



## COMMISSION MEMBERS

Andrew Sword (Chair)

Liz Palmer (Vice Chair)

Daniel Sherman

Cheryn Miller- Crock

Mark Humbert

Linda Young

Terry Beauman

Bret Baker



[brightonco.gov/SplendidValley](http://brightonco.gov/SplendidValley)

Please contact: Amanda Besch

[abesch@brightonco.gov](mailto:abesch@brightonco.gov)

303-655-2072

with questions or if you require special accommodations.

# DISTRICT PLAN COMMISSION

## Agenda Packet

Thursday, February 26, 2026

2:00 p.m.

(Typically, fourth Thursday of the month)

Adams County Parks and Open Space  
Conference Room  
9755 Henderson Rd.  
Brighton, CO 80601

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approve Minutes from January Meeting
3. Public Comment
4. Staff Updates
  - a. Ag and Food Lab field trip overview (Aly)
5. Agenda Items
  - a. Welcome new District Plan Commissioners
  - b. Proposed DPC Bylaw Revisions—City of Brighton, Adams County
  - c. Presentation: “Dust to Apples” event overview (Amy Smith, Adams County)
  - d. Discuss ideas on how to support/leverage Brighton’s “Day at the Farm” event, April 25<sup>th</sup>
  - e. Continue review of the Draft Historic Splendid Valley Strategic Plan (time permitting)
6. Upcoming Events  
“Dust to Apples” artist panel with local farmers, March 18<sup>th</sup> 5:00-7:00 @ Adams County Government Center
7. Announcements, Suggestions, & Comments
8. Adjournment

Microsoft Teams Link for this Meeting:

<https://tinyurl.com/mrxd7pb7>

Next meeting March 26, 2026.

programs and activities without regard to race, color, national origin, creed, religion, sex, sexual orientation, disability, or age and without regard to the exercise of rights guaranteed by state or federal law. The City of Brighton has a policy to provide language access services at no charge to persons with limited English proficiency (LEP) and persons with a disability who are served by the City.

For more information on non-discrimination or interpretation, please contact the City's Coordinator at [ADACoordinator@brightonco.gov](mailto:ADACoordinator@brightonco.gov) or 303-655-2096. The City will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA) or will arrange for an interpreter in accordance with Title VI of the Civil Rights Act. Any request for an interpreter must be made by 9:00 a.m. on the Thursday prior to the District Plan Commission meeting.

Si desea traducción o acomodaciones de acuerdo con la Ley de Derechos de Discapacitados ("ADA" en inglés) o Título VI, por favor comuníquese por correo electrónico a [ADACoordinator@brightonco.gov](mailto:ADACoordinator@brightonco.gov) o 303-655-2096. Cualquier petición para un intérprete debe ser pedido antes de las 9 a.m. el jueves anterior de la sesión del consejo.

### **Notice of Non-Discrimination**

It is the policy of the City of Brighton to provide equal services,



## District Plan Commission Meeting Minutes

**Type of Meeting:** Regular

**Date:** Thursday, January 22nd. 2pm

**Location:** Hybrid Meeting In-Person and via Teams at 9755 Henderson Road, Brighton, CO 80601

### **1. Call to Order/Roll Call/Pledge of Allegiance**

Meeting called to order by Commissioner Sword at 2:08 PM.

- Members present: Andrew Sword (Chair), Liz Palmer (Vice Chair), Mark Humbert, Daniel Sherman, Cheryn Miller-Crock, Dan Rau
- Members absent: Dennis Tonsager (Secretary)
- Staff present: Aly Cooper (Adams County), Amanda Besch (City of Brighton), Carley Rohrbaugh (CSU Extension), Adam Rhodebeck (City of Brighton), Nick DiMario (City of Brighton)
- Public present: Linda Young

### **2. Approve Minutes from December 9th Meeting**

Commissioner Cheryn moved to approve the minutes as presented from the December 9<sup>th</sup> meeting. Commissioner Palmer seconded.

- Meeting minutes were unanimously approved (6-0)

### **3. Public Comment**

Linda Young shared her background as a Master Gardener and founder of Brighton Shares the Harvest. Linda has applied to be on the DPC as an Adams County appointed Commissioner.

