. Adjournment:**

Vice Chair Andersen adjourned the meeting at 1:26pm.

**Workshop**

**8. Development Code Assessment Report**

Mr. Jackson introduced the report as published and began the presentation by reviewing the assessment's goals. He then invited the project consultants to complete the presentation. Jen Gardner & Ries Wilson (Logan Simpson Consultants) spoke to their portion of the presentation.

Commissioner Franzen asked whether the code assessment would be presented again once fully finalized. Mr. Jackson explained that they would incorporate the feedback received today, make revisions, and then follow up either by email or in a packet outlining the adjustments reflected in the final report.

Commissioner Carlson asked what the timeline looks like for the overall process. Mr. Jackson noted that the department will be undertaking substantial code updates this year, with one or two rounds of

revisions expected. An additional phase may be needed in a subsequent year, depending on the budget.

Vice Chair Andersen referenced a previous presentation on “returning to the grid concept” for street and city design, which was discussed at length during a meeting at Aims with slideshows and considerable engagement. She then asked whether any of the information from that well-received presentation is intended to be used. Mr. Jackson noted that this work is linked to the Westside Area Plan. Those consultants will return in two weeks to present the draft Westside plan and draft form-based code—another element of the project that must be aligned with the overall development code and offers an alternative development pattern for consideration.

Vice Chair Andersen also noted that there remains an outstanding punch list from 2021 and 2022 and asked whether those issues will be addressed in the upcoming update. Mr. Jackson explained that the list of outstanding issues has grown since 2021–22, and that all the information has been provided to the project consultants. As a result, those topics should be reflected in the assessment report. He added that if any items are missing from the report, they should be identified so they can be included.

Vice Chair Andersen requested greater focus on water use in landscaping. She also raised questions about fencing types and styles, unclear nonresidential setbacks, and the absence of provisions for commercial vehicle parking in residential areas, including how “commercial” is defined and whether it should be addressed.

Commissioner Briscoe expressed a preference for receiving redline or side-by-side versions of proposed changes, noting that it is difficult and time-intensive for Planning Commission volunteers to identify and assess revisions when only new code is provided.

Mr. Threewitt explained that, as each component is brought forward, they plan to present small chunks first in a work session for discussion before a final recommendation. A redline version will be provided as the review copy, along with a clean proposed ordinance. They also intend to include a summary of changes showing how items have moved or been reorganized from the old code to the new to improve clarity and will also refine how they communicate changes as they proceed.

Commissioner Franzen agreed with Commissioner Briscoe’s preference addressed above.

Vice Chair Andersen remarked that understanding the context behind policies is helpful and encouraged the use of examples or stories that explain why a policy was originally created, noting that this context can clarify provisions that might otherwise seem arbitrary.

With no other discussion on this item, Vice Chair Andersen closed the workshop at 1:56pm.

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**Louisa Andersen – Vice Chair**

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**Don Threewitt – Interim Comm. Development Director**