### **4. Staff Update**

### **5. Agenda Items**

- **Bylaws Revision and Legal Review:** Aly and Nick discussed the ongoing revision of the Commission's bylaws, including input from the City and County attorneys, with plans to present the updated draft for review and comment at the next meeting.
- **Strategic Plan Review and Vision Development:** Review of the Draft Strategic Plan for the Historic Splendid Valley, inviting feedback on the vision, mission, and main goals, with input from the Commissioners on local food security, agritourism, and farmer support.
- **Communication and Marketing Initiatives:** Discussed plans for a communication and marketing strategy, including a promotional video, potential logo redesign, and leveraging county resources, with suggestions from members for community storytelling and youth engagement.
- **Food Security and Community Partnerships:** Explored strategies to enhance local food security, including partnerships with food pantries, faith-based organizations, and schools, and discussed challenges related to funding, distribution, and community gardening.
- **Financing and Resource Mobilization:** Discussion on potential funding models, including the creation of a nonprofit, partnerships with developers and local businesses, and strategies for sustainable revenue generation to support Commission initiatives.

- **Farmer Incubator and Pipeline Support:** Outlined plans to partner with the Ag and Food Lab and other organizations to support new farmers through land access, training, and lease arrangements, addressing challenges related to housing, land availability, and technical support.
- **Implementation Planning and Subcommittee Formation:** Discussed the need for realistic implementation timelines, the formation of subcommittees to oversee strategic plan pillars, and encouraged members to review the document and indicate their preferred areas of involvement.
- **Event Planning and Community Engagement:** Aly provided updates on upcoming community events, including seed swaps, farm days, wellness expos, and city celebrations, and encouraged Commission participation to increase visibility and outreach.

## **6. Upcoming Events**

Ag and Food Lab Tour: Wednesday, January 28<sup>th</sup> 12:00-2:00 PM at 415 Yuma St, Denver 80204. The DPC has been invited to tour a food hub and learn more about the Ag and Food Lab's mission and vision. We will also discuss their farmer incubator program in Bennett.

Brighton Seed Swap, February 15<sup>th</sup> from 12-2, contact Cheryn for additional details

Day on the Farm, City of Brighton, hosted at Bromley Farm on April 25<sup>th</sup>

Blooms at Bromley, City of Brighton, host at Bromley Farm on May 9<sup>th</sup>

## **7. Announcements, Suggestions & Comments**

None.

## **8. Adjournment**

Commissioner Palmer moved to adjourn. Commissioner Sherman seconded. Meeting adjourned at 4:03 PM.

Recorded by: Allison Cooper.

**BY-LAWS OF THE JOINT CITY OF BRIGHTON AND  
ADAMS COUNTY DISTRICT PLAN  
COMMISSION**

**Article I - Name and Authorization**

~~A.~~ The Commission's name shall be the District Plan Commission-

~~A.~~ (“  
The District Plan Commission”).

B. The (“Commission”) was created by the City of Brighton on January 3, 2017 and the Adams County Board of County Commissioners on December 13, 2016.<sup>1</sup>

**Article II - Purpose and Duties**

A. Purpose of the Commission

Act as ambassadors for the implementation of the District Plan (“Plan”) and advise the Brighton City (“City”) Council and (“City”), the Adams County (“County”) Board of County Commissioners (“County”) and City and County staff on implementation and action items as outlined in the District Plan.

B. Duties

1. Promote farming-supportive businesses, agritourism, agriculture and land preservation, and create awareness through education, marketing and promotional activities;
2. Review and make recommendations on amendments to the District Plan;
3. Provide comments via the referral process on public improvements and/or land use or development cases to be considered by the County or City Planning Commission within the District Plan study area or for rezoning and development on property zoned or requesting a rezoning to the District Plan Mixed Use Zone;
4. Make recommendations to the County Parks and Open Space Advisory Board on Open Space Sales Tax fund applications and advise County and City staff on land purchases for open space and land leases for agricultural preservation within the District Plan Study Area study area;
5. Respond on its own initiative, or to any request for information, to the Board of County Commissioners or the City Council on matters pertinent to the District Plan Study Area study area, insofar as the issue relates to the interests of agriculture, agricultural land preservation, agritourism or supportive infrastructure or systems;
6. Respond to requests for technical assistance from the public and/or to provide public information or public education services such as brochures, hosting expert speaker’s speaker panels or workshops regarding agricultural practices, agricultural land preservation, agritourism or other topics inherent to the District Plan.

**Article III – Guidelines**

A. The District Plan Commission has no authority other than to serve in an advisory capacity to the City Council and Board of County Commissioners.

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<sup>1</sup> The Intergovernmental Agreement (IGA) between the City of Brighton and Adams County for the District Plan Commission, and each jurisdiction's corresponding adoption resolution, serve as the enabling legislation establishing the District Plan Commission. Please see these documents for ~~addition~~[additional](#) information.

- B. The ~~District Plan~~ Commission shall serve as advisors to the City and County regarding the implementation of the ~~District~~-Plan and ~~to~~ advise the City and County on implementation and action items as outlined in the Plan.
- C. A quorum will consist of five voting members and decisions will be made by simple majority of members present; a tie vote will defeat a motion.
- D. The affirmative vote of seven members of the Commission will be necessary to amend the ~~District~~-Plan. A nine-~~member~~ Commission must be present and eligible to vote on the matter at the Commission hearing on the amendment. If a nine-~~member~~ Commission is not available, the matter shall be continued until the next regularly scheduled Commission meeting. If, after the matter has been continued once due to lack of a full Commission, a full Commission is still unable to be seated, the Chairperson may call for a vote of the Commission to proceed to hear the matter. The vote to proceed may be decided by a simple majority of the quorum. The affirmative vote of seven members of the Commission is still required to amend the ~~District~~-Plan.

**Article IV – Sub Committees**

- A. The Commission shall be authorized to create sub-committees (“Sub-Committee(s)”).
- B. The Commission shall vote to establish a Sub-Committee(s), including the topic and/or goal of the Sub-Committee(s), and shall also vote to appoint no more than two (2) members to a Sub-Committee(s).
- C. Sub-Committee(s) shall meet on an as-needed basis, and a Sub-Committee(s) shall serve as a recommending body to the Commission, and no action and/or voting shall be taken by a Sub-Committee(s).
- D. At a regularly scheduled meeting, a Sub-Committee(s) shall have the opportunity to present the progress of the specific Sub-Committee(s) and provide their recommendations to the Commission for a vote.

**Article V- Membership**

- A. Members. The Commission will consist of nine members, four members appointed by the City and five members appointed by the County. Appointments by the elected officials will be done in a manner determined by each jurisdiction.
- B. Members should consist of a balance of persons who have experience or interest in the many fields and topics described in the ~~District~~-Plan’s areas of implementation, including, but not limited to, agriculture, tourism, food systems, animal husbandry, ranching, economic development, transportation, innovation, sustainability, or have demonstrated a willingness to serve for the enhancement of the community.
- C. All member votes are equal.
- ~~C.~~D. Appointments. Commission appointments will be made initially for two and three-year terms. After the initial appointments all terms will be for three-year terms. In the initial appointments, the County will appoint two two-year and three three-year terms for members and the City will appoint two two-year and two three-year terms for members.
- E. Terms shall be limited to two three-year terms.

~~D.F.~~ D.F. Vacancies. A vacancy ~~may be declared~~ on the Commission may be declared for any of the following ~~causes~~reasons:

1. A member is absent from three consecutive regularly scheduled meetings in a given calendar year without being excused by the Chair. All absences will be recorded in the meeting summary. Absences for emergency or specially called meetings will not be recorded against a member in calculating absenteeism.
2. A member resigns prior to the end of the term or for any other reason cannot serve the full term.

~~E.G.~~ E.G. How Vacancies are Filled

1. The Commission Chairperson shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the staff of the jurisdiction from which the vacancy arises. It will be the responsibility of the City and/or County to ensure the appointment of a new member at the ~~soonest~~earliest opportunity.
2. Vacancies will be advertised in a manner determined by the City and/or County policy.

~~E.A.~~ E.A. ~~Terms shall be limited to two three year terms.~~

## Article ~~VVI~~ - Member Responsibilities

A. ~~All member votes are equal.~~ Member responsibilities include:

1. Attending one regularly scheduled meeting per month.
- ~~1.2. Being responsible for~~ Diligently working on assigned tasks.
- ~~1.3. Election of Officers~~ Electing officers from within the Commission: Chairperson, Vice-Chairperson and Secretary.

~~e.a.~~ A majority vote of regular members present is required to elect ~~a Chairperson-Commission Officers.~~ If the prevailing candidate is present and does not decline, the ~~new- Chairperson~~ newly elected officer will assume office immediately ~~and conduct the election of the Vice Chairperson and Secretary. The same procedure will be utilized in the election of the Vice Chairperson and the Secretary.~~

~~b.~~ The Chairperson's term ~~Officers' terms~~ shall be for one year. The ~~Chairperson~~ officers may be elected for consecutive terms during ~~his/her~~ their tenure on the Commission.

c. Elections shall be held at the first business meeting of the year following the annual reorganization of the Commission.

~~e.~~ The Chairperson shall conduct all meetings.

~~d.~~ Officers serve at the pleasure of the Commission.

~~-e.~~ The Chairperson's responsibilities include:

~~i.~~ Conducting the annual election for Vice-Chairperson and Secretary immediately upon being elected as Chairperson.

~~-ii.~~ Setting the Agenda.

~~iii.~~ Presiding over all meetings.

~~-iv.~~ Presenting formal requests and recommendations to the City or the County.

~~-v.~~ Assigning tasks to Commission members.

~~-vi.~~ Serving as a contact person for City or County staff.

~~C. Electing a Vice Chairperson from within the Commission:~~

- ~~1. The Vice Chairperson's term shall be for one year, and he or she shall serve at the pleasure of the commission. The Vice Chairperson may be elected for consecutive terms during his/her tenure on the Commission. Elections shall be held the first business meeting of the year following the annual reorganization of the Commission.~~

~~f.~~ The Vice Chairman shall assume The Vice-Chairperson's responsibilities include:

~~-i.~~ Assuming the duties of the Chairperson in the case of ~~his or her~~ their absence.

~~D. Electing a Secretary from within the Commission:~~

~~g.~~ The Secretary's term shall be for one year, and he or she shall serve at the pleasure of the commission. The Secretary may be elected for consecutive terms during his/her tenure on the Commission. Elections shall be held the first business meeting of the year following the annual reorganization of the Commission. The Secretary shall assume responsibilities include:

~~i.~~ Conducting roll call votes.

~~-ii.~~ Assuming the duties of the Chairperson in the case of the absence of both the

~~Chairperson~~ Chairperson and Vice-Chairperson. ~~The Secretary shall conduct role call~~

votes.

**Article ~~V~~IVII - Staff Responsibilities for the Commission**

- A. Staff will have the responsibility of informing the Commission of events, activities, policies, programs, etc., occurring within the scope of its functions and to make members aware of all City or County requests for information or input.
- B. Staff will assemble information needed by the Commission in order for the Commission to perform its duties. Staff will prepare a written agenda, which shall be e-~~mail~~mailed or mailed to Commission and Staff members at least six days in advance of the scheduled meeting.

- C. Staff will ensure accurate records are kept.
- D. The City and the County shall provide staff representation to the Commission.

### Article ~~VH~~VIII- General Rules of Order

The following are general rules of order and apply to the conduct of business at all ~~District Plan~~ Commission Meetings:

- A. A motion before the Commission may be made only by members of the Commission. No motions may be made from the floor by any member of the general public. Any motion made must be seconded by another member of the Commission prior to the vote. After the motion and second, the Chairperson shall restate the motion and ask for discussion from members of the Commission and staff. After all interested Commission and staff members have had an opportunity to speak, the Chairperson shall ask for a voice vote of all Commissioners in favor of the motion. Commissioners in favor shall indicate their vote by saying “aye” or “yes.” The Chairperson shall then ask for a voice vote of Commissioners opposed to the motion. Commissioners opposed shall indicate their vote by saying “nay” or “no.” If any member questions the outcome of the vote, ~~he or she~~they may request a roll call vote.
- B. Each Commission member is entitled to only one vote. There shall be no proxy voting.
- C. Any Commission member who actually or potentially has a conflict of interest with regard to any business before the Commission or whose participation would otherwise violate the appearance of fairness, shall disqualify ~~himself or herself~~themselves from voting or participating in the discussion and deliberations in any motion concerning such business. When a Commission member has so disqualified ~~himself or herself~~themselves, the member shall neither sit on nor preside over the Commission during discussion and voting on the matter.
- D. A potential conflict of interest or violation of the appearance of fairness exists when a Commission member has a direct, personal interest in the outcome of the proceeding beyond that of the general public. A potential conflict may arise due to a financial interest, a business or employment relationship, a family relationship, ~~or~~ prior statements or actions by the member, and other actions or relationships.
- E. Any question or issue as to the proper procedure for conducting business at any ~~District Plan~~ Commission meeting that is not resolved by the above rules of order shall be resolved by the Chairperson.
- F. The Commission shall reserve time for public comment at the end or the beginning of each meeting, ~~as noticed on the agenda in accordance with Article V.A.~~ Each member of the public, after recognition by the ~~Chair~~Chairperson, will be granted three minutes to address the Commission.
- G. The Chairperson may call a special meeting outside of regularly scheduled meetings as needed. The Chairperson shall determine the availability of a quorum prior to directing staff to notice the meeting to the public. Special meetings shall be noticed to the public a minimum of forty-eight (48) hours prior to the start of the special meeting.

~~H.~~—The Chairperson may cancel a ~~regularly~~regularly scheduled or special meeting for reasons such as inclement

A.H. weather, a lack of business, or a lack of a quorum. The cancellation of meetings shall be noticed to the public with as much notice as is practicable prior to the scheduled meeting time and date.

**Article IX - Amendment to By-laws**

I. These By-laws may be amended by the majority vote of the Commission, provided that such amendments shall be consistent with Colorado law, the Intergovernmental Agreement between the City of Brighton and Adams County for the District Plan Commission, the Ordinances and Resolutions of the City and County, and the Brighton Municipal Code.

*Adopted June 16, 2017*  
*Revised*